

## 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><br>Eric Pilcher                    |      | Dial (605) 475-3220<br>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><br>Tahoe Donner<br>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<br>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><br>Granlibakken                     | D.   | Approval of the January 21, 2016 Finance Committee Meeting Minutes (MOTION) (pg. 1)  |
| Placer County Rep<br>Jennifer Merchant                | Е.   | Review Action Items (pg. 4)  |
|   | F.   | Discussion of Eight Month Reforecast   |
| <u>NLTRA Staff</u><br>Al Priester                     | G.   | January 2016 Financial Statements <b>(MOTION)</b> (pg. 6)  |
| Director of<br>Finance/Human<br>Resources             | Н.   | Supplemental Information (10 mins)<br>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<br>3 Members with 1<br>being a Board<br>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<br>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<br>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<br>revenue from this year compared to last years.<br>Also to stop booking advanced dues for<br>Chamber Membership. A change in policy<br>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<br>items that went missing from the Visitor<br>Center and to be brought back to Finance<br>Committee.   |                   | Νο               | Al and Emily are working on putting the list together.               |
|    | ACTION ITEMS  | COMPLETED         | NOT<br>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<br>cancellation agreement once the<br>Accounting department is running<br>smoothly and billings are being sent and<br>received in a timely manner. Billings are<br>currently behind three months. To check<br>back at the end of the fiscal year. |
|----|--|----|--|
| 13 | Action for Chamber Director: to add on the<br>BACC agenda for discussion, that the Finance<br>Committee requested to remove past dues and<br>they should no longer receive Membership<br>benefits. | No | Chamber Director will remove past dues<br>once the Accounting department is<br>running smoothly and billings are being<br>sent and received in a timely manner.<br>Billings are currently behind three<br>months. To check back at the end of the<br>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<br>29,842.90  |
| 1071-00 · Cash - Payroll Reserves  #8163<br>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<br>26,278.23  |
| 12100 · Inventory Asset<br>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<br>-66,224.21 |
| 1701-00 · Accum. Depr Furn & Fix<br>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<br>2100-00 · Salaries / Wages Payable<br>2101-00 · Incentive Payable<br>2100-00 · Salaries / Wages Payable - Other  | 36,218.90<br>32,195.52  |
| Total 2100-00 · Salaries / Wages Payable  | 68,414.42   |
| 2120-00 · Empl. Federal Tax Payable<br>2175-00 · 401 (k) Plan<br>2180-00 · Estimated PTO Liability<br>2181-00 · Health Benefts Payable<br>2190-00 · Sales and Use Tax Payable<br>25500 · *Sales Tax Payable   | 1,543.60<br>-2,882.29<br>56,488.29<br>-182.25<br>1,129.43   |
| Total 2190-00 · Sales and Use Tax Payable   | 1,129.43  |
| 2250-00 · Accrued Expenses<br>2300-00 · Marketing Cooperative Liabili<br>2400-00 · Intra-Company Borrowings<br>2400-01 · AFW Suspense Account<br>2400-42 · Marketing Co-op<br>2400-60 · Membership Dues Suspense Acct<br>24000 · Payroll Liabilities<br>2650-00 · Deferred Rev - Events<br>2651-00 · Deferred Rev - Conference<br>26900 · Unbilled Purchases<br>2800-00 · Suspense - Prior to Dec 2015<br>Total Other Current Liabilities<br>Total Current Liabilities<br>Long Term Liabilities | 22,390.08<br>-13,707.00<br>-107,504.41<br>-3,551.46<br>-2,458.89<br>28,225.00<br>-9,153.77<br>-5,793.42<br>4,699.23<br>1,152.00<br>-11,986.68<br>26,821.88<br>39,590.98<br>-14,198.99 |
| Total Long Term Liabilities   | -14,198.99  |
| Total Liabilities   | 25,391.99   |
| 3010-00 · Fund Balance - General<br>3200-41 · Temp. Restricted Net Assets 4<br>32000 · Unrestricted Net Assets<br>3300-11 · Designated Marketing Reserve<br>Net Income  | -262,262.00<br>-68,488.00<br>577,608.21<br>316,694.00<br>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<br>51100 · Freight and Shipping Costs<br>59900 · POS Inventory Adjustments<br>8100-00 · Cost of Goods Sold - Other   | 4.28<br>359.14<br>989.90                              |
| Total 8100-00 · Cost of Goods Sold  | 1,353.32  |
| 8200-00 · Associate Relations<br>8300-00 · Board Functions<br>8500-00 · Credit Card Fees<br>8700-00 · Automobile Expenses<br>8750-00 · Meals/Meetings<br>8810-00 · Dues & Subscriptions | 50.00<br>73.33<br>382.51<br>34.76<br>141.86<br>226.98 |
| Total Expense   | 254,887.39  |
| Net Ordinary Income   | 22,600.69   |
| Other Income/Expense<br>Other Income<br>52500 · Purchase Discounts<br>Total Other Income  | 0.12  |
| Other Expense<br>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          |  |  |  |  |

