



**Town of Bridgton
Finance Office**

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**FINANCE DEPARTMENT
MONTHLY REPORT
February 2022**

There were no new hires to report in February 2022.

The monthly department head meeting was held on Thursday February 17, 2022. Budgets were the topic of discussion, and I addressed any outstanding documentation that was needed from department heads.

The auditor is schedule to resume site work on Monday, March 7th, 2022, and Tuesday, March 8th, 2022. I will keep you updated as this moves forward.

My one-on one Trio training with RHR Smith staff accountant, Lisa Bryant, took place on February 7th, 8th, 22nd and 23rd. Lisa was ideal to work with as she was a Finance Director for a municipality for 24 years and has the same number of years of experience working in Trio. I am pleased to report the general fund bank accounts are reconciled through December 2021, and I am almost through reconciling all other bank accounts through January. I will have the general fund bank accounts reconciled for January and February by the end of March and will maintain reconciliations monthly for all bank accounts going forward. The training was invaluable as I now have a thorough understanding of fund accounting and Trio.

February was dedicated to budget completion and compilation of budget books, while maintaining our regular workload. Jenna participated in FMLA training on February 16th and found it to be extremely informative. The webinar handout includes a FMLA handbook and resources for us to use for future policy and procedure creation on this topic.

Finance Office Activities for February:

Issued 212 checks for Accounts Payable totaling \$1,340,968.03

Issued 356 checks/direct deposits for payroll totaling \$206,696.50

Issued (0) AP Warrants for the Wastewater Expansion Project

Filed the State of Maine Sales Tax Return and uploaded the Maine Public Employees reports for February

Filed Department of Labor Current Employee Statistics

Respectfully submitted,

Holly Heymann
Finance Director