

M E M O R A N D U M

TO: Steven J. Pinkerton
General Manager

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

SUBJECT: Status Report for July 2018 – Finance/Accounting and Risk Management

DATE: August 16, 2018

Finance and Accounting

Close of Fiscal Year Ending June 30, 2018 The entire District staff has worked on the preliminary close which was completed and posted mid-month. After that we moved to capturing the remaining details, primarily for capital projects, to make the accounting for the fiscal year complete. We actually hold the possibility of entries open until August 3 to facilitate the cycles used by some vendors.

We received official notice the augmentation had been accepted. Overall compliance within budget can be expected with our final results.

Opening the Fiscal Year Ending June 30, 2019 Many departments hit the ground running for the new years as they are at the height of the summer season. Parks & Recreation especially are challenged with the July 4th holiday. However, their effort during the budget process and the rest of the year put them in a good place for measurements and scheduling. From a support perspective, Accounting was ready to start a new year while they also closed the prior period.

The staff were able to assist a number of Managers with getting Purchase Orders setup for the coming year. This is a time saving approach. During a training session, we offered Managers and Supervisors such assistance, and we are glad to see it accepted, as it allows them to focus on customer service.

Audit for the Fiscal Year Ending June 30, 2018 Accounting staff also kept an eye to work papers and support items that were requested be prepared as we get ready for fieldwork in early September. We also started sections of the annual report for those items that close quickly. Special reconciliations are done, but many are built upon from our regular work.

Reflection on the budgeting since we began Special Revenue Fund Accounting
Since we have completed three budgets under this method, the Director of Finance and the General Manager reviewed what we've observed has occurred or not from the expectations when this was proposed. We have concluded the functional reporting has proven to be very useful and has facilitated the detail analysis done through OpenGov. Functional reporting has also been enhanced related to capital improvement projects. Unfortunately the transfers necessary to show the flow of resources from the Special Revenue Funds to the Capital Projects and Debt Service Funds has been received as confusing. Both the Capital Projects and Debt Service Funds were proposed for use expecting more public desire to isolate the sources and uses relative to these types of transactions. From the type of questions or lack of interest to isolate them, the Director of Finance will be formulating a process to continue functional reporting for operations, capital projects and debt service activities, but all within the Special Revenue Funds. We have discussed this possibility with the Department of Taxation and they support the idea and agree the elimination of the transfers will be simpler to follow. In many ways the audit report and historical comparison will be unaffected because they are focused on functional reporting anyway. This change will bring simplicity by eliminating four columns and making statements more condensed. The monthly interim reporting will be the same and the quarterly reporting for CIP and Debt Service will also remain the same. We will document more during the budget presentations and less in the final form set that goes to the State.

Sales Tax Refund by the State of NV, Affecting District Revenues The State of NV released a brief on June 28. It outlines both the amount and terms for the refund. Based on this information, the District's provision made last fiscal year appears adequate to absorb the 18 monthly reductions of approximately \$3,000. The repayment of our approximately \$60,000 share will begin in September with the settlement for July's Consolidated Tax.

Financial Transparency Website The Controller works each month to improve our monthly financial reporting to be consistent and informative. During July the fiscal year close data was uploaded.

Popular Reporting Formats A format was developed to present to the Board in July. Good discussion and comments were received which will allow us the chance to present another version after the close of the audit.

Operating and Capital Budgets for the 2019- Fiscal Year The General Manager and Director of Finance plan on a calendar covering October 2018 to May 2019. This seemed like a good process this last time and is about a month shorter than

first tried in 2017. This is possible since venues have more of their measurement built into every day. The Budget Book will still be released in June.

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 is being implemented through CIP projects affecting those locations are completed.

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. The system went live November 1. Training was held and the system is was fully capable. Department Managers will continue individual implementation. The District is adding onboard training for managers and supervisors to the system for some of its orientation programming.

Safety Committee Venue staff, HR, and the Safety Specialist continues 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 included conversion of the current database and training on the new system. There is ongoing training with venues to get new data input established. IVGID is one of the first to implement it among POOL members.

The Safety Committee prepared programming for the upcoming Safety Week in August. "Safety First" "SLAM = Stop, Look, Assess, Manage"

July 4th Preparations Risk Management worked to support the schedule of events during the week of July 4th. This included applying the traffic plan. An extra special thank you is due our Safety Specialist John Dollar for his dedicated efforts at the Ski Beach Gate over a series of days before and after the 4th. The District took the lead for the traffic plan and vendor contract to assure some level of services would be available. The District also took a lead on flood lighting which made an obvious difference for customer and traffic safety.