

# MEMORANDUM

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

DATE: 01/30/20

TO: John Tillotson, Public Works Director

FROM: Karin Helvey, Financial Manager

SUBJECT: Business Office Status Report – January 2020



## 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
January 15 <sup>th</sup>	6,465	811	479	72
February 15 <sup>th</sup>	6,502	720	523	84
March 15 <sup>th</sup>	6,518	700	399	81
April 15 <sup>th</sup>	6,537	683	425	71
May 15 <sup>th</sup>	6,535	760	449	70
June 15 <sup>th</sup>	6,553	809	445	65
July 15 <sup>th</sup>	6,567	848	481	74
August 15 <sup>th</sup>	6,587	931	521	93
September 15 <sup>th</sup>	6,600	859	526	57
October 15 <sup>th</sup>	6,611	979	541	91
November 15 <sup>th</sup>	6,645	906	629	94
December 15 <sup>th</sup>	6,633	825	489	61
January 15 <sup>th</sup>	6,628	825	524	83
February 15 <sup>th</sup>	6,690	749	425	62
March 15 <sup>th</sup>	6,709	668	425	66
April 15 <sup>th</sup>	6,742	768	472	65
May 15 <sup>th</sup>	6,754	762	492	92
June 15 <sup>th</sup>	6,773	705	443	91
July 15 <sup>th</sup>	6,828	787	458	121
August 15 <sup>th</sup>	6,814	797	542	80
September 15 <sup>th</sup>	6,840	752	512	90
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		
January 15 <sup>th</sup>	6,922			

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	October 2019	November 2019	December 2019
Number of Accounts on a Payment Plan	60	60	56
Number of Accounts with an Active Lien	53	62	53

**Financial Activity by Department:** Itemized below is the number of payroll checks and vouchers for vendor payments processed to date in the month of January 2020 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	56	31	41	31	114	100
Payroll Payments	29	12	12	25	33	27