

# PECSD Administrative Manager's Report April 2022

Jillian Cole

- Financial reports are still being compiled in conjunction with Brittany at Bequette & Kimmel. This task is expected to be completed by the May 2022 Regular Board Meeting. All materials have been submitted. The April 15th Income Tax deadline has caused a backlog at the firm and has significantly contributed to the delay.
- The District has applied for funds from the State Water Resources Control Board Wastewater Arrearages Program. The total amount requested was around \$7,500.00. These funds will be applied to qualifying accounts once received.
- The following liens are still active  
 12 Evergreen Cir: \$648.81  
 517 Eureka Springs Dr: \$1763.05
- Approximately 50 30-Day Shutoff Notices were sent via Certified Mail in late March. About 12-15 of these accounts have since been paid in full.
- The 2020-2021 Fiscal Year audit fieldwork is currently slated to begin the first week of May 2022. Office preparation for this is nearly complete. Board Directors are invited and encouraged to meet personally with the Auditors while they are here.
- A meeting took place with John, Jamar, and me to discuss plans and options for the District's filing and records maintenance system. This project continues, along with updating the General Manager's office, as well as other areas of the building, to optimize District storage practices and capabilities.
- District income for the month of March 2022 is as follows:

<b>Applied To</b>	<b>Amount</b>	<b>Total</b>
Late Fees	245.00	245.00
Unapplied(Advance/Overpayment)	7096.36*	7096.36*
SEWER (Service)	12512.39	12512.39
Sewer (Reserve + Debt Service)	10955.27	10955.27
WATER (Service)	22297.21	22297.21
Water (Reserve + Debt Service)	15764.15	15764.15
Fire	4075.69	4075.69
CONV_BALANCE (Previous System/Old debt)	191.61**	191.61**
<b>Total:</b>	<b>73137.68</b>	<b>73137.68</b>

	Summary	Amount
BILLPAY_CC		3434.56
CHECK		69703.12

**Totals:**

(\*\*include incorporated Converted  
Balance totals)

**Sewer: \$23,571.47**

**Water: \$38,140.03**

**Fire: \$4084.82**

**Unapplied: \$7096.36**

**Late Fees: \$245.00**