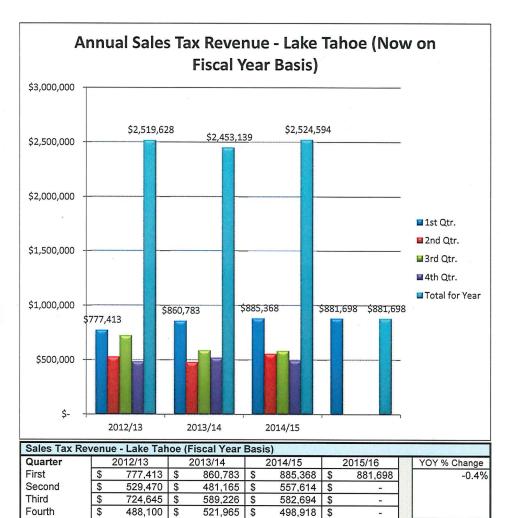
| Destimetrics Reservations Activity   | FY | TD 14/15 | FY | TD 15/16 | Change |
|--------------------------------------|----|----------|----|----------|--------|
| Occupancy during December            |    | 48.7%    |    | 57.3%    | 17.7%  |
| ADR November (Average Daily Rate)    | \$ | 272      | \$ | 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   | \$<br>777,413   | \$<br>860,783   | \$<br>885,368   | \$<br>881,698 | -0.4%        |
| Second  | \$<br>529,470   | \$<br>481,165   | \$<br>557,614   |               |              |
| Third   | \$<br>724,645   | \$<br>589,226   | \$<br>582,694   |               |              |
| Fourth  | \$<br>488,100   | \$<br>521,965   | \$<br>498,918   |               |              |
| Total   | \$<br>2,519,628 | \$<br>2,453,139 | \$<br>2,524,594 | \$<br>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 \$

