



TOWN OF BRIDGTON
Finance Department
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
NOVEMBER 2023

We hired one part-time Youth Development Professional in November 2023.

All October bank accounts were reconciled by November 20, 2023, with a zero variance. Reconciliation of balance sheet accounts for the month of October were completed by 12/18/2023. 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 11/30/2023.

On Monday, November 27, 2023, our Auditors, Karen and Danielle, were on site to complete the Single Audit and make final adjustments. We should receive Draft Financials early January 2024.

November was a very busy month for the Finance Department. On Monday, 11/6/2023, I met with the Transfer Station Staff to finalize the launch of the Square Point of Sale System, provide additional training, and answer questions. This was an ongoing project throughout the month making changes to old procedures to incorporate the new sales software, creating templates for the PW Admin Assistant for Daily Sales reconciliations to cash bags, Credit Card Sales (NEW), and created a new procedure to begin adding customers into the database to track Punch Card discounts used. Over the next several months, all customers who use our Transfer Station will eventually be added into our database. Our Transfer Station Staff were excited about the new Square POS system and have been doing an exceptional job in embracing the changes and using the system.

Sewer Customers of Route One were notified of the billing change approved by the Board of Selectmen on 10/24/2023 with a memo insert in their November bill. The same notification will be included for Route Two Customers in December. The transition billing for both routes will be done in January and all future bills for all routes will follow the same quarterly schedule.

Finance Office Activities for November:

- Issued 190 checks for Accounts Payable totaling \$1,547,592.75.
- Issued 436 checks/direct deposits for payroll totaling \$271,077.95.
- Issued (0) AP Warrants for the Wastewater Expansion Project.
- Filed the Maine Sales Tax Return and uploaded the Maine Public Employees reports for October.
- Filed Department of Labor Current Employee Statistics
- Filed Federal & State Withholding, FICA & Medicare Taxes weekly.

Respectfully submitted,

Holly Heymann
Finance Director