

MEMO

TO: District Manager

FROM: Finance Manager

SUBJECT: FINANCE DEPARTMENT STATUS REPORT
WEEK ENDING SEPTEMBER 11, 2009

DATE: September 11, 2009

RECOMMENDATION:

It is recommended that the Board of Directors review and file the Finance Department status report for the week ending September 11, 2009.


BACKGROUND:

YEAR END

Staff is continuing to gather information and complete preparations for fiscal year end (June 30, 2009). This process involves updating fixed assets, closing of open purchase orders, etc. and will take a couple months to complete. The auditors began their initial fieldwork the week of July 20, 2009. They will return the week of September 28, 2009 to complete their review.

WATER CONSERVATION REBATE PROGRAM

Staff is working on preparing the appropriate forms and tracking for the revised water conservation rebate program.



Karen Alvarez
Finance Manager