



**Town of Bridgton  
Finance Office**

3 Chase Street, Suite 1, Bridgton, ME 04009  
Direct Tel. (207) 803-9957 \* Fax (207) 647-8789  
Email: [ckeach@bridgtonmaine.org](mailto:ckeach@bridgtonmaine.org)

## August 2020

On August 3, I attended the Emergency Preparedness meeting with other department heads for the potential incoming tropical storm that we may encounter.

I met with a new full-time hire for the Community Development Director's administrative assistant, Courtney Kemp and a new per diem fire-fighter, Jennifer Dingee, who joined the fire department.

This month I was busy cross-training Jenna Domer into the role of Finance Clerk. We worked on how to process returned items received from the bank and the processing of payroll and accounts payable. She also learned how to set up new employee's demographics, pay rate & distribution expenses, benefit deductions, and direct deposit into the payroll module. This also requires the programming for full-time new hires the accrual of their monthly sick time and compensatory time (if eligible). This is needed for it to be reflected on the monthly leave reports generated for management and department heads as well as on the employee's check stub. With new hires, we are required to report to the State of Maine new hires within 7 days which was shown to Jenna as well along with enrolling full-time employees in the Health Reimbursement Account program with Group Dynamics. Jenna was also shown how to generate the monthly expenditure summary reports for the department heads. A couple department heads prefer to also receive the monthly detail expenditure report for reference. The FY2021 general fund budget and carry forwards were posted on August 14. I had Jenna assist with me with this project as well as posting the Sewer Enterprise & Salmon Point Enterprise budgets. Although, this task is only done once a year, the budget posting process is still an important component of cross-training. Jenna also learned how to file the workers compensation 1<sup>st</sup> report of injuries online with Maine Municipal Association Risk Management Services filing her 1<sup>st</sup> report on Aug. 25. There is a lot to learn in the Finance office and I look forward to more cross-training in September. Jenna is learning quite well considering the volume we have and the diversity of duties that we do on any given day.

I attended the Board of Selectmen's meeting on August 11 to answer questions concerning book-keeping and to provide information concerning the accounting process for grants that will be implemented in FY2021.

I attended the monthly department head meeting on Aug. 18 and provided an update on workers compensation claims statistics, reported that all employees required to take Visual Display Training (VDT) have done so, and that I'll provide an updated list of courses available through the Maine Municipal Online Training University to share with department heads. I asked management if there had been any consideration of some type of contingency plan in the event our employees need to be out with their child(ren) as back to school will be starting up soon.

### Finance Office Activities for August:

- Issued 214 checks for Accounts Payable totaling \$1,969,570
- Issued 348 checks/direct deposits for payroll totaling \$174,100
- Filed State of Maine Sales Tax Return for July
- Collection processing of (4) four returned items

Respectfully submitted,

Charisse Keach  
Finance Officer