

## Finance Committee Agenda and Meeting Notice

Thursday, February 18, 2016 at 3:00pm NLTRA Conference Room Upstairs

#### **NLTRA Mission**

To promote tourism and business through efforts that enhances the economic, environmental, recreational and cultural climate of the area.

Finance Committee		To call in:
<u>NLTRA Board</u> Eric Pilcher		Dial (605) 475-3220 Enter Participant code: 547298#
Treasurer	Iten	ns May Not Be Heard In the Order They Are Listed
Committee Members	A.	Call to Order – Establish Quorum
<b>Mike Salmon</b> Tahoe Donner Association	В.	Public Forum: Any person wishing to address the Finance Committee on items of interest to the Committee not listed on the agenda may do so at this time. It is
Ramona Cruz Tahoe City Public Utility		requested that comments be limited to three minutes since no action may be taken by the Committee on items addressed under Public Forum. (3 mins)
District	C.	Agenda Amendments and Approval (MOTION)
<b>Ron Parson</b> Granlibakken	D.	Approval of the January 21, 2016 Finance Committee Meeting Minutes (MOTION) (pg. 1)
Placer County Rep Jennifer Merchant	Е.	Review Action Items (pg. 4)
	F.	Discussion of Eight Month Reforecast
<u>NLTRA Staff</u> Al Priester	G.	January 2016 Financial Statements <b>(MOTION)</b> (pg. 6)
Director of Finance/Human Resources	Н.	Supplemental Information (10 mins) 1. Dashboard Report <mark>(pg. 12)</mark>
	I.	Approval of January CEO Expenses <b>(MOTION)</b> (pg. 18)
	J.	Committee Member Comments (5 mins)
	K.	Adjournment
Quorum 3 Members with 1 being a Board Member		



#### PO Box 884 - Tahoe City, CA 96145 Ph – (530) 581-8700 Fx – (530) 581-1686 FINANCE COMMITTEE Wednesday, January 21, 2016 3:00 pm - 4:30 pm NLTRA Conference Room

#### PRELIMINARY MINUTES

**COMMITTEE MEMBERS IN ATTENDANCE:** Eric Pilcher, Ramona Cruz, Jennifer Merchant, and Michael Salmon (via-phone)

#### COMMITTEE MEMBERS NOT PRESENT: Ron Parson

**RESORT ASSOCIATION STAFF:** Al Priester, Sandy Evans-Hall, Ron Treabess (via-phone), Valerie Lomeli, Michael Fresques

#### **OTHERS IN ATTENDANCE:**

- A. Call to Order Establish Quorum:
  - Eric Pilcher called the meeting to order at 3:37pm and a quorum was established.
- B. Public Forum: None
- C. Agenda Amendments and Approval

#### M/S/C (Ramona Cruz/Jennifer Merchant) (4-0-0) motion to approve agenda.

**D.** Approval of Finance Committee Meeting Minutes, December 17, 2015 Finance Committee minutes.

## M/S/C (Ramona Cruz/Jennifer Merchant) (4-0-0) Motion to approve Finance Committee minutes from December 17, 2015.

- E. Review Action Items:
  - Al reviewed the action items list that was provided in the Finance packet.
  - Committee Suggestions and Comments:
    - Committee suggested adding the date the action was completed.
    - Action #3, #5, #8, #10, and #22 will be discussed later on in the meeting.
- F. Discussion of Six Month Reforecast
  - This item will be discussed under item I.
- G. Discussion and Possible Approval of the Fund Balance (TOT additional Receipts) (MOTION)
  - Committee discussed in length the fund balance of TOT.

M/S/C (Ramona Cruz/Mike Salmon) (4/0/0) motion to accept the adjusted Attachment C Budget Amendment, which indicates \$3,069,292, pending any adjustments made on January 22<sup>nd</sup> at the Monthly reporting meeting with the County.

- H. Discussion and Possible Approval of a one year extension to the McClintock Accountancy services agreement for Financial Audit (MOTION)
  - Al informed the Committee of the McClintock Accountancy services agreement for Financial Audit. Few items discussed:
    - NLTRA staff confirmed that the contract is a one-year extension.
    - NLTRA staff informed the Committee that they were happy with McClintock Accountancy Corporation services.
    - Discussion regarding excel spreadsheets. Committee agreed using an excel spreadsheets for auditing is acceptable, as long as they tie to the books.
  - Committee agreed to move forward with the McClintock Accountancy Corporation.

## M/S/C (Ramona Cruz/Jennifer Merchant) (4/0/0) motion to recommend to keep McClintock Accountancy Corporation for one-year extension.

- I. December 2015 Financial Statements
  - Al Priester went over the December 2015 Financial statements briefly. The documents that were emailed and passed out had accidently been the wrong statements. The Committee could not talk in depth. Few items that were discussed:
    - Placer County representative informed the Committee that their accounting department is working on getting a direct payment setup.
    - Al informed the Committee that there hadn't been a clear ARG in QuickBooks since 2011. He'll be cleaning this issue up.
    - Committee member came to conclusion that the checks that were coming in were not being matched with the appropriate department, AI Priester agreed.
    - Committee members felt the balance sheet is priority and to get this item done as soon as possible.
    - Al discussed the debit balances in the liability accounts that look like they've been over paid or refunded. This will not be an issue once the budget is put into QuickBooks.
    - Al Priester handed out a colored graph. The graph showed the Finance departments progress. This graph had been presented to the Executive Committee and they recommended presenting a plan to the Finance committee to help make a decision on adding additional help for Accounting.
    - Discussion on hiring a third person to the Accounting department.
    - Committee suggested taking \$10k-\$12k across the departments or use the Fund Balance.
    - Committee member wanted to discuss that this issue is a classic example of the cost of turnover.
  - Al Priester informed the Committee that the inventory that went missing was \$2,600. The inventory took place during business hours and at the busiest time of the year.
    - Moving forward, inventory will be done quarterly. Al Priester informed the Committee there shouldn't be any drastic concerns moving forward regarding the Visitor Center.

#### Action for AI – to email POS system to Jennifer (excel or PDF)

M/S/C (Mike/Ramona) (4/0/0) motion to recommend fund balance allocation revisions to include up to \$15,000 for additional temporary Financial staff and revisions to other allocations.

- J. Supplemental Information
  - Dashboard Report:

- Al reviewed the dashboard report, few items included:
  - Visitor information stats now include events, phones, and emails for public contact counts.

#### K. Approval of CEO Expenses

#### M/S/C (Ramona Cruz/Eric Pilcher) (4-0-0) motion to approve December CEO expenses.

#### L. Committee Member Comments:

• None

#### M. Adjourn

• Meeting was adjourned at 5:11 pm

Submitted By: Valerie Lomeli Executive Assistant NLT Chamber/CVB/Resort Association

	ACTION ITEMS	COMPLETED	NOT COMPLETED	NOTES
	Meeting Date: 1/22/2016			
	Action for AI: to email Inventory Listings to Jennifer Merchant	Completed 1/25/16		
	ACTION ITEMS	COMPLETED	NOT COMPLETED	NOTES
	Meeting Date: 10/21/2015	÷		
5	Action for Marc: to look into the salary and wages for membership that went under and how it was distributed across.		Νο	Al will investigate further after he's caught up with his deparment.
6	Action for Marc: to look into the deferred revenue from this year compared to last years. Also to stop booking advanced dues for Chamber Membership. A change in policy needs to be done.		No	Al will investigate further after he's caught up with his deparment.
7	Action for Marc: to look at finances for this fiscal year and what they would be, due to the cancellation of Ironman. Where will they be allocated to?		Νο	Al will investigate further after he's caught up with his deparment.
9	Action for Marc/Emily: to provide a list of items that went missing from the Visitor Center and to be brought back to Finance Committee.		Νο	Al and Emily are working on putting the list together.
	ACTION ITEMS	COMPLETED	NOT COMPLETED	NOTES
	Meeting Date: 8/27/2015			
11	Action for Marc: to bring back to the Committee of the October/November numbers, to make sure expenses are leveling out.		Νο	Al will investigate further after he's caught up with his deparment.

12	Action for Chamber Director: to come up with a cancellation of membership after x amount of days have gone by of unpaid membership.	No	Chamber Director will create a cancellation agreement once the Accounting department is running smoothly and billings are being sent and received in a timely manner. Billings are currently behind three months. To check back at the end of the fiscal year.
13	Action for Chamber Director: to add on the BACC agenda for discussion, that the Finance Committee requested to remove past dues and they should no longer receive Membership benefits.	No	Chamber Director will remove past dues once the Accounting department is running smoothly and billings are being sent and received in a timely manner. Billings are currently behind three months. To check back at the end of the fiscal year.

