



Town of Bridgton
Finance Office

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FINANCE DEPARTMENT
MONTHLY REPORT
July 2021

On Thurs., July 15, both Jenna and I attended a discussion regarding postage meter functionalities, supply costs, concerns, and issues as we are looking to replace our current meter later this year. Nikki did some research on Stamp.com but we determined that wasn't really a good option for us to consider. Jenna attended a postage meter presentation by our current vendor Budget Technologies on Wed., July 28 and I attended a presentation conducted by Pitney Bowes on Fri., July 30.

I met with (2) two new full-time hires; one for the Public Works Department and one for the Public Safety Administrative Assistant position in the Police Department.

It's hard to believe but Jenna will have been with us a year as of July 31. We reviewed her annual performance evaluation on Mon., July 26. A couple new things we covered this month was the annual reporting of PCORI Fees to IRS regarding the Town's Health Reimbursement Account program and she filed the quarterly unemployment return for our seasonal employees all on her own.

Both Jenna and I participated in an online zoom training with Maine Municipal Employees Health Trust on Wed., July 28. They have changed the billing format and it is much easier to read and easier to understand what each employee has for coverages unlike previously you would only know based on the monthly premium being charged. It also lists the percentage tier of Income Protection Insurance if elected by the employee which is new.

I started providing documents electronically to our new auditing firm beginning on July 14 and will continue to add more in the coming weeks. We have tentatively scheduled the on-site field work to be conducted the week of Sept. 27.

The monthly department head meeting was held on Thurs., July 22, 2021.

Jenna was busy processing (2) Accounts Payable Warrants on a weekly basis for expenditures incurred in FY2021. We typically do this through the 3rd week of the month but did have a few come in after the 20th of July.

Finance Office Activities for July:

- Issued 229 checks for Accounts Payable totaling \$1,550,831
- Issued 372 checks/direct deposits for payroll totaling \$184,818
- (1) AP Warrant for the Wastewater Expansion Project totaling \$369,713
- (1) AP Warrant for the Lower Main Street Project totaling \$177,903 & (1) for Streetscape totaling \$53,597
- Filed the State of Maine Sales Tax Return and uploaded the Maine Public Employees reports for June
- Filed the 2nd quarterly (April – June) 941 returns with the State of Maine and Internal Revenue Service
- Filed (2) quarterly unemployment returns with the Maine Department of Labor
- Processed (1) returned item for collection

Respectfully submitted,

Charisse Keach
Finance Officer