



**Town of Bridgton
Finance Office**

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**FINANCE DEPARTMENT
MONTHLY REPORT
August 2022**

We had 2 Full time Public Works Highway Crew begin employment with us in August 2022.

All bank accounts were reconciled by August 11th, 2022. Carryforward requests that were approved at the meeting on 8/23/2022 have been entered in Trio. We received the Audit checklist from RHR Smith on August 29, 2022 and Jenna and I will begin sending the required information over the course of the next 3 weeks. The audit is scheduled to begin on September 26, 2022 and a goal of the financial statements completed in December 2022.

I completed the reconciliation of payroll liabilities, permits, transfer station, Swag Sales Tax, and other miscellaneous liabilities and balance sheet accounts by August 15, 2022 for FY2022. All balance sheet accounts for the current fiscal year, including July and August, were reconciled by August 23, 2022. The list of outstanding uncleared checks has been researched and letters written on August 31, 2022, for follow up with the payees to issue replacement checks or submit to the State of Maine Unclaimed Property Division. The deadline to respond is September 30, 2022, and I will adjust and re-issue checks as people respond or send to the State in November. 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 and I attended a two-day conference in Orono, Maine hosted by the Maine Municipal Tax Collectors' & Treasurers' Association August 18th & 19th on Governmental Accounting. The instructor is an auditor for municipal government in Maine and gave us some great Trio tips and tricks to use, as well as a better understanding of governmental financial statement preparation, GASB, and the major differences between standard financials statements and government.

Finance Office Activities for August:

Issued 201 checks for Accounts Payable totaling \$1,548,302.59
Issued 413 checks/direct deposits for payroll totaling \$226,362.88
Issued (0) AP Warrant for the Wastewater Expansion Project
Filed the State of Maine Sales Tax Return and uploaded the Maine Public Employees reports for August 2022
Filed Department of Labor Current Employee Statistics

Respectfully submitted,

Holly Heymann
Finance Director