

# INFORMATION



March 13, 2019

**Subject: 5501 Committee Report - 2/25/2019 Meeting**

## **BACKGROUND:**

California recently passed AB2912 which is effective January 1, 2019, created new civil code 5500/5501.

1. Civil Code 5500 Items Monthly Review Meeting Items
  - a. Current reconciliation of association's operating accounts
  - b. Current reconciliation of association's reserve accounts
  - c. Current year's actual operating revenues and expenses compared to budget
  - d. Latest account statements prepared by the financial institutions for all accounts
  - e. An income and expense statement for the association's operating and reserve accounts
  - f. Check register, monthly general ledger, and delinquent assessment receivable reports
2. Civil Code Monthly CA5501 Report
  - a. A statement that subcommittee members have reviewed the items in 1. above
  - b. A statement regarding any findings of noteworthiness, including any corrections which need to make in subsequent the review month and or subsequent months.
  - c. Acknowledgment by subcommittee participants of participation in review

## **REPORT:**

- a. The committee met on February 25, 2019 from 2pm to 4:30pm and reviewed items in 1. above for January 2019 financial records.
- b. The committee performed a drill-down on random selection, Pizza on the Hill, and reviewed all aspects of general ledger details and related accounting policies and procedures. This will be performed on one department each 5501 meeting.
- c. The committee reviewed investments reconciliation in detail.
- d. The committee reviewed and discussed deferred revenue, prepaid expenses, and accounts receivable reconciliations.
- e. The committee reviewed member delinquent accounts receivable reports.
- f. The committee noted no adjustments necessary to the January 2019 financial statements. Items for follow-up at a future date include the following:
  - a. Vendor Discounts – Director of Finance to review Mountain Hardware, Orielys and other vendors
  - b. Accounts Payable – days outstanding report to be provided going forward 5501 meetings
  - c. TTUSD dba TTCTV Check \$2525 – see Attachment A
  - d. Cottrell, Miah Check \$1077.75 – see Attachment B
  - e. Rolling Fleet Schedule – see Attachment C

# INFORMATION



- g. Committee Attendees (Acknowledgment received via email confirmation for all listed below)
  - a. Jeff Connors, Treasurer
  - b. Don Koenes, Vice President
  - c. Robb Etnyre, General Manager
  - d. Marty Anderson, Finance Committee designee
  - e. Michael Salmon, Director of Finance
  - f. Melanie Rives, Controller
  - g. Tracy Pearson, Senior Accountant

Prepared by: Michael Salmon, Director of Finance

Board Agenda Meeting Date for Ratification: March 23, 2019

GM Approval for Agenda: \_\_\_\_\_

**TTCTV**  
11725 Donner Pass Rd.  
Truckee, CA 96161  
(530)582-1194  
jehols@ttusd.org

TTCTV is a club / dba of TTUSD  
the Tahoe Truckee Unified School District  
Vendor Payment is made to TTUSD

# INVOICE

**BILL TO**

Christina Schwatz  
Tahoe Donner  
11509 Northwoods Blvd.  
Truckee, CA 96161

**INVOICE # 1201**

**DATE 01/03/2019**

**DUE DATE 02/02/2019**

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DATE	ACTIVITY	QTY	RATE	AMOUNT
10/19/2018	Video Coverage Meeting Coverage	4	100.00	400.00
10/27/2018	Video Coverage Meeting Coverage	8.50	100.00	850.00
11/17/2018	Video Coverage Meeting Coverage	4.25	100.00	425.00
12/15/2018	Video Coverage Meeting Coverage	8.50	100.00	850.00

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Thanks for supporting Truckee Tahoe Community Television!

**BALANCE DUE**

**\$2,525.00**

1/8  
315732  
455999  
CO



pick vendor>

BILLING NAME/ADDRESS
Tahoe Donner Association Attn: AP (530) 587-9433 11509 Northwoods Blvd. Truckee, CA 96161

SHIP TO ADDRESS
Tahoe Donner Association Receiving Department 11509 Northwoods Blvd. Truckee, CA 96161

Complete highlighted areas:

### TDA PURCHASE ORDER PO# = **BLO1589560**

Vendors-this PO # MUST appear on all invoices and packing slips.

