# 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 jechols@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 Schwatrz Tahoe Donner 11509 Northwoods Blvd. Truckee, CA 96161 INVOICE # 1201 DATE 01/03/2019 DUE DATE 02/02/2019

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

Thanks for supporting Truckee Tahoe Community Television!

**BALANCE DUE** 

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Purchasing Manager, Lisa Foster

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Friday, January 18, 2019 04:00PM

Time: 04:00PM User: MSALMON

### Tahoe Donner Association Detail General Ledger - Standard

Period: 12-18 As of: 1/18/2019

Ledger ID: ACTUAL

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

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

106288

Vendor

E1049 Cottrell, Jeremiah

Check Date 1/4/2019

Check Number

106288

Ref Nbr	Invc Nbr	Invc Date	Invoice Amount	Amount Paid	Disc Taken	Net Check Amt
455797 E	xp Reimb	12/2/2018	678.75	678.75	0.00	
455798 E	xp Reimb	8/8/2018	399.00	399.00	0.00	1,077.75

SHP'D JAN 04

EPICOR (800) 569-6309



Expense Report is the form for reimbursement of an employee' cut 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.

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Attachment B

1/2 315746 4550786 port Page 7 of 14

## 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:

Capital Review & Approval: Director of Finance & Accounting:

General Manager:

Expenditure Type - Fund	GL Code	[	A	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 - Developement Fund	903-59993			
	\$	6,391		

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

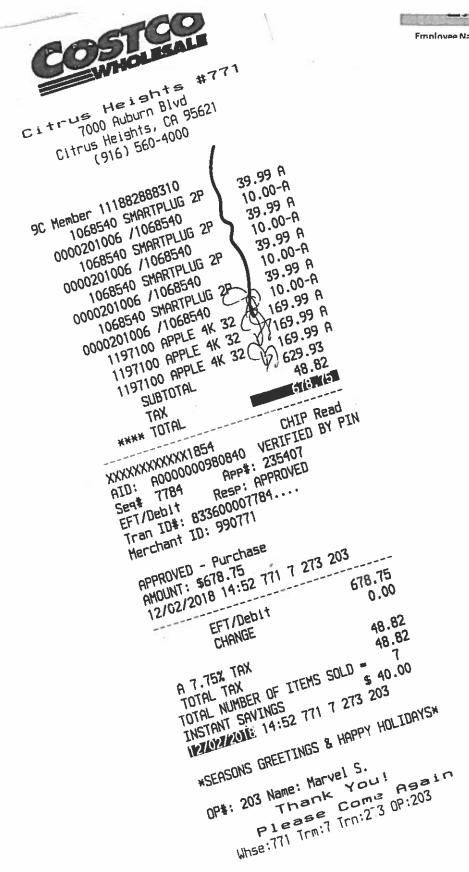
Board Approved Budget Amount S

6,391

Variance - Favorable (Unfavorable) \$

0%

Project & Project Amount agree to initial Board approved Expenditure But	dget > Yes/No	NO
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If Project Total Variance is Unfavorabe by \$1500+ or 5%+; Explain below	ř:	
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By Vendor (s) Amounts:		
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PROJECT Total BUDGET	\$ 6,391	]-
Comments:		23
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Expense Report is the form for reimbursement of an employee's <u>cut of nocket. TDA</u> 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.

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	Date of Expense	Vendor/Description/Comments	·	Amount	Code	Dept
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1/2 315716 B (15**509**08)

ent B 45509 Report Page 10 of 14

Attachment B



### 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.

### August 8, 2018

### HONGKONG UCLOUDLINK NETWORK TECHNOLOGY LIMITED

- \$100.00

**Payment** 

Paid with

WELLS FARGO BANK NA x-8353

Your backup is AMEX x-5002

Ship to

Jeremiah Cottrell

11509 Northwoods Blvd

Truckee, CA 96161

**United States** 

Category

Phone

Transaction ID

52E21013BC3664021

Return shipping refunds

For more info See Terms

Seller info

HONGKONG UCLOUDLINK NETWORK TECHNOLOGY

LIMITED

+852 26399203

gaowen@ucloudlink.com

Invoice ID

20180808141143862855206

Purchase details

Recharge \$100

\$100.00

\$100.00

Total

Need help?

If there's a problem, make sure to contact the seller

through PayPal by February 4, 2019.

### CONTACT US SECURITY FEES

@1999-2018 PayPal, Inc. All rights reserved.

Privacy Legal Policy updates

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925	Top up  My data	Buy package	2018-08-07-02:59-01	Decrease	USD 9.00	Pay with balance	1GB 7 Days Package (Italy, Vatica	n and San Marino)
	My order	Buy backage	2018-08-02-01-23-14	Decrease	USD 22.50	Pay with balance	3GB 30 Days Package (Italy, Valica	an and San Marino)
5501	Balance detail Usage history	Buy páckage	2018-07-25 19:39:59	Decrease	USD 30.00	Pay with balance	3GB 30 Days Package (	(Europe)
Repo	Manage my device	Виу раскиде	2018-06-13 09:35-22	Decrease	USD 30.00	Pay with batance	3GB 30 Days Package (	Europe)
Report Page	Change password	Eirect Recharge	2018-06-13 09 33 39	Ingrease	USD 50.00	Paypal	\$50	
13 of 1		October 1	20106.05.07.16/26/00	Director of	트 1명 경우 이사	Pay with	JCB data nackana for	Rrazil

Tahoe Donner Association Vehicle Listing - DMV Registered Updated 3/13/2019 11 Avg MY to 2019 (avg age) 2008 Average Model Year

DEPT

Avg RV per \$ 38,333 Count 34 Total RV \$ 1,303,338

VEH#	DIESEL	DESCRIPTION	Model YR	Winter	DEPT Winter	Summer	Summer	Replacement Value
Current	X	VEHICLES G/L 51035	Model 1K	Winter	Winter	Jummer	Summer	Replacement value
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	Х	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	Х	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	Х	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	Х	15 FORD F450 4x4	2015	160	Maintenance	080	Equestrian	\$51,600.00
VEH141		15 FORDExplorer - 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