

MEMORANDUM

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

DATE: 12/29/21

TO: John Tillotson, General Manager

FROM: Karin Helvey, Financial Manager

SUBJECT: Business Office Status Report – December 2021



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	6,964	822	564	107
January 15 th	6,922	198	69	
February 15 th	6,972			
March 15 th	6,990			
April 15 th	7,056			
May 15 th	7,081			
June 15 th	7,108			
July 15 th	7,107			
August 15 th	7,125			
September 15 th	7,169			
October 15 th	7,229			
November 15 th	7,197			
December 15 th	7,191			
January 15 th	7,205			
February 15 th	7,223			
March 15 th	7,242			
April 15 th	7,284			
May 15 th	7,316			
June 15 th	7,334			
July 15 th	7,355			
August 15 th	7,363			
September 15 th	7,377			
October 15 th	7,425			
November 15 th	7,444			
December 15 th	7,468	500	448	207

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 2021	November 2021	December 2021
Number of Accounts on a Payment Plan	0	0	29
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 December 2021 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	54	32	47	33	94	82
Payroll Payments	28	12	12	31	30	33