#### 9:39 AM

02/16/16

Accrual Basis

## North Lake Tahoe Resort Association Balance Sheet As of January 31, 2016

	Jan 31, 16
ASSETS	
Current Assets	
Checking/Savings	4 000 00
1001-00 · Petty Cash	1,000.00
1003-00 · Cash - Operations Acct #6712	411,775.12
1007-00 · Cash - Payroll Account #7421	45,855.04 29,842.90
1071-00 · Cash - Payroll Reserves  #8163 1080-00 · Cash - Special Events Account	30,000.00
10950 · Cash in Drawer	107.37
Total Checking/Savings	518,580.43
Accounts Receivable	0.0,000.10
1200-00 · Quickbooks Accounts Receivable	175,574.35
Total Accounts Receivable	175,574.35
Other Current Assets	110.00
1200-99 · AR Other - Intra Co Borrowings	149.02
12000 · Undeposited Funds	1,439.10
1201-00 · WebLink Accounts Receivable	34,785.00 26,278.23
12100 · Inventory Asset Total Other Current Assets	62,651.35
Total Other Current Assets	02,031.33
Total Current Assets	756,806.13
Fixed Assets	60 440 05
1700-00 · Furniture & Fixtures	68,142.95 -66,224.21
1701-00 · Accum. Depr Furn & Fix 1740-00 · Computer Equipment	43,766.13
1740-00 · Computer Equipment	-40,609.25
1750-00 · Computer Software	33,874.01
1751-00 · Accum. Amort Software	-33,365.54
1770-00 · Leasehold Improvements	24,283.86
1771-00 · Accum. Amort - Leasehold Impr	-23,933.97
Total Fixed Assets	5,933.98
Other Assets	
1400-00 · Prepaid Expenses	
1401-00 · Recruitment Fee	10,000.00
1430-00 · Prepaid 1st Class Postage	6,300.58
1400-00 · Prepaid Expenses - Other	125,954.41
Total 1400-00 · Prepaid Expenses	142,254.99
1410-00 · Prepaid Insurance	5,382.08
Total Other Assets	147,637.07
TOTAL ASSETS	910,377.18
LIABILITIES & EQUITY	)
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · Accounts Payable	1,708.86
Total Accounts Payable	1,708.86
Credit Cards	
2080-00 · Bank of the West - Master Cards	
2080-01 · MC_5901_Hall	4,872.21
2080-03 · MC_5950_Judy	936.44
2080-06 · MC_0375_Emily	2,144.44
2080-07 · MC_6850_Ginger	3,092.16
2080-08 · MC_5755_John	14.99
Total 2080-00 · Bank of the West - Master Cards	11,060.24
Total Credit Cards	11,060.24

#### 9:39 AM

02/16/16

Accrual Basis

## North Lake Tahoe Resort Association Balance Sheet As of January 31, 2016

	Jan 31, 16
Other Current Liabilities 2100-00 · Salaries / Wages Payable 2101-00 · Incentive Payable 2100-00 · Salaries / Wages Payable - Other	36,218.90 32,195.52
Total 2100-00 · Salaries / Wages Payable	68,414.42
2120-00 · Empl. Federal Tax Payable 2175-00 · 401 (k) Plan 2180-00 · Estimated PTO Liability 2181-00 · Health Benefts Payable 2190-00 · Sales and Use Tax Payable 25500 · *Sales Tax Payable	1,543.60 -2,882.29 56,488.29 -182.25 1,129.43
Total 2190-00 · Sales and Use Tax Payable	1,129.43
2250-00 · Accrued Expenses 2300-00 · Marketing Cooperative Liabili 2400-00 · Intra-Company Borrowings 2400-01 · AFW Suspense Account 2400-42 · Marketing Co-op 2400-60 · Membership Dues Suspense Acct 24000 · Payroll Liabilities 2650-00 · Deferred Rev - Events 2651-00 · Deferred Rev - Conference 26900 · Unbilled Purchases 2800-00 · Suspense - Prior to Dec 2015 Total Other Current Liabilities Total Current Liabilities Long Term Liabilities	22,390.08 -13,707.00 -107,504.41 -3,551.46 -2,458.89 28,225.00 -9,153.77 -5,793.42 4,699.23 1,152.00 -11,986.68 26,821.88 39,590.98 -14,198.99
Total Long Term Liabilities	-14,198.99
Total Liabilities	25,391.99
3010-00 · Fund Balance - General 3200-41 · Temp. Restricted Net Assets 4 32000 · Unrestricted Net Assets 3300-11 · Designated Marketing Reserve Net Income	-262,262.00 -68,488.00 577,608.21 316,694.00 321,432.98
Total Equity	884,985.19
TOTAL LIABILITIES & EQUITY	910,377.18

#### 9:40 AM

02/16/16

Accrual Basis

### North Lake Tahoe Resort Association Profit & Loss January 2016

Jan 16 Ordinary Income/Expense Income 4050-00 · Placer County TOT Funding 271,350.00 4200-00 · Membership 3,681.94 4201-00 · New Member Fees 215.00 4250-00 · Revenues-Membership Activities 100.00 4251-00 · Revenue-Tue AM Breakfast Club 615.00 46000 · Merchandise Sales 1,526.14 **Total Income** 277,488.08 **Gross Profit** 277,488.08 Expense 5000-00 · Salaries & Wages 5020-00 · P/R - Tax Expense 10,086.12 5030-00 · P/R - Health Insurance Expense 7,649.69 5040-00 · P/R - Workmans Comp 888.75 5060-00 · 401 (k) 2.723.04 5070-00 · Other Benefits and Expenses 307.84 5000-00 · Salaries & Wages - Other 73,311.49 Total 5000-00 · Salaries & Wages 94,966.93 5100-00 · Rent 5110-00 · Utilities 1,331.16 5150-00 · Office - Cleaning 1,225.00 5100-00 · Rent - Other 11,646.39 Total 5100-00 · Rent 14,202.55 5310-00 · Telephone 5320-00 · Telephone 2,431.53 Total 5310-00 · Telephone 2,431.53 5420-00 · Mail - USPS 5480-00 · Mail - Fed Ex 795.36 Total 5420-00 · Mail - USPS 795.36 5510-00 · Insurance/Bonding 576.64 5520-00 · Supplies 339.70 5700-00 · Equipment Support & Maintenance 81.55 5710-00 · Taxes, Licenses & Fees 57.53 5740-00 · Equipment Rental/Leasing 1,286.46 1,515.48 5800-00 · Training Seminars 5900-00 · Professional Fees 5920-00 · Professional Fees - Accountant 4,701.07 Total 5900-00 · Professional Fees 4,701.07 1,880.00 5941-00 · Research & Planning 6020-00 · Programs 6016-00 · Community Marketing Programs 825.00 825.00 Total 6020-00 · Programs 6420-00 · Sponsorship 6427-00 · USA Cycling -10,986.46 Total 6420-00 · Sponsorship -10,986.46 6423-00 · Membership Activities 6432-00 · Membership - Newsletter 400.00 6434-00 · Community Awards Dinner 850.00 6443-00 · Membership - Bridal Faire 550.00 6423-00 · Membership Activities - Other 282.29 Total 6423-00 · Membership Activities 2,082.29 6437-00 · Tuesday Morning Breakfast Club 624.00 6730-00 · Marketing Cooperative/Media 135,800.00 6743-00 · BACC Marketing Programs 1,445.00

## 9:32 AM

02/16/16 Accrual Basis

## North Lake Tahoe Resort Association Profit & Loss January 2016

	Jan 16
8100-00 · Cost of Goods Sold 51100 · Freight and Shipping Costs 59900 · POS Inventory Adjustments 8100-00 · Cost of Goods Sold - Other	4.28 359.14 989.90
Total 8100-00 · Cost of Goods Sold	1,353.32
8200-00 · Associate Relations 8300-00 · Board Functions 8500-00 · Credit Card Fees 8700-00 · Automobile Expenses 8750-00 · Meals/Meetings 8810-00 · Dues & Subscriptions	50.00 73.33 382.51 34.76 141.86 226.98
Total Expense	254,887.39
Net Ordinary Income	22,600.69
Other Income/Expense Other Income 52500 · Purchase Discounts Total Other Income	0.12
Other Expense 8990-00 · Allocated	0.00
Total Other Expense	0.00
Net Other Income	0.12
Net Income	22,600.81

