

Memo

To: Mayor, Council Members and Administrator Cox

From: Mary Nicol, Administrative Services Director/Treasurer

Subject: Administrative Services Department Report

Date: August 3, 2022

Year end processing to ensure June receivables and payables are recorded in fiscal year 2022 financial statement.

Begin preparations for fiscal year end audit.

Research advertising options and prepare advertisement for Information Technology Technician.

Process paperwork for new employee.

Utility Billing: 2,684 bills processed.

Accounts Receivable: 63 invoices processed. Invoices monitored for June items and posting to proper fiscal year.

Accounts Payable: 288 invoices processed. Invoices monitored for June expenditures with second payable processed for posting to proper fiscal year.

Cash Receipting: Receipts processed: 1,552; Xpress bill pay receipts: 778 (this includes payments made thru us over the phone or in person; customer using online banking or customer using Xpress Bill Pay).

Xpress Bill Pay: Customer accounts activated: 5. Customer accounts active: 221.

Auto pay activated: 5. Paperless billing requested: 7. Paperless billing active: 140.