



CITY OF STAYTON
M E M O R A N D U M

TO: Mayor Henry Porter and the Stayton City Council
FROM: Elizabeth Baldwin, Accounting Clerk
Randi Heuberger, Accounting Clerk
DATE: April 15, 2019
SUBJECT: Monthly Finance Department Report

	March 2019	February 2019
Number of Bills Mailed	2,342	2,346
Number of Bills Emailed	405	396
Number of Bills on Auto-Pay	678	645
Delinquent Notices Sent Out	505	0
Courtesy Delinquent Notices Sent to Landlords	148	0
Notified of Impending Shut-Off & Penalty	173	151
Customers Issued Payment Extensions	20	20
Customers with Interrupted Services Non-Payment	28	1
Services Still Disconnected	1	0
Number of Checks Issued	139	159
Total Amount of Checks	\$241,150.30	\$283,401.92