#### North Lake Tahoe Resort Association A/P Aging Summary As of January 31, 2016

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Adventure Maps, Inc.	0.00	0.00	0.00	0.00	17.99	17.99
Adventure Marketing	0.00	0.00	0.00	0.00	7.95	7.95
Airport Self Storage	225.00	0.00	0.00	0.00	0.00	225.00
Annie's Cleaning Service	675.00	0.00	0.00	0.00	0.00	675.00
Anthem Blue Cross	0.00	-7,549.47	0.00	0.00	0.00	-7,549.47
AT & T*	0.00	164.15	0.00	0.00	0.00	164.15
Bittersweet Springs	0,00	0.00	0.00	699.75	0.00	699.75
Cintas Corporation #623	107.73	0.00	0.00	0.00	0.00	107.73
CoPower	0.00	-172.80	0.00	0.00	0.00	-172.80
Dave Mulligan	800.00	0.00	0.00	0.00	0.00	800.00
David C. Antonucci	0.00	0.00	0.00	0.00	16.00	16.00
Dorfman Pacific Co.	0.00	0.00	0.00	0.00	238.84	238.84
Emily Detwiler*	0.00	195.72	0.00	0.00	0.00	195.72
Enchanted Leaves	0.00	0.00	0.00	0.00	218.22	218.22
Far Fetched Wholesale Jewlery	0.00	0.00	0.00	0.00	-369.11	-369.11
FedEx	460.71	283.68	0.00	0.00	0.00	744.39
Gallery Keoki*	0.00	0.00	0.00	0.00	46.60	46.60
Globe Pequot Press	0.00	0.00	0.00	0.00	12.42	12.42
Greg Howey*	0.00	225.00	0.00	0.00	0.00	225.00
Hawk's Peak Publishing	0.00	0.00	0.00	0.00	85.00	85.00
Heyday	0.00	0.00	0.00	0.00	95.22	95.22
Houston Magnani & Assoc	750.00	750.00	0.00	0.00	0.00	1,500.00
Ingram Publisher Services, Inc.	0.00	0.00	0.00	0.00	8.47	8.47
Judy Laverty*	0.00	84.76	0.00	0.00	0.00	84.76
Jujuz Treat Company	0.00	0.00	0.00	0.00	67.50	67.50
Kay Dee Designs	0.00	0.00	0.00	0.00	9.00	9.00
Keen Communications	0.00	0.00	0.00	0.00	73.37	73.37
Krista Tranquilla Designs	0.00	0.00	0.00	0.00	55.00	55.00
Laser Gifts	0.00	0.00	0.00	0.00	3.92	3.92
LazyOne	0.00	0.00	0.00	0.00	308.75	308.75
ongleaf Services, Inc.	0.00	0.00	0.00	0.00	0.03	0.03
AcSteven's, Inc.	0.00	0.00	0.00	0.00	102.29	102.29
Mic Mac Publishing	0.00	0.00	0.00	0.00	14.40	14.40
Miscellaneous	0.00	0.00	0.00	0.00	2,869.11	2,869.11
Principal Financial Group	0.00	-1,636.29	0.00	0.00	0.00	-1,636.29
Ricoh USA	1,110.81	0.00	0.00	0.00	0.00	1,110.81
Ron Treabess	0.00	12.00	0.00	0.00	0.00	12.00
Sierra Nevada Media Group*	253.75	250.00	0.00	0.00	0.00	503.75
Silent A Photography	150.00	0.00	0.00	0.00	0.00	150.00
Southwest Gas Corporation*	215.20	0.00	0.00	0.00	0.00	215.20
Sprint	70.71	0.00	0.00	0.00	, 0.00	70.71
Squaw Valley Public Service District*	0.00	2,106.01	0.00	0.00	0.00	2,106.01
Stephen's Farmhouse	0.00	0.00	0.00	0.00	20.40	20.40
Swigard's True Value Hardware, Inc.*	0.00	12.88	0.00	0.00	0.00	12.88
Tahoe Blue Bath	0.00	0.00	0.00	0.00	11.00	11.00
Tahoe Eco	0.00	0.00	0.00	0.00	201.00	201.00
Γahoe Fat Tire Festival	0.00	0.00	0.00	0.00	-2,500.00	-2,500.00
Tahoe Tech Group	0.00	0.00	0.00	0.00	-140.00	-140.00
Tahoe Truckee Sierra Disposal*	161.34	161.34	0.00	0.00	0.00	322.68
The StoreCopies and More	0.00	106.26	0.00	0.00	0.00	106.26
Tim Schroeder	0.00	0.00	0.00	0.00	-280.00	-280.00
University of Chicago Press	0.00	0.00	0.00	0.00	36.21	36.21
Valerie Lomeli*	0.00	0.00	-86.46	0.00	-108.27	-194.73
Verizon Wireless	0.00	275.12	0.00	135.76	-135.76	275.12
Wholesale Resort Accessories, Inc.	0.00	0.00	0.00	0.00	21.50	21.50
Woodluck Wholesale	0.00	0.00	0.00	0.00	-295.85	-295.85
AL	4,980.25	-4,731.64	-86.46	835.51	711.20	1,708.86

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#### North Lake Tahoe Resort Association A/R Aging Summary As of January 31, 2016

		Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
	Anne Poole Weddings	0.00	0.00	0.00	0.00	75.00	75.00
	County of Placer	0.00	271,350.00	0.00	271,350.00	1,439,614.00	1,982,314.00
	Donner Lake Village Resort/Granite Peak	0.00	0.00	0.00	0.00	54.54	54.54
	Ferrari's Crown Resort	0.00	0.00	0.00	0.00	2,522.70	2,522.70
	Forest Suites Resort	0.00	0.00	0.00	0.00	519.49	519.49
	Granlibakken Resort	0.00	0.00	0.00	0.00	3,409.40	3,409.40
	Hampton Inn & Suites	0.00	0.00	0.00	0.00	550.00	550.00
	Hard Rock Hotel & Casino Lake Tahoe	0.00	0.00	0.00	0.00	412.00	412.00
	Harrah's/Harveys Casino	0.00	0.00	0.00	0.00	563.10	563.10
	Hotel Truckee - Tahoe	0.00	0.00	0.00	0.00	669.51	669.51
	Hyatt Regency Lake Tahoe Resort, Spa & Ca	0.00	0.00	0.00	0.00	29,668.30	29,668.30
	Lake Tahoe Accommodations/Lake Tahoe Prop	0.00	0.00	0.00	0.00	346.53	346.53
	Lake Tahoe Jetovator	0.00	0.00	0.00	0.00	300.00	300.00
	Lake Tahoe Resort Hotel	0.00	0.00	0.00	0.00	1,035.00	1,035.00
	Northstar California	0.00	0.00	0.00	0.00	10,126.97	10,126.97
	Obexer and Son	0.00	0.00	0.00	0.00	75.00	75.00
	Olympic Bike Shop	0.00	0.00	0.00	0.00	150.00	150.00
	Placer County (monthly check)	0.00	-271,350.00	0.00	-271,350.00	-1,439,614.00	-1,982,314.00
	PlumpJack Squaw Valley Inn	0.00	0.00	0.00	0.00	5,408.50	5,408.50
	Reno Sparks Convention & Visitors Auth.	0.00	0.00	0.00	0.00	-555.20	-555.20
	Resort at Squaw Creek*	0.00	0.00	0.00	0.00	10,051.85	10,051.85
	Ron Treabess*	0.00	0.00	0.00	0.00	-34.14	-34.14
	Sierra Century Ride	0.00	0.00	0.00	0.00	150.00	150.00
	Sierra State Parks Foundation	0.00	0.00	0.00	0.00	200.00	200.00
	Squaw Valley Lodge/Granite Peak Managemen	0.00	0.00	0.00	0.00	8,603.65	8,603.65
	Squaw Valley Resort	0.00	0.00	0.00	0.00	411.75	411.75
	Tahoe Biltmore Lodge & Casino	0.00	0.00	0.00	0.00	187.74	187.74
	Tahoe Mountain Resorts Lodging	0.00	0.00	0.00	0.00	1,545.79	1,545.79
	Tahoe Sailing Charters	0.00	0.00	0.00	0.00	400.00	400.00
	Tahoe Vistana Inn	0.00	0.00	0.00	0.00	46.11	46.11
	Tahoma Lodge	0.00	0.00	0.00	0.00	200.00	200.00
	The Beach Retreat	0.00	0.00	0.00	0.00	714.32	714.32
	The Landing Resort & Spa	0.00	0.00	537.00	0.00	0.00	537.00
	The Ridge Tahoe	0.00	0.00	0.00	224.25	0.00	224.25
	The Ritz-Carlton	0.00	0.00	0.00	0.00	5,714.30	5,714.30
	The Village at Squaw Valley	0.00	0.00	0.00	0.00	24,090.89	24,090.89
	Town of Truckee	0.00	0.00	0.00	0.00	15,000.00	15,000.00
	U.S.A. Cyling	0.00	0.00	0.00	0.00	20,000.00	20,000.00
	World Triathlon Corporation	0.00	0.00	0.00	4,500.00	27,700.00	32,200.00
тот	FAL	0.00	0.00	537.00	4,724.25	170,313.10	175,574.35