PO Date	5/22/2018
Date Order Delivery Required	MAY-DEC 2018
Deliver Order To, Name	L hogan
PO Requested by, Name	Lindsay Hogan

Order Processing Method: pick one > Email      Order Processed BY: pick one > Dept Mgr L Hogan

Payment TERMS: pick one > Net 30      BLANKET

PO Requested by: Dept#|Dept Name      015 | Marketing.ComDep

VENDOR/SUPPLIER NAME & INFO (Existing/Current Vendor) - PICK from List Above			
Supplier Name	Tahoe Truckee Unified School	V0730	
Remit to Name	Tahoe Truckee Unified School		
Address line 1	District		
Address line 2	11839 Donner Pass Rd		
City	Truckee	State	CA
Comment		ZIP	96161
Phone #	(530) 582-2546	Fax #	(530) 582-7101
EMAIL			

VENDOR/SUPPLIER NAME & INFO (NEW Vendor)(note IRS W-9 required prior to order placement)			
Supplier Name			
Remit to Name			
Address line 1			
Address line 2			
City		State	
Comment		ZIP	
Phone #		Fax #	
EMAIL			

1	Description	Catalog# or Item Code	Size	UOM	Qty	Unit Cost	Extended Amount	Subject to Sales Tax Y / N	Sales Tax Amount	Subject to FREIGHT Y / N	FREIGHT Amount	REQUIRED FIELD	1st 15 Characters for Each	GL CHARGE	
												XXXXX - XXX Account Code	Acct Description / Dept Charged	Amount	
1	7 month board meeting	6 hours per		E	7	\$ 900.00	\$ 6,300.00	N	\$ -	N	\$ -	51515-005	Board Expense / General	\$ 6,300.00	
2	Est 4 Town Hall/other meetings	4 hours		E	4	\$ 400.00	\$ 1,600.00	N	\$ -	n	\$ -	51515-005	Board Expense / General	\$ 1,600.00	
3	Indexing + Editing Videos			E	16	\$ 250.00	\$ 4,000.00	N	\$ -	n	\$ -	51515-005	Board Expense / General	\$ 4,000.00	
4	Candidate Video Shoot + editing			E	4	\$ 125.00	\$ 500.00	N	\$ -	n	\$ -	51515-005	Board Expense / General	\$ 500.00	
5				E		\$ -	\$ -	Y	\$ -	Y	\$ -			\$ -	
6				E		\$ -	\$ -	Y	\$ -	Y	\$ -			\$ -	
7				E		\$ -	\$ -	Y	\$ -	Y	\$ -			\$ -	
					<b>SUBTOTALS</b>	<b>31</b>	<b>\$ 400.00</b>	<b>\$ 12,400.00</b>							

Use PO Form (2) if more than 7 rows required.

<subtotls this pg> \$ -

PO TL, this Page \$ 12,400.00

Include any quotes or other support if available, below in Order Comments or attached to email

Extended Amount (ALL pgs)	\$ 12,400.00
SALES TAX (ALL) 8.250%	\$ -

FREIGHT/SHIPPING(ALL)[INPUT ↑]

PO TL, PO Page 2 -  
PO TL, PO Page 3 -  
**Grand Total \$ 12,400.00**

**ORDER COMMENTS:**  
esimates for 2018 video services by TTCTV, including 12 regular meetings, 4 additional meetings and the indexing and video editing for all  
The annual meeting a separate PO, greater scope of services

BUDGET / OTHER COMMENTS:	
Is this a CAPITAL PROJECT:	NO

A Purchase Requisition is not an approved Purchase Order.  
Purchase Order(PO) and generation of PO number indicate the required pre-approvals, as applicable, have been obtained.  
  
