



## Town of Bridgton Finance Office

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### January / February 2021

With the start of every new calendar year; the Finance Office is very busy meeting all the time sensitive responsibilities due by the end of January; the issuance of W2s and reconciliation of the (4) four quarterly 941 returns before releasing the W2s, the issuance of 1099s, the annual OSHA reporting of injuries (if any) by each department based on hours worked, as well as preparing for the annual budget.

Jenna has completed her 6-month probationary period with flying colors. She continues to amaze me with her desire and drive to learn new things. We covered a lot of ground in just these six months and we make a good team I must say.

### *Congratulations!*

Jenna participated in a TRIO webinar on Jan. 5 for 1099 and W2 processing. Perfect timing on this one.

Departmental budget reviews with management and department heads were conducted on Jan. 15, 19, and 21. Jenna was able to join us in the majority of those to give her a better understanding of the Town's budget processes.

I attended the monthly department head meeting on Jan. 19 and February's meeting was postponed.

On Jan. 26, both Jenna and I attended the virtual class titled HR in the Age of COVID presented by two attorneys from Bernstein Shur law firm. The big take away for me was the vaccination process, where certain employees could potentially be required to be vaccinated however this would require the Town to have a written policy outlining the details of the mandatory vaccination.

I'd like to welcome our two new full-time Clerks that started on February 8, Ashley Albrecht and Ashley Collette. You can just imagine the response when you ask for Ashley; they both look or respond to you.

The field auditor was on-site 2 days, Feb. 17 & 18, to obtain some additional documents for the FY2020 audit.

On Feb. 17, 2021, we received notification from MSAD #61 that they are allocating \$85,000 to the Town for the continuation of the Maine Department of Education Coronavirus Relief Fund Daycamp program which will provide funding through the end of June. The grant reimbursement request for the month of January was submitted Feb. 23, 2021.

Budget books were completed and ready for the Board of Selectmen on Friday, Feb. 19. Board of Selectmen workshop meetings are scheduled for March 1 and 2 to start their review of the proposed FY2022 budget.

On Feb. 23, 2021, the online training university program with Maine Municipal Association had a mandatory training regarding the new platform for administrators and the end user.

On Feb. 24, 2021, the annual workers compensation payroll audit was completed remotely answering questions of the auditor and providing necessary documents.



Pg. 2 – Finance Office Report (January & February 2021)

Finance Office Activities for January:

- Issued 157 checks for Accounts Payable totaling \$1,309,736
- Issued 324 checks/direct deposits for payroll totaling \$178,379
- Filed State of Maine Sales Tax Return for December
- Filed 4<sup>th</sup> Quarter 941 returns with IRS and State of Maine
- (1) AP Warrant for the Streetscape Project totaling \$71.91
- (1) AP Warrant for the Lower Main Street Project totaling \$354,095
  - a. Town Share - \$310,034
  - b. Water District Share - \$44,061
- (1) AP Warrant for the Wastewater Expansion Project totaling \$248,030

Finance Office Activities for February:

- Issued 168 checks for Accounts Payable totaling \$1,220,433
- Issued 324 checks/direct deposits for payroll totaling \$176,123
- Filed State of Maine Sales Tax Return for January
- (1) AP Warrant for the Streetscape Project totaling \$553.22 to close deposit account
- (1) AP Warrant for the Lower Main Street Project totaling \$8.81 to close deposit account
- (2) AP Warrants for the Wastewater Expansion Project totaling \$29,137.35
- Collection of (1) returned item

Bring on Spring!!!!



Respectfully submitted,

*Charisse Keach*

Charisse Keach  
Finance Officer