



## TOWN OF BRIDGTON

### Finance Department

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## FINANCE DEPARTMENT MONTHLY REPORT MAY 2024

We had one new Seasonal Park Ranger begin employment with us in May 2024.

All April bank accounts were reconciled by May 7, 2024, with a zero variance. Reconciliation of balance sheet accounts for the month of April were completed by 5/18/2024. We have \$1,160,311.70 remaining in grant funding from Rural Development of the total \$11,400,000.00 awarded for the Wastewater Expansion Project as of 5/31/2024.

I attended the Water Reclamation Budget meeting on 5/1/2024 with the Public Services Director and the Town Manager to finalize the budget for FY 2025. On 5/22/2024, I participated in a webinar for the EPA Grant payment portal, ASAP.GOV, for the funds draw down procedure for the Sewer Extension Project. Carry Forward memos were distributed on 5/31/2024 to all Department Heads for the upcoming FY24 to FY25 requests. Muni-Link implementation continued to move forward and TRIO communication regarding the data files was finalized.

Jenna Domer resigned from her position as Deputy Finance Director as of 5/14/2024, and I wish her well on her future endeavors. I received 15 applications for the Finance Clerk position and conducted 12 interviews from 5/9/2024 to 5/16/2024. I am pleased to report that Laurie A. Allen accepted the Finance Clerk position and brings over 15 years of experience in accounting, finance, and banking management to the department. Laurie will be promoted to Deputy Finance Director after successful completion of her 6-month probationary period.

### Finance Department Activities for May:

- Issued 195 checks for Accounts Payable totaling \$1,341,838.84.
- Issued 377 checks/direct deposits for payroll totaling \$229,158.38.
- Issued (1) AP Warrants for the Wastewater Expansion Project totaling \$521,182.29.
- Filed the Maine Sales Tax Return & uploaded the Maine Public Employees reports for April.
- Filed Department of Labor Current Employee Statistics.
- Filed Federal & State Withholding, FICA & Medicare Taxes weekly.

Respectfully submitted,

Holly Heymann  
Finance Director