

MEMORANDUM

TO: Audit Committee

THROUGH: Matthew Dent
Audit Committee Chairman

FROM: Paul Navazio
Director of Finance

SUBJECT: Staff Update on Chart of Accounts

DATE: January 22, 2021

I. RECOMMENDATION

Receive a staff presentation and provide feedback on approach to updating the District's Chart of Accounts to facilitate internal and external financial reporting as well as improve internal controls and enhance transparency.

II. BACKGROUND

The District's current chart of accounts has evolved over time, and has been periodically updated through changes in the District's organizational structure, implementation of new financial systems as well as changes in the approach to financial reporting. Modifications have also been made over time in response to specific requests related to transparency and ease of understanding and interpreting the District's standard and ad hoc financial reports.

With the pending transition from Special Revenue back to Enterprise Fund accounting for our Community Services and Beach Funds, as well as the planned implementation of a new payroll, human resources and financial system (Tyler Munis), the District has the opportunity to evaluate its current chart of accounts to better support the budgeting, accounting and reporting of District operations, activities and capital projects.

Management anticipates updating the District's fund structure, Department and Division structure, program and activity codes as well as selected account codes over the next 3-18 months. The process of review and update of the Chart of Accounts will be informed by input from venue and program managers as well as from external stakeholders, with the goal of ensuring that the districts chart of accounts supports budgeting, accounting, program management and internal and external financial reporting needs and objectives.

This agenda item is intended to provide the Audit Committee with an overview of the District's existing Chart of Accounts, as well as initiated dialogue with the Committee specific to options for modifying the District's fund structure as we transition back to Enterprise Fund accounting for Community Services and Beach funds.

Attachments:

- 1) Existing Chart of Accounts
 - a. Active Funds
 - b. Activity Codes
 - c. Personnel Account Codes
 - d. Account Matrix - Fund/Dept./Division
- 2) Excerpt from 1/20/21 Board Budget Workshop – Fund Structure

Existing Chart of Accounts

a. Active Funds

FUNDS	
#	Fund Name

100 General Fund

200 Utility Fund

Community Services

320 Golf Fund

330 Facilities Fund

340 Ski Fund

350 Recreation Fund

360 Comm Svc Admin Fund

370 Parks Fund

380 Tennis Fund

Beach

390 Beach Fund

Internal Services

410 Fleet

420 Engineering

430 Building Services

450 Workshers' Compensation

Governmental Activities

925 Cash Pool Account

950 Payroll Clearing

975 Non-Depreciable Fixed Assets

980 Long-Term Debt

990 Capital Assets

Capital Special Revenue Funds

520 Golf Fund - Capital

530 Facilities Fund - Capital

540 Ski Fund - Capital

550 Recreation Fund - Capital

560 Comm Svc Admin Fund - Capital

570 Parks Fund - Capital

580 Tennis Fund - Capital

590 Beach Fund - Capital

Debt Special Revenue Funds

620 Golf Fund - Debt

630 Facilities Fund - Debt

640 Ski Fund - Debt

650 Recreation Fund - Debt

660 Comm Svc Admin Fund - Debt

670 Parks Fund - Debt

680 Tennis Fund - Debt

690 Beach Fund - Debt

Existing Chart of Accounts

b. Activity Codes

Cheat Sheet - All Activity Centers

Governmental	
Activity Ctr	Fund 100 General Government
100-00-000	Unclassified
100-10-010	Revenue Collection
100-10-990	General Administration
100-11-100	General Manager
100-11-110	Trustees
100-12-120	Accounting
100-12-130	Information Services
100-12-140	Risk Management
100-13-150	Human Resources
100-13-160	Health & Wellness
100-14-170	Community Relations
Utility	
Fund 200 Utility	
200-22-200	Water Service Revenue
200-22-210	Water Supply
200-22-220	Water Pumping
200-22-230	Water Treatment
200-22-240	Water Transmission
200-22-870	Water Compliance Services
200-22-970	Water Shared Expenses
200-22-990	Water Administration & Overhead
200-25-200	Sewer Service Revenue
200-25-210	Sewer Supply
200-25-220	Sewer Pumping
200-25-230	Sewer Treatment
200-25-240	Sewer Transmission
200-25-970	Sewer Shared Expenses
200-25-990	Sewer Administration & Overhead
200-27-380	Solid Waste
200-28-990	TWSA Administration & Overhead
Internal Service	
Fund 410 Fleet	
410-51-900	Equipment Maintenance
410-51-910	Golf Equipment Maintenance
410-51-920	Ski Equipment Maintenance
410-51-990	Administration & Overhead
Fund 420 Engineering	
420-52-930	Engineering Operations
Fund 430 Fleet	
430-53-940	Building Maintenance
430-54-950	Sign Shop
Fund 450 Workers Comp	
450-55-990	Administration & Overhead

