



May 2016 Financial Packet

Finance Committee Meeting

Friday, June 24, 2016 at 1:30pm

NLTRA Conference Room Upstairs

(Pages D1-D3, G1, J1-J7)



PO Box 884 - Tahoe City, CA 96145 Ph – (530) 581-8700 Fx – (530) 581-1686
FINANCE COMMITTEE
Wednesday, May 19, 2016 3:00 pm - 4:30 pm
NLTRA Conference Room

PRELIMINARY MINUTES

COMMITTEE MEMBERS IN ATTENDANCE: Eric Pilcher (via-phone), Ramona Cruz (via-phone), Erin Casey (for Jennifer Merchant) and Wally Auerbach

COMMITTEE MEMBERS NOT PRESENT: Mike Salmon

RESORT ASSOCIATION STAFF: Al Priester, Sandy Evans-Hall and Ron Treabess

OTHERS IN ATTENDANCE: Daniel Vick

A. Call to Order - Establish Quorum:

- Wally Auerbach called the meeting to order at 4:10 pm and a quorum was established.

B. Public Forum: None

C. Agenda Amendments and Approval

M/S/C (Ramona Cruz/Wally Auerbach) (4-0-0) motion to the approve agenda

D. Approval of Finance Committee Meeting Minutes, April 21, 2016 Finance Committee minutes.

M/S/C (Ramona Cruz/Eric Pilcher) (4-0-0) motion to approve Finance Committee minutes, April 21, 2016

E. Review Action Items:

- Al passed out an allocation formula and computations. Amount allocated to transportation was not accurate based on the decrease of funding being provided to transportation this year. Top part of sheet is TOT revenue allocation by class, and lower part is Class 70 – Administration based on G & A cap. The one being used is 48%, 10%, 11%, 11%, 9%.
 - Action Item 1 - Completed
 - Action Item 2 – Completed
 - Action Item 3 – Completed
 - Action Plan – Is there progress to drop members upon non-payment? Sandy explained that there is a collection process and reconciliation is completed at end of year.

F. April 2016 Financial Statements

- Additional distribution was sent to everyone on Wed. evening. The allocations of TOT revenue by class have been done now
- Membership is lower than it should be, Weblink interface failed
- Memo with variances needed with recommendation to board and issues are addressed – make modifications now and prepare for the board. Board will take action to approve
- Take finance committee questions to the board as well
- Accounts Receivable - Good progress on collections by Jason on properties, Judy is continuing to pursue the collections from Town of Truckee and USA Cycling
- Accounts Payable – collectibles that are in the AP list – almost all of these are just clean up work, which could go back 5 years
- 3 payrolls in April – salaries are higher than normal because of this
- Expenses are in line – negative sponsorship is because of practice of netting posting revenue and expense to the expense account
- Current P & L shows net income of \$86,099.33
- July – April P & L shows a net income of \$181,398.22
- Budget entered in QB is the Base budget plus \$40K of fund balance that has been received, not the entire fund balance.
- No revenue is posted to Administration; the expense is allocated to all cost centers that have revenue.
- All bank statements are reconciled to the penny
- TOT receipts are reconciled
- Accounts Receivable and Payable are getting lower and are being collected and paid on time
- YOY budget and YTD compared to annual budget are reports that we would like to generate

ACTION: Question to approve now and go to board, or make modifications and then get to board. AI – will make modifications and create a memo that describes the variances.

ACTION: Unrestricted Net assets should be reduced by \$100,000 cash flow account and that should be listed as a separate equity account.

ACTION: Income from inventory (\$3K) will be booked to compensate the loss that was booked last year (\$2.5K).

ACTION: Report at next meeting on Community Awards Dinner – AI will help Ginger develop the report.

G. Supplemental Information & Dashboard Report

- TOT and Unemployment and Sales Tax updates were not available. Infrastructure fund balances were reported, membership has increased to 507 from 499. Commissions were up significantly.
- Destimetrics graph will be changed to reflect past and prior month instead of September and October.

H. Approval of CEO Expenses

- Wally Auerbach signed the CEO Expense form

I. Committee Member Comments – None

J. Adjournment – 5:05 p.m.

Submitted By:
Sandy Evans-Hall
CEO/Executive Director
NLT Chamber/CVB/Resort Association