# DRAFT

#### KEY METRICS FOR JANUARY 31, 2016 FINANCIAL STATEMENTS

Total TOT Collections by Quarter 2010 - 2016 (through December 31, 2015)										
	_	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total
2009-10	\$	2,815,626	\$	1,633,431	\$	3,605,526	\$	1,190,129		\$ 9,244,712
2010-11	\$	3,242,663	\$	2,107,554	\$	3,776,990	\$	1,361,343		\$ 10,488,550
2011-12	\$	3,683,345	\$	1,794,633	\$	3,159,674	\$	1,554,224		\$ 10,191,876
2012-13	\$	3,882,952	\$	2,103,118	\$	4,263,868	\$	1,444,425		\$ 11,694,363
2013-14	\$	4,525,634	\$	2,145,657	\$	3,566,603	\$	1,745,102	5	\$ 11,982,996
2014-15	\$	4,690,454	\$	2,527,484	\$	3,462,341	\$	1,838,955		\$ 12,519,234
2015-16	\$	4,836,266	\$	1,277,215	\$	-	\$	=	(inc.)	\$ 6,113,481

Visitor Information Statistics For Fiscal YTD         2012 - 2016 as of December 31, 2015           Referrals -         2012/2013         2013/2014         2014/2015         2015/2016         YOY % Change									
Referrals -	2012/2013	2013/2014	2014/2015	2015/2016	YOY % Change				
Tahoe City:									
Walk In/Events	24,938	30,938	28,840	26,153	-9.32%				
Phone/Email	1,854	2,043	1,687	1,697	0.59%				
Kings Beach (Walk In Only)	3,014	5,278	3,472	4,782	37.73%				
Reno (Walk In) (Closed)	1,793	3,834	Closed	Closed	N/A				

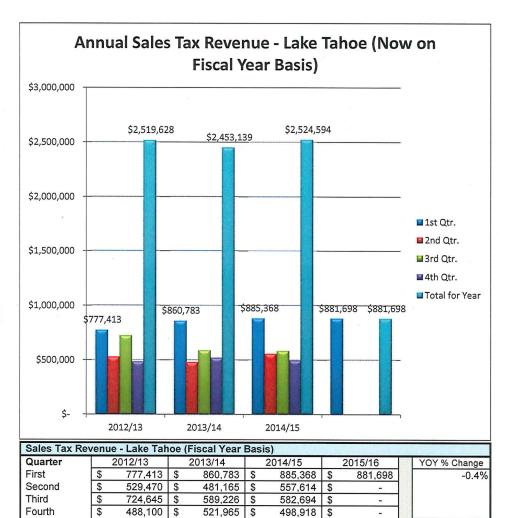
Destimetrics Reservations Activity	FY	TD 14/15	FY	TD 15/16	Change
Occupancy during December		48.7%		57.3%	17.7%
ADR November (Average Daily Rate)	\$	272	\$	272	-0.1%
RevPAR Nov (Rev per Available Room)	\$	133	\$	156	17.5%
Occupancy Forecast January		43.5%		56.3%	29.3%
ADR December (Average Daily Rate)	\$	278	\$	286	3.1%
RevPAR Dec. (Rev per Available Room)	\$	121	\$	161	33.3%
Occupancy (prior 6 months)		45.9%		51.7%	12.7%
ADR (prior 6 months)	\$	251	\$	245	-2.2%
RevPAR (prior 6 months)	\$	115	\$	127	10.2%
Occupancy (next 6 months)		27.4%		30.8%	12.5%
ADR (next 6 months)	\$	234	\$	235	0.8%
RevPAR (next 6 months)	\$	64	\$	72	13.4%

Infrastructure Fund Balances Held by P	rastructure Fund Balances Held by Placer County			
as of 12/31/15 (Reported Quarterly)			June 2012	510
FY 2013-14 Contract	\$	-	June 2013	465
FY 2014-15 Contract	\$	853,962	June 2014	457
FY 2015-16 Contract	\$	2,020,242	June 2015	474
Total Fund Balances	\$	2,874,204	Dec 2015	484

		2014-15		2015-16	YOY % Change
FORWARD LOOKING (2015/16)		Actuals	F	orecasted	
Total Revenue Booked through December	\$	2,884,497	\$	2,992,523	3.75%
Forecasted Commission for this Revenue		155,074		166,764	7.54%
Number of Room Nights		16,377		16,341	-0.22%
Number of Tentative Bookings		99		71	-28.28%
CURRENT					
NLT - Annual Revenue Goal	\$	2,500,000	\$	2,800,000	12.00%
Annual Commission Goal	\$	170,000	\$	175,000	2.94%
Conference Revenue And Percentage by Co	ount	y:			
Placer (66% of revs in '15, 76% in '16)	\$	1,935,953	\$	2,113,506	9.17%
Washoe ('15; 5%, '16; 19%)	\$	139,002	\$	633,882	356.02%
South Lake ('15; 25%, '16; 3%)	\$	701,179	\$	206,772	-70.51%
Nevada ('15; 4%, 16'; 2%)	\$	108,363	\$	38,363	-64.60%
Total Conference Revenue	\$	2,884,497	\$	2,992,523	3.75%

Quarter	2012/13	2013/14	2014/15	2015/16	YOY % Change
First	\$ 777,413	\$ 860,783	\$ 885,368	\$ 881,698	-0.4%
Second	\$ 529,470	\$ 481,165	\$ 557,614		
Third	\$ 724,645	\$ 589,226	\$ 582,694		
Fourth	\$ 488,100	\$ 521,965	\$ 498,918		
Total	\$ 2,519,628	\$ 2,453,139	\$ 2,524,594	\$ 881,698	

				EDD
Unemployment Rates	December 2013	June 2014	July 2015	December 2015
California (pop. 38,332,521)	7.9%	7.1%	6.7%	5.8%
Placer County (367,309)	6.5%	6.0%	5.2%	4.7%
Dollar Point (1,215)	7.6%	7.1%	6.1%	1.1%
Kings Beach (3,893)	6.5%	6.0%	6.8%	6.1%
Sunnyside/Tahoe City (1,557)	7.6%	7.0%	5.7%	5.2%
Tahoe Vista (1,433)	11.0%	10.1%	8.9%	4.3%



Total

\$

2,519,628 \$

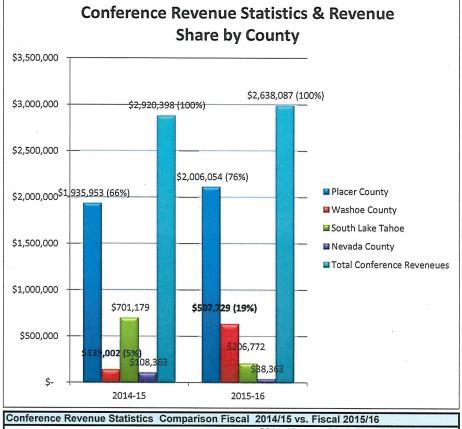
2,453,139 \$

2,524,594

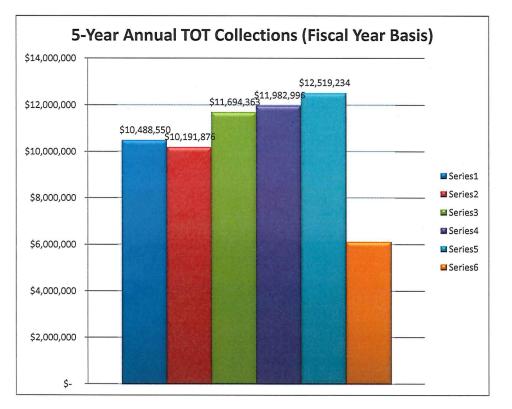
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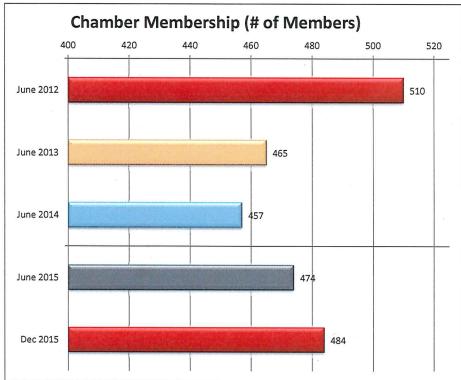
-65.1%



