



**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:** July 2, 2018  
**SUBJECT:** Monthly Finance Department Report

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	May 2018	April 2018
Number of Bills Mailed	2,366	2,379
Number of Bills Emailed	352	343
Number of Bills on Auto-Pay	593	589
Delinquent Notices Sent Out	513	442
Courtesy Delinquent Notices Sent to Landlords	161	130
Notified of Impending Shut-Off & Penalty	116	99
Customers Issued Payment Extensions	14	14
Customers with Interrupted Services Non-Payment	19	27
Services Still Disconnected	1	2
Number of Checks Issued	165	142
Total Amount of Checks	\$274,277	\$772,069.45