



**Town of Bridgton  
Finance Office**

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**FINANCE DEPARTMENT  
MONTHLY REPORT  
JUNE 2023**

We hired one full-time Patrol Officer, one full-time Recreation Programmer, one per diem interior Fire Fighter, three seasonal Lifeguards, and seven seasonal summer camp staff in June 2023.

All May bank accounts were reconciled by June 8, 2023, with a zero variance. Reconciliation of balance sheet accounts for the month of May were completed by June 15, 2023. 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 6/30/2023.

On June 5<sup>th</sup> and June 6<sup>th</sup> I held mandatory meetings for all employees to provide formal notification of the pay period and pay day change going into effect as of 7/2/2023 due to the new four-day work week. I provided handouts detailing how the change will happen during the transition pay period, how deductions, stipends, insurance buyout will be handled, and transition time sheets for each department.

I attended the Investment Committee Meeting 6/13/2023 and the Annual Town Meeting on 6/14/2023. As part of the new Carry Forward Procedure, I met with several Department Heads to complete the Carry Forward Request submitted to the Town Manager on June 15, 2023. Jenna held the Recreation Department seasonal staff orientation on June 20, 2023. Outside Agency award letters for FY 2024 were mailed to recipients on 6/27/2023. I participated in an audit webinar offered by RHR Smith on 6/28/2023. All month I met with Department Heads to review balances owed for Accounts Receivable and grant closeout for CDBG, OVW, Rural Development, Bureau of Highway Safety, Active Networks, DHHS Child Care Subsidy, and Recreation Department outstanding invoices. Review of the Transfer Station commercial account billing process revealed a flaw in the recording of revenue that I am working with the Public Works Administrative Assistant to streamline and improve the procedure utilizing the Accounts Receivable module in our current software package. Fiscal Year End throughout the month of June has demonstrated the need to create better internal controls and procedures for invoicing customers and collection activities in all departments. I will keep you informed of the changes and improvements over the next few months.

**Finance Office Activities for June:**

- Issued 198 checks for Accounts Payable totaling \$1,458,239.98.
- Issued 496 checks/direct deposits for payroll totaling \$283,068.22.
- Issued (0) AP Warrant for the Wastewater Expansion Project.
- Filed the Maine Sales Tax Return and uploaded the Maine Public Employees reports for May.
- Filed Department of Labor Current Employee Statistics
- Filed Federal & State Withholding, FICA & Medicare Taxes weekly.

Respectfully submitted,

Holly Heymann  
Finance Director