

## MEMO

TO: District Manager

FROM: Finance Manager

SUBJECT: FINANCE DEPARTMENT STATUS REPORT  
WEEK ENDING JUNE 12, 2009

DATE: June 12 2009

### **RECOMMENDATION:**

It is recommended that the Board of Directors review and file the Finance Department status report for the week ending June 12, 2009.

### **BACKGROUND:**

#### 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.

#### 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.

#### BUDGET

The draft budget was presented to the Finance Committee on May 29, 2009. A couple of changes were suggested and the revised draft budget is to be reviewed by the Finance Committee on June 12, 2009.

---

Karen Alvarez  
Finance Manager