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# Town of Old Orchard Beach

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Treasurer - Finance Director  
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September 16, 2013

## **Monthly Update from the Finance Office**

### **Year –End and FY 13 Audit:**

Work continues to take place on closing out the books for FY 13 for completion of the annual audit. The FY 14 budget entries have been completed and departments are able to monitor expenditures and revenues. Finance continues to work on reconciliation of accounts and developing standard operating procedures for consistency and accountability.

### **Purchasing Manual:**

Finance continues to work on updating the purchasing manual that was adopted in 1991, and hope to provide a draft form in the near future for discussion and feedback from the new Town Manager.

### **Munis Financial Management Software:**

In October we will be upgrading our financial software package with a live date slated for October 16, 2013. We will be working with IT on this upgrade, and with the departments to ensure a smooth transition.

### **RFP:**

Preparing RFP's for phone/internet/mobile services and banking services.

### **Accounts Payable:**

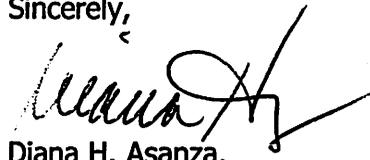
The Finance Office has completed the effort to ensure all vendors who do work for the Town are in compliance with the New Maine law requiring all independent contractors to provide proof of Worker's Compensation coverage to the Town. Approximately 800 packets were mailed to vendors. The packet included an informational letter with the contact information to the Worker's Compensation Board, as well as a questionnaire for those vendors who were not sure if they met the requirements needed to be mandated to provide proof of coverage.

It is also time to begin the preparation work for 1099s. This includes making sure all W9 forms are on file, and reconciling payments to the MUNIS system for correct taxable income for the vendors.

**Tax Collections:**

The tax office is preparing for the real estate and personal property tax due date. Tax bills went out on August 19, 2013. The office is looking into better collection tools for customer service improvements, such as accepting credit cards. We hope to report in the new future these enhancements as they become available. Please visit the Tax Collector web page for new MV registration forms.

Sincerely,

A handwritten signature in black ink, appearing to read "Diana H. Asanza", with a stylized flourish at the end.

Diana H. Asanza,  
Treasurer – Finance Director