



Town of Old Orchard Beach

Treasurer - Finance Director
OOB Town Hall
1 Portland Avenue
OOB, ME 04064

Diana H. Asanza
Telephone: (207) 934-5714 Ext. 222
Fax: (207) 934-7967
Email: dasanza@oobmaine.com

December 23, 2013

Monthly Update from the Finance Office

Finance Re-organization:

The Treasurer – Finance Director has added another area of responsibility to the Finance department. The payroll function is shifting from Human Resources to Finance, reporting directly to the Treasurer – Finance Director. Previously the Treasurer – Finance Director managed the accounts payable function and the Human Resource Manager managed the payroll function, but this has changed and both accounts payable and payroll will now be managed by the Treasurer – Finance Director. Presently the accounts payable and payroll offices can be found on the 2nd floor next to the office of the Treasurer – Finance Director. We are working hard to make the change without interfering with the day to day responsibilities for meeting the AP and payroll warrant deadlines.

Vacant position:

With the changes in the reporting structure listed above and with the recent promotion of Fran Beaulieu to Finance Clerk, interviews are underway to fill the position of Accounts Payable/Payroll Clerk. The goal is to have this position filled by mid-January.

FY 13 Audit:

The Audit is complete and posted on the website.

Year End:

Year-end preparation continues relative to the issuance of 1099's. This includes making sure all W9 forms are on file, and reconciling payments to the MUNIS system for correct taxable income for the vendors.

We are also working on year end reconciliation and preparation of W-2 statements. This involves confirming and balancing prior quarterly returns to the employees taxable wage amounts.

Account Reconciliations:

For FY 14 account reconciliations are now being done monthly. Procedures and the process continue to develop to cover various payable and receivable accounts.

Tax Office and Collections:

The 2nd half of the annual tax bills are due March 20, 2014. A bill will not be mailed for the 2nd half – the tax bills are mailed annually in August. If you sold your property after April 1, 2013 you must forward the tax bill to the new owner to ensure taxes are paid by March 20, 2014.

Foreclosure notices for unpaid real estate taxes were mailed on December 20, 2013 for the fiscal year 2012 and must be paid by January 27, 2014 to avoid foreclosure proceedings.

Sincerely,

Diana H. Asanza,
Treasurer – Finance Director