



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Cindy Chauran, Associate Accountant
Elizabeth Baldwin, Accounting Clerk
Randi Heuberger, Accounting Clerk
DATE: September 17, 2018
SUBJECT: Monthly Finance Department Report

	August 2018	July 2018
Number of Bills Mailed	2,390	2,397
Number of Bills Emailed	372	361
Number of Bills on Auto-Pay	642	611
Delinquent Notices Sent Out	474	522
Courtesy Delinquent Notices Sent to Landlords	153	144
Notified of Impending Shut-Off & Penalty	141	101
Customers Issued Payment Extensions	37	21
Customers with Interrupted Services Non-Payment	19	19
Services Still Disconnected	1	1
Number of Checks Issued	182	108
Total Amount of Checks	\$809,308.67	\$649,793.25