

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.

	# of Bills Mailed	Reminder Notices	48 Hour Notices	Shut Off
September 15 th	7,377			
October 15 th	7,425			
November 15 th	7,444			
December 15 th	7,468	500	448	207
January 15 th	7,470			
February 15 th	7,515	343	298	
March 15 th	7,530	370	217	
April 15 th	7,604	393	275	
May 15 th	7,645	382		
June 15 th	7,711	425		
July 15 th	7,710	416	338	
August 15 th	7,702	309	315	202
September 15 th	7,742	312	249	100
October 15 th	7,796	372	253	107
November 15 th	7,849	330	240	84
December 15 th	7,866	392	270	86
January 15 th	7,864	390	266	87
February 15 th	7,893	389	236	91
March 15 th	7,893	361	257	73
April 15 th	7,914	348	208	97
May 15 th	7,921	340	238	53
July 15 th	7,939	356	289	97
August 15 th	8,010	338	290	93
September 15 th	8,080	373	267	105
October 15 th	8,096	366	254	114
November 15 th	8,098	434	283	90

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