

MEMORANDUM

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

DATE: 02/26/20

TO: John Tillotson, General Manager

FROM: Karin Helvey, Financial Manager

SUBJECT: Business Office Status Report – February 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
February 15 th	6,502	720	523	84
March 15 th	6,518	700	399	81
April 15 th	6,537	683	425	71
May 15 th	6,535	760	449	70
June 15 th	6,553	809	445	65
July 15 th	6,567	848	481	74
August 15 th	6,587	931	521	93
September 15 th	6,600	859	526	57
October 15 th	6,611	979	541	91
November 15 th	6,645	906	629	94
December 15 th	6,633	825	489	61
January 15 th	6,628	825	524	83
February 15 th	6,690	749	425	62
March 15 th	6,709	668	425	66
April 15 th	6,742	768	472	65
May 15 th	6,754	762	492	92
June 15 th	6,773	705	443	91
July 15 th	6,828	787	458	121
August 15 th	6,814	797	542	80
September 15 th	6,840	752	512	90
October 15 th	6,883	842	517	149
November 15 th	6,888	817	606	86
December 15 th	6,964	822	564	107
January 15 th	6,922			
February 15 th	6,972			

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	November 2019	December 2019	January 2020
Number of Accounts on a Payment Plan	60	56	46
Number of Accounts with an Active Lien	62	53	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 February 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	41	31	34	22	75	65
Payroll Payments	20	8	8	19	22	18