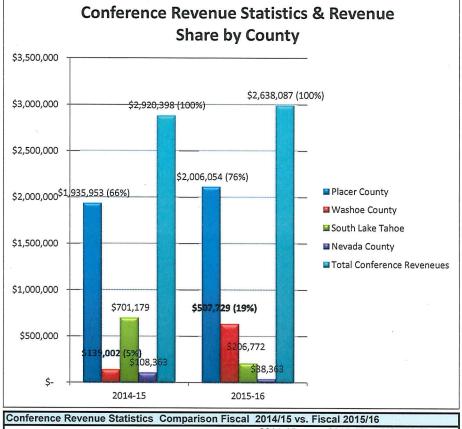
2,453,139 \$

2,524,594

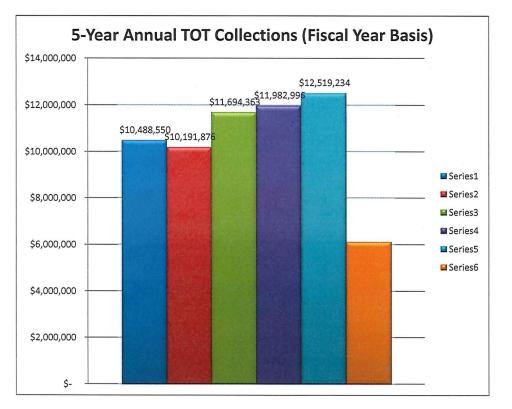
\$

881,698

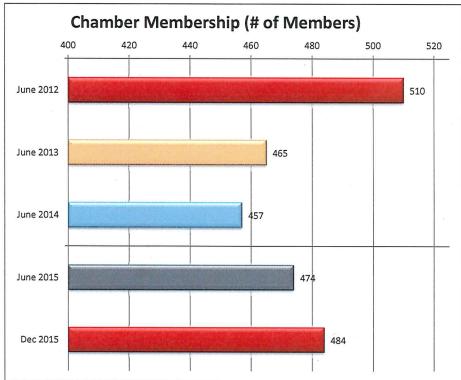
-65.1%



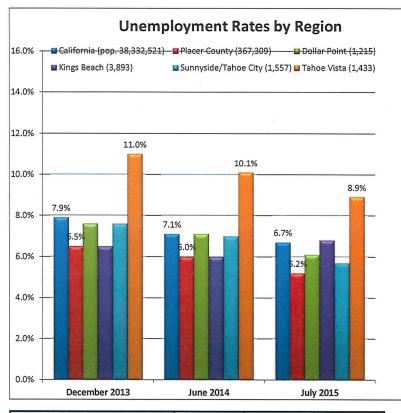
| Conference Revenue Statistics Comparison Fisc | al 2 | 2014/15 vs. | Fis | cal 2015/16 | 5            |
|---|------|-------------|-----|-------------|--------------|
|   |      | 2014-15     |     | 2015-16     | YOY % Change |
| FORWARD LOOKING (2015/16)                     |      | Actuals     | F   | orecasted   |              |
| 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 County:  |      |             |     |             |              |
| 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%        |



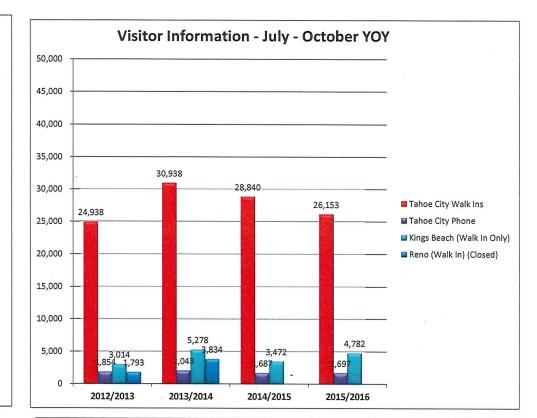
| Total TOT C | Total TOT Collections by Quarter 2010 - 2016 (through November 30, 2015) |           |    |           |    |           |    |           |      |                  |
|-------------|--|-----------|----|-----------|----|-----------|----|-----------|------|------------------|
|           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



