



Finance Department

City of Sweet Home
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To: City Council
Ray Towry, City Manager

From: Brandon Neish, Finance Director

Subject: Finance Department Monthly Report – February 2021

The Finance Department is responsible for the for the fiscal management of the City of Sweet Home. This includes accounts payable, payroll, general accounting, preparing the annual budget and the city's annual audit. This department also administers the city's assessment docket, coordinates employee's benefits and maintains financial records relating to grants and contracts. The following information represents the department's activities during the month of **February 2021**.

	February 2021	January 2020	YTD	February 2020	Prior Five- Year Average
<u>Accounts</u>					
<u>Payable</u>					
Chks printed	106	110	1,105	249	488
Exp. Total	\$478,841.69	\$512,370.96	\$5,798,484.47	\$876,946.88	\$545,949.80
<u>Passports</u>					
Processed	23	39	104	57	N/A
Photos taken	23	26	83	53	N/A
<u>Lien</u>					
<u>Searches</u>	46	50	460	45	48

	February 2021	January 2020	YTD	February 2020	Prior Five- Year Average
Utility Billing					
Service requests	154	141	1,483	140	N/A
New accounts	15	15	114	10	N/A
Net account changes	+/- 0	+7	+17	+10	N/A
Statements processed	3,212	3,218	25,881	2,254	N/A
Past-due notices sent	998	778	7,768	986	N/A
Accounts scheduled for turn-off	45	46	664	41	N/A

Below is a list of the checks that were equal to or exceeded \$5,000 and their purpose (if not clear on check listing).

<u>Check No.</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Fund</u>
92152	West Yost & Associates, Inc.	Engineering work for WTP and general WW support	\$5,057.79	Water Dep (503) & Sewer Dep (553)
92165	Ferguson Enterprises, LLC	Materials for 9 th Ave. main & stormwater catch basin	\$13,289.85	Water & Storm
92182	Staples, Inc.	Laptops (\$14k – COVID funds)	\$15,632.46	General Fund
92191	Keller Associates, Inc.	WWTP Value Engineering	\$17,130.00	Sewer Dep (553)