

# PECSD Administrative Manager's Report June 2022

Jillian Cole

- Field work for the FY 2020-2021 Audit has seemingly been completed. This was a much smoother process than last year, though only one member of audit staff was able to attend, and only for a single day.
- 48 hour Shut Off Notices were sent to 2 customers. One resulted in full payment, and a payment arrangement has been executed for the other.
- The following liens are still active  
 12 Evergreen Cir: \$648.81  
 517 Eureka Springs Dr: \$1763.05
- A new storage cabinet has been installed near the General Manager's office. This will hold office supplies, ensuring access for Fire personnel after hours. The cabinet is equipped with a lock.
- Preparation for the July 15, 2022, invoicing is ongoing.
- The District will be receiving a new postage meter in the coming weeks. This upgraded meter will streamline the process for sending certified and postcard mailings, and will be equipped with wi-fi to quickly and easily download software updates and perform regular postal audits.

District income for the month of May 2022 is as follows:

<b>Applied To</b>	<b>Amount</b>	<b>Total</b>
Late Fees	190.00	190.00
Unapplied(Advance/Overpayment)	3,777.74	3,777.74
SEWER (Service)	19,714.64	19,714.64
Sewer (Reserve + Debt Service)	12,271.49	12,271.49
WATER (Service)	25,510.97	25,510.97
Water (Reserve + Debt Service)	14,466.45	14,466.45
Fire	4,704.98	4,704.98
CONV_BALANCE (Previous System/Old debt)	0.00	0.00
<b>Total:</b>	<b>80,636.27</b>	<b>80,636.27</b>

	Summary	Amount
BILLPAY_CC		4,864.52

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75,771.75

**Totals:**

(\*\*include incorporated Converted  
Balance totals)

**Sewer: \$31,986.13**

**Water: \$39,977.42**

**Fire: \$4,704.98**

**Unapplied: \$3,777.74**

**Late Fees: \$190.00**