



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

**Finance Department**

To: City Council  
 Ray Towry, City Manager

From: Brandon Neish, Finance Director

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

	<b>October 2021</b>	<b>September 2021</b>	<b>YTD</b>	<b>Fiscal Year 2021</b>	<b>Prior Five-Year Average</b>
<b>Accounts Payable</b>					
Chks printed	154	213	605	2,099	2,037
Exp. Total	\$1,028,219.05	\$904,129.27	\$2,339,639.21	\$9,419,358.90	\$7,448,251.05
<b>Passports</b>					
Processed	18	22	99	260	280*
Photos taken	18	26	106	254	249*
* Data back to August 2018					
<b>Lien Searches</b>	63	46	243	765	680

	October 2021	September 2021	YTD	Fiscal Year 2021	Prior Five- Year Average
<b>Utility Billing</b>					
Service requests	241	244	736	2,000	2,119*
New accounts	20	18	61	138	138*
Net account changes	-5	+2	+9	+26	+26*
Statements processed	3,211	3,212	9,617	35,410	35,140*
Past-due notices sent	800	734	2,383	9,916	10,764*
Accounts scheduled for turn-off	49	78	164	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>
93207	Steven L Olin	CEIP grant	\$ 14,786.96	Economic Development (760)
0	Pavco Paving Company, LLC	Paving 8' paths at Sankey Park	\$ 26,340.00	General Fund (100)
0	Vac-Con, Inc.	New Vactor truck	\$396,499.00	Sewer Fund (550)
93246	Community Lending Works	CDBG Contract	\$ 71,500.00	Economic Development (760)
93297	Marion County Oregon	City-wide street striping	\$ 8,772.55	State Gas Tax Fund (575)