MEMORANDUM

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

DATE: 05/30/19

TO: John Tillotson, Public Works Director

FROM: Karin Helvey, Financial Manager

SUBJECT: Business Office Status Report – May 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
May 15th	6,475	707	392	76
June 15th	6,466	723	446	63
July 15th	6,482	745	463	79
August 15th	6,483	811	453	67
September 15th	6,497	817	504	82
October 15th	6,487	891	545	89
November 15th	6,498	907	577	89
December 15th	6,508	896	452	77
January 15th	6,465	811	479	72
February 15th	6,502	720	523	84
March 15th	6,518	700	399	81
April 15th	6,537	683	425	71
May 15th	6,535	760	449	70
June 15th	6,553	809	445	65
July 15th	6,567	848	481	74
August 15th	6,587	931	521	93
September 15th	6,600	859	526	57
October 15th	6,611	979	541	91
November 15th	6,645	906	629	94
December 15th	6,633	825	489	61
January 15th	6,628	825	524	83
February 15th	6,690	749	425	62
March 15th	6,709	668	425	66
April 15th	6,742	768		
May 15th	6,754			

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	February 2019	March 2019	April 2019
Number of Accounts on a Payment Plan	54	51	47
Number of Accounts with an Active Lien	47	42	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 May 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	54	78	61	39	104	82
Payroll Payments	21	6	6	25	22	17