



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 OCTOBER 2023

We hired one full-time Recreation Programmer, one part-time Youth Development Professional, and one per diem Reserve Officer in October 2023.

All September bank accounts were reconciled by October 13, 2023, with a zero variance. Reconciliation of balance sheet accounts for the month of September were completed by 10/30/2023. We have \$4,359,891.91 remaining in grant funding from Rural Development of the total \$11,400,000.00 awarded for the Wastewater Expansion Project as of 10/31/2023. The EPA Earmark award and enrollment in the ASAP.GOV portal for draw down requests and reporting is complete.

Our Lead Auditor, Karen, was onsite Thursday, October 12, 2023, and completed the Due To / Due From coding error adjustments and cleared the Streetscapes and Lower Main Street Project deficits. We will begin the Single Audit soon and I anticipate draft financials by the end of November.

Finance Department activities for the month of October includes: Investment Committee Meeting on 10/3/2023; renewed our SAM.GOV registration for the next year; set up the Square Stands & Terminals at the Transfer Station including the coding of items, receipts, and staff training; Jenna organized the Shred-It day on 10/19/2023 and we successfully destroyed 80 boxes of old paperwork creating more room in the vault; Maine Municipal Association Zoom meeting on Labor Law changes on 10/24/2023; presented the Sewer billing change for Route 1 and Route 2 to the Board of Selectmen on 10/24/2023 which was approved; met with multiple software companies for product demonstrations for web based utility billing and recreation program registrations to include Salmon Point Campground site leases and management.

I updated the Outside Agency Application process for FY 2025 to be a fillable PDF document to address missing information and streamlined the process making it easier for applicants. All FY 2023 funded agencies were sent the new application on October 31, 2023, and a link was added to the Finance Department webpage for new applicants to easily access.

Finance Office Activities for October:

- Issued 179 checks for Accounts Payable totaling \$1,672,640.03.
- Issued 355 checks/direct deposits for payroll totaling \$207,615.44.
- Issued (2) AP Warrants for the Wastewater Expansion Project totaling \$1,956,210.39.
- Filed the Maine Sales Tax Return and uploaded the Maine Public Employees reports for September.
- Filed Department of Labor Current Employee Statistics
- Filed Federal & State Withholding, FICA & Medicare Taxes weekly.
- Filed Quarterly Federal Form 941 3rd Quarter 2023
- Filed Quarterly State 941/Unemployment 3rd Quarter 2023

Respectfully submitted,

Holly Heymann
Finance Director