



City of Sweet Home
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Finance Department

To: City Council
 Blair Larsen, City Manager Pro Tem

From: Brandon Neish, Finance Director

Subject: Finance Department Monthly Report – January 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 **January 2022**.

	January 2022	December 2021	YTD	Fiscal Year 2021	Prior Five-Year Average
Accounts Payable					
Chks printed	87	201	1,064	2,099	2,037
Exp. Total	\$540,018.02	\$1,693,438.39	\$6,340,322.00	\$9,419,358.90	\$7,448,251.05
Passports					
Processed	31	7	163	260	280*
Photos taken	29	9	158	254	249*
* Data back to August 2018					
Lien Searches	65	47	403	765	680

	January 2022	December 2021	YTD	Fiscal Year 2021	Prior Five- Year Average
Utility Billing					
Service requests	193	193	1,420	2,000	2,119*
New accounts	15	16	104	138	138*
Net account changes	+2	+2	+11	+26	+26*
Statements processed	3,204	3,218	19,268	35,410	35,140*
Past-due notices sent	780	1,708	5,788	9,916	10,764*
Accounts scheduled for turn-off	58	54	337	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
93644	Withnell Motor Company, Inc.	Police vehicles (2)	\$ 70,127.28	Police Fund (200)