Community Services			
Activity Ctr	Fund 320 Golf	Activity Ctr	Fund 350 Recreation
320-31-400	Championship Course Services	350-46-810	Youth & Family Programs
320-31-410	Championship Course Operations	350-46-811	Youth & Family Sports
320-31-420	Championship Course Maintenance	350-46-820	Seniors
320-31-430	Championship Driving Range	350-46-830	Adult Programs
320-31-440	Championship Golf Carts	350-46-831	Adult Sports
320-31-450	Championship Equipment Repair	350-48-840	Rec Center Operations
320-31-460	Championship Pro Shop	350-48-850	Aquatics
320-31-490	Championship Brushing Crew	350-48-860	Fitness
320-31-530	Championship Food & Beverage	350-48-890	Kid's Zone
320-31-960	Hyatt Shop	350-48-980	Marketing
320-31-970	Championship Shared Expenses	350-48-990	Administration & Overhead
320-31-980	Championship Marketing		
320-31-990	Championship Administration & Overhead	360-49-990	Administration & Overhead
320-32-400	Mountain Course Services		
320-32-410	Mountain Course Operations		
320-32-420	Mountain Course Maintenance	370-43-780	Parks Services
320-32-440	Mountain Golf Carts		
320-32-450	Mountain Equipment Repair		
320-32-460	Mountain Pro Shop	380-45-880	Tennis Services
320-32-530	Mountain Food & Beverage		
320-32-980	Mountain Marketing		
320-32-990	Mountain Administration & Overhead		
Fund 330 Facilities			
330-33-500	Chateau	390-39-710	Beach Hosts
330-33-510	Aspen Grove	390-39-730	I.Beach Food
		390-39-740	BC Beach Food
		390-39-750	BC Beach Bar
340-34-450	Equipment Repair	390-39-760	I.Beach Bar
340-34-460	Brushing Crew	390-39-770	Hermit Beach
340-34-530	Food & Beverage	390-39-780	Parks Services
340-34-600	Skiing Services	390-39-850	Aquatics
340-34-610	Ticket Office	390-39-990	Administration & Overhead
340-34-620	Lift Operations		
340-34-630	Slope Maintenance		
340-34-640	Mountain Operations		
340-34-650	Ski Patrol		
340-34-660	Ski & Snow Board School		
340-34-670	Child Ski Center		
340-34-680	Rental & Repair shop		
340-34-690	Property, Parking & Transportation		
340-34-960	Hyatt Shop		
340-34-980	Marketing		
340-34-990	Administration & Overhead		
340-36-530	Food & Beverage Snowflake		
			Fund 360 Other Recreation
			Administration & Overhead
			Fund 370 Parks
			Parks Services
			Fund 380 Tennis
			Tennis Services
			Beach
			Fund 390 Beach
			Beach Hosts
			I.Beach Food
			BC Beach Food
			BC Beach Bar
			I.Beach Bar
			Hermit Beach
			Parks Services
			Aquatics
			Administration & Overhead
			New Account Structure
			340-34-450-7415
			Old Account Structure
			340.34.45.7.7415

FUND UTILITY INTERNAL SERVICES
CHEAT SHEET - ACCOUNT CODES

Activity Center	
200-22-200	Service Revenue
200-22-210	Supply
200-22-220	Pumping
200-22-230	Treatment
200-22-240	Transmission
200-22-870	Compliance Services
200-22-970	Shared Expenses
200-22-990	Administration & Overhead
200-25-200	Service Revenue
200-25-210	Supply
200-25-220	Pumping
200-25-230	Treatment
200-25-240	
200-25-970	Shared Expenses
200-25-990	Administration & Overhead
200-27-380	Solid Waste
200-28-990	Administration & Overhead
410-51-900	Equipment Maintenance
410-51-910	Golf Equipment Maintenance
410-51-920	Ski Equipment Maintenance
410-51-990	Administration & Overhead
420-52-930	Engineering Operations
430-53-940	Building Maintenance
430-54-950	Sign Shop

Revenue Objects	
4020	water
4021	water base
4022	water excess consumption
4023	Tier 1
4024	Tier 2
4026	Inspection/Plan Fees
4027	Fire Protection
4028	Other Water
4029	Water Connection
4032	Capital Improvement Retro
4033	Capital Improvement Mnthly
4036	Back Flow Tests
4038	Misc. - Water Rights
4039	Administrative Fees
4040	Sewer
4041	Sewer Base
4042	Sewer Excess Consumption
4046	Inspection/Plan Fees
4048	Other Sewer
4049	Sewer Connection
4050	Effluent Disposal Sales
4052	Capital Improvement Retro
4053	Capital Improvement Monthly
4060	Trash & Recycling
4061	Recycled Material Sales
4070	Defensible Space Charges
4075	Work Order Charges Labor
4076	Work Order Chgs Eq & Materials
4080	Snow Removal Fees
4085	Hunting Fees
4090	Franchise Fee
4100	Interfund Revenue Transfers

