

MEMO

TO: District Manager

FROM: Finance Manager

SUBJECT: FINANCE DEPARTMENT STATUS REPORT
WEEK ENDING AUGUST 14, 2009

DATE: August 14, 2009


RECOMMENDATION:

It is recommended that the Board of Directors review and file the Finance Department status report for the week ending August 14, 2009.

BACKGROUND:

YEAR END

Staff is continuing 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 began their initial fieldwork the week of July 20, 2009. They will return the week of September 14, 2009 to complete their review.



Karen Alvarez
Finance Manager