Purchasing Manager, Lisa Foster



Date: Friday, January 18, 2019  
 Time: 04:00PM  
 User: MSALMON

**Tahoe Donner Association**  
**Detail General Ledger - Standard**

Page: 361 of 491  
 Report: 01620.rpt  
 Company: TDA

Period: 12-18 As of: 1/18/2019 Ledger ID: ACTUAL

Jrnl	Tran	Bat	Per	Reference	Tran	Tran	Beginning	Debit	Credit	Ending
Type	Type	Nbr	Ent	Nbr	Date	Description	Balance	Amount	Amount	Balance
Acct: 51510		Assessment Billing			Sub: 030	Accounting				
AP	VO	315672	12-18	455192	12/13/2018	V3212 Shaffer Printing		277.09	0.00	
					Period 12-18	Total	879.20	277.09	0.00	1,156.29
					Sub 030	Total	879.20	277.09	0.00	1,156.29
Acct: 51510					Sub: 030	Total	879.20	277.09	0.00	1,156.29
Acct: 51510					Sub: 030	Total	879.20	277.09	0.00	1,156.29
Acct: 51510					Sub: 030	Total	879.20	277.09	0.00	1,156.29
Acct: 51510					Sub: 030	Total	879.20	277.09	0.00	1,156.29
Acct: 51515		Board Expense			Sub: 005	General				
GJ	GL	119174	12-18		12/31/2018	Finance & GPC Committee Refres		20.00	0.00	
GJ	GL	119218	12-18		1/9/2019	POTH- Board lunch 12-15		389.70	0.00	
GJ	GL	119218	12-18		1/9/2019	POTH- Board Dinner 12-15		129.90	0.00	
AP	VO	315726	12-18	455943	1/7/2019	AMEX- Salmon,Apple Store - par		486.06	0.00	
AP	VO	315731	12-18	455971	1/8/2019	T2868 Koenes, Don Mileage Reim		915.60	0.00	
AP	VO	315732	12-18	455999	1/8/2019	V0730 Tahoe Truckee Unified Sc		2,525.00	0.00	
					Period 12-18	Total	65,439.16	4,466.26	0.00	69,905.42
					Sub 005	Total	65,439.16	4,466.26	0.00	69,905.42
Acct: 51515		Board Expense			Sub: 010	Administration				
					Period 12-18	Total	257.74	0.00	0.00	257.74
					Sub 010	Total	257.74	0.00	0.00	257.74
Acct: 51515		Board Expense			Sub: 020	ASO				
AP	VO	315699	12-18	455594	12/24/2018	V0610 Petty Cash - Costco PEET		13.99	0.00	
AP	VO	315699	12-18	455594	12/24/2018	V0610 Petty Cash - Safeway ASC		23.52	0.00	
AP	VO	315699	12-18	455594	12/24/2018	V0610 Petty Cash - ASC Meeting		24.99	0.00	
					Period 12-18	Total	1,092.79	62.50	0.00	1,155.29
					Sub 020	Total	1,092.79	62.50	0.00	1,155.29
Acct: 51515		Board Expense			Sub: 050	Forestry				
AP	VO	315730	12-18	455967	1/8/2019	AMEX- Rodman,Safeway / Committ		60.91	0.00	
AP	VO	315730	12-18	455967	1/8/2019	AMEX- Rodman,Safeway / Committ		14.70	0.00	
AP	VO	315730	12-18	455967	1/8/2019	AMEX- Rodman,Sierra Bakehouse		35.18	0.00	
AP	VO	315730	12-18	455967	1/8/2019	AMEX- Rodman,Sierra Bakehouse		108.79	0.00	
AP	VO	315730	12-18	455967	1/8/2019	AMEX- Rodman,Safeway / Board M		10.81	0.00	
AP	VO	315730	12-18	455967	1/8/2019	AMEX- Rodman,Amazon / Board Dr		-31.34	0.00	
AP	VO	315730	12-18	455967	1/8/2019	AMEX- Rodman,Amazon / Board Dr		31.34	0.00	

*Printed in January  
 Volunteered to December  
 F/S*

TAHOE DONNER ASSOCIATION 11509 NORTHWOODS BLVD., TRUCKEE, CA 96161

106288

Vendor E1049  
Cottrell, Jeremiah Check Date 1/4/2019 Check Number 106288

<u>Ref Nbr</u>	<u>Inv Nbr</u>	<u>Inv Date</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Disc Taken</u>	<u>Net Check Amt</u>
455797	Exp Reimb	12/2/2018	678.75	678.75	0.00	
455798	Exp Reimb	8/8/2018	399.00	399.00	0.00	1,077.75

