

Office Manager Report September 2025

- Regular Duties
- Sent out 190 late notices
- Had 9 shut offs.
- Sent out 1805 bills totaling \$181,139.76
- As of 09/30/25
 - \$9.56 over 90 days
 - \$1,220.58 over 60 days
 - \$8,678.55 over 30 days
 - \$171,231.07 current due 10/15/25
- Adjustments
 - \$700.00 to add and remove reconnect fees.
 - \$-113.38 to remove late fees.
 - \$52.09 to correct billing issues
 - \$-1919.54 for leak adjustments
- Attended IML Conference
- Training
- Attending Clerk Conference 10/08-10/10