

City of Chipley

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TO: Mayor and Council
City Administrator

FROM: Patrice A. Tanner, City Administrator

DATE: July 2, 2024

SUBJECT: Finance Office Report – June 2024

For the month of June, the finance staff processed the following:

	<u>May</u>	<u>June</u>
Number of utility bills for the normal billing cycle	2,022	2,033
Number of new accounts opened during the month	38	29
Number of accounts closed during the month	28	20
Number of accounts transferred during the month	5	2
Credit Card Payments at Counter/By Phone	392	379
Credit Card/E-check Payments Online	302	276
Issued Work Orders	124	125
Issued Availability of Service Forms	3	3
Issued Business Tax Licenses	8	17
Purchase Orders Issued	141(\$98,219.15)	107(\$69,817.53)
Accounts Payable Checks Issued	236(\$1,580,512.74)	131(\$735,349.94)

The following information pertains to disconnection of customer services for non-payment:

Number of customers with delinquent accounts	360(05/17/24)	347(06/19/24)
Door knockers and telephone calls made to customers	55	39
Number of customers with delinquent accounts	104(06/04/24)	159(06/27/24)
Actual disconnection of services for the month	30	31

Disconnects began on June 27, 2024 and were not complete at the time of this report.

Please let me know if you have any questions or if you need additional information.