

MEMO

TO: District Manager
FROM: Finance Manager
SUBJECT: FINANCE DEPARTMENT STATUS REPORT
WEEK ENDING NOVEMBER 27, 2009
DATE: November 27, 2009

RECOMMENDATION:

It is recommended that the District Manager review and file the Finance Department status report for the week ending November 27, 2009.

BACKGROUND:

AUTO BILL PAY

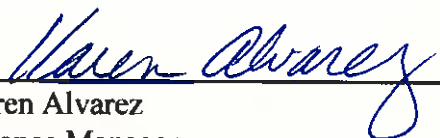
Staff is continuing to work with Datastream to prepare for auto bill pay (coming soon!).

FELTON

The Finance staff is working with the Operations staff to coordinate updating information for the Felton customers.

CAPITALIZATION POLICY

Staff is beginning to work on pulling together information from various sources regarding capitalization of fixed assets.



Karen Alvarez
Finance Manager

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