

**City of Fortuna  
Finance Department  
Fiscal Year 2023/24**

Finance Department Activity Log	July 2023	August 2023	September 2023	October 2023	November 2023	December 2023
Payroll Checks Issued:	256	228	321	215	220	236
Accounts Payable Checks Issued:	254	293	234	215	267	225
Number of Invoices Processed:	501	542	428	413	552	443
CDBG Loan Payments/Payoff	0	0	0	1	0	0
# Telephone Calls	1909	1467	1452	1469	1409	1483
<b>Avg Daily</b>	<b>95</b>	<b>73</b>	<b>69</b>	<b>67</b>	<b>74</b>	<b>74</b>
<b>Daily Walk-in Customers</b>						
Utility	434	382	387	391	411	457
Bldg	50	43	42	41	32	21
Plan	14	23	18	21	17	19
Other	184	122	57	77	52	50
<b>Total:</b>	<b>682</b>	<b>570</b>	<b>504</b>	<b>530</b>	<b>512</b>	<b>547</b>
<b>Average Daily Walk-in Customers</b>	<b>34</b>	<b>29</b>	<b>24</b>	<b>24</b>	<b>27</b>	<b>27</b>
Monthly Bills	4605	4610	4607	4601	4613	4610
Reminder Notices	498	423	420	487	451	473
Shut Off Notices Mailed	268	258	256	232	278	277
Shut Offs	51	24	31	39	21	31
Ebills - Bills sent via email	419	429	446	460	466	476
Utility Bills paid online	1241	1246	1293	1267	1284	1297
% of Utility bills paid in person	9%	8%	8%	8%	9%	10%
Public Works Calls Dispatched:	76	89	78	80	97	72
					<b>Avg Service Calls</b>	<b>82.0</b>

Utility Billing Aging Report	Total Bal	Current	30 Days	60 Days	90 Days
	\$ 613,469	\$ 459,980	\$ 91,093	\$ 20,636	\$ 41,761
		75.0%	14.8%	3.4%	6.8%

