

City of Chipley

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TO: Mayor and Council
City Administrator

FROM: Patrice A. Tanner, City Administrator

DATE: October 4, 2024

SUBJECT: Finance Office Report – September 2024

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

	<u>August</u>	<u>September</u>
Number of utility bills for the normal billing cycle	2,034	2,042
Number of new accounts opened during the month	22	21
Number of accounts closed during the month	20	16
Number of accounts transferred during the month	0	1
Credit Card Payments at Counter/By Phone	329	311
Credit Card/E-check Payments Online	406	466
Issued Work Orders	107	96
Issued Availability of Service Forms	5	4
Issued Business Tax Licenses	9	5
Purchase Orders Issued	105(\$130,312.94)	83(\$90,597.13)
Accounts Payable Checks Issued	163(\$399,247.86)	195(\$641,080.96)

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

Number of customers with delinquent accounts	402(08/19/24)	247(09/23/24)
Door knockers and telephone calls made to customers	46	45
Number of customers with delinquent accounts	198(08/26/24)	148(09/30/24)
Actual disconnection of services for the month	72	44

Disconnects began on October 1, 2024.

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