

M E M O

TO: District Manager

FROM: Finance Manager

SUBJECT: FINANCE DEPARTMENT STATUS REPORT
WEEK ENDING OCTOBER 10, 2008

DATE: October 10, 2008

RECOMMENDATION:

It is recommended that the Board of Directors review and file the Finance Department status report for the week ending October 10, 2008.

BACKGROUND:

WATER AWARENESS

New water saving tips continue to be mailed out as bill inserts to all customers. Additionally, the front office has water conservation kits, refrigerator magnets and hose washers that are handed out on an individual basis.

END OF QUARTER

Staff is preparing quarter end payroll tax reports as well as other quarterly reports.

FELTON

So far the transition has been very smooth for the finance office. Very positive input from most Felton customers who have called in.

OFFICE REMODEL

The finance office is in the process of moving to the old engineering area so that their area can be painted and carpeted. It is anticipated that this process will take approximately 4-8 weeks to complete.

Karen Alvarez
Finance Manager