



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: October 15, 2018
SUBJECT: Monthly Finance Department Report

	September 2018	August 2018
Number of Bills Mailed	2,386	2,390
Number of Bills Emailed	378	372
Number of Bills on Auto-Pay	634	642
Delinquent Notices Sent Out	501	474
Courtesy Delinquent Notices Sent to Landlords	152	153
Notified of Impending Shut-Off & Penalty	102	141
Customers Issued Payment Extensions	26	37
Customers with Interrupted Services Non-Payment	15	19
Services Still Disconnected	1	1
Number of Checks Issued	158	182
Total Amount of Checks	\$504,365.87	\$809,308.67