

# MEMORANDUM

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

DATE: 11/22/19

TO: John Tillotson, Public Works Director

FROM: Karin Helvey, Financial Manager

SUBJECT: Business Office Status Report – November 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
November 15 <sup>th</sup>	6,498	907	577	89
December 15 <sup>th</sup>	6,508	896	452	77
January 15 <sup>th</sup>	6,465	811	479	72
February 15 <sup>th</sup>	6,502	720	523	84
March 15 <sup>th</sup>	6,518	700	399	81
April 15 <sup>th</sup>	6,537	683	425	71
May 15 <sup>th</sup>	6,535	760	449	70
June 15 <sup>th</sup>	6,553	809	445	65
July 15 <sup>th</sup>	6,567	848	481	74
August 15 <sup>th</sup>	6,587	931	521	93
September 15 <sup>th</sup>	6,600	859	526	57
October 15 <sup>th</sup>	6,611	979	541	91
November 15 <sup>th</sup>	6,645	906	629	94
December 15 <sup>th</sup>	6,633	825	489	61
January 15 <sup>th</sup>	6,628	825	524	83
February 15 <sup>th</sup>	6,690	749	425	62
March 15 <sup>th</sup>	6,709	668	425	66
April 15 <sup>th</sup>	6,742	768	472	65
May 15 <sup>th</sup>	6,754	762	492	92
June 15 <sup>th</sup>	6,773	705	443	91
July 15 <sup>th</sup>	6,828	787	458	121
August 15 <sup>th</sup>	6,814	797	542	80
September 15 <sup>th</sup>	6,840	752	512	90
October 15 <sup>th</sup>	6,883	842		
November 15 <sup>th</sup>	6,888			

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	August 2019	September 2019	October 2019
Number of Accounts on a Payment Plan	55	62	60
Number of Accounts with an Active Lien	43	54	53

**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 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	42	44	51	23	116	78
Payroll Payments	21	8	8	24	22	18