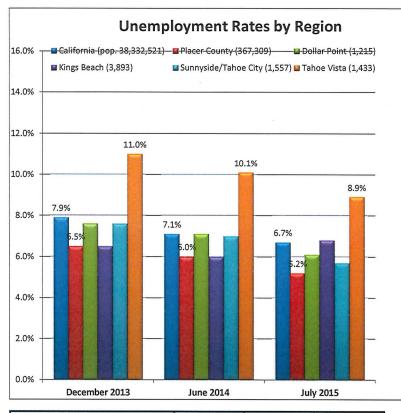
Conference Revenue Statistics Comparison Fisc	al 2	2014/15 vs.	Fis	cal 2015/16	5
		2014-15		2015-16	YOY % Change
FORWARD LOOKING (2015/16)		Actuals	F	orecasted	
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Forecasted Commission for this Revenue		155,074		166,764	7.54%
Number of Room Nights		16,377		16,341	-0.22%
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Annual Commission Goal	\$	170,000	\$	175,000	2.94%
Conference Revenue And Percentage by County:					
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Washoe ('15; 5%, '16; 19%)	\$	139,002	\$	633,882	356.02%
South Lake ('15; 25%, '16; 3%)	\$	701,179	\$	206,772	-70.51%
Nevada ('15; 4%, 16'; 2%)	\$	108,363	\$	38,363	-64.60%
Total Conference Revenue	\$	2,884,497	\$	2,992,523	3.75%



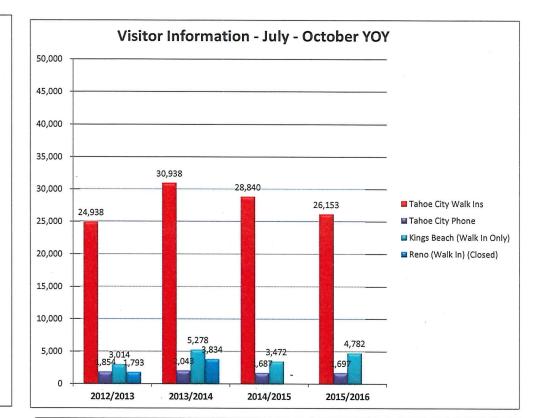
Total TOT C	Total TOT Collections by Quarter 2010 - 2016 (through November 30, 2015)									
		Quarter 1		Quarter 2		Quarter 3		Quarter 4	12.6	Total
2010-11	\$	3,242,663	\$	2,107,554	\$	3,776,990	\$	1,361,343		\$ 10,488,550
2011-12	\$	3,683,345	\$	1,794,633	\$	3,159,674	\$	1,554,224	1	\$ 10,191,876
2012-13	\$	3,882,952	\$	2,103,118	\$	4,263,868	\$	1,444,425		\$ 11,694,363
2013-14	\$	4,525,634	\$	2,145,657	\$	3,566,603	\$	1,745,102		\$ 11,982,996
2014-15	\$	4,690,454	\$	2,527,484	\$	3,462,341	\$	1,838,955	5.9	\$ 12,519,234
2015-16	\$	4,836,266	\$	1,277,215	\$	-	\$	-	1112	\$ 6,113,481



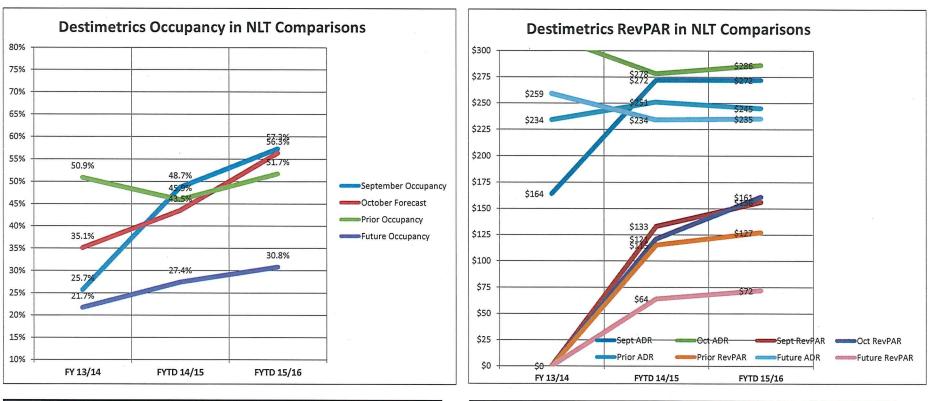
Chamber Of Commerce Total Membership					
June 2012	510				
June 2014	457				
June 2015	474				
November 2015	484				



Unemployment Rates	December 2013	June 2014	July 2015
California	7.9%	7.1%	6.7%
Placer County	6.5%	6.0%	5.2%
Dollar Point	7.6%	7.1%	6.1%
Kings Beach	6.5%	6.0%	6.8%
Sunnyside/Tahoe City	7.6%	7.0%	5.7%
Tahoe Vista	11.0%	10.1%	8.9%



Visitor Information Statistics For Fiscal Years 2012 - 2015							
Referrals -	2012/2013	2013/2014	2014/2015	2015/2016	YOY % Change		
Tahoe City:	Annual Totals	Annual Totals	Annual Totals	Annual Totals			
Walk In	24,938	30,938	28,840	26,153	-9.32%		
Phone	1,854	2,043	1,687	1,697	0.59%		
Kings Beach (Walk In Only, Jun-Sep)	3,014	5,278	3,472	4,782	37.73%		
Reno (Walk In) (Closed)	1,793	3,834	Closed	Closed	N/.		



Destimetrics Reservations Activity	FY 13/14	FYTD 14/15	FYTD 15/16	Y-O-Y Change
Occupancy during December	25.7%	48.7%	57.3%	17.7%
Occupancy Forecast January	35.1%	43.5%	56.3%	29.4%
Occupancy (prior 6 months)	50.9%	45.9%	51.7%	12.6%
Occupancy (next 6 months)	21.7%	27.4%	30.8%	12.4%

Destimetrics Reservations Activity	FY 13/14	FYTD 14/15	FYTD 15/16	Y-O-Y Change
ADR November (Average Daily Rate)	\$164	\$272	\$272	0.0%
RevPAR Nov (Rev per Available Room)	\$0	\$133	\$156	17.3%
ADR December (Average Daily Rate)	\$314	\$278	\$286	2.9%
RevPAR Dec. (Rev per Available Room)	\$0	\$121	\$161	33.1%
ADR (prior 6 months)	\$234	\$251	\$245	-2.4%
RevPAR (prior 6 months)	\$0	\$115	\$127	10.4%
ADR (next 6 months)	\$259	\$234	\$235	0.4%
RevPAR (next 6 months)	\$0	\$64	\$72	12.5%

#### NORTH LAKE TAHOE RESORT ASSOCIATION - NLTRA Employee Expense Report

Employee Sandra Evans Hall

DATE DOC REF VENDOR EXPENSE PURPOSE PAID by CC OUT OF POCKET BUDGET CODE Workers Comp Billing: Settle Installments 1-5. Initial Billings after ADP 12/18/16 Employers Assurance A Insurance Direct Pay discontinued. 3,472.68 1410-00-00 12/18/16 В Northstar Media LLC Trainng Seminars Registration: Mountain Travel Symposium 2016 695.00 5800-00-70 1/17/16 С Verizon Wireless Cell Phone Service: Bill Summary Dec 9, 2015 to January 8, 2015 Telephone 139.05 5310-00-70 1/30/16 D Temple Misison Palms DMA West Board Retreat 515.48 5000-5070-00-70 -900 · MILEAGE REIMBURSEMENT (Attachment A) 1/31/16 Sandra Evans Hall January Mileage Reimbursement 161.00 8700-00-00 TRAVEL REIMBURSEMENT (Attachment B) 8910-00-00 TOTAL - CREDIT CARD EXPENSES (Statement Date 01-28-16) 4,822.21 TOTAL - EXPENSES TO BE REIMBURSED (OUT OF POCKET) 161.00 TOTAL DUE EMPLOYEE 161.00 Signed by: Approved by: Date: Wednesday, February 03, 2016 Date: ACCOUNTING DATE RECEIVED DATE ENTERED CFO APPROVAL DATE PAID February 3, 2016 FEB 1 1 2016

