



**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 – June 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 **June 2020**.

	June 2020	May 2020	YTD	June 2019	Prior Five-Year Average
<b><u>Accounts Payable</u></b>					
# printed	144	172	2,088	106	179
Exp. Total	\$947,111.23	\$751,808.96	\$9,376,814.43	\$510,522.17	\$366,112.10
<b><u>Passports</u></b>					
Processed	0	0	308	21	N/A
Photos taken	0	0	230	0	N/A
<b><u>Lien Searches</u></b>					
	45	44	599	69	46

	June 2020	May 2020	YTD	June 2019	Prior Five-Year Average
<b>Utility Billing</b>					
Service requests	185	169	2,333	187	N/A
New accounts	13	18	123	20	N/A
Net account changes	+1	+2	+29	+/- 0	N/A
Statements processed	3,241	3,243	34,036	3,273	N/A
Past-due notices sent	836	884	11,377	998	N/A
Accounts scheduled for turn-off	90	80	683*	50	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).

<b>Check No.</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>	<b>Fund</b>
91081	DevNW	CDBG Grant Funds	\$16,500.00	Economic Dev – 760
91100	Olympus Technologies, Inc.	Truck body for new Streets vehicle	\$15,851.00	Project & Equip Reserve – 202
91128	ClearGov, Inc.	Digital budget book and capital asset planning	\$5,300.00	Internal Service – 290
91145	O&M Tire Shop, Inc.	CEIP distribution	\$5,000.00	Economic Dev – 760