Expense Objects	
7010	Advertising - Paid
7020	Advertising - Trade
7130	Charity Discounts
7160	Customer Discounts
7170	Empowerment Service Discounts
7180	Event Prizes Issued
7210	Community Relations
7300	Communications & computer small equipment
7310	Computer License & Fees
7320	Computer Supplies
7330	Contractual Services
7335	Discounts Earned
7340	Dues & Subscriptions
7345	Employee Assistance Program
7350	Employee Recruitment & Retention
7405	Office Supplies
7415	Operating
7420	Fuel
7425	Chemical
7428	Lab
7430	Uniforms
7433	Safety
7435	Small Equipment
7440	Tools
7450	Permits & Fees
7455	Over & (Short)
7460	Postage
7470	Printing & Publishing
7475	Program Supplies
7480	Rental & Lease
7490	Repair Parts
7505	Repairs & Maintenance
7510	R&M General
7515	R&M Preventative
7520	R&M Corrective
7525	Snow Removal
7530	Janitorial
7540	FLEET Maintenance Services
7550	BLDGS Maintenance Services
7560	Defensible Space Costs
7605	Security
7650	Small Power Equipment
7670	Suspended Items
7680	Training & Education
7685	Travel & Conferences
7690	Vehicle License & Registration

Expense Objects	
7695	Work Comp claims
7705	Insurance
7710	General Liability Insurance
7715	Casualty
7720	Work Comp Excess Liability
7725	Excess Liability Coverage
7810	Electricity
7815	Heating
7820	Water & Sewer
7825	Trash
7830	Internet
7835	Cable TV
7840	Telephone
7907	Parts Purchased for Inventory
7920	Food
7924	Beer
7928	Wine
7932	Liquor
7936	Prepackaged
7940	Merchandise for resale
7945	Freight on Inventory Purchases
7950	Personal Services Contracts
8120	Capital Improvements

New Account Structure
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Old Account Structure
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FUND 320 GOLF
CHEAT SHEET - ACCOUNT CODES

Fund 330 Facilities	
330-33-500	Chateau
330-33-510	Aspen Grove
Revenue Objects	
4200	Passes
4205	Admissions & Fees
4210	Program Registration
4215	Rental Income
4220	Concessions
4225	Sponsorships
4240	Parcel Owner Allowances
4250	Inter-District Program Allowances
4260	Guest Allowances
4280	Employee Sales Allowances
4285	Promotional Allowances
4290	Yield Management Allowances
4295	Punch Card Payment
4405	Merchandise Sales
4409	Allocated to others
4410	Personal Services
4411	Personal Services Contract
4415	Repairs for customers
4417	Service & User Fees
4420	Food Sales
4424	Beer Sales
4428	Wine Sales
4432	Liquor Sales

New Account Structure

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Old Account Structure

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Expense Objects	
7010	Advertising - Paid
7020	Advertising - Trade
7130	Charity Discounts
7160	Customer Discounts
7170	Empowerment Service Discounts
7200	Banking Fees & Processing
7210	Community Relations
7300	Communications & computer small equipment
7310	Computer License & Fees
7320	Computer Supplies
7330	Contractual Services
7335	Discounts Earned
7340	Dues & Subscriptions
7345	Employee Assistance Program
7350	Employee Recruitment & Retention
7405	Office Supplies
7415	Operating
7420	Fuel
7425	Chemical
7428	Lab
7430	Uniforms
7433	Safety
7435	Small Equipment
7440	Tools
7450	Permits & Fees
7455	Over & (Short)
7460	Postage
7470	Printing & Publishing
7475	Program Supplies
7480	Rental & Lease
7490	Repair Parts
7505	Repairs & Maintenance
7510	R&M General
7515	R&M Preventative
7520	R&M Corrective
7525	Snow Removal

Expense Objects	
7530	Janitorial
7540	FLEET Maintenance Services
7550	BLDGS Maintenance Services
7560	Defensible Space Costs
7605	Security
7650	Small Power Equipment
7680	Training & Education
7685	Travel & Conferences
7690	Vehicle License & Registration
7695	Work Comp claims
7705	Insurance
7710	General Liability Insurance
7715	Casualty
7720	Work Comp Excess Liability
7725	Excess Liability Coverage
7810	Electricity
7815	Heating
7820	Water & Sewer
7825	Trash
7830	Internet
7835	Cable TV
7840	Telephone
7905	Cost of Goods Sold Header DNU
7907	Parts Purchased for Inventory
7920	Food
7924	Beer
7928	Wine
7932	Liquor
7936	Prepackaged
7940	Merchandise for resale
7945	Freight on Inventory Purchases
7950	Personal Services Contracts
8120	Capital Improvements

