

## MEMO

TO: District Manager  
FROM: Finance Manager  
SUBJECT: FINANCE DEPARTMENT STATUS REPORT  
WEEK ENDING MAY 14, 2010  
DATE: May 14, 2010

### RECOMMENDATION:

It is recommended that the District Manager review and file the Finance Department status report for the week ending May 14, 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 /FIXED ASSET POLICY

Staff has submitted a draft fixed asset policy and procedure to the District Manager and Director of Operations for review and comment. Staff has also requested that all department heads review their existing fixed asset lists and verify disposals that may be needed to remove items from the current fixed asset list (items that are no longer on hand or have been surplusd or will be surplusd at the end of this fiscal year).

#### YEAR END PREPARATION

Staff is beginning to prepare for year end processing that will be needed. The auditor, Berger – Lewis has been contacted to let them know that they received approval to provide audit services to San Lorenzo Valley Water District for the next three years.

  
\_\_\_\_\_  
Karen Alvarez  
Finance Manager

KA/