MEMORANDUM

From the desk of Karin Helvey, Financial Manager

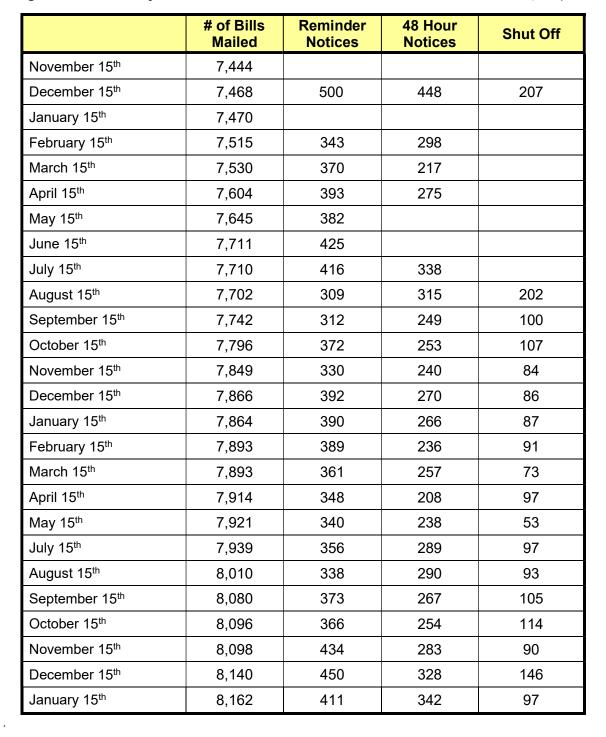
DATE: 01/26/24

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

SUBJECT: Business Office Status Report – January 2024

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 are 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	November 2023	December 2023	January 2024
Number of Accounts on a Payment Plan	49	49	78
Number of Accounts with an Active Lien	85	85	80

Financial Activity by Department: Itemized below is the number of payroll checks and vouchers for vendor payments processed to date in the month of January 2024 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	35	7	59	25	45	45
Payroll Payments	21	7	3	24	17	17