



**Town of Bridgton
Finance Office**

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NOVEMBER & DECEMBER 2020

On November 4, both Jenna and I, were trained on the new Key Bank Credit Card program. This allows us to have in-house control over card issuance, limits, allowable purchases, and issuing of replacement cards if need be.

The budget for Fiscal Year 2022 is already underway. Outside agency requests were mailed on Nov. 16 and are due back by Dec. 31. The budget worksheets were prepared and ready for the departments the middle of December with budgets due by Dec. 31 except Public Services which were due Jan. 8.

October's MDOE (Maine Department of Education) Coronavirus Relief Fund reimbursement was submitted to MSAD #61 on Nov. 5 and November's reimbursement was submitted on Dec. 21. This grant is partially funding the recreation day camp but is due to end on Dec. 31 unless extended.

The final closeout of the Keep Me Healthy grant was submitted by Courtney on Dec. 16. We were successful in expending all available funds on allowance purchases.

Jenna continues to learn new things. In December, she learned how to calculate the taxable income for employee's with life insurance over \$50,000 to include in the payroll of Dec. 18. This calculation is based on the number of 1,000 units over 50,000 multiplied by the rate based on the employee's age. She is processing Accounts Payable and the weekly payroll on her own with a doublecheck review and "sign off" by me as part of our internal control process.

Open enrollment for benefits was November 15 – December 15. We received notification from the Maine Municipal Employees Health Trust that the 2021 premium rates would remain the same as 2020. This is GREAT news for both the Town and our employees.

The second Bond Anticipation Note bids were opened on Nov. 30. We received (3) three bids and awarded it to Machias Savings. There were a lot of communications occurring between Machias Savings, Bangor Savings who held the prior Bond Anticipation Note, our attorney, Bob, and me to get everything in place to close by Dec. 8.

I attended a webinar hosted by the Maine Municipal Tax Collectors Treasurers' Association, Payroll Law on Dec. 15. This is one of the required courses to maintain my Treasurer's Certification.

Pg. 2 – Finance Office Report (November & December 2020)

Finance Office Activities for November:

Issued 142 checks for regular Accounts Payable totaling \$1,304,771
Issued 357 checks/direct deposits for payroll totaling \$170,443
Prepared (2) Accounts Payable warrants for Lower Main St., project totaling \$13,928
Prepared (2) Accounts Payable warrant for Streetscape project totaling \$1977
Prepared (1) Accounts Payable warrant for the Wastewater Expansion Project totaling \$213,878
Filed State of Maine Sales Tax Return
Collection of (2) returned items

Finance Office Activities for December:

Issued 223 checks for regular Accounts Payable totaling \$1,436,083
Issued 394 checks/direct deposits for payroll totaling \$224,965
Prepared (1) Accounts Payable warrant for Lower Main St., project totaling \$7179
Prepared (1) Account Payable warrant for Streetscape project totaling \$99
Filed State of Maine Sales Tax Return
Collection of (3) returned items

Until next year.....

Respectfully submitted,



Charisse Keach
Finance Officer