

MEMORANDUM

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

DATE: 02/22/23

TO: John Tillotson, General Manager

FROM: Karin Helvey, Financial Manager

SUBJECT: Business Office Status Report – February 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
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			
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

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	December 2022	January 2023	February 2023
Number of Accounts on a Payment Plan	22	20	12
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 February 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	34	3	37	17	59	48
Payroll Payments	20	8	6	21	19	16