FUND 320 GOLF
CHEAT SHEET - ACCOUNT CODES

Activity Center	
320-31-400	Championship Course Services
320-31-410	Championship Course Operations
320-31-420	Championship Course Maintenance
320-31-430	Championship Driving Range
320-31-440	Championship Golf Carts
320-31-450	Championship Equipment Repair
320-31-460	Championship Pro Shop
320-31-490	Championship Brushing Crew
320-31-530	Championship Food & Beverage
320-31-960	Hyatt Shop
320-31-970	Championship Shared Expenses
320-31-980	Championship Marketing
320-31-990	Championship Administration & Overhead
320-32-400	Mountain Course Services
320-32-410	Mountain Course Operations
320-32-420	Mountain Course Maintenance
320-32-440	Mountain Golf Carts
320-32-450	Mountain Equipment Repair
320-32-460	Mountain Pro Shop
320-32-530	Mountain Food & Beverage
320-32-980	Mountain Marketing
320-32-990	Mountain Administration & Overhead

Revenue Objects	
4200	Passes
4205	Admissions & Fees
4210	Program Registration
4215	Rental Income
4220	Concessions
4225	Sponsorships
4240	Parcel Owner Allowances
4250	Inter-District Program Allowances
4260	Guest Allowances
4280	Employee Sales Allowances
4285	Promotional Allowances
4290	Yield Management Allowances
4295	Punch Card Payment
4405	Merchandise Sales
4409	Allocated to others
4410	Personal Services
4411	Personal Services Contract
4415	Repairs for customers
4417	Service & User Fees
4420	Food Sales
4424	Beer Sales
4428	Wine Sales
4432	Liquor Sales

Expense Objects	
7010	Advertising - Paid
7020	Advertising - Trade
7130	Charity Discounts
7160	Customer Discounts
7170	Empowerment Service Discounts
7180	Event Prizes Issued
7200	Banking Fees & Processing
7210	Community Relations
7300	Communications & computer small equipment
7310	Computer License & Fees
7320	Computer Supplies
7330	Contractual Services
7335	Discounts Earned
7340	Dues & Subscriptions
7345	Employee Assistance Program
7350	Employee Recruitment & Retention
7405	Office Supplies
7415	Operating
7420	Fuel
7425	Chemical
7428	Lab
7430	Uniforms
7433	Safety
7435	Small Equipment
7440	Tools
7450	Permits & Fees
7455	Over & (Short)
7460	Postage
7470	Printing & Publishing
7475	Program Supplies
7480	Rental & Lease
7490	Repair Parts
7505	Repairs & Maintenance
7510	R&M General
7515	R&M Preventative
7520	R&M Corrective
7525	Snow Removal

Expense Objects	
7530	Janitorial
7540	FLEET Maintenance Services
7550	BLDGS Maintenance Services
7560	Defensible Space Costs
7605	Security
7650	Small Power Equipment
7680	Training & Education
7685	Travel & Conferences
7690	Vehicle License & Registration
7695	Work Comp claims
7705	Insurance
7710	General Liability Insurance
7715	Casualty
7720	Work Comp Excess Liability
7725	Excess Liability Coverage
7810	Electricity
7815	Heating
7820	Water & Sewer
7825	Trash
7830	Internet
7835	Cable TV
7840	Telephone
7905	Cost of Goods Sold Header DNU
7907	Parts Purchased for Inventory
7920	Food
7924	Beer
7928	Wine
7932	Liquor
7936	Prepackaged
7940	Merchandise for resale
7945	Freight on Inventory Purchases
7950	Personal Services Contracts
8120	Capital Improvements

New Account Structure

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Old Account Structure

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FUND 340 DIAMOND PEAK SKI

CHEAT SHEET - ACCOUNT CODES

Fund-Activity Center	
340-34-450	Equipment Repair
340-34-530	Food & Beverage
340-34-600	Skiing Services
340-34-610	Ticket Office
340-34-620	Lift Operations
340-34-630	Slope Maintenance
340-34-640	Mountain Operations
340-34-650	Ski Patrol
340-34-660	Ski & Snow Board School
340-34-670	Child Ski Center
340-34-680	Rental & Repair shop
340-34-690	Property, Parking & Transportation
340-34-960	Hyatt Shop
340-34-980	Marketing
340-34-990	Administration & Overhead
340-36-530	Food & Beverage