#### NORTH LAKE TAHOE RESORT ASSOCIATION - NLTRA Employee Expense Report

Sandra Evans Hall

Employee

DATE         DOC         VENDOR         PURPOSE         PAID by CC         OUT OF POCKET         BUDGET CODE           12/18/15         A         Employers Assurance Direct Pay was discontinued.         Workers Comp Billing; Settle Installments 1-5. Initial Billing after ADP         3,472.68         1110-00-00           12/18/15         B         Northstar Media LLC         Registration: Mountain Travel Symposium 2016         695.00         5800-00-70           1/30/16         C         Tempe Mission Palma         DMA West Board Retreat         515.48         5000-5070-00-70           1/30/16         C         Tempe Mission Palma         DMA West Board Retreat         515.48         5000-5070-00-70           1/30/16         C         Tempe Mission Palma         DMA West Board Retreat         6         6         6           1/30/16         C         Tempe Mission Palma         DMA West Board Retreat         6         6         6         6           1/30/16         L         L         L         1         6 <th></th> <th></th> <th></th> <th>1</th> <th></th> <th></th> <th></th>				1			
12/18/15       A       Employers Assurance       Direct Pay was discontinued.       3,472.68       1410-00-00         12/18/15       B       Northstar Media LLC       Registration: Mountain Travel Symposium 2016       695.00       5800-00-70         1/30/16       C       Tempe Mission Palms       DMA West Board Retreat       515.48       5000-5070-00-70         1/30/16       C       Tempe Mission Palms       DMA West Board Retreat       515.48       5000-5070-00-70         1/30/16       C       Tempe Mission Palms       DMA West Board Retreat       515.48       5000-5070-00-70         1/30/16       C       Tempe Mission Palms       DMA West Board Retreat       515.48       5000-5070-00-70         1/30/16       C       Tempe Mission Palms       DMA West Board Retreat       515.48       5000-5070-00-70         1/31/16       Smdra Evans Hall       January Mileage Reinbuildsement       148.35       8700-00-00         TRAVEL REIMBURSEMENT (Attachment B)       Smdra Evans Hall       Smdra Evans Hall       8910-00-00         TOTAL - CREDIT CARD EXPENSES       4,683.16       TOTAL - EXPENSES       148.35         TOTAL - EXPENSES TO BE REIMBURSED (OUT OF POCKET)       148.35       Total Attachment B       148.35	DATE	DOC REF	VENDOR	PURPOSE	PAID by CC	OUT OF POCKET	BUDGET CODE
12/18/15         B         Northstar Media LLC         Registration: Monitain Travel Symposium 2016         695:00         5000-070           1/30/16         C         Tempe Mission Palms         DMA West Board Retreat         515.48         5000-5070-00-70           1/30/16         C         Tempe Mission Palms         DMA West Board Retreat         515.48         5000-5070-00-70           1/30/16         C         Tempe Mission Palms         DMA West Board Retreat         515.48         5000-5070-00-70           1/30/16         C         Tempe Mission Palms         DMA West Board Retreat         515.48         5000-5070-00-70           1/30/16         C         Tempe Mission Palms         DMA West Board Retreat         515.48         5000-5070-00-70           1/30/16         C         Tempe Mission Palms         DMA West Board Retreat         515.48         5000-5070-00-70           1/31/16         Sandra Evens Hall         January Mileage Retinburgement         148.35         8700-00-00           TOTAL - CREDIT CARD EXPENSES         4,683.16         148.35         148.35           TOTAL - EXPENSES TO BE REIMBURSED (OUT OF POCKET)         148.35         148.35				Workers Comp Billing; Settle Installments 1-5. Initial Billing after ADP			
1/30/16         C         Tempe Mission Palms         DMA West Board Retreat         515.48         5000-5070-00-70           1<					3,472.68		1410-00-00
Image: Contract of the second seco	12/18/15	B	Northstar Media LLC	Registration: Mountain Travel Symposium 2016	695.00		5800-00-70
Image: Contract of the second seco							
1/31/16       Sandra Evans Hall       January Mileage Reimbursement       148.35       8700-00-00         TRAVEL REIMBURSEMENT (Attachment B)         Image: Colspan="2">Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2"Colspan="2">Colspan="2"Colspa	1/30/16	С	Tempe Mission Palms	DMA West Board Retreat	515.48		5000-5070-00-70
1/31/16       Sandra Evans Hall       January Mileage Reimbursement       148.35       8700-00-00         TRAVEL REIMBURSEMENT (Attachment B)         Image: Colspan="2">Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2"Colspan="2">Colspan="2"Colspa							5
1/31/16       Sandra Evans Hall       January Mileage Reimbursement       148.35       8700-00-00         TRAVEL REIMBURSEMENT (Attachment B)         Image: Colspan="2">Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2"Colspan="2">Colspan="2"Colspa							
1/31/16       Sandra Evans Hall       January Mileage Reimbursement       148.35       8700-00-00         TRAVEL REIMBURSEMENT (Attachment B)         Image: Colspan="2">Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2"Colspan="2">Colspan="2"Colspa							
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1/31/16       Sandra Evans Hall       January Mileage Reimbursement       148.35       8700-00-00         TRAVEL REIMBURSEMENT (Attachment B)         Image: Colspan="2">Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2"Colspan="2">Colspan="2"Colspa	. · · ·						
1/31/16       Sandra Evans Hall       January Mileage Reimbursement       148.35       8700-00-00         TRAVEL REIMBURSEMENT (Attachment B)         Image: Colspan="2">Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2"Colspan="2">Colspan="2"Colspa							
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1/31/16       Sandra Evans Hall       January Mileage Reimbursement       148.35       8700-00-00         TRAVEL REIMBURSEMENT (Attachment B)         Image: Colspan="2">Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2"Colspan="2">Colspan="2"Colspa							
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TRAVEL REIMBURSEMENT (Attachment B)     Image: Constraint of the second se	1/31/16		Sandra Evans Hall	January Mileage Reimbursement		148.35	8700-00-00
Image: Constraint of the second se							
Image: Construction of the second			TRAVEL I	REIMBURSEMENT (Attachment B)			
TOTAL - EXPENSES TO BE REIMBURSED (OUT OF POCKET)  TOTAL DUE EMPLOYEE  148.35  148.35							8910-00-00
TOTAL - EXPENSES TO BE REIMBURSED (OUT OF POCKET)  TOTAL DUE EMPLOYEE  148.35  148.35							
TOTAL - EXPENSES TO BE REIMBURSED (OUT OF POCKET)  TOTAL DUE EMPLOYEE  148.35  148.35			1				
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TOTAL DUE EMPLOYEE 148.35					4,683.16		
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he stitted				TOTAL DIE EMBLOVEE		140.05	
Signed by:			0	TOTAL DUE EMILOTEE		148.35	
Signed by:		1		$\sim$ $11$			
Approved by:	Signed by:		1 lan	da Autall	Approved by:		
Date: Wednesday, February 3, 2016 Date:	Date:			Wednesday, February 3, 2016	Date:		
	and the second sec				-		
ACCOUNTING			Petrole and a second second	ACCOUNTING			
DATE RECEIVED DATE ENTERED CFO APPROVAL DATE PAID			. /	DATE ENTERED	CFO APPROVAL	DATE	PAID
FEB 0 3 2016		FEB 0	3 2016				
18							18



BANKCARD CENTER PO BOX 84043 COLUMBUS GA 31908-4043

T.

MEMO STATEMENT

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Account Number	XXXX-XXXX-0011-5901
Statement Date	DEC 28, 2015
Total Activity	\$4,217.68

JAN



1035 - 0001			** MEMO STATEMENT ONLY ** DO NOT REMIT PAYMENT
0-0010	ղիկվերիկերիներին	սիսլիիիիիիիների	
62	SANDRA EVANS HALL N LAKE TAHOE RESORT	**N0001035	
49713	PO BOX 1757		
	TAHOE CITY CA 96145-1757		[9][E(C)4图[](V/[E]D)
			IAN 1 3 2016

		ACC	OUNT S	SUMMARY		
SANDRA EVANS HALL XXXX-XXXX-0011-5901		Purchases & Other Debits		Cash Advances -	Credits ≐	. Total Activity
Account Total		\$4,217.68		\$0.00	\$0.00	\$4,217.68

Posting Date	Transaction Date	Reference Number Transaction Description	Amount
12-21	12-18	55429505353027200210335 EMPLOYERS ASSURANCE CO 08886826671 NV Tax ID: 610477370 Mer Ref: 20021033 Mer Zip: 89521 Origin Zip: 89521 Dest Ciry:	3,472.68
2-21	12-18	55446415353200513500186 NORTHSTAR MEDIALLC IN 02019022051 NJ	695.00
12-24	12-22	Origin Zip: 07094 Dest City: USA 75500555358485500187247 <u>THERIVERGRILL</u> TAHOECITY CA Tax ID: 680477419 Mer Zip: 961450000	50.00

-	Account Number	Account Sum	mary
For Customer Service, Call:	XXXX-XXXX-0011-5901	Purchases &	
1-866-432-8161	Statement Date	Other Charges	\$4,217.68
	DEC 28, 2015	Cash Advances	\$0.00
Send Billing Inquiries to:	Credit Limit	Fees	\$0.00
BANKCARD CENTER PO BOX 84043	\$50,000	Credits	\$0.00
COLUMBUS GA 31908-4043	Disputed Amount	Payments	\$0.00
	\$0.00	Total Activity	\$4,217.68

#### **Al Priester**

From: Sent: To: Subject: Employers Assurance Company Friday, December 18, 2015 1:40 PM al@gotahoenorth.com Order Confirmation



America's small business insurance specialist®

## Receipt

Date: 12-18-2015 Order Number: 1004EIG223641500\_0000003901688

Thank you for your payment. Please contact 888-682-6671 if you have any questions. Kindly have your policy and order number available to assist the representative.

