MEMORANDUM
From the desk of Karin Helvey, Financial Manager

DATE: 10/27/22
TO: John Tillotson, General Manager
FROM: Karin Helvey, Financial Manager
SUBJECT: Business Office Status Report – October 2022

Water Sales presented separately

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

<table>
<thead>
<tr>
<th>Date</th>
<th># of Bills Mailed</th>
<th>Reminder Notices</th>
<th>48 Hour Notices</th>
<th>Shut Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 15th</td>
<td>7,169</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 15th</td>
<td>7,229</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November 15th</td>
<td>7,197</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 15th</td>
<td>7,191</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 15th</td>
<td>7,205</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 15th</td>
<td>7,223</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 15th</td>
<td>7,242</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 15th</td>
<td>7,284</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 15th</td>
<td>7,316</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 15th</td>
<td>7,334</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 15th</td>
<td>7,355</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>August 15th</td>
<td>7,363</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September 15th</td>
<td>7,377</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 15th</td>
<td>7,425</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November 15th</td>
<td>7,444</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 15th</td>
<td>7,468</td>
<td>500</td>
<td>448</td>
<td>207</td>
</tr>
<tr>
<td>January 15th</td>
<td>7,470</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 15th</td>
<td>7,515</td>
<td>343</td>
<td>298</td>
<td></td>
</tr>
<tr>
<td>March 15th</td>
<td>7,530</td>
<td>370</td>
<td>217</td>
<td></td>
</tr>
<tr>
<td>April 15th</td>
<td>7,604</td>
<td>393</td>
<td>275</td>
<td></td>
</tr>
<tr>
<td>May 15th</td>
<td>7,645</td>
<td>382</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 15th</td>
<td>7,711</td>
<td>425</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 15th</td>
<td>7,710</td>
<td>416</td>
<td>338</td>
<td></td>
</tr>
<tr>
<td>August 15th</td>
<td>7,702</td>
<td>309</td>
<td>315</td>
<td>202</td>
</tr>
<tr>
<td>September 15th</td>
<td>7,742</td>
<td>312</td>
<td>249</td>
<td>100</td>
</tr>
<tr>
<td>October 15th</td>
<td>7,796</td>
<td>372</td>
<td>253</td>
<td>107</td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>Collection Activity Related to Past Due Accounts</th>
<th>July 2022</th>
<th>August 2022</th>
<th>September 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Accounts on a Payment Plan</td>
<td>23</td>
<td>16</td>
<td>14</td>
</tr>
<tr>
<td>Number of Accounts with an Active Lien</td>
<td>50</td>
<td>50</td>
<td>50</td>
</tr>
</tbody>
</table>

**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 2022 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.

<table>
<thead>
<tr>
<th>Vouchers for Vendor Payment</th>
<th>General Admin</th>
<th>Engineering</th>
<th>Parks</th>
<th>Fire Dept.</th>
<th>Water Dept.</th>
<th>Wastewater Dept.</th>
</tr>
</thead>
<tbody>
<tr>
<td>79</td>
<td>10</td>
<td>110</td>
<td>43</td>
<td>62</td>
<td>81</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>8</td>
<td>5</td>
<td>20</td>
<td>18</td>
<td>29</td>
<td></td>
</tr>
</tbody>
</table>