

MEMO

TO: District Manager
FROM: Finance Manager
SUBJECT: FINANCE DEPARTMENT STATUS REPORT
WEEK ENDING DECEMBER 31, 2009
DATE: December 31, 2009

RECOMMENDATION:

It is recommended that the District Manager review and file the Finance Department status report for the week ending December 31, 2009.

BACKGROUND:

AUTO BILL PAY

Staff is continuing to work with Datastream to prepare for auto bill pay.

FELTON

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

CAPITALIZATION POLICY

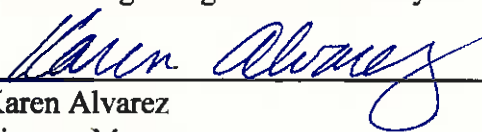
Staff is beginning to work on pulling together information from various sources regarding capitalization of fixed assets.

GASB 45 – ACTUARIAL ALTERNATIVE MEASUREMENT METHOD

Staff has contacted CSBA to begin the process of obtaining an actuarial to be used in calculating and reporting post employment benefits. This is a requirement for the District beginning with the financial report for fiscal year ending June 30, 2010.

AUDITOR REQUEST FOR PROPOSAL

Staff is beginning to review proposal forms as well as prospective auditing firms for the purpose of sending request for proposals for audit services beginning with the fiscal year ending June 30, 2010.



Karen Alvarez
Finance Manager

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