MEMORANDUM

From the desk of Karin Helvey, Financial Manager

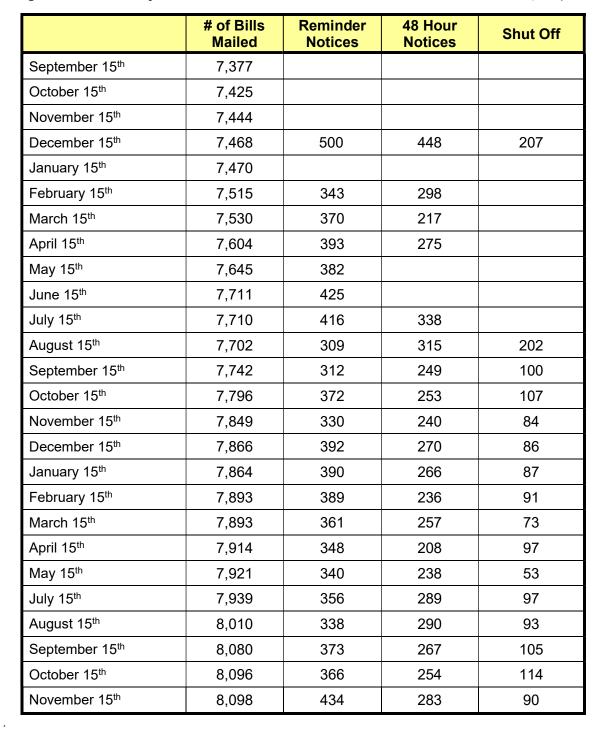
DATE: 11/30/23

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

SUBJECT: Business Office Status Report – November 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 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	September 2023	October 2023	November 2023
Number of Accounts on a Payment Plan	27	39	49
Number of Accounts with an Active Lien	72	72	85

Financial Activity by Department: Itemized below is the number of payroll checks and vouchers for vendor payments processed to date in the month of November 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	102	17	84	38	98	104
Payroll Payments	22	8	6	22	20	17