



**Town of Bridgton  
Finance Office**

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**FINANCE DEPARTMENT  
MONTHLY REPORT  
JULY 2023**

We hired one full-time Patrol Officer, two seasonal summer camp staff, and two per diem EMA Command Center Dispatchers in July 2023.

All June bank accounts were reconciled by July 13, 2023, with a zero variance. Reconciliation of balance sheet accounts for the month of June are still being worked on as part of the year end close. The old balances from prior years have been cleared out and we begin FY 2024 with accurate balances. We have \$6,545,752.66 remaining in grant funding from Rural Development of the total \$11,400,000.00 awarded for the Wastewater Expansion Project as of 7/31/2023.

I attended the Zoom meeting on 7/11/2023 with Sandy Warren at Cumberland County, CDD, and the Town Manager to discuss the ARPA award for the Sewer Extension Project. On 7/12/2023, I met with Nick Brown and Charlene Oakley from the Maine Bureau of Highway Safety and Grace Gendron, Public Services Admin Assistant. The purpose of the meeting was to review our grant management procedures, review financial documentation, and program compliance with our three grant awards for the Police Department. The Monitoring Report was shared with the Board outlining the review and improvement in our risk category from Medium to Low. On 7/26/2023 I met with the Town Manager and Engineer to discuss the Rural Development grant funding budget for the first year of operations once the facility is up and running.

The Trio Accounts Receivable Module has been added to our financial software package and relevant staff training is scheduled for August 9, 2023. I had a training on 7/10/2023 and implementation meeting on 7/27/2023 with Joe Kelly. This addition will provide improved invoicing, a record of customers who have unpaid balances, better follow up on outstanding invoices, and streamline a process that is currently done manually saving significant time while reducing errors.

**Finance Office Activities for July:**

- Issued 84 checks for final FY 2023 Accounts Payable totaling \$379,973.48.
- Issued 138 checks for Accounts Payable totaling \$2,463,599.91.
- Issued 496 checks/direct deposits for payroll totaling \$283,068.22.
- Issued (2) AP Warrants for the Wastewater Expansion Project totaling \$1,206,206.41.
- Filed the Maine Sales Tax Return and uploaded the Maine Public Employees reports for June.
- Filed Department of Labor Current Employee Statistics
- Filed Federal & State Withholding, FICA & Medicare Taxes weekly.
- Filed and submitted our annual Form 720 for 6/30/2023.

Respectfully submitted,

Holly Heymann  
Finance Director