**North Lake Tahoe Resort Association
Community Awards Dinner
Budget vs Actual (Accrual)
4/20/2016**

	2015		2016	
	Budget	Actual	Budget	Actual
Revenues:			265	344
Ticket Sales (265@\$85 projected.)	\$ 20,000.00	\$ 17,200.00	\$ 22,525.00	\$ 25,885.00
Sponsorship	3,000.00	2,250.00	2,750.00	5,385.00
Silent Auction	12,000.00	11,040.00	15,000.00	10,070.00
Staff Meals (10 @ \$ 55 projected)	700.00	-	550.00	-
Return on Plaques 39 @ \$40/\$50	900.00	770.00	800.00	1,910.00
Total Revenues	\$ 36,600.00	\$ 31,260.00	\$ 41,625.00	\$ 43,250.00
Expenses:				
Food:	\$ 12,000.00	\$ 11,100.00	\$ 15,000.00	\$ 20,197.00
MC	-	-	800.00	800.00
Wine	750.00	750.00	750.00	1,000.00
Bartenders	600.00	-	150.00	225.00
Silent Auction Pro	-	-	500.00	500.00
Office Supplies	300.00	270.00	160.00	166.00
Décor	-	-	1,100.00	1,100.00
Room Rental	100.00	100.00	100.00	100.00
Audio/Visual	950.00	750.00	750.00	1,632.95
Plaques: 13 @ \$100	1,300.00	-	-	-
Plaques: 20 @ \$30	600.00	1,693.00	2,000.00	2,691.00
Photography	-	-	500.00	500.00
Video-DCS	-	-	200.00	200.00
Credit Card Fees	1,000.00	760.00	1,000.00	806.09
Sales Tax	-	-	-	750.00
Camelot Party Rentals	-	-	-	525.00
EventMasters	-	-	-	515.00
Advertising	500.00	400.00	250.00	250.00
Prizes	-	-	200.00	100.00
Staff Lunch	-	-	50.00	50.00
Total Expenses	\$ 18,100.00	\$ 15,823.00	\$ 23,510.00	\$ 32,108.04
Projected Net Gain:	\$ 18,500.00	\$ 15,437.00	\$ 18,115.00	\$ 11,141.96

Ticket price includes full event, photos, dinner, wine

* - prepared by Ginger in April 2015.



BANKCARD CENTER
 PO BOX 84043
 COLUMBUS GA 31908-4043

MEMO STATEMENT

Account Number XXXX-XXXX-0011-5901
 Statement Date MAY 28, 2016
 Total Activity \$143.97

**** MEMO STATEMENT ONLY **
 DO NOT REMIT PAYMENT**

SANDRA EVANS HALL
 N LAKE TAHOE RESORT
 PO BOX 1757
 TAHOE CITY CA 96145-1757

ACCOUNT SUMMARY

SANDRA EVANS HALL XXXX-XXXX-0011-5901	Purchases & Other Debits	+	Cash Advances	-	Credits	=	Total Activity
Account Total	\$154.97		\$0.00		\$11.00		\$143.97

ACCOUNT ACTIVITY

Posting Date	Transaction Date	Reference Number	Transaction Description	Amount
B C 04-29	04-28	55432866119000818761847	PAPER DIRECT 800-272-7377 CO	11.00 CR ✓
05-06	05-05	55480776126026201596451	CRAIGSLIST.ORG 04153995200 CA Tax ID: 943338913 Mer Ref: 20159645 Mer Zip: 94122 Origin Zip: 94122 Dest Ctry: USA	15.00 ✓
A 05-23	05-21	55432866142000488278909	PAPER DIRECT 800-272-7377 CO Tax ID: 410852411 Mer Ref: 8571737 Mer Zip: 80920	89.97 ✓
F 05-25	05-24	55310206146286748400076	UNCORKED TAHOE CITY TAHOE CITY CA Tax ID: 453730188 Mer Zip: 96145	50.00 ✓

For Customer Service, Call: 1-866-432-8161	Account Number XXXX-XXXX-0011-5901	Account Summary	
	Statement Date MAY 28, 2016	Purchases & Other Charges	\$154.97
Send Billing Inquiries to: BANKCARD CENTER PO BOX 84043 COLUMBUS GA 31908-4043	Credit Limit \$50,000	Cash Advances	\$0.00
	Disputed Amount \$0.00	Fees	\$0.00
		Credits	\$11.00
	Total Activity	\$143.97	

*** DUPLICATE OF INVOICE ***

PAPER DIRECT
1005 EAST WOODMAN ROAD
COLORADO SPRINGS CO 80920
(800) 272-7377

Catalog Number 533
Order # 8571737
Cust# 42807529
PO#
Date Invoiced 5/20/2016

Paid by: XXXXXXXXXXXXX5901 Exp: 7 2019

Sold To :
VALERIE LOMELI
NORTH LAKE TAHOE RESORT ASSOC.
PO BOX 5459

Ship To:
VALERIE LOMELI
NORTH LAKE TAHOE RESORT ASSOC.
100 NORTH LAKE BLVD

TAHOE CITY
CA 96140

TAHOE CITY
CA 96145

Qty	Item Number	Product Description	Unit Price	Ext Price
2	CT1519	PRSTN GLD CRM CERT 38# 1UP FOI	31.99	63.98
Merchandise		Shipping	Tax	Totals
63.98		25.99		89.97
			Amt Paid	Balance
			89.97	

1.5% Interest will be charged to accounts over 30 days old.

