



**Town of Bridgton  
Finance Office**

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**FINANCE DEPARTMENT  
MONTHLY REPORT  
July 2022**

We had 1 Full time HAM Complex/ Landscaper and 3 full-time seasonal recreation staff begin employment with us in July 2022.

All bank accounts were reconciled by July 15<sup>th</sup>, 2022. We successfully updated all employees new pay rates, including Public Works and Police Department Union Contract rate changes that began with the first payroll in July. The FY 2023 Budget is entered in Trio and Carryforward requests are currently being reviewed by the Town Manager.

I have been working with the Auditor continuously through July preparing for the Audit and have completed reconciling all Real Estate and Personal Property Tax accounts, Tax Lien Accounts, Abatements, Tax Acquired Property, Motor Vehicle Registration, Gun Permits, Dog Licenses, Sales Taxes, Motor Vehicle Sales Taxes, Moses State Fees and Vital Records State Fees. In August I will complete the reconciliation of payroll liabilities, permits, transfer station, Swag Sales Tax, and other miscellaneous liabilities for review. I have created a list of all outstanding uncleared checks for follow up with the payees to issue replacement checks or submit to the State of Maine Unclaimed Property Division in August. This will clear all outstanding checks in my bank reconciliation and going forward, any checks not cleared after 90 days will be followed up on with a letter or phone call.

Jenna celebrated her two-year anniversary with the Town on July 31<sup>st</sup>, 2022, and we are so fortunate to have her as our Deputy Finance Director. She is amazing at her job, and I am honored to work with her every day.

**Finance Office Activities for July:**

Issued 85 checks for Accounts Payable for FY 2022 totaling \$228,898.51  
Issued 100 checks/direct deposits for payroll accrued to FY 2022 totaling \$56,562.98  
Issued 128 checks for Accounts Payable totaling \$1,323,926.15  
Issued 467 checks/direct deposits for payroll totaling \$262,577.37  
Issued (1) AP Warrant for the Wastewater Expansion Project totaling \$1,278,368.67  
Filed the State of Maine Sales Tax Return and uploaded the Maine Public Employees reports for July 2022  
Filed Department of Labor Current Employee Statistics  
Filed Quarterly Federal Form 941 2<sup>nd</sup> Quarter 2022  
Filed Quarterly State 941/Unemployment 2<sup>nd</sup> Quarter 2022  
Filed and paid Annual 720 Federal Excise Tax Form

Respectfully submitted,

Holly Heymann  
Finance Director