Revenue Objects	
4200	Passes
4205	Admissions & Fees
4210	Program Registration
4215	Rental Income
4220	Concessions
4225	Sponsorships
4240	Parcel Owner Allowances
4250	Inter-District Program Allowances
4260	Guest Allowances
4280	Employee Sales Allowances
4285	Promotional Allowances
4287	COSTCO Allowance
4290	Yield Management Allowances
4295	Punch Card Allowance
4405	Merchandise Sales
4409	Allocated to others
4410	Personal Services
4411	Personal Services Contract
4415	Repairs for customers
4417	Service & User Fees
4420	Food Sales
4424	Beer Sales
4428	Wine Sales
4432	Liquor Sales
4436	Prepackaged

Expense Objects	
7010	Advertising - Paid
7020	Advertising - Trade
7120	Employee Discounts
7130	Charity Discounts
7160	Customer Discounts
7170	Empowerment Service Discounts
7200	Banking Fees & Processing
7210	Community Relations
7300	Communications & computer small equipment
7310	Computer License & Fees
7320	Computer Supplies
7330	Contractual Services
7335	Discounts Earned
7340	Dues & Subscriptions
7345	Employee Assistance Program
7350	Employee Recruitment & Retention
7405	Office Supplies
7415	Operating
7420	Fuel
7425	Chemical
7428	Lab
7430	Uniforms
7433	Safety
7435	Small Equipment
7440	Tools
7450	Permits & Fees
7455	Over & (Short)
7460	Postage
7470	Printing & Publishing
7475	Program Supplies
7480	Rental & Lease
7490	Repair Parts
7505	Repairs & Maintenance
7510	R&M General
7515	R&M Preventative
7520	R&M Corrective
7525	Snow Removal

Expense Objects	
7530	Janitorial
7540	FLEET Maintenance Services
7550	BLDGS Maintenance Services
7560	Defensible Space Costs
7605	Security
7650	Small Power Equipment
7680	Training & Education
7685	Travel & Conferences
7690	Vehicle License & Registration
7695	Work Comp claims
7705	Insurance
7710	General Liability Insurance
7715	Casualty
7720	Work Comp Excess Liability
7725	Excess Liability Coverage
7810	Electricity
7815	Heating
7820	Water & Sewer
7825	Trash
7830	Internet
7835	Cable TV
7840	Telephone
7905	Cost of Goods Sold Header DNU
7907	Parts Purchased for Inventory
7920	Food
7924	Beer
7928	Wine
7932	Liquor
7936	Prepackaged
7940	Merchandise for resale
7945	Freight on Inventory Purchases
7950	Personal Services Contracts
8120	Capital Improvements

New Account Structure

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Old Account Structure

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FUND 350, 360, 370, 380 390
CHEAT SHEET - ACCOUNT CODES

Fund 350 Recreation	
350-46-810	Youth & Family Programs
350-46-811	Youth & Family Sports
350-46-820	Seniors
350-46-830	Adult Programs
350-46-831	Adult Sports
350-48-840	Rec Center Operations
350-48-850	Aquatics
350-48-860	Fitness
350-48-890	Kid's Zone
350-48-980	Marketing
350-48-990	Administration & Overhead

Fund 360 Other Recreation	
360-49-990	Administration & Overhead

Fund 370 Parks	
370-43-780	Parks Services

Fund 380 Tennis	
380-45-880	Tennis Services

Fund 390 Beach	
390-39-710	Beach Hosts
390-39-730	I.Beach Food
390-39-740	BC Beach Food
390-39-750	BC Beach Bar
390-39-760	I.Beach Bar
390-39-770	Hermit Beach
390-39-780	Parks Services
390-39-850	Aquatics
390-39-990	Administration & Overhead

Revenue Objects	
4200	Passes
4205	Admissions & Fees
4210	Program Registration
4215	Rental Income
4220	Concessions
4225	Sponsorships
4240	Parcel Owner Allowances
4250	Inter-District Program Allowances
4260	Guest Allowances
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4285	Promotional Allowances
4287	COSTCO Allowance
4290	Yield Management Allowances
4295	Punch Card Payments
4405	Merchandise Sales
4409	Allocated to others
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4428	Wine Sales
4432	Liquor Sales

New Account Structure
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Expense Objects	
7010	Advertising - Paid
7020	Advertising - Trade
7130	Charity Discounts
7160	Customer Service Discounts
7170	Empowerment Service Discounts
7200	Banking Fees & Processing
7300	Communications & computer small equipment
7310	Computer License & Fees
7320	Computer Supplies
7330	Contractual Services
7335	Discounts Earned
7340	Dues & Subscriptions
7345	Employee Assistance Program
7350	Employee Recruitment & Retention
7405	Office Supplies
7415	Operating
7420	Fuel
7425	Chemical
7428	Lab
7430	Uniforms
7433	Safety
7435	Small Equipment
7440	Tools
7450	Permits & Fees
7455	Over & (Short)
7460	Postage
7470	Printing & Publishing
7475	Program Supplies
7480	Rental & Lease
7490	Repair Parts
7505	Repairs & Maintenance
7510	R&M General
7515	R&M Preventative
7520	R&M Corrective
7525	Snow Removal