#### **Billing Information**

POLICYHOLDER NORTH LAKE TAHOE RESORT PO BOX 1757			
TAHOE CITY		×	
CA			
US	2		
96145			
			÷
al@gotahoenorth.com			
Payment Details	Order Total		/
MasterCard	Total amount \$3,472.68		1/2
xxxxxxxxxxx5901			
07-2019			

Build a custom risk management program with Loss Control Connection<sup>su</sup> and start to improve workplace safety. Visit <u>www.employers.com</u> to learn more.

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#### Sandy Evans Hall

From:MTS RegistrationSent:Friday, December 18, 2015 1:47 PMTo:Sandy HallSubject:Registration Confirmed - Mountain Travel Symposium 2016



Dear Sandy,

Your registration has been confirmed. Please save this email for future reference.

If you are going to be a designated APPOINTMENT TAKER for your company for a specific exchange, please take a few minutes to edit or create new company profiles at your earliest convenience. Your data will be synchronized with the profile system in approximately one hour. At that time proceed to the: <u>MTS Exchange Portal</u>. The Portal is where you will build and edit profiles, and in February you will be able to view details on companies to meet and you will be able to begin requesting appointments.

<mark>Event: Mountain Travel Symposium 2016</mark> Location: Keystone Conference Center, 0633 Tennis Club Road, <mark>Keystone, Colorado 80435, USA</mark>

Attending: Sandy Hall Company: North Lake Tahoe Resort Association Total Registrants: 1

Confirmation Number: XCNHFJM394M (needed to view/modify your online registration)

If you are going to be a designated APPOINTMENT TAKER for your company for a specific exchange, please take a few minutes to edit or create new company profiles at your earliest convenience. Your data will be synchronized with the profile system in approximately one hour. At that time proceed to the: <u>MTS Exchange Portal</u>. The Portal is where you will build and edit profiles, and in February you will be able to view details on companies to meet and you will be able to begin requesting appointments.

Order: HKNN946WYKL Order Date: 18-Dec-2015 1:47 PM PT				
ltem	Price	Quantity	Amount	1
Forum only	\$6	95.00	1	\$695.00
		Οι	der Total	\$695.00

Click here to view your online registration confirmation.

Click here to modify your registration.

**<u>Refund Policy</u>**: Cancellations received on or before *February 1st, 2016* are subject to a \$250 USD administrative fee. Any cancellations received after this date will result in forfeiture of amount paid.

If you are submitting a payment by check, please make the checks out to **Northstar Travel Media LLC** and mail to:

Northstar Travel Media LLC PO Box 150414 Dept 106086 Hartford, CT 06115-0414 (949) 457-1545 ext.122

All check payments are due within 2 weeks of the registration date.

MTS is offering discounted lodging and transportation!

Click here to see the MTS Travel page that will show all the travel arrangements MTS has to offer.

We look forward to seeing you in Keystone!

Sincerely, MTS Registration

Having trouble with the link? Simply copy and paste the entire address listed below into your web browser: <u>http://www.cvent.com/d/pYv0McjNhEOiQ7YJvxxliw/5k4w/P1/0R</u>?

If you no longer want to receive emails from MTS Registration please click the link below: <u>Unsubscribe</u>

Your payment for the Mountain Travel Symposium 2016 event has been successfully processed. Please save this email for your records.

Event Title: Mountain Travel Symposium 2016 Registration Confirmation Number: XCNHFJM394M

#### **Transaction Information:**

Item	Transaction Information Quantity	Amount
Forum only	\$695.00 1	\$695.00
	Transaction Total	\$695.00

If you have any questions about this transaction or email, please contact MTS Registration directly at <u>talktous@mtntrvl.com</u>.

To view the details of your registration, go to: <u>Click here</u>

			MEMC	<b>STATEMENT</b>
	BANKCARD CENTER PO BOX 84043	Acco	unt Number	XXXX-XXX-0011-5901
	COLUMBUS GA 31908-4043	State	ment Date	JAN 28, 2016
		Total	Activity	\$139.05
49710280 - 000940 - 0001 - 0001 -	Implificition       Implificition         SANDRA EVANS HALL       SANDRA EVANS HALL         N LAKE TAHOE RESORT       PO BOX 1757         TAHOE CITY CA 96145-1757	ז <b>ן 11    1   1   1   </b> **0000940		TATEMENT ONLY **

			ACC	COUNT SUMI	MARY			
SANDRA EV XXXX-XXX	ANS HALL	: :	Purchases & Other Debits		ash ances -	Credits	=	Total Activity
Accoun	t Total		\$139.05	\$0	.00	\$0.00		\$139.05
			AC	COUNT ACT	VITY			
Posting Date	Transaction Dáte	Reference Nu	umber T	ransaction Descri	ption	î n r		Amount
01-18	01-17		000291313275 V 2889 Mer Ref: B00	ZWRLSS*IVR VB	800-922-02 Mer Zip: 30004	04 GA		139.05

· · ·	Account Number	Account Summary	
For Customer Service, Call:	XXXX-XXXX-0011-5901	Purchases &	
1-866-432-8161	Statement Date	Other Charges \$139.	05
1-000-452-0101	JAN 28, 2016	Cash Advances \$0.	00
Send Billing Inquiries to:	Credit Limit	Fees \$0.	00
BANKCARD CENTER PO BOX 84043	\$50,000	Credits \$0.	00
COLUMBUS GA 31908-4043	Disputed Amount	Payments \$0.	00
·	\$0.00	Total Activity \$139.0	05

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P0 B0X 4005 ACWORTH, GA 30101–9006

0003585 01 MB 0.436 \*\*AUTO T3 0 5708 96145-175757 -C11-P03588-I1

#### իսիկիդեվեսակվումներելիլիլիներիունե

NORTH LAKE TAHOE RESORT ASSOC PO BOX 1757 TAHOE CITY, CA 96145-1757

Manage Your Account	Account Number Date Due		
www.vzw.com	972193146-00001 02/03/16		
Change your address at vzw.com/changeaddress	Invoice Number	97585 <mark>29644</mark>	

## **Quick Bill Summary**

Dec 09 - Jan 08

Previous Balance (see back for details)	\$136.07
Payment – Thank You	-\$135.75
Balance Forward	\$.32
Monthly Charges	\$119.99
Usage and Purchase Charges	\$1.99
Verizon Wireless' Surcharges and Other Charges & Credits	\$6.96
Taxes, Governmental Surcharges & Fees	\$9.79
Total Current Charges	\$138.73

### Total Charges Due by February 03, 2016

\$139.05

### Verizon Wireless News

#### **Choose Clicks Over Clutter**

Reduce clutter this year with paper-free billing. Get an email or text alert when your bill is ready, and pay and view up to 18 months of bills in My Verizon anytime, 24/7. Visit go.vzw.com/paperfree.



