MEMORANDUM
To: Junior Team Member

From: Megan Kapes

Date: April 1, 2010

Subject: Expansion

Our company is looking to expand production by building a new facility that is projected to cost $70,000. The company has set aside a starting fund of $21,826 in an account that earns 24% interest that is compounded quarterly. We are on a strict timeline and need to know how long it will take to reach the required amount to build the facility in order to increase profits. The Board of Directors are waiting to deposit the funds until they hear how many years it will take to accumulate the needed $70,000 and are more concerned with the number of years it will take rather than how that number was obtained, so no calculations are to be included in the memo.