



Finance Committee Agenda and Meeting Notice

Tuesday, November 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 October 27, 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.
 - ACTION ITEM 9: AL to confirm ADMINISTRATION ALLOCATION for 2016-17. **NOTE:** Negotiations are on-going with the county for 17-18 Contract.
 - ACTION ITEM 13: From 10/27/16 Finance Committee Meeting, Al to prepare a P & L for the Autumn Food and Wine Festival.
 - ACTION ITEM 14: From 10/27/16 Finance Committee Meeting, Memo of Management's Position on Accounting Policies.

- F. Discussion and possible Approval of October 2016 Financial Statements (post 15-16 Audit Adjustments) (**MOTION**) (**Pg. 4-45**)
 - G. Supplemental Information
 - 1. October 2016 Dashboard Report (**to be handed out at meeting**)
 - H. Approval of Sep CEO Expenses
 - I. Committee Member Comments
 - J. Adjournment
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