



Finance Department

City of Sweet Home
3225 Main Street
Sweet Home, OR 97386
541-367-5128
Fax 541-367-1215
www.sweethomeor.gov

To: City Council
Ray Towry, City Manager

From: Brandon Neish, Finance Director

Subject: Finance Department Monthly Report – July 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 **July 2020**.

	July 2020	June 2020	YTD	July 2019	Prior Five-Year Average
<u>Accounts Payable</u>					
Chks printed	166	144	166	189	140
Exp. Total	\$733,730.16	\$947,111.23	\$733,730.16	\$575,416.37	\$458,956.04
<u>Passports</u>					
Processed	0	0	0	21	N/A
Photos taken	0	0	0	0	N/A
<u>Lien Searches</u>					
	45	45	599	69	46

	July 2020	June 2020	YTD	July 2019	Prior Five-Year Average
Utility Billing					
Service requests	195	185	195	287	N/A
New accounts	13	13	13	15	N/A
Net account changes	+/- 0	+1	+/- 0	-1	N/A
Statements processed	3,239	3,241	3,239	3,271	N/A
Past-due notices sent	974	836	974	979	N/A
Accounts scheduled for turn-off	131	90	131*	58	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
91197	Ben-Ko-Matic Co., Inc.	Repairs to Vactor truck	\$5,664.60	Wastewater Ops (550)
91257	Correct Equipment, Inc.	Replacement water meters	\$7,452.80	Water Ops (500)
91298	USA Blue Book	Replacement parts for Water Treatment Plant	\$13,770.27	Water Treatment (500)
91317	Dude Solutions, Inc.	Mobile 311/Asset Essentials Work Order System	\$12,495.33	Various PW funds
91327	League of Oregon Cities	LOC membership	\$7,179.00	General Fund (100)
91333	Regional Accelerator & Innovation Network (RAIN)	Economic development	\$7,124.76	General Fund (100)