

## MEMO

TO: District Manager

FROM: Finance Manager

SUBJECT: FINANCE DEPARTMENT STATUS REPORT  
WEEK ENDING OCTOBER 9, 2009

DATE: October 9, 2009

### **RECOMMENDATION:**

It is recommended that the Board of Directors review and file the Finance Department status report for the week ending October 9, 2009.

### **BACKGROUND:**

#### YEAR END

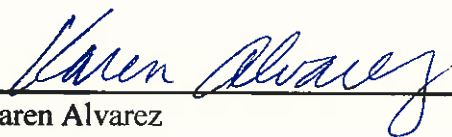
The auditors have now completed their field work and will complete the 2008-2009 Financial Statement for the State Controller's Office and final presentation to the Board of Directors.

#### MONTH END/ QUARTER END

Staff is completing month end and quarter end tax forms and various reports.

#### AUTO BILL PAY

Staff is continuing to work with Datastream to prepare for auto bill pay (coming soon!).

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

KA/