

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

Finance Department Activity Log	September 2023	October 2023	November 2023	December 2023	January 2024	February 2024
Payroll Checks Issued:	321	215	220	236	236	217
Accounts Payable Checks Issued:	234	215	267	225	238	190
Number of Invoices Processed:	428	413	552	443	473	415
CDBG Loan Payments/Payoff	0	1	0	0	0	0
# Telephone Calls	1452	1469	1409	1483	1671	1600
Avg Daily	69	67	74	74	80	80
Daily Walk-in Customers						
Utility	387	391	411	457	454	417
Bldg	42	41	32	21	30	25
Plan	18	21	17	19	15	12
Other	57	77	52	50	54	59
Total:	504	530	512	547	553	513
Average Daily Walk-in Customers	24	24	27	27	26	26
Monthly Bills	4607	4601	4613	4610	4608	4609
Reminder Notices	420	487	451	473	443	475
Shut Off Notices Mailed	256	232	278	277	308	263
Shut Offs	31	39	21	31	23	38
Ebills - Bills sent via email	446	460	466	476	480	489
Utility Bills paid online	1293	1267	1284	1297	1330	1339
% of Utility bills paid in person	8%	8%	9%	10%	10%	9%
Public Works Calls Dispatched:	78	80	97	72	96	108
					Avg Service Calls	88.5

Utility Billing Aging Report	Total Bal	Current	30 Days	60 Days	90 Days
	\$ 636,843	\$ 473,988	\$ 94,672	\$ 24,547	\$ 43,636
		74.4%	14.9%	3.9%	6.9%

