

## MEMO

TO: District Manager

FROM: Finance Manager

SUBJECT: FINANCE DEPARTMENT STATUS REPORT  
WEEK ENDING July 10, 2009

DATE: July 10, 2009

### **RECOMMENDATION:**

It is recommended that the Board of Directors review and file the Finance Department status report for the week ending July 10, 2009.

### **BACKGROUND:**

#### YEAR END

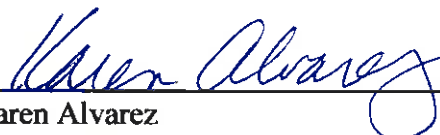
Staff is beginning to gather information and complete preparations for fiscal year end (June 30, 2009). This process involves updating fixed assets, closing of open purchase orders, etc. and will take a couple months to complete. The auditors are scheduled to begin their initial fieldwork the week of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

#### NEW SERVER

The new server was installed on the Finance Dept. on June 30, 2009.

#### BUDGET

The 2009-2010 budget was approved by the Board of Directors on June 18, 2009. The general ledger has now been "rolled" to the new fiscal year and the new budget is in place on the HP system.

  
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Karen Alvarez  
Finance Manager