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Memorandum

To: Board of Directors

From: Yvonne Smith, Accountant

Date: July 8, 2016

Subject: June 2016 Financial Reports

Due to my current work load and my vacation, I was unable to complete the receipts for the month of June in a timely manner. Therefore, the bank reconciliation and financial reports for June are not completed at this time. We should have them ready at our next meeting.

We have included the month of April 2016 Financial Report again in this board packet for your review and consideration.

Our next Financial Planning and Audit Committee meeting is scheduled for July 28, 2016 at 6:00 p.m. Please notify Roberto Davila, Financial Planning & Audit Committee Chair, if you would like further information on any particular item(s). Advance notice will give us adequate time to gather all of the required information for your review.