

MEMO

TO: District Manager

FROM: Finance Manager

SUBJECT: FINANCE DEPARTMENT STATUS REPORT
WEEK ENDING July 31, 2009

DATE: July 31, 2009

RECOMMENDATION:

It is recommended that the Board of Directors review and file the Finance Department status report for the week ending July 31, 2009.

BACKGROUND:

YEAR END


Staff is beginning 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 14, 2009 to complete their review.

NEW SERVER

The new server was installed in the Finance Dept. on June 30, 2009.

BUDGET

The annual Budget Fiscal Year 2009-2010 was approved by the Board of Directors on June 18, 2009. The general ledger has now been "rolled" to the new fiscal year and the new budget is in place on the HP system.



Karen Alvarez
Finance Manager