Expense Objects	
7530	Janitorial
7540	FLEET Maintenance Services
7550	BLDGS Maintenance Services
7560	Defensible Space Costs
7605	Security
7650	Small Power Equipment
7670	Suspended Items
7680	Training & Education
7685	Travel & Conferences
7690	Vehicle License & Registration
7695	Work Comp claims
7705	Insurance
7710	General Liability Insurance
7715	Casualty
7720	Work Comp Excess Liability
7725	Excess Liability Coverage
7810	Electricity
7815	Heating
7820	Water & Sewer
7825	Trash
7830	Internet
7835	Cable TV
7840	Telephone
7907	Parts Purchased for Inventory
7920	Food
7924	Beer
7928	Wine
7932	Liquor
7936	Prepackaged
7940	Merchandise for resale
7945	Freight on Inventory Purchases
7950	Personal Services Contracts
8120	Capital Improvements

Existing Chart of Accounts

c. Personnel Account Codes

Element	Description	Category	Type
5010	Regular Earnings	Expense	Wages
5012	Hourly	Expense	Wages
5013	Other Earnings	Expense	Wages
5015	Accrued Salary	Expense	Wages
5016	Accrued Hourly	Expense	Wages
5017	Accrued OT	Expense	Wages
5020	Other Earnings	Expense	Wages
5025	Vacation Earned	Expense	Wages
5028	Wages applied to CIP Project	Expense	Wages
5030	Leave	Expense	Wages
5040	Pre-tax deductions	Expense	Benefits
5050	Taxes	Expense	Benefits
5060	Non-sheltered Deductions	Expense	Benefits
5100	Retirement Fringe Ben	Expense	Benefits
5200	Medical Fringe Ben	Expense	Benefits
5250	Dental Fringe Ben	Expense	Benefits
5300	Vision Fringe Ben	Expense	Benefits
5400	Life Ins Fringe Ben	Expense	Benefits
5500	Disability Fringe Ben	Expense	Benefits
5600	Unemployment Fringe Ben	Expense	Benefits
5700	Work Comp Fringe Ben	Expense	Benefits
5995	WAGES DAILY ESTIMATE	Expense	Wages

Existing Chart of
Accounts
d. Account Matrix –
Fund/Dept/Division

General Fund 100

Utility Fund 200

COMMUNITY SERVICES						
Golf	Facilities	Ski	Recr.	CS Admin.	Parks	Tennis
320	330	340	350	360	370	380

BEACH Beach 390

DEPT DIVISION

10	General Government	
	010 Revenue Collection	
	100 General Manager	
	990 Admin / Overhead	
11	Executive	
	110 Trustees	
12	Financial Administration	
	120 Accounting	
13	Personnel Administration	
	130 Information Technology	
	140 Risk Management	
	150 Human Resources	
	160 Health and Wellness	
14	Community Relations	
	170 Comm. Relations	

22	Water	
	200 Service Revenue	
	210 Supply	
	220 Pumping	
	230 Treatment	
	240 Transmission	
	870 Compliance	
	970 PW Shared	
	990 Admin / Overhead	

25	Sewer	
	200 Service Revenue	
	210 Supply	
	220 Pumping	
	230 Treatment	
	240 Transmission	
	870 Compliance	
	970 Shared Expenses	
	990 Admin / Overhead	

27	Solid Waste	
	380 Solid Waste	

28	TWSA	
	990 Admin / Overhead	

31	Championship Course	
	400 Course Services	
	410 Course Operations	
	420 Course Maintenance	
	430 Driving Range	
	440 Golf Carts	
	450 Equipment Repair	
	460 Champ Pro Shop	
	520 Event F&B	
	530 F&B - Grille, Snack Bar, Bar Carts	
	960 Hyatt Shop	
	980 Marketing	
	990 Admin / Overhead	

32	Mountain Course	
	400 Course Services	
	410 Course Operations	
	420 Course Maintenance	
	430 Driving Range	
	440 Golf Carts	
	450 Equipment Repair	

34	Diamond Peak Resort	
	450 Equipment Repair	
	490 Brushing Crew	
	530 Food & Beverage	
	600 Skiing Services	
	610 Ticket Office	
	620 Lift Operations	
	630 Slope Maintenance	
	640 Mountain Operations	
	650 Ski Patrol	
	660 Ski & Snowboard School	
	670 Child Ski Center	
	680 Rental & Repair Shop	
	690 Property, Parking and Transp.	
	960 Hyatt Shop	
	980 Marketing	
	990 Admin / Overhead	

