

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

Finance Department Activity Log	September 2022	October 2022	November 2022	December 2022	January 2023	February 2023
Payroll Checks Issued:	334	219	223	255	250	225
Accounts Payable Checks Issued:	233	194	243	210	248	205
Number of Invoices Processed:	437	416	522	454	516	465
CDBG Loan Payments/Payoff	0	0	0	0	0	1
# Telephone Calls	1935	1866	1829	2233	2347	2134
<b>Avg Daily</b>	<b>92</b>	<b>89</b>	<b>91</b>	<b>112</b>	<b>117</b>	<b>112</b>
<b>Daily Walk-in Customers</b>						
Utility	589	622	560	713	758	685
Bldg	57	44	43	58	66	57
Plan	22	23	34	40	35	23
Other	39	37	37	48	57	31
<b>Total:</b>	<b>707</b>	<b>726</b>	<b>674</b>	<b>859</b>	<b>916</b>	<b>796</b>
<b>Average Daily Walk-in Customers</b>	<b>34</b>	<b>35</b>	<b>34</b>	<b>43</b>	<b>46</b>	<b>42</b>
Monthly Bills	4596	4602	4599	4602	4598	4600
Reminder Notices	434	484	427	433	473	437
Shut Off Notices Mailed	239	267	250	270	262	280
Shut Offs	23	31	18	26	22	22
Ebills - Bills sent via email	374	377	392	398	401	408
Utility Bills paid online	1184	1183	1172	1171	1224	1199
% of Utility bills paid in person	13%	14%	12%	15%	16%	15%
Public Works Calls Dispatched:	114	71	86	70	116	104
					<b>Avg Service Calls</b>	<b>93.5</b>

Utility Billing Aging Report	Total Bal	Current	30 Days	60 Days	90 Days
	\$ 632,410	\$ 472,264	\$ 99,626	\$ 25,422	\$ 35,097
		74.7%	15.8%	4.0%	5.5%

