

# *City of Chipley*

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To: Mayor and Council  
From: Jamie A. Richter, Finance Director  
Date: October 08, 2025  
Subject: Finance Office Report – September 2025

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 | 2,049              | 2,059             |
| Number of new accounts opened during the month       | 27                 | 20                |
| Number of accounts closed during the month           | 12                 | 14                |
| Number of accounts transferred during the month      | 0                  | 1                 |
| Credit Card Payments at Counter/By Phone             | 297                | 310               |
| Credit Card/E-check Payments Online                  | 422                | 425               |
| Issued Work Orders                                   | 136                | 90                |
| Issued Availability of Service Forms                 | 3                  | 2                 |
| Issued Business Tax Licenses                         | 7                  | 7                 |
| Purchase Orders Issued                               | 130 (\$83,491.45)  | 111(\$92,759.92)  |
| Accounts Payable Checks Issued                       | 148 (\$566,691.21) | 136(\$565,663.00) |

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

|   |                |                |
|---|----------------|----------------|
| Number of customers with delinquent accounts        | 392 (08/18/25) | 451 (09/16/25) |
| Door knockers and telephone calls made to customers | 91             | 51             |
| Number of customers with delinquent accounts        | 161 (08/25/25) | 129 (10/02/25) |
| Actual disconnection of services for the month      | 57             | 22             |

Disconnects began on **October 02, 2025**, and were completed on **October 07, 2025**.

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