

Memo

To: Mayor, Council Members and Administrator Cox
From: Mary Nicol, Administrative Services Director/Treasurer
Subject: Administrative Services Department Report
Date: November 9, 2022

Prepare & finalize quarterly reports.

Audit: On site review of information. Providing information prior & during. Answering questions as arise.

Utility Billing: 2,682 bills processed.

Accounts Receivable: 61 invoices processed.

Cash Receipting: 2,322 Receipts processed; 789 Xpress bill pay receipts: (this includes payments made thru us over the phone or in person; customer using online banking or customer using Xpress Bill Pay).

