



Town of Bridgton
Finance Office

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FINANCE DEPARTMENT
MONTHLY REPORT
December 2021

In December, I met with (1) one new Part-time hire for the Animal Control Officer and (1) Full-Time Police Officer.

Jenna and 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. The audit is scheduled to take place January 3rd through January 14, 2022 with on-site work scheduled for January 10th & January 11th.

The monthly department head meeting was held on Thursday December 16, 2021, where I discussed the capital projects that were completed in FY2021 for the auditors. I submitted the asset additions and disposals with supporting documentation to the audit firm on 12/21/2021. This continues to be an ongoing project with the auditors.

I attended the Investment Committee Meeting on Wednesday, December 22, 2021, and provided Committee Members with the Forest Management Plan. Kurt Garascia from Norway Asset Management Group joined the meeting by phone and reviewed the performance of the Park Forest Trust Fund, Moose Pond Land Fund and the Town of Bridgton Trust Fund. All funds are performing as expected. The next meeting will be held in May 2022.

My first month as Finance Director has been very busy but I am settling in and learning quickly. I used some time during my first couple of weeks to become more proficient with Trio software and took four webinar training sessions. I have also scheduled time with one of the staff at our audit firm for one-on-one Trio training January 19th and January 20th to expedite my learning curve with the software program. After this training session, I will take over all additional accounting services RHR Smith was contracted to handle outside of the audit. I am pleased to report that Jenna Domer has been promoted to Deputy Finance Director as of January 1, 2022. Jenna has been an incredible support to me while I transition into my new role, and I look forward to future reports of our accomplishments in 2022.

Finance Office Activities for December:

Issued 227 checks for Accounts Payable totaling \$1,506,647.30
Issued 349 checks/direct deposits for payroll totaling \$215,299.26
Issued (0) AP Warrants for the Wastewater Expansion Project (New BAN Issued Dec 8th)
Filed the State of Maine Sales Tax Return and uploaded the Maine Public Employees reports for December
Filed Department of Labor Current Employee Statistics

Respectfully submitted,

Holly Heymann
Finance Director