



## Town of Bridgton Finance Office

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### FINANCE DEPARTMENT MONTHLY REPORT APRIL 2023

We hired one full-time Public Works Highway Crew and one full-time Parks Landscaper in April 2023.

I had a conference call with Ron Smith, Managing Partner of RHR Smith and our new Auditor, Christine Howe on April 4<sup>th</sup> to review the Streetscapes and Lower Main project fund reconciliation. This will be reviewed in person by Christine when she is on site for pre-audit work May 10<sup>th</sup> to May 12<sup>th</sup> and any necessary adjustments will be made at that time. I will provide the Board a memo detailing the outcome of this in person review.

All March bank accounts were reconciled by April 13, 2023, with a zero variance. Reconciliation of balance sheet accounts for the month of March were completed by April 21, 2023. Uncleared checks have been reduced to \$746.75 and this balance will be closed out by the end of May 2023. We have \$8,130,051.05 remaining in grant funding from Rural Development of the total \$11,400,000.00 awarded for the Wastewater Expansion Project as of 4/30/2023. The amount of remaining funds reported in March was only for one grant award (92-03) and did not include the balance remaining for award #92-07.

The annual ARPA report was submitted 4/18/2023 for the funding received in FY 2022 of \$574,583.06 used for paving costs for the Inner Corridor. I attended the Department Head Meeting on 4/20/2023 where I discussed credit card receipts and the new Reimbursement Request form for employees to use when requesting a reimbursement for expenses that they paid for out of pocket. I also informed everyone of the new timesheets, check requests, and time off requests that were updated to be used going forward. I attended a meeting on 4/27 with the Public Works Director, Town Manager, Deputy Town Manager, Code Enforcement Officer, and Community Development Director to discuss the Maine DOT Business Partnership Initiative Program for Route 302 Sidewalk Improvements.

#### **Finance Office Activities for April:**

- Issued 164 checks for Accounts Payable totaling \$1,192,093.51
- Issued 330 checks/direct deposits for payroll totaling \$200,101.85
- Issued (2) AP Warrants for the Wastewater Expansion Project totaling \$674,840.50
- Filed the Maine Sales Tax Return and uploaded the Maine Public Employees reports for March.
- Filed Department of Labor Current Employee Statistics
- Filed Federal & State Withholding, FICA & Medicare Taxes weekly.
- Filed Quarterly Federal form 941 for 1<sup>st</sup> Quarter 2023.
- Filed Quarterly State 941/Unemployment 1<sup>st</sup> Quarter 2023.

Respectfully submitted,

Holly Heymann  
Finance Director