## **MEMORANDUM**

From the desk of Karin Helvey, Financial Manager

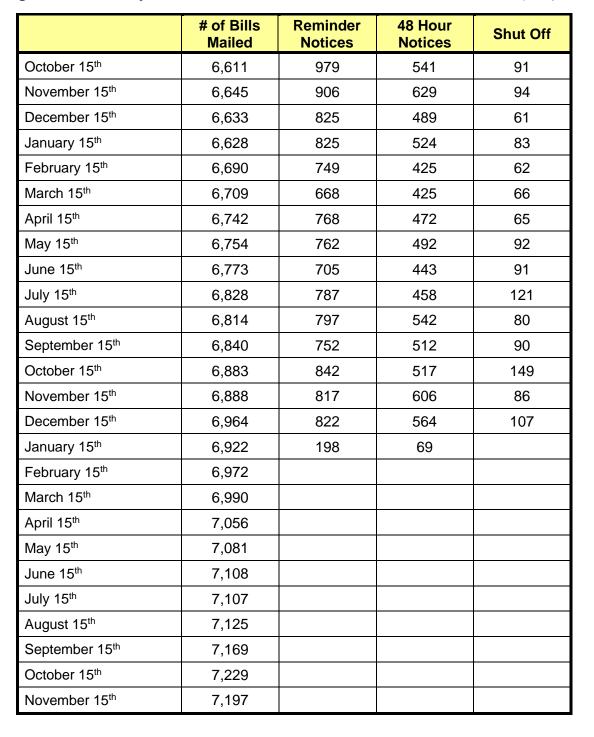
DATE: 12/30/20

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.





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