

## MEMO

TO: District Manager

FROM: Finance Manager

SUBJECT: FINANCE DEPARTMENT STATUS REPORT  
WEEK ENDING JUNE 11, 2010

DATE: June 11, 2010

### **RECOMMENDATION:**

It is recommended that the District Manager review and file the Finance Department status report for the week ending June 11, 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 will be submitting a draft fixed asset policy and procedure to the Board of Directors for review.

#### 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.

  
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Karen Alvarez  
Finance Manager

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