

# MEMORANDUM

From the desk of **Karin Helvey**, *Financial Manager*

DATE: 05/01/26

TO: John Tillotson, General Manager

FROM: Karin Helvey, Financial Manager

SUBJECT: Business Office Status Report – April 2026



**Water Sales presented separately.**

**Billing & Notice Activity:** Listed below is the number of notices and bills sent out in the past year.

	# of Bills Mailed	Reminder Notices	48 Hour Notices	Shut Off
March 15 <sup>th</sup>	8,227	363	270	83
April 15 <sup>th</sup>	8,256	398	238	59
May 15 <sup>th</sup>	8,280	373	317	83
June 15 <sup>th</sup>	8,378	345	264	81
July 15 <sup>th</sup>	8,378	401	267	49
August 15 <sup>th</sup>	8,368	400	285	72
September 15 <sup>th</sup>	8,422	413	303	66
October 15 <sup>th</sup>	8,442	480	329	99
November 15 <sup>th</sup>	8,469	465	326	113
December 15 <sup>th</sup>	8,484	464	346	111
January 15 <sup>th</sup>	8,536	488	300	102
February 15 <sup>th</sup>	8,579	451	359	129
March 15 <sup>th</sup>	8,600	317	363	95
April 15 <sup>th</sup>	8,644	388	243	63
May 15 <sup>th</sup>	8,697	390	264	94
June 15 <sup>th</sup>	8,752	371	257	76
July 15 <sup>th</sup>	8,816	362	270	63
August 15 <sup>th</sup>	8,903	419	203	58
September 15 <sup>th</sup>	8,934	419	278	69
October 15 <sup>th</sup>	8,972	465	340	114
November 15 <sup>th</sup>	9,020	430	340	107
December 15 <sup>th</sup>	9,000	487	312	91
January 15 <sup>th</sup>	9,050	523	367	120
February 15 <sup>th</sup>	9,069	428	330	63
March 15 <sup>th</sup>	9,102	403	342	94
April 15 <sup>th</sup>	9,121	451	321	84

**Account Receivable Activity:** Listed below are the number of accounts which have a past due balance that we are attempting to collect through a payment plan or by placing a lien on the property.

Collection Activity Related to Past Due Accounts	February 2026	March 2026	April 2026
Number of Accounts on a Payment Plan	48	43	37
Number of Accounts with an Active Lien	73	63	60

**Financial Activity by Department:** Itemized below is the number of payroll checks and vouchers for vendor payments processed to date in the month of April 2026 by department. Vouchers and payroll checks that are responsible to more than one department are counted in each department, e.g., each paycheck for the Parks Manager is counted once in both Olivehurst Parks and Plumas Lake Parks.

	General Admin	Engineering	Parks	Fire Dept.	Water Dept.	Wastewater Dept.
Vouchers for Vendor Payment	42	11	71	20	55	75
Payroll Payments	19	6	6	24	22	21