



TO: TOM DUBOIS, CITY MANAGER
MEETING DATE: MARCH 16, 2026
FROM: MASON PETERS, FINANCE SUPERVISOR
SUBJECT: FINANCE DEPT. MARCH 2026 REPORT

CITY HALL/FINANCE DEPARTMENT UPDATE

- Auditor field work for the first phase of the audit (aka Interim Audit) started February 17 and finished on February 26th. This phase focused heavily on internal control testing, record retention, IT security, and more general accounting procedure testing. The 2nd phase of the audit (Final Audit) will begin sometime in mid-April.
- Pam and I worked together to onboard our new police officer, Kristina Stevens. We welcome her to our city staff and look forward to her success here in Sutter Creek.
- I met with a reporting consultant at Tyler for ERP Pro 10 and we workshopped new report templates that will hopefully provide more clarity with our finance reports. Now that I have a couple of drafts, I will follow up with a couple of council members to gather any feedback from these drafts and continue to make adjustments until we have something that we think is the most effective at conveying the budgetary health of Sutter Creek.
- Tom and I are working on bringing expense-related budget amendments to the April 6th council meeting. It will be an important discussion on how we want to ‘navigate the ship’ until the end of the fiscal year in terms of where we expect to be spending money over the next few months.
- I am implementing a new TOT payment tracking system in ERP Pro 10 that will allow us to have better tools at analyzing the performance of our short term rentals in comparison with hotels/BNBs. The reporting capability of the new way we will cashier TOT payments will be more robust and easier for us to see performance metrics based on category.

ACCOUNTS PAYABLE ACTIVITY

In February 2026, 57 warrants were issued, totaling \$173,214.62. For comparison, in February 2025, all warrants totaled \$163,929.52.

ACCOUNTS RECEIVABLE ACTIVITY

In February 2025, we received:

- Building Permits:
 - In February 2026, we issued 11 building permits, totaling \$4,910.72. Compared to February 2025, we issued 8 permits and total revenue generated at that time was \$4,870.25. We issued permits for HVAC units, windows, re-roofs, water heaters, and a private lateral sewer line repair.
- Sewer Billing
 - Auto Pay Customers
 - Currently we are at 357 autopay customers, up 8 from last month.
- Facility Rentals
 - In February 2026, we had the following:
 - 2 renters in the Auditorium, totaling \$1,400
 - 1 renters in the Community Center, totaling \$170
 - 6 renters in the Historic Grammar School totaling \$1,400
 - 0 renters in the Snack Shack/Cribbs Field