



**Town of Bridgton
Finance Office**

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**FINANCE DEPARTMENT
MONTHLY REPORT
October 2022**

We had 1 Full time Deputy Community Development Director, and 1 part-time exterior fire fighter, and 1 per diem Transfer Station Attendant begin employment with us in October 2022.

The audit is still in progress, and we will be on target to receive draft financial statements by December 2022. The Single Audit is still being completed but it will be issued with no findings. I will have confirms and adjusting entries (only 10!) the week of November 7th.

All bank accounts were reconciled by October 11th, 2022 with a zero variance. All balance sheet accounts for the month of September were reconciled by October 17, 2022. The list of outstanding uncleared checks balance of \$4,341.13 has been reduced to \$823.74. I have worked with Code Enforcement to clear out escrow balances and correcting adjustments to reflect actual balances. The new Wastewater Project BAN that closed on September 12th for \$1.4 Million has been fully drawn down as of October 31st and we are now in the grant portion of our Rural Development funding that totals \$11,400,000.00. We will be closing on the last Rural Development loan in late November.

Through September and October, I have met with multiple Department Heads with regard to grant awards and future funding. Recreation has a DHHS Child Care Subsidy grant submission for qualifying parents to receive funding in our Before & After School Program and Summer Camp. I met with Chief Jones to assist with the budget development for five Highway Safety Grants throughout the upcoming year. I set up the fund for the K-9 grant award from the Stanton Foundation and used this a training tool for Jenna on fund set-up which she has made into a written procedure. The EMA Director has submitted funding requests to Cumberland County EMA under their Homeland Security Grant for \$22,213 and the Stephen King Foundation for \$12,500 for the Drone Program. I attended two meetings with Cumberland County to review the CDBG awards and helped with training our new DCDD with monthly/quarterly invoicing to County implementing the new CDBG procedure I created to ensure we are following federal regulations. The Community Development Director and I are working together to prepare for the upcoming application for the EPA Community Grants Program to fund the \$2.2 million Wastewater Extension for \$1,400,000 and we will be meeting with County on November 7th to prepare a request to them for the \$450,000 needed to fully fund the extension.

Finance Office Activities for October:

Issued 170 checks for Accounts Payable totaling \$2,121,131.04
Issued 345 checks/direct deposits for payroll totaling \$196,697.65
Issued (2) AP Warrant for the Wastewater Expansion Project totaling \$1,274,077.23
Filed the State of Maine Sales Tax Return and uploaded the Maine Public Employees reports for September
Filed Department of Labor Current Employee Statistics
Filed Quarterly Federal Form 941 3rd Quarter 2022
Filed Quarterly State 941/Unemployment 3rd Quarter 2022

Respectfully submitted,

Holly Heymann
Finance Director