

MEMORANDUM

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

DATE: 12/30/20

TO: John Tillotson, General Manager

FROM: Karin Helvey, Financial Manager

SUBJECT: Business Office Status Report – December 2020



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
October 15 th	6,611	979	541	91
November 15 th	6,645	906	629	94
December 15 th	6,633	825	489	61
January 15 th	6,628	825	524	83
February 15 th	6,690	749	425	62
March 15 th	6,709	668	425	66
April 15 th	6,742	768	472	65
May 15 th	6,754	762	492	92
June 15 th	6,773	705	443	91
July 15 th	6,828	787	458	121
August 15 th	6,814	797	542	80
September 15 th	6,840	752	512	90
October 15 th	6,883	842	517	149
November 15 th	6,888	817	606	86
December 15 th	6,964	822	564	107
January 15 th	6,922	198	69	
February 15 th	6,972			
March 15 th	6,990			
April 15 th	7,056			
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			

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	October 2020	November 2020	December 2020
Number of Accounts on a Payment Plan	15	15	15
Number of Accounts with an Active Lien	53	53	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 December 2020 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	73	24	27	34	98	44
Payroll Payments	29	12	12	31	30	27