

# MEMORANDUM

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

DATE: 10/26/21

TO: John Tillotson, General Manager

FROM: Karin Helvey, Financial Manager

SUBJECT: Business Office Status Report – October 2021



## 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
October 15 <sup>th</sup>	6,883	842	517	149
November 15 <sup>th</sup>	6,888	817	606	86
December 15 <sup>th</sup>	6,964	822	564	107
January 15 <sup>th</sup>	6,922	198	69	
February 15 <sup>th</sup>	6,972			
March 15 <sup>th</sup>	6,990			
April 15 <sup>th</sup>	7,056			
May 15 <sup>th</sup>	7,081			
June 15 <sup>th</sup>	7,108			
July 15 <sup>th</sup>	7,107			
August 15 <sup>th</sup>	7,125			
September 15 <sup>th</sup>	7,169			
October 15 <sup>th</sup>	7,229			
November 15 <sup>th</sup>	7,197			
December 15 <sup>th</sup>	7,191			
January 15 <sup>th</sup>	7,205			
February 15 <sup>th</sup>	7,223			
March 15 <sup>th</sup>	7,242			
April 15 <sup>th</sup>	7,284			
May 15 <sup>th</sup>	7,316			
June 15 <sup>th</sup>	7,334			
July 15 <sup>th</sup>	7,355			
August 15 <sup>th</sup>	7,363			
September 15 <sup>th</sup>	7,377			
October 15 <sup>th</sup>	7,425			

NOTE: Areas shaded in red represent data that we have not yet collected.

**Account Receivable Activity:** Listed below is 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	August 2021	September 2021	October 2021
Number of Accounts on a Payment Plan	15	15	0
Number of Accounts with an Active Lien	50	50	50

**Financial Activity by Department:** Itemized below is the number of payroll checks and vouchers for vendor payments processed to date in the month of October 2021 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 Coordinator is counted once in both Olivehurst Parks and Plumas Lake Parks.

	General Admin	OH Parks	PL Parks	Fire Dept.	Water Dept.	Wastewater Dept.
Vouchers for Vendor Payment	53	35	42	31	76	86
Payroll Payments	21	8	8	16	20	21