

MEMO

TO: District Manager

FROM: Finance Manager

SUBJECT: FINANCE DEPARTMENT STATUS REPORT
WEEK ENDING JANUARY 9, 2009

DATE: January 9, 2009

RECOMMENDATION:

It is recommended that the Board of Directors review and file the Finance Department status report for the week ending January 9, 2009.

BACKGROUND:

END OF MONTH, QUARTER AND YEAR

It's a busy time in the finance office again. We are preparing month end, quarter end and year end reports, tax returns, 1099 statements, W-2s , etc.

FELTON

Calls and notes from our new Felton customers continue to be very positive. They seem impressed with our quick response time to their problems and definitely appreciate the lower bills.

OFFICE REMODEL

The office remodel is continuing in the rest of the administration building (Finance Dept. is completed). We are receiving positive input from the customers who thought this was long overdue.

Karen Alvarez
Finance Manager

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