



Town of Bridgton Finance Office

JANUARY & FEBRUARY 2020

Out with the old, and in with the new and I'm talking about the change in the calendar year. My new finance clerk, Holly Heymann, started her new position on Jan. 6, 2020. Great timing to learn how to prepare year-end W2s, Miscellaneous 1099s, and filing the quarterly 941s with the Internal Revenue Service and State of Maine Treasury. I'm a firm believer in cross-training in the event a long-term back-up is needed so we have started that process. Being in the finance department, tasks are not always daily and weekly. We have monthly, quarterly, and of course annual tasks as well. She was previously the Finance Director for two non-profits in Rhode Island so, she brings a wealth of knowledge and expertise. Grateful, to have her on board.

The auditors from our new auditing firm were on site Jan. 13. This being their first year takes quite a bit of time building the Town's portfolio, doing internal control questionnaires on various functions, compiling debt information, asset acquisition and disposal information, and more.

Budget reviews with the Department Heads, Town Manager, Deputy Town Manager and myself were held at various times throughout the month of January.

On Jan. 29, the Deputy Town Manager and I started our review of outside agency requests for the budget.

The police department offered Maine Public Employees Retirement System (MPERS) to interested patrol officers effective Jan. 1, 2020, as another retirement option. Both Holly and I attended a training on Jan. 22 at Maine PERS in Augusta to learn about our specific plan, retirement and disability benefits, contribution reporting, the calculation of contributions, and more. We both found this training to be beneficial to us and just in time as our first report was due February 17.

Finance Office Activities for January:

- Issued 243 checks for Accounts Payable totaling \$1,459,989
- Issued 334 checks/direct deposits for payroll totaling \$196,912
- Filed State of Maine Sales Tax Return
- Filed 4th Quarter 941 to IRS
- Filed 4th Quarter 941 and unemployment with the State of Maine
- Prepared and distributed (138) W2s
- Prepared and mailed (21) Misc. 1099s
- (2) Returned Items required collection

Finance Office Activities for February:

- Issued 156 checks for Accounts Payable totaling \$1,052,063
- Issued 296 checks/direct deposits for payroll totaling \$164,614
- Filed State of Maine Sales Tax Return
- (5) Returned Items required collection

Respectfully submitted,

Charisse Keach
Finance Officer