

## M E M O

TO: District Manager

FROM: Finance Manager

SUBJECT: FINANCE DEPARTMENT STATUS REPORT  
WEEK ENDING JUNE 27, 2008

DATE: June 27, 2008

### **RECOMMENDATION:**

It is recommended that the Board of Directors review and file the Finance Department status report for the week ending June 27, 2008.

### **BACKGROUND:**

#### WATER AWARENESS

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

#### END OF FISCAL YEAR

The fiscal year ends June 30, 2008. Staff will be busy preparing month end, quarterly and year end reports. The auditor's initial visit will be on July 9 and 10<sup>th</sup>, 2008.

#### 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.

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Karen Alvarez  
Finance Manager