

MEMORANDUM

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

DATE: 05/26/22

TO: John Tillotson, General Manager

FROM: Karin Helvey, Financial Manager

SUBJECT: Business Office Status Report – May 2022



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
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
January 15 th	7,470	500	448	
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		

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	March 2022	April 2022	May 2022
Number of Accounts on a Payment Plan	29	28	28
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 May 2022 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	50	36	34	22	54	52
Payroll Payments	19	6	6	24	22	22