



City of Chipley

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To: Mayor and Council
From: Jamie A. Richter, Finance Director
Date: January 07, 2026
Subject: Finance Office Report – December 2025

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	2,057	2,055
Number of new accounts opened during the month	6	27
Number of accounts closed during the month	15	25
Number of accounts transferred during the month	11	11
Number of issued work orders	72	115
Number issued availability of service forms	2	0
Number issued business licenses	4	3
Credit card payments at counter /by phone	271	358
Credit card /E-check payments online	383	399
Number of purchase orders issued	86 (\$135,436.03)	99 (\$212,032.41)
Number of accounts payable checks issued	110(\$344,238.84)	173(\$1,035,551.30)

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

Number of customers with delinquent accounts	267 (11/20/25)	422 (12/16/25)
Door knockers and phone calls made to customers	39	52
Number of customers with delinquent accounts	124 (12/01/25)	235 (12/29/25)
Actual disconnection of services for the month	57	49*

Disconnects began on **January 05, 2026** and were still in progress as of **January 07, 2026** with 25 more to go.

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