	Pay from phone	Pay on the Web		Questions:	
	#PMT (#768)	My Verizon at www.vzw.com		1.800.922.0204 or *611 from ye	our phone
	<b>erizon</b>				VB
	enzon	Na septembri se se Sa septembri se se se	Bill Date Account Number Invoice Number	<mark>January 08, 2016</mark> 972193146–00001 9758529644	Please Rocycle
· J	NORTH LAKE TAHOE RE 20 BOX 1757 TAHOE CITY, CA 96145		Total Amount	Due by February 0	3, 2016
			Make check payable to Ver Please return this remit slip		\$139.05
				\$	
				(660108 S, TX 75266-0108	
		fill out the back of this slip if your billin you are adding or changing your email	gaaalooo	իսովիկակեստիկիիիների	Ուկորդիկի

9758529644010972193146000010000013873000000139053



9758529644 972193146-00001 02/03/16 3 of 5

## **Overview of Lines**

## Your Account's Plan

Nationwide Talk Share 1400 \$70.00 monthly charge 1400 monthly allowance minutes \$.40 per minute after allowance Unlimited Nights and Weekend **Unlimited National M2M** Friends & Family Unlimited calling to 10 numbers

## **Breakdown of Charges**

Total Current Charges	\$138.73	
970–846–6284 Sandy Evans–Hall	<i>pg</i> 3	\$68.73
Account Charges & Credits	<i>pg</i> 2	\$70.00

## Breakdown of Shared Usage

		Minutes Used
970-846-6284	pg 3	417
Total Used		417
Shared Allowance	1,400	
Usage Over Allowance		0
Total Shared Usage Charges		\$.00

## Summary for Sandy Evans-Hall: 970-846-6284

## Your Plan

#### Nationwide Talk Share 1400

#### Data Package/2GB

\$30.00 monthly charge 2 monthly gigabyte allowance \$10.00 per GB after allowance

#### **1000 Message Allowance**

\$10.00 monthly charge 1000 monthly message allowance \$.10 per message after allowance

Have more questions about your charges? Get details for usage charges at www.vzw.com. Sign into My Verizon to View Online Bill and click on Calls, Messages & Data.

## **Monthly Charges**

• ·		\$49.99
1000 Message Allowance	01/09 – 02/08	10.00
Data Package/2GB	01/09 — 02/08	30.00
Line Access	01/09 – 02/08	9.99

**Usage and Purchase Charges** 

Voice		Allowance	Used	Billable	Cost		
Shared	minutes	1400	417				
		(shared)					
Mobile to Mobile	minutes	unlimited	80				
Night/Weekend	minutes	unlimited	264				
411 Search	calls		1	1	1.99		
Total Voice					\$1.99		
Messaging	10 10 10 10 10 10	1000					
Text, Picture & Video	messages	1000	209				
Total Messaging		\$.00					
Data							
Gigabyte Usage	gigabytes	2.000	.514				
Total Data \$.							
Total Usage and Purchase Charges \$12							



9758529644 972193146-00001 02/03/16 5 of 5

## Need-to-Know Information

#### **Customer Proprietary Network Information (CPNI)**

CPNI is information made available to us solely by virtue of our relationship with you that relates to the type, quantity, destination, technical configuration, location, and amount of use of the telecommunications and interconnected VoIP services you purchase from us, as well as related billing information. The protection of your information is important to us, and you have a right, and we have a duty, under federal law, to protect the confidentiality of your CPNI.

We may use and share your CPNI among our affiliates and agents to offer you services that are different from the services you currently purchase from us. Verizon offers a full range of services, such as television, telematics, high-speed Internet, video, and local and long distance services. Visit Verizon.com for more information on our services and companies.

If you don't want your CPNI used for the marketing purposes described above, please notify us by phone any time at 1–800–333–9956, online at www.vzw.com/myprivacy or through Customer Service at 1–800–922–0204 from Monday – Friday 7 a.m. to 11 p.m. and Saturday – Sunday 8 a.m. to 9 p.m.

Unless you notify us in one of these ways, we may use your CPNI as described above beginning 30 days after the first time we notify you of this CPNI policy. Your choice will remain valid until you notify us that you wish to change your selection. Your decision about use of your CPNI will not affect the provision of any services you currently have with us.

Note: This CPNI notice does not apply to residents of the state of Arizona.

#### **Verizon Wireless' Surcharges**

Verizon Wireless' Surcharges include (i) a Regulatory Charge (which helps defray various government charges we pay including government number administration and license fees); (ii) a Federal Universal Service Charge (and, if applicable, a State Universal Service Charge) to recover charges imposed on us by the government to support universal service; and (iii) an Administrative Charge, which helps defray certain expenses we incur, including: charges we, or our agents, pay local telephone companies for delivering calls from our customers to their customers; fees and assessments on our network facilities and services; property taxes; and the costs we incur responding to regulatory obligations. Please note that these are Verizon Wireless charges, not taxes. These charges, and what's included, are subject to change from time to time.

#### **Limiting Notations On Payments**

Written notations included with or on your payment cannot be reviewed when bills are processed and will not be honored. Please send such notated payment and any accompanying correspondence to the Correspondence Address on Page 2 of your bill.

#### **Electronic Fund Transfer (EFT)**

Your check authorizes us either to make a one-time electronic funds transfer (EFT) from your account or process as a check. An EFT may be withdrawn from your account the same day you make your payment and your check is not returned to you. If you want to be excluded from EFT, please call 1-866-544-0401. If payment is returned unpaid, you authorized us to collect an additional \$25 fee through EFT from your account.

#### **FUSC Change**

The Federal Universal Service Charge (FUSC) is a Verizon Wireless charge that is subject to change each calendar quarter based on contribution rates prescribed by the FCC. On January 1, the FUSC changed to 4.54 percent of assessable wireless charges, other than separately billed interstate and international telecom charges. The FUSC on separately billed interstate and international telecom charges changed to 18.2 percent. For more details, please call 1–888–684–1888.

#### **Third Party Services**

Services and applications that are provided by third parties are available to you through your Verizon Wireless account. Some of these services and applications may involve charges for which you will be billed. You may choose to block or restrict access to, at no cost, any such services or applications that may involve a charge being placed on your Verizon Wireless bill. The fastest way to do this is to visit My Verizon online at www.verizonwireless.com and select My Plan & Services> Block Services.



TEMPE MISSION PALMS 60 East Fifth Street - Tempe, Arizona 85281 480.894.1400 - Fax 480.966.5148 www.missionpalms.com

- NAME Ms. Sandra Evans Hall
- ADDRESS 100 N Light Blvd. Tahoe City, CA 96145 United States

ARRIVAL 28-Jan-2016 DEPARTURE 30-Jan-2016

FOLIO NUMBER 2U84I5

STATUS INH

Account Balance 0.00

DATE	ROOM	DESCRIPTION		ID	DEBIT	CREDIT
		×				
1/28/2016	2042	Room			209.00	0.00
1/28/2016	2042	Room Tax			29.41	0.00
1/28/2016	2042	Hospitality Fee			16.95	0.00
1/28/2016	2042	Room Tax			2.38	0.00
1/29/2016	2042	Room			209.00	0.00
1/29/2016	2042	Room Tax			29.41	0.00
1/29/2016	2042	Hospitality Fee			16.95	0.00
1/29/2016	2042	Room Tax			2.38	0.00
1/30/2016	2042	XXXX5901		S2	0.00	515.48
			Totals for Sub-Folio: 1	(P)	515.48	515.48
			Thank You			0.00

#### A distinctive experience provided by Destination Hotels & Resorts. www.destinationhotels.com

## NORTH LAKE TAHOE RESORT ASSOCIATION - NLTRA Mileage Reimbursement

TRAVE	L DATES						EMPLOYEE NAME:	Sandra Evans Hall	
From:	1/1/16		To:	1/31/16			DATE SUBMITTED:	Wednesday, February 3, 2016	
-			5-		-		REPORT MONTH	January Mileage Reimbursement	
REF					ROUNI	D TRIP?			
KEF	DATE	START	END	# MILES	Yes	No	-	REASON FOR TRAVEL	
÷	1/8/16	Tahoe City	Incline Village	32 ·	X		Tahoe Prosperity Center s	staff evaluation	
	1/15/16	Tahoe City	Incline Village	32	X		Tahoe Prosperity Center Board meeting		
	1/20/16	Tahoe City	NTEC	20	X		NTBA Board Meeting	5	
	1/21/16	Tahoe City	Incline Village	32	X		Tahoe Truckee Leadershi	ip1/25/	
	1/25/16	Tahoe City	NTEC	20	X		Board of Supervisors Rec		
	1/26/16	Tahoe City	NTEC	20 .	X		Board of Supervisors Mee		
	1/28/16	Tahoe City	Reno airport	102	X		Travel to DMA West mee		
		1999年1月1日市村					ACO	COUNTING	
TOTAL MILES SUBMITTED:			258	DATE RE	CEIVED				
MILEAGE RATE PER MILE				\$0.58	DATE EN	TERED			
TOTAL MILEAGE REIMBURSEMENT DUE:				\$148.35	CFO APP	ROVAL			
EMPLOYEE SIGNATURE						DATE PAID			

Attachment A