



## Town of Bridgton Finance Office

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### FINANCE DEPARTMENT MONTHLY REPORT January 2022

We have had a busy month in January with new hires. Jenna met with (1) one per diem Fire Fighter, (1) Full time Highway Crew Member, (1) Full time Highway/Parks swing position, and (1) Full time Police Officer. All but the per diem firefighter were to replace lost staff. We also welcomed back David Madsen, Public Services Director, from military deployment on January 31, 2022. Jenna was promoted to Deputy Finance Director effective January 1, 2022, and part of her new responsibilities under this role is to meet with all new employees to review benefits and payroll.

The auditor was on site on January 10<sup>th</sup> and had to be cancelled for the 11<sup>th</sup> due to COVID. A new date has yet to be scheduled for additional site work and it is expected to resume in February.

The monthly department head meeting was held on Thursday January 20, 2022. I discussed the need for open communication between individual departments and the finance department about grant awards. The Town is over the threshold of requiring a single audit (\$750,000) and tracking/reporting of these funds is more detailed and requires more documentation. I am planning a new process for storage, maintenance, and review of grants including more open lines of communication and shared drive files. I also reiterated the importance of notifying me as soon as possible if an employee is injured on the job, even if they do not seek medical treatment, so a First Report of Injury can be filed with MMA immediately.

My one-on one Trio training was rescheduled to February 7<sup>th</sup> and 8<sup>th</sup> due to year end deadlines and budget deadlines. Budget meetings have been ongoing all month and we met with all department heads to review each of their budgets individually with the Town Manager and Deputy Town Manager. Jenna, Georgiann, and I met on January 28<sup>th</sup> to review all Outside Agency applications in detail and completed an assessment for each one. The budget process has helped me learn how each department stands on its own, how they all incorporate together as a whole, and has expedited some of the learning curve regarding the general ledger and fund accounts. Calendar year end 2021 and 4<sup>th</sup> Quarter 2021 federal and state tax filings were met and are detailed below. Annual OSHA 300A reporting was due on 1/31/2022 with the mandatory injury reports posted on 2/1/22 for each department. I assisted Linda LaCroix this month with her ARPA application and provided her with the financial data, finance policies, and answered all finance related questions on the application. This was a very busy month for the Finance Department, and we were successful in meeting all our deadlines.

#### **Finance Office Activities for January:**

- Issued 85 checks for Accounts Payable totaling \$1,024,451.58 (lower due to workload; last AP ent. 1/29 checks cut 2/1)
- Issued 317 checks/direct deposits for payroll totaling \$185,486.08
- Issued (3) AP Warrants for the Wastewater Expansion Project totaling \$512,733.03
- Filed the State of Maine Sales Tax Return and uploaded the Maine Public Employees reports for January
- Filed Department of Labor Current Employee Statistics
- Filed Quarterly Federal Form 941 4<sup>th</sup> Quarter 2021
- Filed Quarterly State 941/Unemployment 4<sup>th</sup> Quarter 2021
- Issued/Filed 159 W-2s/W3
- Issued/Filed 6 Form 1099 NEC, 2 Form 1099 MISC and Form 1096 2021

Respectfully submitted,

Holly Heymann  
Finance Director