

MEMO

TO: District Manager

FROM: Finance Manager

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

DATE: March 12, 2010

RECOMMENDATION:

It is recommended that the District Manager review and file the Finance Department status report for the week ending March 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

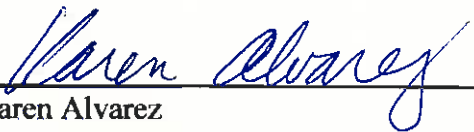
Staff is beginning to work on pulling together information from various sources regarding capitalization of fixed assets.

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

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