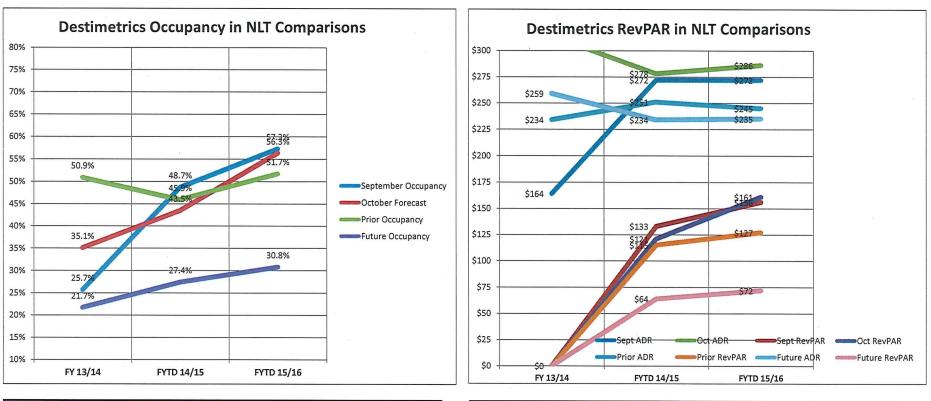
| Chamber Of Commerce Total Membership |     |  |  |  |  |
|--------------------------------------|-----|--|--|--|--|
| June 2012                            | 510 |  |  |  |  |
| June 2014                            | 457 |  |  |  |  |
| June 2015                            | 474 |  |  |  |  |
| November 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<br>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      |
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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   | 1/30/16  | 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   |  |         |                             |  |              |               |                 |
| 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   |  |         |                             |  |              |               |                 |
| 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   |  |         | MILEAGE                     | REIMBURSEMENT (Attachment A)   |              |               |                 |
| 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                           |  |              |               |                 |
| TOTAL - EXPENSES TO BE REIMBURSED (OUT OF POCKET)  TOTAL DUE EMPLOYEE  148.35  148.35   |  |         | - Aller                     |  |              |               |                 |
| TOTAL - EXPENSES TO BE REIMBURSED (OUT OF POCKET)  TOTAL DUE EMPLOYEE  148.35  148.35   | TOTAL ODD  | TOLDE   | TYPET                       |  |              |               |                 |
| TOTAL DUE EMPLOYEE 148.35   |  |         |                             |  | 4,683.16     |               |                 |
| he stitted  | IUIAL - EAPE   | NSES IU | BE REIVIBURSED (C           | DUT OF POCKET)   |              | 148.35        |                 |
| 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 **<br>DO NOT REMIT PAYMENT |
|-------------|--|-----------------|---|
| 0-0010      | ղիկվերիկերիներին                         | սիսլիիիիիիիների |   |
| 62          | SANDRA EVANS HALL<br>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<br>XXXX-XXXX-0011-5901 |  | Purchases<br>& Other Debits |        | Cash<br>Advances - | Credits ≐ | . Total<br>Activity |
| Account Total                            |  | \$4,217.68                  |        | \$0.00             | \$0.00    | \$4,217.68          |

| Posting Date | Transaction<br>Date | Reference Number Transaction Description   | Amount   |
|--------------|---------------------|--|----------|
| 12-21        | 12-18               | 55429505353027200210335 EMPLOYERS ASSURANCE CO 08886826671 NV<br>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<br>75500555358485500187247 <u>THERIVERGRILL</u> TAHOECITY CA<br>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<br>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<br>TAHOE RESORT<br>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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EMPLOYERS® and America's small business insurance specialist® are registered trademarks of Employers Insurance Company of Nevada. Insurance is offered through Employers Compensation Insurance Company, Employers Insurance Company of Nevada, Employers Preferred Insurance Company, and Employers Assurance Company. Not all insurers provide coverage in all jurisdictions.



#### 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<br>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><br>**0000940 |            | TATEMENT ONLY **   |

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

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#### 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<br>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<br>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<br>Sa septembri se se se  | Bill Date<br>Account Number<br>Invoice Number              | <mark>January 08, 2016</mark><br>972193146–00001<br>9758529644 | Please Rocycle |
| · J | NORTH LAKE TAHOE RE<br>20 BOX 1757<br>TAHOE CITY, CA 96145 |  | Total Amount   | Due by February 0  | 3, 2016        |
|     |  |  | Make check payable to Ver<br>Please return this remit slip |  | \$139.05       |
|     |  |  |  | \$   |                |
|     |  |  |  | (660108<br>S, TX 75266-0108                                    |                |
|     |  | fill out the back of this slip if your billin<br>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<br>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   |
|           |      |                 |                         |     |        |        |
|           |      |                 |                         |     |        |        |

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## 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