



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

Finance Department

To: City Council
 Ray Towry, City Manager

From: Brandon Neish, Finance Director

Subject: Finance Department Monthly Report – September 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 **September 2021**.

| | September 2021 | August 2021 | YTD | Fiscal Year 2021 | Prior Five- Year Average |
|----------------------------|-------------------|----------------|----------------|---------------------|-----------------------------|
| Accounts Payable | | | | | |
| Chks printed | 213 | 187 | 451 | 2,099 | 2,037 |
| Exp. Total | \$904,129.27 | \$304,779.16 | \$1,311,420.16 | \$9,419,358.90 | \$7,448,251.05 |
| Passports | | | | | |
| Processed | 22 | 30 | 81 | 260 | 280* |
| Photos taken | 26 | 28 | 88 | 254 | 249* |
| * Data back to August 2018 | | | | | |
| Lien Searches | 46 | 51 | 180 | 765 | 680 |

| | September 2021 | August 2021 | YTD | Fiscal Year 2021 | Prior Five- Year Average |
|---------------------------------|-------------------|-------------|-------|---------------------|--------------------------------|
| Utility Billing | | | | | |
| Service requests | 244 | 238 | 736 | 2,000 | 2,119* |
| New accounts | 18 | 21 | 61 | 138 | 138* |
| Net account changes | +2 | +2 | +9 | +26 | +26* |
| Statements processed | 3,212 | 3,204 | 9,617 | 35,410 | 35,140* |
| Past-due notices sent | 734 | 876 | 2,383 | 9,916 | 10,764* |
| Accounts scheduled for turn-off | 78 | 47 | 164 | 503 | 516* |

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 |
|------------------|-----------------------------|-----------------------------------|---------------|-----------------------------|
| 94047 | Rabiner Resources, Inc. | All Staff training speaker | \$ 5,000.00 | General Fund (100) |
| 93156 | Correct Equipment, Inc. | Water meters for change out prog. | \$ 87,079.71 | Water Fund (500) |
| 93171 | Lexipol, LLC | Training & policy updates | \$ 5,974.00 | Police (200) |
| 93181 | Pro-Vision, Inc. | HD In-Car Video cameras | \$ 16,146.92 | Police (200) |
| 93184 | SBRK Finance Holdings, Inc. | Springbrook software (Finance) | \$ 26,793.63 | Internal Service Fund (290) |