



## Finance Committee Agenda and Meeting Notice

Thursday, October 27, 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

#### 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 September 29, 2016 Finance Committee Meeting Minutes (**MOTION**) Pg. 1
- 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 NLTMC 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.
  - ACTION ITEM 8: Al-check with Jason regarding 5 A/R Aging Summary balances. **NOTE:** All hotel balances that were greater than 120 Days have now been collected. This Action item is completed.
  - ACTION ITEM 9: AL to confirm ADMINISTRATION ALLOCATION for 2016-17. **NOTE:** Negotiations are on-going with the county.

- ACTION ITEM 10: Erin asked to find out how many are past due or delinquent of the 120+ past due. **NOTE:** 65 Individuals were reported as past due 121+ days totaling \$14,185 at the Sept. 29 meeting. That number remains the same today. We have a reserve balance of \$7633.
- ACTION ITEM 11: AI to make corrections complete graphs and will be in report for September. Erin will work on the infrastructure side of it. **NOTE:** Corrections have been made.
- ACTION 12: AI requested something in writing proving/stating Erin is a board member in Jennifer's absence.

F. Discussion and possible Approval of September 2016 Financial Statements (prior to any 15-16 Audit Adjustments) **(MOTION) Pg. 3**

G. Discussion and possible Approval of Fiscal Year 2015/16 Draft Audited Financials and Reports - McClintock Accountancy. **(MOTION) Pg. 54**

H. Supplemental Information

1. September 2016 Dashboard Report to be provided before meeting.

I. Approval of Sep CEO Expenses **Pg. 89**

J. Committee Member Comments

K. Adjournment

---