



Finance Committee Agenda and Meeting Notice

Thursday, December 29, 2016 at 3:30pm
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

NLTRA Board

Eric Pilcher
Treasurer

Committee Members

Ramona Cruz
Tahoe City Public Utility
District

Placer County Rep
Jennifer Merchant
Substitute: **Erin Casey**

NLTRA Staff

Al Priester
Director of
Finance/Human
Resources
Lauren Sully
Staff Accountant & HR
Assistant

Quorum
2 Members with 1
being a Board
Member

To call in:
Dial (605) 475-3220
Enter Participant code: 547298#

Items May Not Be Heard In the Order They Are Listed

- A. Call to Order – Establish Quorum
- B. 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 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)
- C. Agenda Amendments and Approval (**MOTION**)
- D. Approval of the November 29, 2016 Finance Committee Meeting Minutes (**MOTION**) (Pg. 1-3)
- E. Review Action Items: (Documentation required will be distributed at meeting.)
 - ACTION ITEM 4: QuickBooks A/R customer and A/P vendor reconciliation. **NOTE:** We were able to utilize the built in reconciliation features of Quickbooks for NLTRA and NLTRMC A/R. However, A/P discrepancies were mostly caused by using General Journal entries and will have to be corrected as can. This action item will remain until that process is completed.
 - ACTION ITEM 6: Al to identify where the budget is for Traffic Management and confirm the amounts recorded on 5953 & 5955 are correct. **NOTE:** Acceptance of the Audited Financials by the County will resolve this outstanding item where NLTRA paid Traffic Management expenses that were not included in the fiscal 15-16 Contract. Awaiting resolution of funds due County. Al & Daniel working. Resolved 12/7/16
 - ACTION ITEM 9: AL to confirm ADMINISTRATION ALLOCATION for 2016-17. **NOTE:** Negotiations are on-going with the county for 17-18 Contract. Remains open.
 - ACTION ITEM 14: From 10/27/16 Finance Committee Meeting, Memo of Management's Position on Accounting Policies. **NOTE:** Expect to present to Finance Committee at December Meeting.
 - ACTION ITEM 15: Prior month income + current month income does

not equal change in Balance Sheet Equity.

- ACTION ITEM 16: Audited Marketing Reserve of \$316,000 different from Financials \$304,000.
- ACTION ITEM 17: Re-budget decrease in Marketing Reserve of \$12,371
- ACTION ITEM 18: CHP refund should be paid back to County.
- ACTION ITEM 19: Include Full Annual Budget. In Budget vs Actual Reports.

F. Discussion and possible Approval of November 2016 Financial Statements) (**MOTION**) (**Pg. 4-35**)

G. Supplemental Information

1. November 2016 Dashboard Report (**Pg. 36-40**)

H. Approval of Nov CEO Expenses (**MOTION**) (**Pg. 41-49**)

I. Committee Member Comments

J. Adjournment