



# TOWN OF BRIDGTON

## Finance Department

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### FINANCE DEPARTMENT MONTHLY REPORT DECEMBER 2023

We hired one Per Diem Exterior Firefighter in December 2023.

All November bank accounts were reconciled by December 19, 2023, with a zero variance. Reconciliation of balance sheet accounts for the month of November were completed by 12/28/2023. We have \$2,849,380.29 remaining in grant funding from Rural Development of the total \$11,400,000.00 awarded for the Wastewater Expansion Project as of 12/31/2023.

We received a total of sixteen (16) Outside Agency Funding Applications for FY 2025 by the 12/28/2023 deadline and two (2) have received extensions to 1/18/2024. Draft Financials are expected in early January 2024.

December was another very busy month for the Finance Department. We signed a contract with Muni-Link Software Company on 12/14/2023 to move our Sewer billing from TRIO to a web-based platform. This software will provide online account access to sewer customers providing them with five (5) years' worth of data to include rates, consumption, and billing history. Customers will also be able to pay their bill online with a bank account (no cost) or a credit card (3% fee). We will also be able to communicate important information to our customers by email, text, or account notification when they login. Implementation will begin January 2024 with the target launch of the new portal to go live 7/1/2024. I coordinated with Rural Development and Woodard & Curran to have the implementation cost of \$12,000.00 to be reimbursed through our Rural Development Grant as part of the first year Operation & Maintenance Costs.

We also signed contracts on 12/19/2023 with SmartRec Software for the Recreation Department and Salmon Point Campground. SmartRec online software will assist the Recreation Department with program registrations, Athletic team management, online payments, etc. as subscription-based verses fee for service based and will increase revenue by an estimated \$15,000 annually for the Recreation Department. Salmon Point Campground will also have its own web-based platform for customers to view and sign leases, upload documents, sign waivers, and make online payments for campsites, which is currently all done manually by mail. This will also be a communication tool for Jenna and the Salmon Point Campground Manager, to effectively inform campers of notices, changes, and events. The implementation fee for Salmon Point was waived and included as part of the Recreation Department. They will each have their own stand-alone product that fully integrates with the Town website seamlessly.

#### Finance Office Activities for December:

Issued 149 checks for Accounts Payable totaling \$1,208,194.68.

Issued 380 checks/direct deposits for payroll totaling \$227,758.54.

Issued (2) AP Warrants for the Wastewater Expansion Project totaling \$1,544,919.12.

Filed the Maine Sales Tax Return and uploaded the Maine Public Employees reports for November.

Filed Department of Labor Current Employee Statistics

Filed Federal & State Withholding, FICA & Medicare Taxes weekly.

Respectfully submitted,

Holly Heymann  
Finance Director