



Town of Bridgton

Finance Office

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FINANCE DEPARTMENT MONTHLY REPORT October 2021

During the course of October quarterly tax, census and unemployment reports were submitted. The Workers Compensation Renewal was completed and submitted as well.

In September, I met with (1) one new full-time hire for the Cemeteries/Parks/Transfer Station Department and (1) one new full-time hire for the Town Clerk's Office.

I have continued to work remotely with Auditors from RHR Smith conducting field work for the FY21 audit as well as FY21 accounting services and reconciliations. At the time of this reporting the audit is scheduled to take place January 3rd through January 14, 2022. The audit will be a combination of on-site visits as well as remote work.

The monthly department head meeting was held on Thursday, October 21, 2021, where I discussed Open Enrollment is scheduled for November 15 through December 15th of 2021. This is the time to make any insurance changes for employees and their dependents.

All of the Over Winter Agreements for Salmon Point Campground have been received and paid in full. The Salmon Point Water invoices have been sent and are due December 1, 2021.

Finance Office Activities for September:

Issued 155 checks for Accounts Payable totaling \$1,187,732.48
Issued 354 checks/direct deposits for payroll totaling \$221,106.00
(2) AP Warrant for the Wastewater Expansion Project totaling \$789,441.25
(1) AP Warrant for the Lower Main Street Project totaling \$2,359.80
Filed the State of Maine Sales Tax Return and uploaded the Maine Public Employees reports for October
Filed Department of Labor Current Employee Statistics
Processed (0) returned item for collection

Respectfully submitted,

Jenna Domer
Interim Finance Director