

## M E M O

TO: District Manager

FROM: Finance Manager

SUBJECT: FINANCE DEPARTMENT STATUS REPORT  
WEEK ENDING AUGUST 15, 2008

DATE: August 15, 2008

### **RECOMMENDATION:**

It is recommended that the Board of Directors review and file the Finance Department status report for the week ending August 15, 2008.

### **BACKGROUND:**

#### WATER AWARENESS

New water saving tips have been printed and are being mailed out as bill inserts to all customers. These have a very fun old-fashioned look to them that will hopefully encourage customers to read them.

#### END OF FISCAL YEAR

The fiscal year ended June 30, 2008. Staff is busy preparing month end, quarter end and year end reports. The auditor's initial visit was on July 9, 2008. They will return on August 18<sup>th</sup> and 19<sup>th</sup> to finalize the on-site portion of the audit.

#### FELTON

Staff is interfacing with Operations Department to coordinate the preparation for the transition of the Felton customers into San Lorenzo Valley Water District's computer system.

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Karen Alvarez  
Finance Manager