

Memo

To: Mayor, Council Members and Administrator Teichert
From: Mary Nicol, Administrative Services Director/Treasurer
Subject: Administrative Services Department Report
Date: January 6, 2022

Audit: Answer additional questions; review draft report; submit to Council for acceptance.

Preparation for upcoming year end processes.

Review program changes. Install meter reading & postage machine software on new computer. Review additional needs following computer change.

Utility Billing: 2,640 bills processed.

Xpress Bill Pay: Customer accounts activated: 14. Customer accounts active: 461.
Auto pay activated: 4. Paperless billing requested: 5. Paperless billing active: 109.

Accounts Receivable: 78 invoices processed.

Accounts Payable: 227 invoices processed.

Cash Receipting: Receipts processed: 2,374; Xpress bill pay receipts: 688 (this includes payments made thru us over the phone or in person; customer using online banking or customer using Xpress Bill Pay).