



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 – May 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 **April & May 2022**.

	May 2022	April 2022	YTD	Fiscal Year 2021	Prior Five-Year Average
<u>Accounts Payable</u>					
Chks printed	158	87	1,678	2,099	2,037
Exp. Total	\$1,125,441.57	\$384,989.00	\$9,670,316.90	\$9,419,358.90	\$7,448,251.05

<u>Passports</u>					
Processed	18	38	325	260	280*
Photos taken	24	41	333	254	249*

* Data back to August 2018

<u>Lien Searches</u>	65	62	660	765	680
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<u>Utility Billing</u>					
Service requests	398	436	2,731	2,000	2,119*
New accounts	18	19	161	138	138*
Net account changes	+5	+14	+31	+26	+26*
Statements processed	3,189	3,190	32,031	35,410	35,140*
Past-due notices sent	886	690	9,053	9,916	10,764*
Accounts scheduled for turn-off	43	48	542	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>
94039	Best Damn BBQ Sauce	City support for Icebox cookoff	\$ 15,000.00	Economic Dev (760)
94064	Linn County Medical Examiner	Medical examiner program	\$ 6,000.00	Public Safety (200)
94065	Nick and Khaira Corporation	CEIP grant	\$ 9,605.00	Economic Dev (760)
94108	Wildish Construction Corp	54 th Ave and Main St waterline relocation	\$ 62,650.00	Path Program (585)
94126	Community Lending Works	Grant closeout	\$ 78,000.00	Economic Dev (760)
94160	Karyn Ann Hartsook	CEIP grant	\$ 15,000.00	Economic Dev (760)