

## M E M O

TO: District Manager

FROM: Finance Manager

SUBJECT: FINANCE DEPARTMENT STATUS REPORT  
WEEK ENDING OCTOBER 26, 2007

DATE: October 26, 2007

### **RECOMMENDATION:**

It is recommended that the Board of Directors review and file the Finance Department status report for the week ending October 26, 2007.

### **BACKGROUND:**

#### **QUARTERLY REPORTS/ANNUAL AUDIT**

Staff has completed all quarterly reports and payroll tax forms. The auditor will be setting up a date soon to meet with the Finance Committee or the Board of Directors to review the annual Financial Statement.

#### **WATER SAVING TIPS AND HOSE WASHERS**

Insertion of "Water Saving Tips" in water bills is continuing along with written information regarding Phase Two of the District's Drought Contingency Management Plan. Staff is also continuing to pass out hose washers to interested customers at the front counter.

#### **DEPOSITS AND INTEREST APPLIED**

As of September 30, 2007 Deposits on account totaled \$84,445 and Interest on these deposits totaled \$7,565. We are over half way through the process of refunding deposits and interest to good accounts. Completion is expected by the end of the year.

#### **PROPOSED NEW CHARGES FOR SEWER FUND**

A letter went out to all customers of the Bear Creek Estates Wastewater System on October 1, 2007 notifying them of an upcoming Public Hearing regarding proposed new charges. The Public Hearing is scheduled for November 15, 2007 at 7:30 p.m.

#### **AUTOMATED PAYMENTS**

Per Director Rapoza's suggestion, Staff met with Corbin Willits Systems to discuss feasibility of implementing online bill pay. Although Corbin Willits had some very innovative ideas, they would only be willing to implement online bill pay if the District would convert all of the software programs currently handled by Datastream (water billing, accounts payable, general ledger, inventory, fixed assets, etc.). Staff will continue to research other ideas.

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Karen Alvarez  
Finance Manager