

FINANCIAL SERVICES DEPARTMENT REPORT

**Val Winkelman
Staff Accountant**



OVERVIEW

- **STAFF**
- **ACTIVITIES**
- **STATS**

STAFF

- **Bob Stratton, Director of Finance**
- **Tammy Rowe, AR Supervisor**
 - ➔ Amaris Wang
 - ➔ Dawn Anderson
 - ➔ Tanya McKnight
 - ➔ Amy Lee
 - ➔ Tyler Thompson (part time)
- **Valorie Winkelman, Staff Accountant**

SUMMARY OF ACTIVITIES

- **Change due date for renewal invoices**
- **Digitizing RSAs**
- **Cross training**

CHANGE DUE DATE

- **Change due date to the end of the month for all renewal invoices**
 - ➔ **Make due dates uniform**
 - ➔ **E-mail reminders easier to manage**

DIGITIZING RSAs

- **First batch of RSAs scanned**
- **Retrieval and storage - easier and more secure**

CROSS TRAINING

- **Continuous cross training**
 - ➔ Allow for backup of functions
 - ➔ Cross pollination of ideas
 - ➔ Ensure continuous operation
 - ➔ Keep people fresh by varying the work

ONGOING OPERATIONS

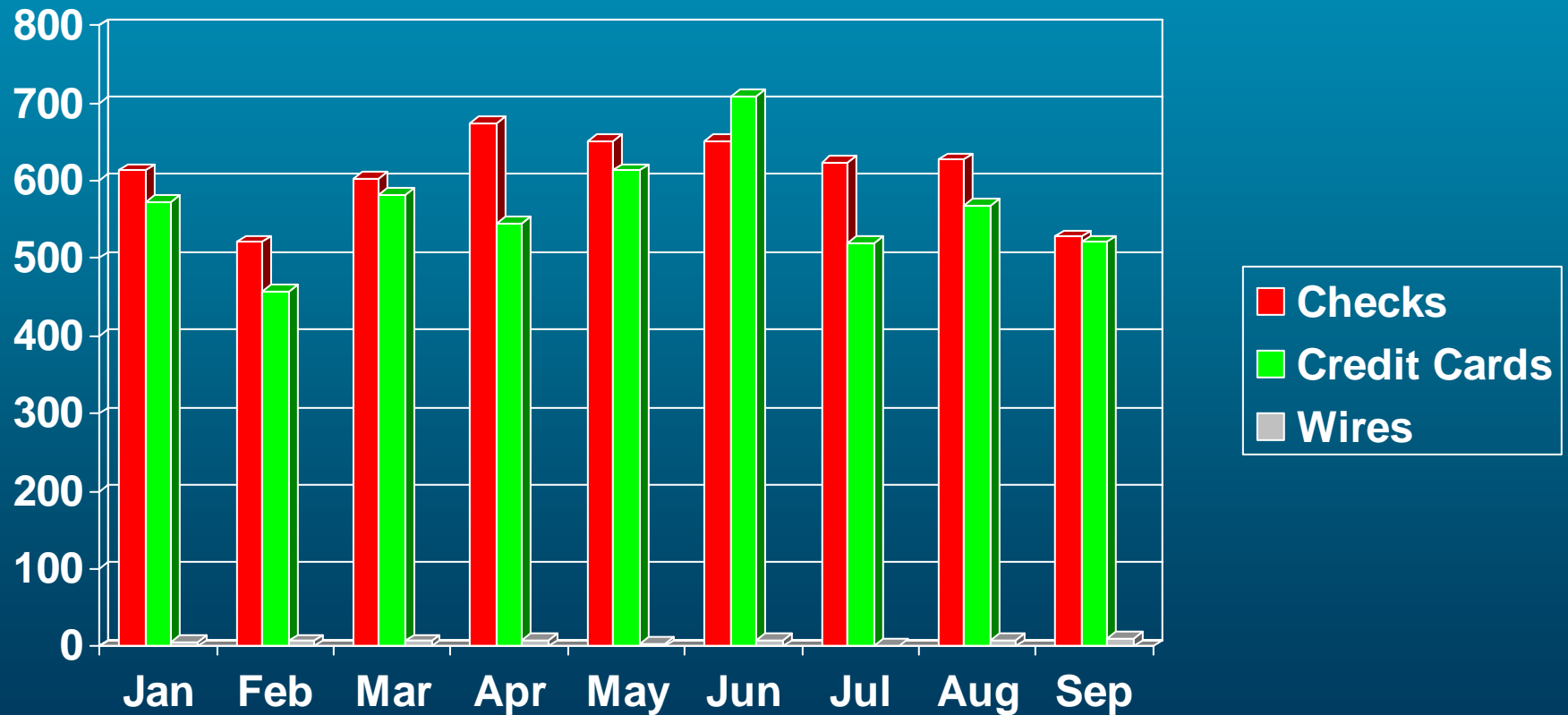
- **Inventory will be taken in November**
- **Overdue Notifications continue**
- **Accounting Software improvements are ongoing**

KEY ECONOMIC STATS

- **US dollar has declined in 2007 by 8% since January 2006***
- **Current US GDP growth is 2%**
- **US inflation is 2%**
- **10 Year Govt. Bond rate is 4.61%**

* US Federal Reserve

PAYMENT TYPES RECEIVED IN 2007 BY MONTH



Thank you