SHIP'D JAN 04

EPICOR (800) 569-6309



**Tahoe Donner Association**  
**CAPITAL PROJECT FUND EXPENDITURE Approval Form**

Submitted By: Lee Ann Gray

Submitted Date: 1/9/2018

Project Name: UPS Units - Network

Project Year: 2018

PO / Project Number: 821-025-099

Dept # / Name: 025 / MIS

Task Code: 05

**Project G/L Coding:**

Expenditure Type - Fund	GL Code	Amount *
Capital - Replacement Reserve Fund	902-59991	\$ 6,391.00
Capital - New Machinery & Equipment Fund	905-59991	
Capital - Development Fund, Unrestricted	903-59991	
Capital - Development Fund, Restricted	903-59992	
Expense - Replacement Reserve Fund	902-59993	
Expense - Development Fund	903-59993	
<b>PROJECT Total</b>		<b>\$ 6,391</b>

\* Ensure all costs included; sales tax, installation, freight, etc.

Board Approved Budget Amount \$ 6,391

Variance - Favorable (Unfavorable) \$ - 0%

Project & Project Amount agree to initial Board approved Expenditure Budget > Yes / No

NO

If Project Total Variance is Unfavorable by \$1500+ or 5%+; Explain below:

FT/L

**By Vendor (s) Amounts:**

Vendor Name & Location	Amount *
Miah Credit Card - Exp Reimb. Coopedo IACAC AV Hardware	\$ 6,391.75
<b>PROJECT Total BUDGET</b>	
	<b>\$ 6,391</b>

**Comments:**

**Capital Review & Approval:**

Director of Finance & Accounting: Mick R. Sch

General Manager: [Signature]

Date: 1/16/2018

Date: 1/16/18



# COSTCO WHOLESALE

Employee Name: Mish Cottrell

Citrus Heights #771  
7000 Auburn Blvd  
Citrus Heights, CA 95621  
(916) 560-4000

9C Member 111882888310	39.99 A
1068540 SMARTPLUG 2P	10.00-A
0000201006 /1068540	39.99 A
1068540 SMARTPLUG 2P	10.00-A
0000201006 /1068540	39.99 A
1068540 SMARTPLUG 2P	10.00-A
0000201006 /1068540	39.99 A
1068540 SMARTPLUG 2P	10.00-A
0000201006 /1068540	169.99 A
1197100 APPLE 4K 32	169.99 A
1197100 APPLE 4K 32	169.99 A
1197100 APPLE 4K 32	629.93
SUBTOTAL	48.82
TAX	
*** TOTAL	678.75

XXXXXXXXXXXX1854 CHIP Read  
AID: A0000000980840 VERIFIED BY PIN  
Seq# 7784 APP#: 235407  
EFT/Debit Resp: APPROVED  
Tran ID#: 833600007784....  
Merchant ID: 990771

APPROVED - Purchase  
AMOUNT: \$678.75  
12/02/2018 14:52 771 7 273 203

EFT/Debit	678.75
CHANGE	0.00

A 7.75% TAX	48.82
TOTAL TAX	48.82
TOTAL NUMBER OF ITEMS SOLD =	7
INSTANT SAVINGS	\$ 40.00
<del>12/02/2018</del> 14:52 771 7 273 203	

\*SEASONS GREETINGS & HAPPY HOLIDAYS\*

OP#: 203 Name: Marvel S.  
Thank You!  
Please Come Again  
Whse: 771 Trn: 7 Trn: 273 OP: 203



Expense Report is the form for reimbursement of an employee's out-of-pocket TDA business travel and other expenses.

# Expense Report

Employee Name: Miah Cottrell  
 Dept Name: IT  
 Dept #: 25

Complete Report, print & sign, attached all receipts (detail itemized for all, including meal receipts and list names for meals. Submit to Supervisor for review and approval. Accounting Codes required for all amounts. Supervisor: review, sign & date. Forward to AP.

