



## Town of Bridgton Finance Office

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### April 2021

I met with (3) three full-time new hires this month for their employee orientation & benefit enrollments; Michelle Thibodeau, Todd Thomas & Jacob Decker.

On April 6, Jenna participated in the Maine Municipal Tax Collectors Treasurer's Association virtual training for Tax Liens which gets her one step closer to securing her Treasurer's certification from this Association.

On April 8, I participated in a Maine Municipal Association's Personnel Practices workshop at no cost via ZOOM, hosted by representatives with the law firm of Bernstein Shur in Portland.

The Town office was shut down to the public from Tues., April 13 – April 22 due to a positive COVID 19 case. During this time, I worked on bank account reconciliations. This requires researching transactions in detail in cash receipting as well as matching coinciding Payport payments, the online service to citizens. Also worked on subsidiary account reconciliations.

On April 28, I participated in a Maine Local Government Human Resources training "Due Process" via ZOOM at not cost hosted by representatives of the law firm Norman, Hanson, & DeTroy, LLC.

Jenna was busy during the month sending out invoices for Salmon Point Campground tenants and recording payments as they were received, due date May 1. This is her 1<sup>st</sup> year working with Salmon Point so part of it is organizing the files to her liking, going on a site-walk to familiarize herself with the campground, and performing an accessory structure(s) inventory for improved documentation to identify the structure; screenhouse, deck, etc.

#### Finance Office Activities for April:

- Issued 164 checks for Accounts Payable totaling \$1,171,197
- Issued 415 checks/direct deposits for payroll totaling \$208,553
- Filed IRS 941 tax return for the 2<sup>nd</sup> Quarter
- Filed the State of Maine 941 & Unemployment report for the 2<sup>nd</sup> Quarter
- Filed State of Maine Sales Tax Return for March
- Uploaded the Maine Public Employees Retirement system monthly report for March
- (1) AP Warrant for the Wastewater Expansion Project totaling \$337,314
- (1) AP Warrant for the Lower Main Street Project totaling \$28,125
- Processed (3) returned items for collection

Respectfully submitted,

Charisse Keach  
Finance Officer

