

## 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 September 2017 – Finance/Accounting and Risk Management

**DATE:** **October 19, 2017**

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### Finance and Accounting

Audit for the Year Ending June 30, 2017 Staff auditor document requests ahead of general fieldwork scheduled for September 6. Fieldwork was completed as planned September 15. The rest of the month, we worked remotely with follow up issues and providing a draft Report.

Sales Tax Refund by the State of NV, Affecting District Revenues On August 14 the District was advised by the NV Dept. of Taxation that a sales tax refund be proposed that will likely reduce revenues in 2017-18. The taxes were collected over three prior years. The District has made a provision for the estimated \$60,000 refund and an entry was applied to June 30, 2017. During September and going forward, staff will monitor the discussions that will eventually determine the final amount and the terms by which the refund will be executed, if approved by the Nevada Tax Commission. The refund is an unprecedented size affecting many entities. IVGID is affected to a relatively lesser degree.

Financial Transparency Website The Controller works each month to improve Opengov.com and our monthly financial reporting to be consistent and informative. September included adding several more templates and posting the final amounts as of June 30, 2017.

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. However, a presentation is planned for October 25 that may show some possible Popular Reporting formats.

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 implemented additional procedures to refine daily close outs which have greatly improved the quality of uploads and posting abilities on a timely manner. Several templates were developed for specialty transactions related to golf and banquet 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 will be assembled for the next quarterly report.

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. A list for the carryover projects was 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. Staff has coordinated the close of the fiscal year and data assembled for the annual audit, with the Capital Improvement Project Report, which will be released October 25. This work included considering more factors to identify the various nature of both and actual as well as status of projects as they proceed. Several changes in plans and scope have already occurred for 2017-18 projects to reflect updated circumstances for weather related projects, the Bike Park, and the Mountain Golf Course Cart Fleet. Details will be released as they are finalized.

Planning Kickoff of Operating and Capital Budgets for the 2018-19 Fiscal Year The General Manager asked we get started on the next round of budgeting. Scheduling work to start about two weeks later than last year to allow venues to finish the fall season. The Kickoff was held October 12. Staff has assembled information to emphasize and other revolution to Performance Measurement and Management since 2018-19 is the target for full implementation of this initiative. A full budget calendar will be released and reviewed at the Kickoff.

### **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 through the rest of 2017-18.

Security Services Planning The Board of Trustees approved a new contract in September. The new contract starts in October to avoid the possibility of a change at the highest point of activity. Staff is working on completing the daily detailed schedule with the vendor.

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 will take several months. IVGID is one of the first to implement it among POOL members.

Fire Marshall Annual Inspection completed for District Venues Staff accompanied the Fire Marshall through the annual inspection. Several items were identified for added safety of our facilities and the public. Risk Management and the Buildings Maintenance Department will work with individual venues to address these points. A CIP project existed for doors from the 2016 inspection that will be completed in the Chateau after October 22. Detection and indicators may need to be added to the Admin Building to address an ADA issue.