

# *City of Chipley*

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TO: Mayor and Council

FROM: Patrice A. Tanner, City Administrator

DATE: January 8, 2025

SUBJECT: Finance Office Report – December 2024

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

	<u>November</u>	<u>December</u>
Number of utility bills for the normal billing cycle	2,033	2,041
Number of new accounts opened during the month	26	13
Number of accounts closed during the month	21	6
Number of accounts transferred during the month	2	0
Credit Card Payments at Counter/By Phone	262	303
Credit Card/E-check Payments Online	397	392
Issued Work Orders	87	121
Issued Availability of Service Forms	2	2
Issued Business Tax Licenses	4	12
Purchase Orders Issued	94(\$278,229.02)	91(\$85,600.89)
Accounts Payable Checks Issued	162(\$425,254.24)	157(\$446,857.43)

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

Number of customers with delinquent accounts	406(11/18/24)	400(12/17/24)
Door knockers and telephone calls made to customers	69	59
Number of customers with delinquent accounts	168(12/02/24)	130(01/06/25)
Actual disconnection of services for the month	48	53

Disconnects began on January 7, 2025.

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