

MEMORANDUM

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

DATE: 02/28/25

TO: John Tillotson, General Manager

FROM: Karin Helvey, Financial Manager

SUBJECT: Business Office Status Report – February 2025



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
December 15 th	7,866	392	270	86
January 15 th	7,864	390	266	87
February 15 th	7,893	389	236	91
March 15 th	7,893	361	257	73
April 15 th	7,914	348	208	97
May 15 th	7,921	340	238	53
July 15 th	7,939	356	289	97
August 15 th	8,010	338	290	93
September 15 th	8,080	373	267	105
October 15 th	8,096	366	254	114
November 15 th	8,098	434	283	90
December 15 th	8,140	450	328	146
January 15 th	8,162	411	342	97
February 15 th	8,220	386	304	107
March 15 th	8,227	363	270	83
April 15 th	8,256	398	238	59
May 15 th	8,280	373	317	83
June 15 th	8,378	345	264	81
July 15 th	8,378	401	267	49
August 15 th	8,368	400	285	72
September 15 th	8,422	413	303	66
October 15 th	8,442	480	329	99
November 15 th	8,469	465	326	113
December 15 th	8,484	464	346	111
January 15 th	8,536	488	300	102
February 15 th	8,579	451	359	129

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	December 2024	January 2025	February 2025
Number of Accounts on a Payment Plan	47	71	58
Number of Accounts with an Active Lien	46	46	57

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 2025 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	45	6	66	18	48	71
Payroll Payments	21	6	4	21	18	21