



TRUCKEE TAHOE AIRPORT DISTRICT - INTEROFFICE MEMORANDUM

TO: BOARD OF DIRECTORS AND DISTRICT CONSTITUENTS

FROM: KEVIN SMITH, GENERAL MANAGER, SALLY LYON, DIRECTOR OF FINANCE & ADMINISTRATION, AND LISA WALLACE, BOARD PRESIDENT

SUBJECT: DISTRICT FINANCIAL SOFTWARE TRANSITION AND FINANCIAL PREP REPORT FORMATTING.

DATE: 1/26/2016

Early last year the District decided to replace our aging financial management software with new software that is specific to governmental accounting. The District had operated within the old software system for almost 10 years. The District chose Caselle which is a regional provider of governmental accounting software based in Provo, Utah. During the past 6 months, the District has been working to convert all District financials in to this new system. This is a major endeavor and continues currently. All of the historic system data conversion has been completed by Caselle but not all reports are formatted yet. Formatting work continues as new data entered into the system because available.

Included in this month's Board of Director Staff Report is the quarterly financial report for the District. As we work through the first month of the Caselle launch, there was a very short time from close of the 1st quarter financials (Oct. to Dec.) and the time available to create the first quarterly report (less than a week). Obviously, the format included in the Staff Report is not the traditional format. This is a standard Caselle report; Ms. Lyon is working with Caselle to format reports to be similar to existing historical reports. Ms. Lyon has checked over the quarterly financials and indicates we are tracking along on budget for the first quarter of the fiscal year (Oct. to Dec. 2015) with no significant variances in expenses or revenues. We continue to spend significant funds as budgeted on the Warehouse Office Building.

As soon as the finalized report in the correct format is complete, we will post the Report for the public on the District website and provide copies to the Board of Directors.

Thank you for your patience during this import software conversion process.