



City of Sweet Home
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Finance Department

To: City Council
 Christy Wurster, City Manager Pro Tem

From: Brandon Neish, Finance Director

Subject: Finance Department Monthly Report – March 2022

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 months of **March 2022**.

	March 2022	February 2022	YTD	Fiscal Year 2021	Prior Five-Year Average
<u>Accounts Payable</u>					
Chks printed	240	123	1,430	2,099	2,037
Exp. Total	\$980,074.24	\$577,499.83	\$8,090,848.32	\$9,419,358.90	\$7,448,251.05

<u>Passports</u>					
Processed	38	30	269	260	280*
Photos taken	41	28	268	254	249*

* Data back to August 2018

<u>Lien Searches</u>	70	60	533	765	680
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<u>Utility Billing</u>					
Service requests	276	201	1,897	2,000	2,119*
New accounts	7	13	124	138	138*
Net account changes	-4	+5	+12	+26	+26*
Statements processed	3,193	3,191	25,652	35,410	35,140*
Past-due notices sent	748	941	7,477	9,916	10,764*
Accounts scheduled for turn-off	56	58	451	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).

<u>Check No.</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Fund</u>
93789	Bucher Municipal NA, Inc.	Brooms for street sweeper	\$ 5,044.21	Gas Tax Fund (575)
93805	JWC Environmental, Inc.	Parts to repair equipment at WWTP	\$ 10,416.00	Wastewater (550)
0	Waste Connections, Inc.	Solids disposal at WWTP	\$ 8,359.42	Wastewater (550)