

M E M O

TO: District Manager
FROM: Finance Manager
SUBJECT: FINANCE DEPARTMENT STATUS REPORT
WEEK ENDING MAY 29, 2009
DATE: May 29 2009

RECOMMENDATION:

It is recommended that the Board of Directors review and file the Finance Department status report for the week ending May 29, 2009.


BACKGROUND:

NEW SERVER

Staff received approval at the May 7, 2009 Board of Director's meeting to move forward with the purchase of a new server for the HP system. Staff has processed the paperwork and expects the new server to be in place by the end of the fiscal year.

YEAR END

Staff is beginning to gather information and complete preparations for fiscal year end (June 30, 2009). This process involves updating fixed assets, closing of open purchase orders, etc. and will take a couple months to complete. The auditors are scheduled to begin their initial fieldwork the week of July 20, 2009.


Karen Alvarez
Finance Manager