



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
JANUARY 2024

All December bank accounts were reconciled by January 16, 2024, with a zero variance. Reconciliation of balance sheet accounts for the month of December were completed by 1/31/2024. We have \$2,080,736.87 remaining in grant funding from Rural Development of the total \$11,400,000.00 awarded for the Wastewater Expansion Project as of 1/31/2024.

Draft Financial Statements have been received and will be reviewed in the coming weeks. A workshop and Audit Presentation is tentatively scheduled for the end of March 2024.

Annual Form W-2s were processed and distributed on to all employees on 1/10/2024. Annual Form 1099s were processed and mailed to vendors on 1/11/2024. Department Budget meetings were held on 1/17/2024, 1/18/2024, and 1/22/2024. Outside Agency Applications were reviewed and scored by the Deputy Town Manager, Finance Director, and Deputy Finance Director on 1/31/2024. Muni-Link Software implementation began on 1/23/2024 with a launch date of 8/1/2024.

We had little time for any activities other than Budget work and preparation of Budget Books for the upcoming deadline of 2/15/2024 for distribution to the Board of Selectmen.

Finance Office Activities for January:

Issued 153 checks for Accounts Payable totaling \$1,354,709.51.
Issued 461 checks/direct deposits for payroll totaling \$294,062.13.
Issued (2) AP Warrants for the Wastewater Expansion Project totaling \$768,643.42.
Filed the Maine Sales Tax Return & uploaded the Maine Public Employees reports for December.
Filed Department of Labor Current Employee Statistics
Filed Federal & State Withholding, FICA & Medicare Taxes weekly.
Filed 4th Quarter Federal/State 941 & Maine Unemployment
Issued 161 W-2s to Employees & filed electronically with SSA & State of Maine
Issued & Mailed (2) Legal (14) Non-employee 1099s & electronically filed with the IRS and State of ME.

Respectfully submitted,

Holly Heymann
Finance Director