



Finance Department

City of Sweet Home
3225 Main Street
Sweet Home, OR 97386
541-367-5128
Fax 541-367-1215
www.sweethomeor.gov

To: City Council
Ray Towry, City Manager

From: Brandon Neish, Finance Director

Subject: Finance Department Monthly Report – January 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 **January 2021**.

	January 2021	December 2020	YTD	January 2020	Prior Five- Year Average
<u>Accounts Payable</u>					
Chks printed	110	158	999	138	411
Exp. Total	\$512,370.96	\$709,684.01	\$5,319,642.78	\$571,379.75	\$453,209.58
<u>Passports</u>					
Processed	39	6	81	66	N/A
Photos taken	26	9	60	51	N/A
<u>Lien Searches</u>					
	50	56	414	47	53

	January 2021	December 2020	YTD	January 2020	Prior Five- Year Average
Utility Billing					
Service requests	141	201	1,329	212	N/A
New accounts	15	9	99	12	N/A
Net account changes	+7	+1	+17	+2	N/A
Statements processed	3,218	3,241	22,669	3,271	N/A
Past-due notices sent	778	906	6,770	1,074	N/A
Accounts scheduled for turn-off	46	84	619	77	N/A

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>
92058	Keller Associates, Inc.	WWTP Value Engineering	\$60,500	Wastewater Depreciation (553)
92064	Moore Holding Corporation	Bipolar Ionization Units (CARES)	\$13,825.50	General Fund & Library
92102	Walker Heating & AC, Inc	Air scrubber (CARES)	5,219.50	PW & Police