

## M E M O

TO: District Manager

FROM: Finance Manager

SUBJECT: FINANCE DEPARTMENT STATUS REPORT  
WEEK ENDING APRIL 11, 2008

DATE: April 11, 2008

### **RECOMMENDATION:**

It is recommended that the Board of Directors review and file the Finance Department status report for the week ending April 11, 2008.

### **BACKGROUND:**

#### QUARTERLY REPORTS

Staff is currently completing all quarterly reports (payroll taxes, capital project expenditures, LAIF interest calculations, meter set reconciliations, etc).

#### BEAR CREEK ESTATES WASTEWATER SYSTEM

Pursuant to a letter to Property Owners at Bear Creek Estates dated March 28, 2008, a Public Hearing will be held on May 15, 2008 to determine if there is approval of the proposed multi-year increase in wastewater rates.

#### NORMAL RECURRING DUTIES

Staff continues to provide excellent customer service and timely completion of all regular duties such as accounts payable processing, accounts receivable processing, billing, financial reporting, payroll, etc. These duties consume the bulk of the finance department's time, although we are always willing and ready to assist in other areas if asked.

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Karen Alvarez  
Finance Manager