



## Town of Bridgton Finance Office

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### FINANCE DEPARTMENT MONTHLY REPORT November 2022

We had 1 Full-time HAM Complex Landscaper begin employment with us in November 2022.

The audit is still in progress, and we are on target to receive draft financial statements by December 2022. Bill Hall continues to work on our Single Audit and outstanding items but still anticipates draft financials for December 2022.

All bank accounts were reconciled by November 2<sup>nd</sup>, 2022, with a zero variance. All balance sheet accounts for the month of October were reconciled by November 17, 2022. We successfully closed on the final Rural Development Loan of \$1.4 Million on November 22, 2022 and paid off the principal balance of BAN #4 and \$4,763.70 in interest with Machias Savings Bank on the same day. The interest is fully refundable under the grant program with Rural Development and will be included in the next Wastewater pay requisition. We have \$10,279,104.14 remaining in grant funding from Rural Development of the total \$11,400,000.00 awarded.

On November 7<sup>th</sup>, I attended a Zoom meeting with Sandra Warren at Cumberland County, Bob Peabody, Tori Hill, and Keri Montague to discuss the ARPA funding available for the Wastewater Extension. We were all pleased to hear the \$450,000 we would need is a fundable project under the ARPA guidelines. 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 to prepare a request to Cumberland County (deadline 1/13/2023) for the \$450,000 needed to fully fund the extension.

I attended both sessions of the Annual Mandatory Employee Training on November 10<sup>th</sup>, 2022, to train employees on Workers Compensation rules and regulations for reporting employee injuries, how to complete an Incident Report, and why they are important. I also informed staff of open enrollment for our Health and Dental Insurance from November 15<sup>th</sup> to December 15<sup>th</sup> and the new changes in premium rates for 2023.

#### Finance Office Activities for November:

- Issued 121 checks for Accounts Payable totaling \$1,158,630.88
- Issued 354 checks/direct deposits for payroll totaling \$197,090.92
- Issued (2) AP Warrant for the Wastewater Expansion Project totaling \$2,141,360.70
- Filed the State of Maine Sales Tax Return and uploaded the Maine Public Employees reports for October
- Filed Department of Labor Current Employee Statistics
- Filed Federal & State Withholding, FICA & Medicare Taxes weekly

November has been a very busy month and I have already begun the process of updating budget worksheets for Fiscal Year 2024. Outside Agency Letters and Applications for FY 2024 Funding was mailed to all FY 2023 Awardees on November 4, 2022.

I am please to announce that on November 8<sup>th</sup>, 2022, our Deputy Finance Director, Jenna Domer, became a Certified Treasurer with the Maine Municipal Tax Collectors' & Treasurers' Association. This certification took years of training and dedication, and Bridgton is fortunate to have her! Congratulations, Jenna!!!

Respectfully submitted,

Holly Heymann  
Finance Director