

**MEMORANDUM**

**TO:** Board of Trustees

**THROUGH:** Mike Bandelin  
Interim General Manager

**FROM:** Bobby Magee  
Interim Director of Finance

**SUBJECT:** Review, Discuss, and Provide Direction to Staff on the Updated Finance Active and Special Project List

**DATE:** January 31, 2024

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**I. RECOMMENDATIONS**

That the Board of Trustees:

Discuss the Updated Finance Active and Special Project List and Provide Further Direction as Appropriate.

**II. DISTRICT STRATEGIC PLAN**

This action supports Long Range Principle #3, Finance; *“The District will ensure fiscal responsibility and sustainability of service capacities by maintaining effective financial policies for operating budgets, fund balances, capital improvement and debt management.”*

- *Comply with State and Federal regulations.*
- *Develop and maintain a long term plan to sustain financial resources.*

**III. BACKGROUND**

Overview

On August 24, 2023 the Board of Trustees held a Special Meeting to discuss issues within the Finance Department, provide direction on the Board’s priorities as it related to the Finance active and special projects, and actions necessary for creating a plan to address the issues. (Item C.3) A portion of the Board’s actions included adding full-time, permanent personnel to the Finance Department based on identified needs to meet the current and expected future workload; and, to evaluate any consulting resources required support the active and special projects list as prioritized by the Board.

Since July 2023 the Department of Finance has been conducting a self-assessment on daily, weekly, monthly, annual, and special projects that it believes need to be completed. Since the August 24<sup>th</sup> Board meeting, the Finance department has been able to recruit and hire a Controller and an Assistant Director. The Finance leadership team has continued to assess the operations of the department, pivoting quickly to address a number of new issues that have been discovered recently.

The items listed in the tables below represent the Interim Finance Director's Active and Special Project list, and include a "Board Priority" column. The Board Priority is a number identified by staff as the Board's priorities of each item, based on comments and direction received by the Board during the August 24, 2023 Special Board meeting. Priority one was deemed by the Board to be the items of greatest immediate concern. Items marked as "NA" were not previously specifically weighed in by the Board, but staff subsequently determined that corrections and adjustments were immediately needed.

*Prioritized Active and Special Project List*

**Completed Items**

<b>Projects</b>	<b>Status</b>	<b>Notes</b>	<b>Board Priority</b>
Bank Reconciliations July 2022 – June 2023	Completed	Team effort between Baker Tilly and IVGID Finance staff. Project has moved on to July 2023 – December 2023.	NA
Enterprise (Munis) Innoprise Data Reconciliation Project	Completed	Independent teams completed a reconciliation of Innoprise end-of-life to the IVGID ACFR to the Enterprise beginning balance. Numbers from both teams tied exactly the same; project is completed with confidence in the accuracy of the starting financial data in the Enterprise ERP system.	1
Enterprise Journal Entry Auto-Approval Project	Completed	Controls and setup issue in Enterprise. The Accounting team worked with Tyler to find a solution; the ERP system is no longer auto-approving journal entries.	1
Treasurer's Report Redesign	Completed	Created a new Treasurer's Report for Board and public viewing as of October 2023.	2
Tyler Invoicing Module	Canceled	Still in development by Tyler; decision was made to not pursue this module.	4
Investments Review	Completed	Main checking account began earning interest in October 2023. Interest earned is shown on the Treasurer's Reports.	1
Transparent Nevada (Nothing Since 2019)	Completed	2019, 2020, and 2021 completed and sent to Transparent Nevada in the format they requested.	1
PO's - no T's and C's	Completed	Terms and Conditions now shown on all new Purchase Orders.	NA

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Last 3 Quarterly Economic Survey for the 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> quarters due to the State.	Completed	QES's had not been submitted to the State in over a year; all QES's researched, filled out and completed. 11.28.23	NA
Payroll Transfer to Finance	Completed	Completed as part of the Internal Controls Project. Responsibility for the Districtwide Payroll function has been transferred from HR to Finance. 11.28.23	NA
Rec Fee - Dwelling Unit Issue	Completed	Completed by others prior to Finance's involvement.	4
Daily Cash Sheet	Completed	Process for active cash management is now in place, with daily monitoring of transactions and reconciliations, and weekly reports to the Finance Director. Daily not needed; weekly is fine.	2
Change Contact on SRF Loan	Completed	Finance Director now actively involved in the Loan / Bond process.	NA
OpenGov - Not clear and up to date	Completed	Appears to be working correctly; data pulling from Tyler still in final reconciliation phase, which will then roll into OpenGov. Data pulling correctly into OpenGov. Project completed.	2
Tennis Center - CIP Reallocation	Completed	Currently under budget review. Pending final recommendations to Board. UPDATE: This item will go up for Board consideration in January 2024. 1.18.24	2
Punch Card Contra Revenue Accounting	Completed Transition in Progress	The practice of contra-revenue accounting has been reviewed by the internal Finance team; agreement has been reached to end this practice wherever possible. Accounting changes currently in progress. 1.17.24	4
Events Deposits	Completed	July 2023 completed; expect to be caught up in Dec 2023 with all months. 11.28.23 Completed 1.18.24	1
Error on posted April financial reports (golf pages and utility main summary appears to show \$2M in transfer - only \$1M)	Completed	On the staff radar; pending reconciliations and updates from previous months' books. UPDATE: This was a calculation error on an excel spreadsheet and did not hit the GL. Corrected and uploaded to website. 1.19.24	1