36	Snowflake Lodge	
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38	Incline Beach Food and Beverages	
	530 Food & Beverage	

39	Beaches	
	530 Food & Beverage	
	710 Beach Hosts	
	730 Incline Beach Food	
	740 Burnt Cedar Beach Food	
	750 Burnt Cedar Beach Bar (Concessions)	
	760 Incline Beach Bar (Concessions)	
	770 Hermit Beach	
	780 Parks Services	
	850 Aquatics	
	990 Admin / Overhead	

Excerpt from 1/20/21
Board Budget
Workshop – Fund
Structure



**INCLINE
VILLAGE**

GENERAL IMPROVEMENT DISTRICT
ONE DISTRICT ~ ONE TEAM

FY2021/22 Budget Workshop

**Board of Trustees
January 20, 2021**



Related Topics

- Fund Accounting – Enterprise vs Special Revenue
 - Fund Structure - Resolution No. 1838
 - Resolution of Intent – Resolution No.

RESOLUTION NO. 1838

A RESOLUTION TO CREATE GOVERNMENTAL FUND TYPE: SPECIAL REVENUE, CAPITAL PROJECTS AND DEBTS SERVICE FUNDS FOR THE INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT FOR COMMUNITY SERVICES AND BEACH FUNDS AS REQUIRED BY NEVADA ADMINISTRATIVE CODE 354.241, EFFECTIVE AS OF JULY 1, 2015

Fund Name	Purpose	Source of Revenues	Short-term Expenditures	Long-term Expenditures	Plan for Fund Balance	Adequacy of Fund Balance
Community Services – Special Revenue	Recreational activities conducted by the District under NRS 318, other than Beach locations	User fees, stand by charges, rents, grant, investment earnings and other income	Operating expenditures to provide recreational activities	Transfers out to capital purchases and debt service to support recreational activities	Meet the minimum necessary to maintain District recreational activities	Consider the District's Board Policy on Appropriate Level of Fund Balance
Community Services – Capital Expenditure	Capital expenditures related to recreational activities conducted by the District under NRS 318, other than Beach locations	Sales of coverage and capital assets and transfers from the Community Services Special Revenue Fund	Operating expenditures related to Community Services capital expenditures	Capital purchases to support Community Services recreational activities	Meet the minimum necessary to execute Community Services capital purchases	Consider the District's Board Policy on Appropriate Level of Fund Balance
Community Services – Debt Service	Debt service expenditures related to recreational activities conducted by the District under NRS 318, other than Beach locations	Transfer from the Community Services Special Revenue Fund	Operating expenditures related to Community Services debt service expenditures	Debt service expenditures to support Community Services recreational activities	Meet the minimum necessary to execute Community Services debt service expenditures	Consider the District's Board Policy on Appropriate Level of Fund Balance
Beach – Special Revenue	Recreational activities conducted by the District under NRS 318 for Beach locations	User fees, stand by charges, rents, grant, investment earnings and other income	Operating expenditures to provide Beach recreational activities	Transfers out to capital purchases and debt service to support Beach recreational activities	Meet the minimum necessary to maintain District Beach recreational activities	Consider the District's Board Policy on Appropriate Level of Fund Balance
Beach – Capital Expenditure	Capital expenditures related to recreational activities conducted by the District under NRS 318 for Beach locations	Sales of coverage and capital assets and transfers from the Beach Special Revenue Fund	Operating expenditures related to Beach capital expenditures	Capital purchases to support Beach recreational activities	Meet the minimum necessary to execute Beach capital purchases	Consider the District's Board Policy on Appropriate Level of Fund Balance
Beach – Debt Service	Debt service expenditures related to recreational activities conducted by the District under NRS 318 for Beach locations	Transfer from the Beach Special Revenue Fund	Operating expenditures related to Beach debt service expenditures	Debt service expenditures to support Beach recreational activities	Meet the minimum necessary to execute Beach debt service expenditures	Consider the District's Board Policy on Appropriate Level of Fund Balance



RESOLUTION NO. 1880

A RESOLUTION OF INTENT TO INITIATE PROCESS TO TRANSITION THE INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT FROM USE OF GOVERNMENTAL FUND TYPE - SPECIAL REVENUE FUNDS TO USE OF PROPRIETARY TYPE - ENTERPRISE FUNDS FOR FOR THE DISTRICT'S COMMUNITY SERVICES AND BEACH FUNDS BEGINNING WITH THE FISCAL YEAR 2021/2022 BUDGET

1. Incline Village General Improvement District expresses its intent to transition to the use of Proprietary Fund Type – Enterprise Funds for its Community Services and Beach Fund beginning in Fiscal Year 2021/22.
2. Incline Village General Improvement District has determined that use of Proprietary Fund Type – Enterprise Funds for Community Services and Beach is consistent with the desired intent of the business-like operations of the District.



