



**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  
**DATE:** May 21, 2018  
**SUBJECT:** Monthly Finance Department Report

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	April 2018	March 2018
Number of Bills Mailed	2,379	2,364
Number of Bills Emailed	343	339
Number of Bills on Auto-Pay	589	570
Delinquent Notices Sent Out	442	479
Courtesy Delinquent Notices Sent to Landlords	130	152
Notified of Impending Shut-Off & Penalty	99	135
Customers Issued Payment Extensions	14	12
Customers with Interrupted Services Non-Payment	27	22
Services Still Disconnected	2	1
Number of Checks Issued	142	144
Total Amount of Checks	\$772,069.45	\$210,817.39