**Projects in Process:**

Projects	Status	Notes	Board Priority
Audit	Late	A request for extension pursuant to NRS 354 was filed to the Dept of Taxation. Extension granted for 30 days, making audit now due on January 31, 2024. 11.13.23 Second extension submitted to DOT; requesting extension to Feb 28. 1.17.24 UPDATE: Approved by the DOT 1.17.24	1

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Enterprise (Munis) Workflow Redesign	Assigned to Assistant Director	Process is active; module assessment and training with Tyler is nearly complete. Finance is building "draft" workflow processes and improving internal controls within the system. Rollout in the test environment to commence soon, gathering input from end users and department heads prior to moving to the live system.	1
Internal Controls Review	Pending Sr. Accountant Hire	Audit Committee Request. Senior Accountant has not been hired as of 12.4.23; however, Controller has already begun to identify items that should be looked at in the next few months. Project active; however, with Sr. Accountant hire still pending work has been transferred to Baker Tilly. 1.10.24	1
Food and Beverage Deep Dive - Financials and Operations	Delayed	Delayed - Pending new Golf Director / F&B Manager 11.28.23	1
Budget Presentation Redesign	Assigned to Director / Assistant Director	Actively in process.	2
Facility Fees shown as revenues on financial reports - needs to be excluded		Not currently assigned; pending Senior Accountant hire and workload considerations.	3
Long Range Financial Plan	Assigned to Director / Assistant Director	Not currently in progress.	3
CIP Study Session / Strategic Budget Planning Retreat	Assigned to Director / Assistant Director	Actively in progress. Current plan is to bring this item to the Board in February 2024.	3
Budget - Cash Flow Statement to State	Assigned to Controller / Director	Updated - needs to be filed. Director and Controller met with State Department of Taxation to discuss specifics; finalized forms pending other workload considerations. UPDATE: Still pending with budget augmentations in progress. 1.18.24	3
Cost Allocation Plan Review		Not currently in progress. Plan is to include a recommendation to the Board for funding in the next budget process for hiring a professional consultant to handle this Districtwide item.	3
Development of a "Popular Annual Financial Report" (PAFR)	Assigned to Director / Controller / Sr. Accountant	More of a 'nice to have' item, but plan is to develop and release after completion of the annual audit.	3
Purchasing Program Review		Not currently in progress. Pending Purchasing and Contracts Manager hiring. 1.18.24	4
Punch Card System Review	Assigned to Controller / Director	Not currently in progress.	4

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P-cards - running to local businesses		Pending start of overall Purchasing Program Review. UPDATE: Pending Purchasing and Contracts Manager hiring. 1.18.24	4
Munis - PO Rollover Process	Assigned to Controller	Approximately 300 PO's need to be researched in the legacy ERP system, reconciled with invoices in the system, then manually close out each PO, and finally re-opened in the Tyler system. Currently in progress. 1.15.24	4
Month End Accounting Checklists	Consultant Day coordinating with Finance staff assistance. 12.29.23	Currently in progress. While a checklist exists, it has not been followed in some time and staff is reviewing and creating new processes for adherence to the requirements. 1.17.24	NA
Food and Beverage Inventory Reconciliations	Pending Assignment to Staff	Reconciliations have not been completed in over a year.	NA
Accounts Receivable Reconciliations	Pending Assignment to Staff	Several reconciliations have not been completed in multiple months.	NA
Golf Revenue Reconciliations	Pending Assignment to Staff	Reconciliations have not been completed in multiple months.	NA

**VI. FINANCIAL IMPACT AND BUDGET**

There is no financial impact to discussing the Active and Special Project list.

**V. ALTERNATIVES**

None.