



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 – August 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 **August 2021**.

	August 2021	July 2021	YTD	Fiscal Year 2021	Prior Five-Year Average
Accounts Payable					
Chks printed	187	51	238	2,099	2,037
Exp. Total	\$304,779.16	\$102,511.73	\$407,290.89	\$9,419,358.90	\$7,448,251.05
Passports					
Processed	30	29	59	260	280*
Photos taken	28	34	62	254	249*
* Data back to August 2018					
Lien Searches	51	83	134	765	680

	August 2021	July 2021	YTD	Fiscal Year 2021	Prior Five-Year Average
Utility Billing					
Service requests	238	254	492	2,000	2,119*
New accounts	21	22	43	138	138*
Net account changes	+2	+5	+7	+26	+26*
Statements processed	3,204	3,201	6,405	35,410	35,140*
Past-due notices sent	876	773	1,649	9,916	10,764*
Accounts scheduled for turn-off	47	39	86	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
92861	Grove, Mueller & Swank, P.C., Inc.	Interim audit	\$ 5,800.00	Internal Service Fund (290)
92862	HACH Company	Software for WWTP	\$ 11,536.00	Wastewater (550)
92891	Day Management Corporation	Phone integration into AVTEC Console	\$ 8,050.02	Police (200)
92950	Ferguson Enterprises, LLC	Monthly Statement for parts for water repairs/ installations	\$ 6,304.29	Water (500)
92975	Foster Locksmith Services, Inc.	New locks for Plants as City Resumes Operations	\$ 5,697.00	Water (500) and Wastewater (550)
92992	All Star Tents and Party Rentals	Tents for Harvest Festival	\$ 6,460.00	General Fund (100)
92997	David Dougherty	Streetscape design	\$ 6,033.45	Economic Development (760)
93001	Cindy Sieg	CEIP	\$ 8,169.00	Economic Development (760)