



Finance Department

City of Sweet Home
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To: City Council
Ray Towry, City Manager

From: Brandon Neish, Finance Director

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

	May 2021	April 2021	YTD	Fiscal Year 2020	Prior Five- Year Average
<u>Accounts Payable</u>					
Chks printed	119	142	1,224	2,099	2,037
Exp. Total	\$591,744.39	\$632,683.98	\$7,769,564.31	\$9,419,358.90	\$7,448,251.05

<u>Passports</u>					
Processed	35	36	216	305	299*
Photos taken	40	42	207	225	250*

* Data back to August 2018

<u>Lien Searches</u>	79	55	652	599	527
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	May 2021	April 2021	YTD	Fiscal Year 2020	Prior Five- Year Average
Utility Billing					
Service requests	150	195	1,983	2,388	2,318*
New accounts	12	3	139	136	146*
Net account changes	+3	+4	+25	+19	+27*
Statements processed	3,187	3,185	35,448	37,199	36,640*
Past-due notices sent	790	667	10,071	12,213	11,678*
Accounts scheduled for turn-off	42	23	459	486	552*

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>
92479	Drew Briesse	Concrete work at Sankey Park	\$ 50,400.00	General Fund (100)
92485	Correct Equipment, Inc.	Kamstrup water meters	\$ 6,299.00	Water (500)
92489	David Dougherty	Streetscape Architecture fees	\$ 6,200.00	General Fund (100)
92516	West Yost & Associates, Inc.	Water Treatment Plant VFD & Backwash engineering	\$ 25,633.34	Water Capital (503)