PF116 PAPER DIRECT assent to this sales is expressly conditional to the terms found at www.standardtermsofsale.com and no terms of the buyer which are different or additional to or in conflict with those herein are accepted.

U434-80/60

A J4

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admin/office >
manage posting

[log in] [create account]

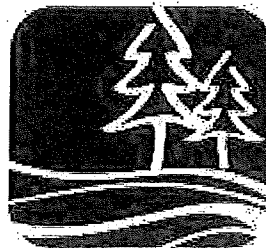
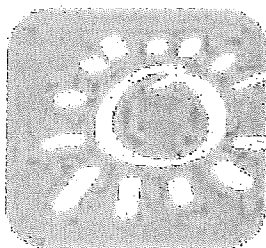
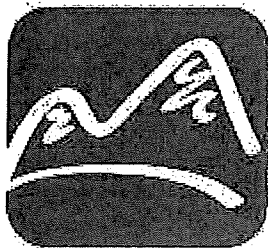
Your posting can be seen at <http://reno.craigslist.org/ofc/5570680805.html?lang=en&cc=us>.

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- Add or remove images attached to this posting
- Change how this posting appears on a map.
- This will remove your posting from active listing.
- You will have the opportunity to make changes before it is made live.
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CL

Posted: 30 minutes ago

Executive Assistant (Tahoe City)



north lake tahoe

Chamber | CVB | Resort Association

EXECUTIVE ASSISTANT-The NLT Chamber/CVB/Resort Association is looking for an energetic, customer-friendly, people-oriented candidate to join its dynamic team as Executive Assistant. Responsibilities include: communications and events, meeting planning, minute taking, and general office management. Send resumes to NLTRA, PO Box 1757, Tahoe City, CA 96145 or Reply to this posting by email.



J5

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Thanks for posting with us. We really appreciate it!

Purchase Receipt

This is a receipt confirming your purchase. Please print or save a copy of this receipt for your records. All sales are final. No Refunds.

Description	Price
Executive Assistant	
PostingID 5570680805: reno / tahoe > admin/office	\$15.00 USD
Total amount charged:	\$15.00 USD

2016-05-04 -- Payment ID: 73732062

Please use the links we emailed you to manage this posting.

June *Sante* D
lakeside fitness

ASANTE LAKESIDE FITNESS
 P.O. BOX 1532
 TAHOE CITY, CA 96145
 530-583-4286

04/13/2016 72168
 07:26:06 080393
3 month membership ** SALE **

1 114		
SENIOR 3 MONTHS	168.00	168.00
	Sub Total	168.00
	Sales Tax	0.00
	Total Due	168.00
	Cr Card	168.00
	Change Due	0.00

April, May, June

I agree to pay the above total amount according to the cardholder agreement

THANK YOU!

Print Rcpt No Rcpt Cont.

UNCORKED TAHOE CITY
 475 NO. LAKE BLVD
 TAHOE CITY, CA 96145
 05/24/2016 17:32:11
 VL MER# 64560770004
 ALT MER# 34518198088

GIFT CARD
 RELOAD

CARD # 608677403156XXXX
 TRAN #: 00002
 AUTH CODE: 704866
 SYS TRACE # 785205
 SERVER ID: 1
 Entry Mode: Swiped

RELOAD VAL \$50.00
 NEW BAL \$50.00

CUSTOMER COPY

Employee of the Month F

4/20/2016 11:48 AM Sales Receipt #22390

Store: 1 *outgoing board member*
 Customer Copy



north lake tahoe

Chamber | CVB | Resort Association

Tahoe City Visitor Center

PO Box 1757
 Tahoe City, CA 96145
 GoTahoeNorth.com

Cashier

Item #	Qty	Price	Ext Price
201	1	\$131.25	\$131.25 T
Monthly Artist		D% 25%	
		Subtotal:	\$131.25
		Local Sales Tax 7.5 % Tax	+ \$9.84
		RECEIPT TOTAL:	\$141.09

Credit Card: \$141.09 XXXX9392

Visa

Reference # 9000005710 Auth=05093C

Entry. Swiped Merchant # ***05964

Signature _____

I agree to pay above amount according to card issuer agreement (merchant agreement if credit voucher).

Total Sales Discounts: \$43.75

We Hope you Enjoy your Stay in North Lake Tahoe!



22390

E