

**City of Fortuna  
Finance Department  
Fiscal Year 2022/23**

Finance Department Activity Log	December 2022	January 2023	February 2023	March 2023	April 2023	May 2023
Payroll Checks Issued:	255	250	225	324	230	214
Accounts Payable Checks Issued:	210	248	205	236	239	215
Number of Invoices Processed:	454	516	465	455	454	440
CDBG Loan Payments/Payoff	0	0	1	0	0	0
# Telephone Calls	2233	2347	2134	2137	1894	1888
<b>Avg Daily</b>	<b>112</b>	<b>117</b>	<b>112</b>	<b>93</b>	<b>95</b>	<b>86</b>
<b>Daily Walk-in Customers</b>						
Utility	713	758	685	762	674	701
Bldg	58	66	57	53	52	60
Plan	40	35	23	25	32	33
Other	48	57	31	36	43	57
<b>Total:</b>	<b>859</b>	<b>916</b>	<b>796</b>	<b>876</b>	<b>801</b>	<b>851</b>
<b>Average Daily Walk-in Customers</b>	<b>43</b>	<b>46</b>	<b>42</b>	<b>38</b>	<b>40</b>	<b>39</b>
Monthly Bills	4602	4598	4600	4600	4595	4593
Reminder Notices	433	473	437	376	428	424
Shut Off Notices Mailed	270	262	280	200	226	284
Shut Offs	26	22	22	25	24	16
Ebills - Bills sent via email	398	401	408	412	413	412
Utility Bills paid online	1171	1224	1199	1238	1228	1218
% of Utility bills paid in person	15%	16%	15%	17%	15%	15%
Public Works Calls Dispatched:	70	116	104	150	80	111
				<b>Avg Service Calls</b>		<b>105.2</b>

Utility Billing Aging Report	Total Bal	Current	30 Days	60 Days	90 Days
	\$ 612,235	\$ 478,540	\$ 74,813	\$ 21,283	\$ 37,599
		78.2%	12.2%	3.5%	6.1%

