



City of Sweet Home
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Finance Department

To: City Council
 Ray Towry, City Manager

From: Brandon Neish, Finance Director

Subject: Finance Department Monthly Report – October 2020

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 **October 2020**.

	October 2020	September 2020	YTD	October 2019	Prior Five-Year Average
Accounts Payable					
Chks printed	151	173	587	208	428
Exp. Total	\$467,557.61	\$1,128,279.42	\$2,745,936.34	\$999,415.02	\$450,901.82
Passports					
Processed	7	7	14	16	N/A
Photos taken	11	7	15	16	N/A
Lien Searches					
	66	70	256	70	59

	October 2020	September 2020	YTD	October 2019	Prior Five- Year Average
Utility Billing					
Service requests	207	195	820	226	N/A
New accounts	14	15	63	8	N/A
Net account changes	-1	+2	+4	+2	N/A
Statements processed	3,248	3,240	12,962	3,273	N/A
Past-due notices sent	898	1,144	4,035	1,033	N/A
Accounts scheduled for turn-off	93	98*	434*	64	N/A

* Beginning April 2020, accounts with past due balances were not turned off due to non-payment

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

Check No.	Vendor	Description	Amount	Fund
91640	Enviro-Clean Equipment, Inc.	Street Sweeper rental	\$6,000	Streets (575)
91641	Environmental Systems Research Inst.	ESRI (ArcGIS) maintenance	\$5,900	Various (Gen Fund & PW)
91665	George R. II and Tana L. Morgan	Support for playground construction	\$15,100	General Fund (100)
91706	Drew Briese	Concrete pour at Sankey Park	\$19,265	General Fund (100)
91719	Marion County, Oregon	City-wide street striping/painting	\$6,619.19	Streets (575)