



**Town of Bridgton
Finance Office**

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**FINANCE DEPARTMENT
MONTHLY REPORT
September 2021**

Effective Thursday September 9, 2021, I was appointed the Interim Finance Director for the Town. I have taken on many new responsibilities during the course of the month, and it has proven to be a rewarding experience. The Finance Department is very complex and requires intricate detailed dedication to the task at hand. I look forward to continuing to be an integral part of the future of this department.

In September, I met with (1) one new full-time hire for the Parks Department.

Auditors from RHR Smith and Associates were on-site on September 29th to begin the FY21 Audit. They met with many departments to discuss internal controls, expenses, revenues, budgeting, tax commitment and cash management. At the time of this report, dates have not been established for future field work to complete the audit process.

This month was very busy adding information to the Finance Departments Processes and Procedures. I began establishing a digital manual of Finance tasks in July of 2020 and continue to update it on an ongoing basis. Orienting to the new responsibilities as Interim Director has taken some time and documenting these processes and procedures will be beneficial for years to come.

The monthly department head meeting was held on Thursday, September 16, 2021.

The Over Winter Agreements for Salmon Point Campground have been steadily streaming in as the due date to hold the campsites over the Winter are due on October 1, 2021.

Finance Office Activities for September:

Issued 215 checks for Accounts Payable totaling \$1,565,117
Issued 298 checks/direct deposits for payroll totaling \$155,644
(1) AP Warrant for the Wastewater Expansion Project totaling \$315,546
(1) AP Warrant for the Lower Main Street Project totaling \$45,648
Filed the State of Maine Sales Tax Return and uploaded the Maine Public Employees reports for September
Filed Department of Labor Current Employee Statistics
Processed (3) returned item for collection

Respectfully submitted,


Jenna Domer
Interim Finance Director