**Travel:**

Date of Expense	Vendor/Description/Comments	Amount	Accounting	
			Code	Dept
Airfare			51095	
Car Rental			51095	
Fuel			51095	
Lodging			51095	
Meal			51095	
Meal			51095	
Meal			51095	
Lodging				
Subtotal TRAVEL		\$ -		

**Other expenses:**

03/27/18	LogmeinVPN service	\$ 299.00	51035	025
08/08/18	GlocalME Hotspot Service	\$ 100.00	51035	025
Subtotal Other Expenses		\$ 399.00		

**Mileage Reimbursement:**

Odometer		Mileage Trip Date	Reason for Trip, Start/Destination	Business Miles	Amount	Accounting	
Beg	End					Code	Dept
				-	\$ -	51096	
				-	\$ -	51096	
				-	\$ -	51096	
				-	\$ -	51096	
				-	\$ -	51096	
				-	\$ -	51096	
				-	\$ -	51096	
				-	\$ -	51096	
				-	\$ -	51096	
				-	\$ -	51096	
\$ 0.5450 Rate/Mile(subject to change)		Mileage Total		-	\$ -		

Expense Report Total \$ 399.00

Submitted by: Miah Cottrell  
 PRINT NAME

Submitted by: [Signature] 1/2/19  
 SIGNATURE and DATE

[Signature] 1/2/19  
 Supervisor's Review & Approval Signature & Date



Invoice  
Acknowledgement

Transaction Date:  
3/27/2018  
LMI Order ID:  
LWRJYI3R103100A  
Invoice ID:  
BNPP0B7158B9

Sold By:  
LogMeIn USA, Inc.  
320 Summer St.  
Boston, MA 02210  
US Tax ID: 81-2216538

Sold To:  
Miah Cottrell  
15445 Wolfgang  
Truckee 96161  
CA, United States

Quantity	Description	Transaction Date	Unit Price	Total Price USD
1	LogMeIn Hamachi Multi-Network yearly	3/27/2018	USD \$299.00	USD \$299.00
Total:				USD \$299.00

Paid via PayPal

This document, along with the Order Acknowledgement Email will verify your purchase of LogMeIn products and services.

MENU

August 8, 2018

HONGKONG UCLOUDLINK NETWORK TECHNOLOGY LIMITED  
Payment

- \$100.00

**Paid with**

WELLS FARGO BANK NA x-8353  
Your backup is AMEX x-5002

**Seller info**

HONGKONG UCLOUDLINK NETWORK TECHNOLOGY  
LIMITED  
+852 26399203  
gaowen@ucloudlink.com

**Ship to**

Jeremiah Cottrell  
11509 Northwoods Blvd  
Truckee, CA 96161  
United States

**Invoice ID**

20180808141143862855206

**Category**

Phone

**Purchase details**

Recharge \$100 \$100.00

**Transaction ID**

52E21013BC3664021

**Total**

\$100.00

**Return shipping refunds**

For more info See Terms

**Need help?**

If there's a problem, make sure to contact the seller  
through PayPal by February 4, 2019.

[CONTACT US](#)   [SECURITY](#)   [FEES](#)

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mco\*\*\*@tangoedonner.com

[Edit](#)

[Exit](#)

**Balance:** USD 101.53

[Top up](#)

[My data](#)

[My order](#)

[Balance detail](#)

[Usage history](#)

[Manage my device](#)

[Change password](#)

Operation type	Creation date	Process type	Change	Payment method	Buy package
Direct Recharge	2018-08-08 07:12:30	Increase	USD 100.00	Paypal	\$100
Buy package	2018-08-08 07:11:29	Decrease	USD 9.00	Pay with balance	1GB 7 Days Package (Italy,Vatican and San Marino)
Buy package	2018-08-07 02:59:01	Decrease	USD 9.00	Pay with balance	1GB 7 Days Package (Italy,Vatican and San Marino)
Buy package	2018-08-02 01:23:14	Decrease	USD 22.50	Pay with balance	3GB 30 Days Package (Italy,Vatican and San Marino)
Buy package	2018-07-25 19:39:59	Decrease	USD 30.00	Pay with balance	3GB 30 Days Package (Europe)
Buy package	2018-06-13 09:35:22	Decrease	USD 30.00	Pay with balance	3GB 30 Days Package (Europe)
Direct Recharge	2018-06-13 09:33:39	Increase	USD 50.00	Paypal	\$50
Buy package	2018-05-03 15:26:00	Decrease	EUR 35.00	Pay with	3GB data package for Brazil



