



Town of Bridgton Finance Office

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May 2021

The draft audit for Fiscal Year ending June 30, 2020, was finally received on May 5. We received official notification from the auditing firm that they would not be able to fulfill the 3-year contract and perform the audit for Fiscal Year 2021. Due to this notification, a Request for Proposal was advertised on May 26 on the Town's website, the Town's Facebook, Maine Municipal Classified, the Bangor Daily News, the Portland Press Herald, and direct mail to 5 auditing firms with bids being due by June 24.

Both Jenna and I virtually attended the Maine Municipal Tax Collectors Treasurers Association's annual meeting on May 13 & May 14.

I was asked to review the Town's insurance renewal questionnaire and did so on May 19. The insurance risk control representative, Bob DiServo, came to the Town Office on May 25 to meet with a few department heads, management, and visited the Town Hall and Public Works buildings.

Jenna emailed a brief questionnaire on May 21 to survey municipalities currently utilizing Bangor Payroll. We chose 5 municipalities (Searsport, Farmington, Livermore Falls, Madison, and Winslow) that have police departments and 1 municipality (Ogunquit) that would have seasonal employees. We have heard back from 3 of the 6 municipalities and will follow-up with the other 3 soon.

On May 25, we held the Public Hearing to review the Annual Town Meeting Warrant Articles which I attended.

We had our monthly department head meeting on May 27, and I talked briefly about the new Maine Municipal Association's Online Training University program, for departments to review their Year-To-Date expenditures in preparation of year-end and carry forwards. I also mentioned that in the event a revenue or expenditure is significantly higher or lower than budgeted, I am required to provide the auditing firm with explanations or reasons as to why.

Lease payments for Salmon Point were due in full by May 1, 2021. If payment had not been received, Jenna kindly followed up with them.

Finance Office Activities for May:

Issued 194 checks for Accounts Payable totaling \$1,082,368

Issued 333 checks/direct deposits for payroll totaling \$182,534

Filed the State of Maine Sales Tax Return and uploaded the Maine Public Employees reports for April

Processed (2) returned items for collection

Respectfully submitted,

Charisse Keach
Finance Officer

