

# MEMORANDUM

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

DATE: 04/24/19  
 TO: John Tillotson, Public Works Director  
 FROM: Karin Helvey, Financial Manager  
 SUBJECT: Business Office Status Report – April 2019



## 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
April 15 <sup>th</sup>	6,491	709	447	86
May 15 <sup>th</sup>	6,475	707	392	76
June 15 <sup>th</sup>	6,466	723	446	63
July 15 <sup>th</sup>	6,482	745	463	79
August 15 <sup>th</sup>	6,483	811	453	67
September 15 <sup>th</sup>	6,497	817	504	82
October 15 <sup>th</sup>	6,487	891	545	89
November 15 <sup>th</sup>	6,498	907	577	89
December 15 <sup>th</sup>	6,508	896	452	77
January 15 <sup>th</sup>	6,465	811	479	72
February 15 <sup>th</sup>	6,502	720	523	84
March 15 <sup>th</sup>	6,518	700	399	81
April 15 <sup>th</sup>	6,537	683	425	71
May 15 <sup>th</sup>	6,535	760	449	70
June 15 <sup>th</sup>	6,553	809	445	65
July 15 <sup>th</sup>	6,567	848	481	74
August 15 <sup>th</sup>	6,587	931	521	93
September 15 <sup>th</sup>	6,600	859	526	57
October 15 <sup>th</sup>	6,611	979	541	91
November 15 <sup>th</sup>	6,645	906	629	94
December 15 <sup>th</sup>	6,633	825	489	61
January 15 <sup>th</sup>	6,628	825	524	83
February 15 <sup>th</sup>	6,690	749	425	62
March 15 <sup>th</sup>	6,709	668		
April 15 <sup>th</sup>	6,742			

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	January 2019	February 2019	March 2019
Number of Accounts on a Payment Plan	70	54	51
Number of Accounts with an Active Lien	40	47	42

**Financial Activity by Department:** Itemized below is the number of payroll checks and vouchers for vendor payments processed to date in the month of April 2019 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	30	37	39	22	74	74
Payroll Payments	21	6	6	26	22	18