VEH#	DIESEL	DESCRIPTION	Model YR	DEPT				Replacement Value
				Winter	Winter	Summer	Summer	
Current	X	VEHICLES G/L 51035						
VEH021		94 FORD F150	1994	110	Cross Country Ski	050	Forestry	\$35,000.00
VEH055		95 FORD F250 1 Ton	1995	50	Forestry	050	Forestry	\$50,000.00
VEH052		95 FORD F150	1995	180	Winter Food & Bev	170	Summer Food & Bev	\$33,000.00
VEH056		97 FORD F150	1997	165	Facility Admin	165	Facility Admin	\$30,000.00
VEH003		00 FORD 1 TON UTILITY BED	2000	210	Mountain Operations	210	Mountain Operations	\$29,000.00
125-108		01 FORD 1/2 TON PU - Golf Ops	2001	125	Golf Course Maint	125	Golf Course Maint	\$30,000.00
125-110		03 FORD F550 DUMP TRUCK - Golf Ops	2003	125	Golf Course Maint	125	Golf Course Maint	\$45,000.00
VEH089	X	03 FORD F550 CHIP TRUCK	2003	050	Forestry	050	Forestry	\$43,000.00
VEH106		04 FORD F350 3/4 TON PU	2004	160	Maintenance	050	Forestry	\$30,000.00
VEH107		04 FORD F150	2004	140	Recreation	140	Recreation	\$30,000.00
VEH117	X	05 FORD F350	2005	051	Trails	051	Trails	\$32,000.00
125-109		05 FORD RANGER PU - Golf Ops	2005	125	Golf Course Maint	125	Golf Course Maint	\$30,000.00
VEH116		05 FORD F150	2005	210	Mountain Operations	160	Maintenance	\$30,000.00
VEH128		06 FORD F150	2006	050	Forestry	050	Forestry	\$28,000.00
VEH130	X	07 FORD F550 Dump/Wood	2007	050	Forestry	050	Forestry	\$51,000.00
VEH137		07 FORD F150 4x4 w/tommy lift	2007	210	Mountain Operations	050	Forestry	\$30,000.00
VEH138		07 FORD F150 4x4 w/tommy lift	2007	050	Forestry	050	Forestry	\$30,000.00
VEH139		08 HONDA PILOT (Security)	2008	020	ASO	020	ASO	\$28,500.00
VEH127		08 FORD F450 Flatbed Dump Bed	2008	160	Maintenance	050	Forestry	\$45,581.00
VEH143		12 SUBARU Outback	2012	010	Administration	010	Administration	\$26,400.00
VEH147		13 FORD F150 w/liftgate	2013	110	Cross Country Ski	50	Forestry	\$31,731.00
VEH148		13 GMC Savanna 150 Van	2013	025	IT	025	IT	\$34,159.00
VEH150		14 FORD F250 Crew Cab 4X4	2014	051	Trails	051	Trails	\$40,000.00
VEH123		14 FORD F150 Reg Cab 4x4	2014	160	Maintenance	160	Maintenance	\$37,640.00
VEH145	X	15 FORD F450 4x4	2015	160	Maintenance	080	Equestrian	\$51,600.00
VEH141		15 FORExplorer - GM Vehicle	2015	010	Administration	010	Administration	\$48,500.00
VEH152		15 Subaru Outback	2015	010	Pool	010	Pool	\$28,500.00
VEH007		15 Ford F350 Mechanics Utility	2015	160	Maintenance	160	Maintenance	\$47,500.00
VEH153		16 Ford F250	2016	160	Maintenance	160	Maintenance	\$45,860.00
VEH154		16 Ford Transit 4x4 Van	2016	140	Recreation	140	Recreation	\$54,185.00
VEH155		16 Ford F350 DSL Utility	2016	210	Mountain Operations	210	Mountain Operations	\$53,922.00
VEH156		17 Ford F150 Reg. Cab 4x4	2017	160	Maintenance	160	Maintenance	\$48,664.00
VEH157		18 Ford F150 Reg. Cab 4x4	2018	160	Maintenance	160	Maintenance	\$49,096.00
VEH158		18 Ford F150 Reg. Cab 4x4	2018	160	Maintenance	160	Maintenance	\$45,500.00