



**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 16, 2018  
**SUBJECT:** Monthly Finance Department Report

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	June 2018	May 2018
Number of Bills Mailed	2,381	2,366
Number of Bills Emailed	356	352
Number of Bills on Auto-Pay	604	593
Delinquent Notices Sent Out	485	513
Courtesy Delinquent Notices Sent to Landlords	149	161
Notified of Impending Shut-Off & Penalty	172	116
Customers Issued Payment Extensions	21	14
Customers with Interrupted Services Non-Payment	39	19
Services Still Disconnected	0	1
Number of Checks Issued	180	165
Total Amount of Checks	\$548,107.44	\$274,277