



Town of Bridgton Finance Office

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FINANCE DEPARTMENT MONTHLY REPORT January 2023

We had one full-time Youth Development Professional in Recreation, one full-time shared Programmer with Recreation and HAM Complex, and one per-diem fire fighter begin employment in January 2023.

I am pleased to report that our FY 2022 Financial & Single Audits are complete as of January 30, 2023. The Single Audit had no findings. I have ordered bound copies and will distribute them to Board Members, the Town Manager, and the Deputy Town Manager as soon as they are received. Ron Smith plans to present of the financial statements in person to the Board on February 28, 2023. I will keep you informed if this plan changes.

All December bank accounts were reconciled by January 9th, 2023, with a zero variance. Reconciliation of balance sheet accounts for the month of December were put on hold due to year end obligations and a month filled with meetings. We have \$9,452,232.77 remaining in grant funding from Rural Development of the total \$11,400,000.00 awarded for the Wastewater Expansion Project.

I attended the Investment Committee meeting on Friday, January 6th to provide an update but had to leave early due to other commitments. Monday January 9th, I met with the Recreation Director, Town Clerk, Town Manager, Deputy Town Manager and Deputy Recreation Director, to review the Maine Recreation & Parks Association ticket program. I will be writing a new procedure to streamline the process and make the reconciliation of tickets, sales, and return tickets easier for FY 2024. January 9th through January 12th, I assisted the Community Development Director with the application for ARPA funding through Cumberland County for the Sewer Extension Project. I created the project budget with funding sources that will be used for the EPA grant application, contributed to the narrative in multiple sections of the application, and answered questions related to my department. We all had a meeting with EPA, and included Director of Public Works, on 1/30/2023 to confirm the requirements of this application and have a plan for how to move forward.

Department budget meetings took place on January 18th, 19th and 31st. This will be ongoing throughout February as new numbers come in and adjustments are made. Budget books will be completed by February 17, 2023.

Finance Office Activities for January:

Issued 152 checks for Accounts Payable totaling \$1,305,499.33
Issued 342 checks/direct deposits for payroll totaling \$215,034.71
Issued (2) AP Warrants for the Wastewater Expansion Project totaling \$638,222.72
Filed the State of Maine Sales Tax Return and uploaded the Maine Public Employees reports for December
Filed Department of Labor Current Employee Statistics
Filed Federal & State Withholding, FICA & Medicare Taxes weekly
Filed 4th Quarter Federal/State 941 & Maine Unemployment
Issued 166 W-2s to Employees & filed electronically with Social Security Administration & State of Maine
Issued (2) Legal (7) Non-employee 1099s and mailed to IRS and State of Maine

Respectfully submitted,

Holly Heymann
Finance Director