

MEMORANDUM

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

DATE: 01/03/18

TO: John Tillotson, Public Works Director

FROM: Karin Helvey, Financial Manager

SUBJECT: Business Office Status Report – November 2017



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	6,441	801	433	43
January 15 th	6,291	690	375	39
February 15 th	6,457	641	390	49
March 15 th	6,450	698	386	68
April 15 th	6,457	757	443	62
May 15 th	6,483	717	445	63
June 15 th	6,488	760	472	53
July 15 th	6,518	718	462	77
August 15 th	6,500	817	484	53
September 15 th	6,542	827	515	71
October 15 th	6,489	764	504	94
November 15 th	6,499	782	502	66
December 15 th	6,491	741	483	13
January 15 th	6,499	750	501	73
February 15 th	6,492	684	454	87
March 15 th	6,480	747	392	76
April 15 th	6,491	709	447	86
May 15 th	6,475	707	392	76
June 15 th	6,466	723	446	63
July 15 th	6,482	745	463	79
August 15 th	6,483	811	453	67
September 15 th	6,497	817	504	82
October 15 th	6,487	891	545	89
November 15 th	6,498	907	577	89
December 15 th	6,508	896		

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	September 2017	October 2017	November 2017
Number of Accounts on a Payment Plan	81	88	91
Number of Accounts With an Active Lien	29	28	28

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 2017 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	46	36	43	22	137	121
Payroll Payments	23	6	6	16	16	18

Fee Waivers:

Olivehurst Public Utility District												
Summary of Billing Consideration Requests Granted												
21-Dec-17												
Waiver Requested						History						
Cust.#	Account Deposit	Reminder Notice Fee	48 Hour Notice Fee	Penalty	Delinquency Charge	Prior Times Delinquent	Amortization Agreement	Current	Account opened	Comments	Waived By	
6491	185.50	-	-	-	-	-	N	Y	2013	Forgot to pay bill	CV	
100355	220.00	-	-	-	-	-	N	Y	2007	Did not pay the right amount on Bill Pay	CV	
8177	192.00	-	-	-	-	-	N	Y	2007	Out of town helping brother with fire damage in Santa Rosa	CV	
5522	140.66	-	-	-	-	-	N	Y	2017	Did not receive turn off notice or bill	CV	
1763	172.00	-	-	-	-	-	N	Y	2006	Customer never late and often carries credit balance	CV	
Requests were granted based on good payment history for all customers												
	\$ 724.66	\$ -	\$ -	\$ -	\$ -							
Total Requested		\$ 724.66										