



Finance Department

City of Sweet Home
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To: City Council
Christy Wurster, City Manager Pro Tem

From: Brandon Neish, Finance Director

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

	February 2022	January 2022	YTD	Fiscal Year 2021	Prior Five- Year Average
<u>Accounts Payable</u>					
Chks printed	123	87	1,064	2,099	2,037
Exp. Total	\$577,499.83	\$540,018.02	\$6,917,822.83	\$9,419,358.90	\$7,448,251.05

<u>Passports</u>					
Processed	30	31	193	260	280*
Photos taken	28	29	186	254	249*

* Data back to August 2018

<u>Lien Searches</u>	60	65	463	765	680
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<u>Utility Billing</u>					
Service requests	201	193	1,621	2,000	2,119*
New accounts	13	15	117	138	138*
Net account changes	+5	+2	+16	+26	+26*
Statements processed	3,191	3,204	22,459	35,410	35,140*
Past-due notices sent	941	780	6,729	9,916	10,764*
Accounts scheduled for turn-off	58	58	395	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>
93697	Conway Data, Inc.	Business Oregon ad	\$ 7,500.00	Economic Development (760)
93701	Mary Gilds, LLC	CEIP	\$ 7,885.63	Economic Development (760)
93715	Newco, Inc.	Chemicals for treatment plants	\$ 9,126.00	Wastewater (550)
93765	Edge Analytical, Inc.	Monthly wastewater testing	\$ 6,995.14	Wastewater (550)