Next Steps

- Fund Structure for Transition To Enterprise Fund Accounting
 - Maintain separate individual funds for each Community Services venue and Beaches (as prior to 2015/16)

OR

- Consolidate Community Services into Single Enterprise Fund
- Re-establish Beach Fund as an Enterprise Fund

OR

- Establish separate Enterprise Funds for Community Services Fund and Beach Fund
 - With separate capital fund and debt fund for transparency (roll into main enterprise fund for external reporting)
 - Per Moss Adams report recommendation

History of District Fund Structure

	-----> FY 2014-15			FY2015-16 <--> FY2018-19			FY 2019-20			FY2020-21			-----> FY 2021-22		
	Operating	Capital	Debt	Operating	Capital	Debt	Operating	Capital	Debt	Operating	Capital	Debt	Operating	Capital	Debt
100 General Fund	X	X	x	X	X	X	X	X	X	X	X	X	X	X	X
200 Utility Fund	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>Community Services</i>															
320 Golf Fund	X	X	X	X			X	X	X	X			X	X	X
330 Facilities Fund	X	X	X	X			X	X	X	X			?		
340 Ski Fund	X	X	X	X			X	X	X	X			?		
350 Recreation Fund	X	X	X	X			X	X	X	X			?		
360 Comm Svc Admin Fund	X	X	X	X			X	X	X	X			?		
370 Parks Fund	X	X	X	X			X	X	X	X			?		
380 Tennis Fund	X	X	X	X			X	X	X	X			?		
<i>Beach</i>															
390 Beach Fund - Capital	X	X	X	X			X	X	X	X			X	X	X
<i>Capital Special Revenue Funds</i>															
520 Golf Fund - Capital					X						X				
530 Facilities Fund - Capital					X						X				
540 Ski Fund - Capital					X						X				
550 Recreation Fund - Capital					X						X				
560 Comm Svc Admin Fund - Capital					X						X				
570 Parks Fund - Capital					X						X				
580 Tennis Fund - Capital					X						X				
590 Beach Fund - Capital					X						X				
<i>Debt Special Revenue Funds</i>															
620 Golf Fund - Debt															X
630 Facilities Fund - Debt															X
640 Ski Fund - Debt															X
650 Recreation Fund - Debt															X
660 Comm Svc Admin Fund - Debt															X
670 Parks Fund - Debt															X
680 Tennis Fund - Debt															X
690 Beach Fund - Debt															X



Potential Fund Structures – FY2021/22

		Pre 2015/16 Fund Structure		
		Operating	Capital	Debt
100	General Fund	X	X	x
200	Utility Fund	X	X	X
<i>Community Services</i>				
320	Golf Fund	X	X	X
330	Facilities Fund	X	X	X
340	Ski Fund	X	X	X
350	Recreation Fund	X	X	X
360	Comm Svc Admin Fund	X	X	X
370	Parks Fund	X	X	X
380	Tennis Fund	X	X	X
<i>Beach</i>				
390	Beach Fund	X	X	X

		Consolidate Community Services Fund(s)		
		Operating	Capital	Debt
General Fund		X	X	x
Utility Fund		X	X	X
<i>Community Services</i>		X	X	X
<i>Dept 32 - Golf</i>				
<i>Dept 33 - Facilities</i>				
<i>Dept 34 Ski</i>				
<i>Dept 35 Recreation</i>				
<i>Dept 36 Comm Svc Admin</i>				
<i>Dept 37 Parks</i>				
<i>Dept 38 Tennis</i>				
<i>Beach</i>		X	X	X

		Consolidate Community Services Fund(s)		
		Operating	Capital	Debt
General Fund		X	X	x
Utility Fund		X	X	X
<i>Community Services</i>		X		
CS Capital			X	
CS Debt				X
<i>Beach</i>		X		
Beach Capital			X	
Beach Debt				X

		Pre 2015/16 Fund Structure		
		Operating	Capital	Debt
100	General Fund	X	X	x
200	Utility Fund	X	X	X
<i>Community Services</i>				
320	Golf Fund	X		
330	Facilities Fund	X		
340	Ski Fund	X		
350	Recreation Fund	X		
360	Comm Svc Admin Fund	X		
370	Parks Fund	X		
380	Tennis Fund	X		
<i>Beach</i>				
390	Beach Fund	X		
<i>Community Services Capital Fund</i>			X	
<i>Community Services Debt Fund</i>				X
<i>Beach Capital Fund</i>			X	
<i>Beach Debt Fund</i>				X