

## MEMORANDUM

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

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

**SUBJECT:** Status Report for October 2016 – Finance/Accounting and Risk Management

**DATE:** November 15, 2016

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### Finance and Accounting

Audit for the Year Ending June 30, 2016 The auditors completed their onsite fieldwork in September and followed up with technical review through October. District staff coordinated providing a draft of the financial statements and notes for the Comprehensive Annual Financial Report (CAFR). The CAFR including all sections was delivered for technical review October 6. This has taken additional time to complete given this is the first time since we have reported on our change in accounting, to bring together the budget, actual activity and accounting standards for together to achieve a report that serves multiple perspectives and users. The report is expected to be delivered by November 30 with approval scheduled December 14.

Financial Transparency Website The Accounting staff has made a set of template to Opengov.com to allow users to start with the monthly accounting format before they begin to drill down on points of interest. This entry point should reduce the confusion about which filters to apply. A template is in place for each reporting venue.

Development of a Popular Report Format Our General Manager has requested a format be ready for use for the 2017-2018 budget process. We have reviewed the several formats and examples. We are also aware that alternate views cause confusion. Therefore, we are looking at simple condensed presentations that will be used in 2017.

Support for implementation of point of sales systems The accounting department continues to aid in enhancements to functionality of Vermont and RTP. District staff is active in a second round of enhancements and improvements based on having used both systems for many months. The respective vendors are helping

with best practices, reconfiguration of products and other support tasks. We have also worked on the selection of the best solution for golf with the Director of Community Services Director, the Director of Golf, and the IST Director.

EMV Processing Equipment Project This project was opened in July. The equipment for ski and recreation has been ordered. The selection for recreation has led to a change in merchant processing for Vermont. We have helped arrange the implementation and it was completed by venue staff and IS&T. Ski's equipment is on order and should arrive in November following a beta test completed by another user. The overall cost of the project has increased because of a larger than expected number of devices for the ski resort. The original plan of \$25,500 is now approximately \$32,000. The additional cost will be covered by the Ski Capital Projects account.

Performance Measurement The first quarter reports were submitted and reviewed for consistency with budget. The General Manger has directed they be posted to the website early in November as a part of ongoing reporting.

Quarterly CIP Report Completed The Capital Projects activity was reconciled for the quarter ended September 30. That activity along with other financial information was posted online for all venue CIP and debt service activities. Since these expenditures are either infrequent or cyclical, they are only reported on a quarterly basis. The emphasis is a comparison of budget and actual, not progress or completion.

## **Risk Management and Safety Initiatives**

### ARC Flash Labeling

Staff has evaluated each location for its electrical panel condition. We are analyzing the scope of the issues and the possible solutions. We can handle much of the labeling ourselves with the purchase of a software calculation and labeling package. We are considering ways to address physical conditions. After looking at the preliminary results, we have requested each venue put forth a CIP project to address their needs. With the opening of the new budget process several venues have outlined their projects to address this issue. We are continuing a protocol for not working on any panel with live power.

### Emergency Preparedness

Another round of review and comment has commenced for the update to our Emergency Operations Plan. The Plan uses two main factors. These are to have knowledgeable staff present for an incident and then empower them to use common sense appropriate to the event. The current Plan proposes five levels of

conditions. As each condition escalates, so does the overall perspective and involvement of the District management. We have used recent incidents to study other responses we may need to develop, in particular fire watch for extended widespread power outages. One development is a likely name change to Incident Operations Plan since we have far more events that are not emergencies, but we will want them to follow these guidelines.

#### Security Services Planning

With the completion of the summer season for the Beaches, staff has begun a process to set a scope for the process of soliciting proposal for services beginning July 1, 2017. Several meetings have already been held and the venues staff are now looking at details. We will also be coordinating alarm monitoring, overnight response and monitoring security in determining our request for service. A considerable lead time is necessary to get this in place. The Request for information will go out later in 2016.

#### Implementation of Recordkeeping for Safety and Other Training

As a part of member services, the Nevada Public Agency Insurance POOL has made an online tool available to record training that is required for all staff under OSHA. This is very comprehensive system that would otherwise cost the District considerable expense. The Safety Committee and staff are working to implement this program over the next months. Managers and Supervisors have begun the process of entering staff names and courses for the record.