

to: All Staff
fm: Kathleen
dt: 1 July 1998

June marks the end of the fiscal year for the Post, therefore, Narith and I will be finalizing all accounting for the year through June. This is a high priority for Narith, so please give him full access to computers as needed, do not disturb him unless for critical issues. I ask your cooperation in finalizing with me any outstanding fiscal matters by the end of this week, 3 July 1998, including:

- payables/receivables for telephone expenses
- payables/receivables for travel expenses

Outstanding matters of which I am aware:

- travel expenses to Kg Cham: Saroeun/Eric/
travel expenses to Pailin/Bbang: Peter/Saroeun
- travel expenses to Sisophon: Beth
- travel expnses to Sisaket: Beth/Cheat
- telephone expense to/from Beth

Telephone Bills:

There will be a folder kept by Narith with all the telephone bills to check. Ask him for the folder. Mark any calls you know for PPP, or personal use. Sign the top so I know you saw it. Give the folder back to Narith so the next person can check it.

Telephone bills for Oct97-Feb98 must be checked by:

- Saroeun
- Cheat
- Sopha
- Christine

Telephone bills for March must be checked by

- all staff except for Beth

Telephone bills for April must be checked by:

- all staff

Telephone bills for May and June have not yet arrived. When they do, I will need you to check them quickly.

Please inform me of any other outstanding receivables/payables not on the list above. I appreciate your cooperation on this matter.

K