

MEMORANDUM

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

DATE: 12/26/18

TO: John Tillotson, Public Works Director

FROM: Karin Helvey, Financial Manager

SUBJECT: Business Office Status Report – December 2018



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
December 15 th	6,491	741	483	13
January 15 th	6,499	750	501	73
February 15 th	6,492	684	454	87
March 15 th	6,480	747	392	76
April 15 th	6,491	709	447	86
May 15 th	6,475	707	392	76
June 15 th	6,466	723	446	63
July 15 th	6,482	745	463	79
August 15 th	6,483	811	453	67
September 15 th	6,497	817	504	82
October 15 th	6,487	891	545	89
November 15 th	6,498	907	577	89
December 15 th	6,508	896	452	77
January 15 th	6,465	811	479	72
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		
December 15 th	6,633			

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	September 2018	October 2018	November 2018
Number of Accounts on a Payment Plan	85	77	79
Number of Accounts with an Active Lien	43	43	40

Financial Activity by Department: Itemized below is the number of payroll checks and vouchers for vendor payments processed to date in the month of December 2018 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	31	28	30	31	78	65
Payroll Payments	21	6	6	28	20	18