



**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 – December 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 **December 2020**.

	December 2020	November 2020	YTD	December 2019	Prior Five-Year Average
<b><u>Accounts Payable</u></b>					
Chks printed	158	139	889	138	428
Exp. Total	\$709,684.01	\$1,335,497.30	\$4,807,271.82	\$571,379.75	\$450,901.82
<b><u>Passports</u></b>					
Processed	6	22	42	22	N/A
Photos taken	9	10	34	15	N/A
<b><u>Lien Searches</u></b>					
	56	50	364	47	50

	December 2020	November 2020	YTD	December 2019	Prior Five- Year Average
<b>Utility Billing</b>					
Service requests	201	167	1,188	196	N/A
New accounts	9	12	84	10	N/A
Net account changes	+1	+5	+10	-9	N/A
Statements processed	3,241	3,248	19,451	3,289	N/A
Past-due notices sent	906	1,051	5,992	1,034	N/A
Accounts scheduled for turn-off	84	55	573	43	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
91879	SBRK Finance Holdings, Inc.	Springbrook (Finance/HR Software)	\$25,397	Internal Service (290)
91880	Senior Citizens of Sweet Home	Quarterly allocation from state with CARES Act funds	\$69,111	Public Transit Grant (755)
91911	ODOT	Hwy 20 STIP project	\$17,595.32	Streets Improvement Fund (570)
91931	Thriftway	CEIP grant	\$5,000	Economic Development (760)
0	DevNW	Housing rehab loans	\$92,047.10	Economic Development (760)
92006	ODOT	Hwy 20 STIP project	\$7,230.42	Streets Improvement Fund (570)
92015	Sweet Home Chamber	Visitor's Center operation support	\$5,000	Internal Service (290)