

# INFORMATION



April 17, 2019

**Subject: 5501 Committee Report - 4/1/2019 Meeting on February 2019 Financial Records**

## **BACKGROUND:**

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

1. Civil Code 5500 Items Monthly Review Meeting Items
  - a. Current reconciliation of the association's operating accounts,
  - b. Current reconciliation of the 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, and
  - 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 noteworthy findings, including any corrections to be made in a further review of the month and or subsequent months, and
  - c. Acknowledgment by subcommittee participants of their participation in the review.

## **REPORT:**

- a. The committee met on April 1, 2019 from 2pm to 4:30pm and reviewed items in (1) above for February 2019 financial records.
- b. The committee performed a drill-down on a randomly selected amenity, The Lodge Restaurant and Pub, and reviewed all aspects of general ledger details and related accounting policies and procedures. This will be performed on one department each 5501 meeting. No exceptions noted. The committee discussed current POS system, Aloha, pros and cons, and that there is likely newer, better POS software in the market now, such as Clover.
- c. The committee reviewed investments reconciliation in detail. Feedback was provided regarding content of section F12 Investments of monthly financials, as well as other reconciliation detail/schedules refinement.
- d. The committee reviewed the trial balance, General Ledger, check register and supporting reconciliations. One random selection on check register was traced back through to General Ledger detail with no exceptions.
- e. The committee reviewed member delinquent accounts receivable reports. Note, the full Board is briefed in executive session monthly on this matter.

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- f. The committee noted no adjustments necessary to the February 2019 financial statements. Items for follow-up at a future date include the following:
  - a. Active Network's RTP One POS System and EMV Compliance – check on status
  - b. Physical Inventories – Accounting staff to perform audits of monthly F&B counts recommended
  - c. Software Systems – A schedule of key Point of Sale (POS) and other software systems was provided. See Attachment A.
  
- g. Committee Attendees (Acknowledgment received via email confirmation for all listed below)
  - a. Jeff Connors, Treasurer
  - b. Michael Fajans, Secretary
  - c. Steve Mahoney, Finance Committee designee
  - 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: April 27, 2019

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

**Tahoe Donner Association  
Key Technology Platforms**

*This is majority of TDA software systems; some involve Hardware as well.*

4/17/2019 Working Document

Point of Sale:				
RTP One	Aloha	Reserve America	Square	Llama
Marina	Lodge	Campground	Special Events	ASO - owner specs,
Tennis	Pizza on the Hill		Food Trailer	permits, str
Equestrian	Summer F&B			
Bikeworks				
Cross Country				
Alder Creek Café				
Winter F&B				
Ski Retail				
Ski Rental				
Ski School				
Ticket Office				
Snowplay				
Troutcreek				
Member Services				

Maintenance Workorder System :	
M+	MS Sharepoint
Bldg and Veh Maint	communications dept
All departments	work orders
All departments	

RTP One is owned by Active Network  
RTP One POS includes AccessControl functionality (pass issuance/scanning).

Accounting Systems:				
Microsoft Dynamics SL				
(MDSL)	Paychex	Spreadsheet Server	FRX	MS Excel
General Ledger	Payroll Processing	Reporting/Drill Down	Reporting	Purchase Requests
Accounts Payable	Timekeeping	(Excel based AddIn)		Purchase Orders
Accounts Receivable				1000's of other uses
Projects				

Other Core Systems:
Cisco VOIP - phones
Crestron - A/V
VM Ware - network servers
Wordpress - website
LPS - Loss prevention software
SQL Database (MDSL, RTP)
MS Sharepoint - intranet
Digital Signage Systems - webcams (5), security cameras(+/- 50)
Unatrends - Backup Software
Pervacent - Board Book Software

**Updated April 17, 2019**

## On Premises Server Software

- VMware vcenter server infrastructure
- Microsoft SQL 2012 Database Server
  - RTPOne, Microsoft Dynamics SL, Lama, M+, Navori Digital Signage
- Cisco Unified Communications
  - Call Manager x2, Unity, Emergency Responder
- Windows Internet Information Services -web servers
  - Shoptd, Static Webcam Images, Golf Login
- Milestone XProtect Centralized and distributed servers
  - Local and remote video for risk and security
- Microsoft Distributed File System
  - Multisite Synchronized user and department file storage and sharing
- Hybrid Microsoft active directory domain -LDAP
  - Synchronizes users between on premises and in cloud office 365
- Unitrends Backup
  - Multisite Synchronized enterprise backup
- Microsoft Reporting Services
  - RTP Reporting backend
- Aloha POS Server
  - Lodge and Pizza
- Online Forms Server
  - Applicant Tracking, Day camp waivers, Member contact info update
- Ruckus Wireless
  - Centralized wireless access point security and administrator
- ConnectWise
  - IT Management and monitoring
- Infoneige
  - Tahoe Donner Mobile App content management
- Apple mobile device management
  - Track and manage apple mobile hardware

## On-premises Hardware

- Crestron control and automation (lots)
- Navori Digital Signage (Marketing and Menu)
- Cisco Switches, Routers, and Phones
- Untangle Firewall
- Weather Stations
- Table Safe Payments
- Likemoji Kiosks

- Range Express
- Ruckus Wireless
- DMP building security
- POE Network Security Cameras (lots)
- Printers, Scanners (lots)
- TVs and Projectors (Lots Suddenlink and DTV)
- Snowmaking
- Wireless Bridges

## On-premises Desktop Appliances

- Adobe Creative Cloud
- Microsoft Office 365 Applications (Word Excel, PowerPoint, Outlook)
- Microsoft Dynamics SL
- Spreadsheet Server
- FRX Reporting
- RTP
- DMP Security
- ConnectWise IT Management
- Lama
- M+
- Goldmine
- ArcGis
- Google SketchUp
- Microsoft Project
- Visio

## Offsite Servers

- Wordpress Web Server

## Cloud SSAS web applications

- Loss prevention management system
- Reserve America
- Office 365 Enterprise (SharePoint, webmail, email, OneDrive, Skype for business)
- Paychex Flex (timekeeping, payroll, benefits, compliance)
- USAePay
- Brown paper tickets
- Passslot
- Twilio Text
- Zendesk support
- 4tees
- Golfnow

Lifftopia  
Efax  
HDOnTap-Webcam streaming  
Amazon cloud storage (website backup)

## SSAS Mobile Applications

Likemoji  
Board papers  
Square  
Opentable  
Paypal