



## Town of Bridgton Finance Office

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### FINANCE DEPARTMENT MONTHLY REPORT April 2022

We had 3 per diem fire fighters, 1 Full time Parks/Cemeteries/Transfer Station, and 1 Part-Time Patrol Officer new hires in April 2022.

The audit confirmations have been sent out and adjusting journal entries have been posted as of April 29<sup>th</sup>. I expect draft financials in early May. Discussions have already begun for pre-audit meeting dates for FY2022 and I will keep you informed when that is scheduled.

I attended the Department Head meeting on Thursday, April 21, 2022, where I discussed the importance of salaried employees submitting timesheets when taking sick leave or vacation time. This helps Jenna process payroll more efficiently and know which pay category to use for paid time off. This documentation is also necessary to following auditing standards because payroll records are also audited. I also brought up credit card receipts being submitted without all the detail, such as vendor name, date, what was purchased, and asked for department heads to indicate what purchases are for. I reviewed the audit standards about credit card charges and backup documentation for all purchases needs to be clear.

I have made significant progress in April with the cleanup of the general ledger accounts after the adjusting audit entries for FY2021 and opening balance adjustments in the current year. All bank accounts were reconciled through March 2022 as of April 12, 2022. All funds are balanced and transfers out for the current year are posted.

I am very pleased to report that on April 29, 2022, I officially became a Bridgton resident and look forward to living in the community I serve for many years to come.

#### Finance Office Activities for April:

- Issued 206 checks for Accounts Payable totaling \$1,245,437.96
- Issued 484 checks/direct deposits for payroll totaling \$237,760.52 (5 weeks in April)
- Issued (0) AP Warrants for the Wastewater Expansion Project totaling \$0
- Filed the State of Maine Sales Tax Return and uploaded the Maine Public Employees reports for April
- Filed Department of Labor Current Employee Statistics and Annual Census Bureau Labor Statistics for 2021
- Filed Quarterly Federal Form 941 1st Quarter 2022
- Filed Quarterly State 941/Unemployment 1st Quarter 2022

Respectfully submitted,

Holly Heymann  
Finance Director