

MEMORANDUM

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

DATE: 11/22/22

TO: John Tillotson, General Manager

FROM: Karin Helvey, Financial Manager

SUBJECT: Business Office Status Report – November 2022



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 | 7,229 | | | |
| November 15 th | 7,197 | | | |
| December 15 th | 7,191 | | | |
| 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 |

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 | September 2022 | October 2022 | November 2022 |
|--|----------------|--------------|---------------|
| Number of Accounts on a Payment Plan | 14 | 16 | 18 |
| 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 November 2022 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 | 51 | 7 | 92 | 40 | 104 | 61 |
| Payroll Payments | 21 | 8 | 5 | 21 | 18 | 156 |