

M E M O

TO: District Manager

FROM: Finance Manager

SUBJECT: FINANCE DEPARTMENT STATUS REPORT
WEEK ENDING JUNE 13, 2008

DATE: June 13, 2008

RECOMMENDATION:

It is recommended that the Board of Directors review and file the Finance Department status report for the week ending June 13, 2008.

BACKGROUND:

WATER AWARENESS

Water saving tips are continuing to be mailed out as bill inserts to all customers.

BEAR CREEK ESTATES WASTEWATER SYSTEM

Wastewater rates have increased from \$140.00 bi-monthly to \$246.00 bi-monthly effective June 1, 2008. Bills will be prorated accordingly.

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.

Karen Alvarez
Finance Manager