## **MEMORANDUM**

From the desk of Karin Helvey, Financial Manager

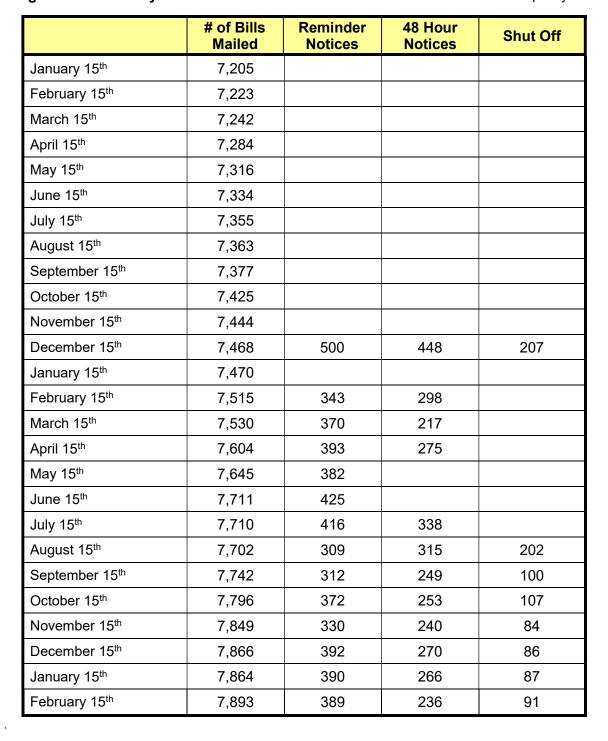
DATE: 02/22/23

TO: John Tillotson, General Manager FROM: Karin Helvey, Financial Manager

SUBJECT: Business Office Status Report – February 2023

## Water Sales presented separately

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





**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	December 2022	January 2023	February 2023
Number of Accounts on a Payment Plan	22	20	12
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 February 2023 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	Engineering	Parks	Fire Dept.	Water Dept.	Wastewater Dept.
Vouchers for Vendor Payment	34	3	37	17	59	48
Payroll Payments	20	8	6	21	19	16