1854 SUTTER CREEK

JEWEL OF THE MOTHER LODE

TO:	**TOM DUBOIS, CITY MANAGER**
MEETING DATE:	**AUGUST 17, 2026**
FROM:	**MASON PETERS, FINANCE SUPERVISOR**
SUBJECT:	**FINANCE DEPT. AUGUST 2026 REPORT**

CITY HALL/FINANCE DEPARTMENT UPDATE

- The pool season is wrapping up for the City - the last day is August 9th! Once the season is fully wrapped, we will review financial performance and see how it performed versus when we paid ACRA to manage it.
- In terms of cash management, we ended FY26 with a large balance of cash in the checking account that was not producing much interest. Tom and I decided to move $1,000,000 to our Money Market Account to maximize the interest earned. Q1 and Q2 are the most expensive quarters for the City, so it is possible that we may need to move some of these funds back to the Checking Account, but at least we can earn a bit more interest for the time being.
- I am continuing to work with Schneider Electric and Ridgeline as we keep moving forward with strategizing for the wastewater plant funding campaign. The financial forecast model is nearly complete, and we are beginning to target groups who may be interested in providing grant funds or issue debt.
- The FY25 audit is in the final phase and is taking longer than we anticipated. The primary reasons for the delays are that we contracted with new auditors this year and we switched financial systems in FY25 with a new chart of accounts. The first year with new auditors is typically a longer work period since they need to learn our internal processes, controls, hierarchy, and set up all of their internal documentation with our proprietary information (Chart of Accounts, roll ups, schedules, etc). This has been my primary focus since July, and we are targeting to get this complete in the next 2-3 weeks. Once this audit is complete, we will begin getting our groundwork set for the FY26 audit in January 2027.
- The budget was adopted in late June, and it is incorporated into Tyler with the intention of more granular reporting - if revenues/expenses are at certain points in the year, I tried

to capture that level of detail in the budget entry in the system. I hope it provides more clarity in my reporting for this fiscal year.

ACCOUNTS PAYABLE ACTIVITY

In July 2026, 63 warrants were issued, totaling $497,031.42. For comparison, in July 2025, all warrants totaled $173,539.56. We paid the CSJVRMA for our annual property and liability premiums in July instead of August, which is why the total amount of AP compared to last year is so much higher. We will have invoices for the work being done on Sutter Hill Road in August, as well as the ARSA Q1 invoice, so spreading out these big expenses between months helps with cash management.

ACCOUNTS RECEIVABLE ACTIVITY

In July 2026, we received:

- Building Permits:
  - In July 2026, we issued 10 building permits, totaling $50,671. Compared to July 2025, we issued 9 permits and total revenue generated at that time was $3,290. We issued permits to the Bryson Cottages project for new single family dwellings, which is why the total amount earned in July 2026 is so much higher than in July 2025.

- Sewer Billing
  - Auto Pay Customers
    - Currently we are at 390 autopay customers. We are seeing consistent enrollment in the system each month. We continue to encourage customers to sign up for this service to speed up cashiering and minimize late payment penalties.
  - Delinquent Sewer Billing FY27
    - I have finalized the list of delinquent sewer customers for FY27 - I noticed that more people paid the balance off once they received their delinquent notice this year compared to previous years, which is good news. I sent the final list to the county on August 5th.

- Transient Occupancy Tax
  - For payments received in July 2026 (for June rentals), we have received $23,249. For comparison, in July 2025 (for June 2025 rental activity), we received $29,355. We have sent a letter to the one big rental that we are still waiting on payment from, so we anticipate the year-to-year activity to be very similar or stronger than last year's actuals.