

## MEMORANDUM

**TO:** Steven J. Pinkerton  
General Manager

**FROM:** Gerald W. Eick, CPA CGMA  
Director of Finance

**SUBJECT:** Status Report for August 2017 – Finance/Accounting and Risk Management

**DATE:** **September 15, 2017**

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### Finance and Accounting

Audit for the Year Ending June 30, 2017 Staff worked on the fiscal year final close and delivered a trial balance on August 16. We began drafting the CAFR to have as much completed as possible ahead of general fieldwork scheduled for September 6. (Special Note; on August 14 the District was advised by the NV Dept. of Taxation that a sales tax refund is proposed that will likely reduce revenues in 2017-18. They were collected in prior years, which resulted in an entry applied to June 30, 2017 and added to the trial balance as an adjustment.)

Financial Transparency Website The Controller works each month to improve Opengov.com and our monthly financial reporting to be consistent and informative. August included testing details of the 2017-18 budget online.

Development of a Popular Report Format The General Manager's Committee discussed Popular Reporting and performed its fact-finding, which was reported to the entire Board August 2, with all the other reports. Further determination of the content of any other reports, will be decided by the Board of Trustees following consideration of alternative formats for Popular Reporting. The timing for this next step is not known.

Staff is planning a presentation at the October 25 meeting to include a post audit information. Staff will demonstrate several formats for operations and capital activity.

Support for implementation of point of sales systems There is ongoing effort to enhance functionality of Vermont and RTP. We have actively looked at reporting processes each month, as we get deeper into its use at golf. Venue staff is also

focusing on refining daily close outs, and automated processing for specialty transactions related to events.

Performance Measurement The General Manager has asked Accounting and Finance to assist venues with approaching their performance measurement in ways to emphasize execution, not just the budget. The 2017-18 budget process has identified improvements. These include development of venues specific items that address results and performance. Venue Dashboards were included in the final budget book.

Monitoring CIP for the current 2017-18 Project Year Part of performance management are the quarterly CIP Project Manager's meeting. These meetings are for the General Manager and the Director of Finance to assess progress and discuss status of each project. An estimated determination was made and listed for the carryover projects to be included in the 2017-18 budget. This list was expanded for the Indebtedness Report to add the Effluent Pipeline Project which is carried over to multiple years. During July staff reflected on how much of the work anticipated in April to June actually took place and what affects that might have on carryover work. Much of the golf course plans were delayed. Two water damage projects are covered by insurance. Whatever the eventual timing, staff believes other projects many roll to 2018-19 to allow any catch up adjustment to carryover budgeting to allow all projects to keep the total expended on track.

### **Risk Management and Safety Initiatives**

#### ARC Flash Labeling

We have ongoing work under the CIP budgeting for the five-year plan. Various venues have proposed projects to address updating panels. We are continuing a protocol for not working on any panel with live power.

In support of the overall process of protocols for Lock Out Tag Out, District venues are inventorying and evaluating conditions for all energized equipment covered by the OSHA regulations. This will lead to other projects or operating adjustments, including establishing procedures specific to locations. This will be implemented this fall.

#### Security Services Planning

Staff issued the Request for Information to support finding a professional service provider for Security Services starting October 1. Four companies received information. The current temporary agreement is for service through September 30. This includes changes in the objective of their patrol overnight to more safety and security during the day versus nighttime detection. The change started May

1 and has been well received. The District also expanded service surrounding the July 4<sup>th</sup> holiday to be more attentive to security needs by patrol presence.

The process for a multi-year agreement will started August 4, 2017 with inquiries to potential providers. Responses were due September 1. The new contract starts in October to avoid the possibility of a change at the highest point of activity.

Safety Committee continues to promote utilization of TORCH-Learning Management System The safety committee and District staff continue to work on the implementation of the record keeping system for various training and learning opportunities. TORCH-LMS is a member service provided by the Nevada Public Agency Insurance POOL. Part of the TORCH program planning identified increased activity for 2017-18 for Lock Out Tag Out procedures. Staff is working on securing an appropriate District-wide program for procedures and training.

Summer Fire Extinguisher and Fall Protection Inspections Venue staff worked with the Safety Specialist to complete annual inspections. Thank you to all department for their preparation and passing these important tests and updates.

Safety Committee Venue staff, HR, and the Safety Specialist are working with the POOL on an updated online Material Handling Library. The POOL has purchased the upgraded system as member service. This system has proven invaluable to the District to meet its documentation requirements for hazardous material handling. The upgrade will include conversion of the current database and training on the new system. This process swill take several months. IVGID is one of the first to implement it among POOL members.