

# MEMORANDUM

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

DATE: 09/25/24

TO: John Tillotson, General Manager

FROM: Karin Helvey, Financial Manager

SUBJECT: Business Office Status Report – September 2024



**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
July 15 <sup>th</sup>	7,710	416	338	
August 15 <sup>th</sup>	7,702	309	315	202
September 15 <sup>th</sup>	7,742	312	249	100
October 15 <sup>th</sup>	7,796	372	253	107
November 15 <sup>th</sup>	7,849	330	240	84
December 15 <sup>th</sup>	7,866	392	270	86
January 15 <sup>th</sup>	7,864	390	266	87
February 15 <sup>th</sup>	7,893	389	236	91
March 15 <sup>th</sup>	7,893	361	257	73
April 15 <sup>th</sup>	7,914	348	208	97
May 15 <sup>th</sup>	7,921	340	238	53
July 15 <sup>th</sup>	7,939	356	289	97
August 15 <sup>th</sup>	8,010	338	290	93
September 15 <sup>th</sup>	8,080	373	267	105
October 15 <sup>th</sup>	8,096	366	254	114
November 15 <sup>th</sup>	8,098	434	283	90
December 15 <sup>th</sup>	8,140	450	328	146
January 15 <sup>th</sup>	8,162	411	342	97
February 15 <sup>th</sup>	8,220	386	304	107
March 15 <sup>th</sup>	8,227	363	270	83
April 15 <sup>th</sup>	8,256	398	238	59
May 15 <sup>th</sup>	8,280	373	317	83
June 15 <sup>th</sup>	8,378	345	264	81
July 15 <sup>th</sup>	8,378	401	267	49
August 15 <sup>th</sup>	8,368	400	285	72
September 15 <sup>th</sup>	8,422	413	303	66

**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	July 2024	August 2024	September 2024
Number of Accounts on a Payment Plan	28	30	39
Number of Accounts with an Active Lien	43	43	43

**Financial Activity by Department:** Itemized below is the number of payroll checks and vouchers for vendor payments processed to date in the month of September 2024 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	42	8	73	25	57	98
Payroll Payments	21	6	5	17	19	21