



**Town of Bridgton
Finance Office**

3 Chase Street, Suite 1, Bridgton, ME 04009
Direct Tel. (207) 803-9957 * Fax (207) 647-8789
Email: hheyman@bridgtonmaine.org

**FINANCE DEPARTMENT
MONTHLY REPORT
MAY 2023**

We hired one full-time Parks/Cemeteries employee and one full-time Youth Development Professional in May 2023.

RHR Smith notified me on 5/4/2023 that our new auditor, Christine Howe, was no longer at the firm and we are now assigned to Erika McKay. Pre-audit documents were uploaded to the online portal before the deadline of 5/15/2023. The pre-audit was started virtually 5/24/2023 to 5/26/2023 and remains ongoing while our new auditor becomes familiar with our financials. Erika is working on the Streetscapes and Lower Main Project fund reconciliations and will have an answer for me soon on the outcome and adjusted fund balances.

All April bank accounts were reconciled by May 3, 2023, with a zero variance. Reconciliation of balance sheet accounts for the month of April were completed by May 15, 2023. I am working with the auditor to clear the last of the outstanding prior year old balances, so we begin FY 2024 with a clean slate. We have \$7,751,959.11 remaining in grant funding from Rural Development of the total \$11,400,000.00 awarded for the Wastewater Expansion Project as of 5/31/2023.

On 5/9/2023, we had a Workers Compensation loss control meeting with Jim Toman, from Maine Municipal Association Risk Management Services. He provided information regarding the Workers Compensation Safety Incentive Program to qualify for credits on our Workers Compensation premium and conducted a survey at the Public Works Department to identify potential hazards and provide recommendations. He will return on June 15, 2023 to conduct surveys in the Police, Fire and Recreation Departments. On May 18, 2023, Jenna and I attended the MMTCTA Annual Meeting in Bangor where Jenna was presented with her official Certified Treasurer distinction. I attended the monthly staff meeting on 5/25/2023 where I discussed the need to change our pay period effective 7/2/2023 to accommodate the new four-day work week and presented the Budget Carryforward Policy and Procedure I wrote to help streamline the Carry Forward process each year. Planning for the pay period change, fiscal year end, and the new fiscal year were the focus of the month and will continue through June.

Finance Office Activities for May:

- Issued 176 checks for Accounts Payable totaling \$1,279,357.76.
- Issued 358 checks/direct deposits for payroll totaling \$210,845.06.
- Issued (1) AP Warrant for the Wastewater Expansion Project totaling \$378,091.94.
- Filed the Maine Sales Tax Return and uploaded the Maine Public Employees reports for April.
- Filed Department of Labor Current Employee Statistics
- Filed Federal & State Withholding, FICA & Medicare Taxes weekly.

Respectfully submitted,

Holly Heymann
Finance Director