

## MEMO

TO: District Manager

FROM: Finance Manager

SUBJECT: FINANCE DEPARTMENT STATUS REPORT  
WEEK ENDING FEBRUARY 12, 2010

DATE: February 12, 2010

### **RECOMMENDATION:**

It is recommended that the District Manager review and file the Finance Department status report for the week ending February 12, 2010.

### **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**

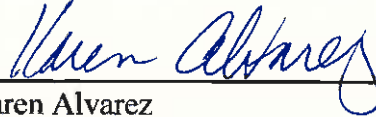
Staff is beginning to work on pulling together information from various sources regarding capitalization of fixed assets.

#### **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

Requests for proposals for audit services beginning with the fiscal year ending June 30, 2010 were sent to eleven (11) firms on December 29, 2009. Responses are requested by March 26, 2010.



---

Karen Alvarez  
Finance Manager

/KA