

**Tahoe Donner Association
Finance Committee
2020 List of Recurring and Special Tasks**

The following list of tasks developed by the Tahoe Donner Association (“TDA”) Finance Committee is presented to the TDA Board of Directors for their approval. The tasks include “Recurring” and “Special Tasks” as those terms are defined in the TDA Finance Committee Charter (the “Charter”) approved by the TDA Board at its March 2, 2020 meeting.

Recurring Tasks

Quarterly

1. Review Actual to Budget Quarterly and Yearly Financial Performance
2. Reserve Fund Investments Review (Resolution 2015-5, Investment Policy)
3. Review Development Fund and Replacement Reserve Fund activity

Annually/ Seasonally

1. Review of year-end Balances/Activity: Operating and Capital Funds (January/February)
2. Review Annual Budget and Participate in Process (July through October)
3. Assist with Annual Report (March/April)
4. Assist with Annual Audit (March/April)
5. Review seasonal financial results for larger amenities, e.g., Golf, Downhill and Cross-Country Skiing, and other amenities/business units as directed by the Board.
6. Review Financial Policy Resolutions
 - a) 2014-1: Financial Planning, Budgeting and Reporting Policy
 - b) 2015-5: Investment Policy Resolution
7. Fill any Committee vacancy with qualified candidate(s)

Special Tasks

1. Support the Director of Finance & Accounting’s ongoing efforts to improve TDA’s periodic reporting of financial results and operating performance to the Board of Directors and homeowners. The goal is to make the financial reports shorter, easier to read, more understandable and therefore more useful to the average homeowner.
2. Embed a member of the Finance Committee into the Downhill Ski Lodge Task Force to offer his/her advice on the financial and funding aspects of the planned replacement ski lodge.
3. Assist management in the development of high-level valuation estimates of potential purchases of property as needed.
4. Compile a comprehensive list of TDA buildings –then develop longer-term funding alternatives for their eventual remodeling or replacement.
5. Review the current Replacement Reserve list to identify any assets that may present material, unplanned investment risks as a result of extreme weather, technological obsolescence, safety considerations, etc.
6. Other Special Tasks as requested by the TDA Management team and or Board of Directors subject to Finance Committee resource availability and further subject to the guidelines for the assignment of Special Tasks described in the Charter.