

# Nevada State Board of Accountancy

*Making Nevada a Better Place to Do Business*



## **STATE REQUIRED REPORTING** **2024**

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# STATE REPORTING REQUIREMENTS

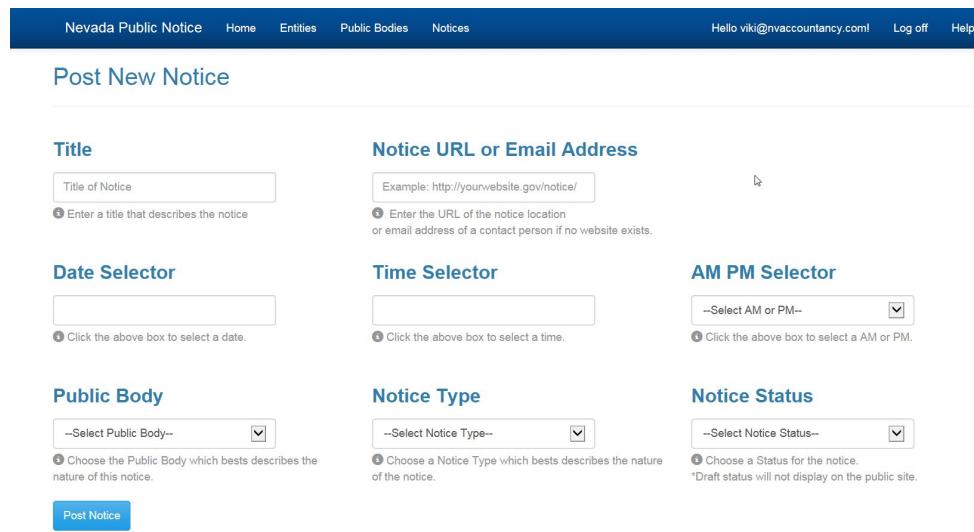
## ADMINISTRATIVE

### **Agenda & Public Notice Posting – NRS 241.015(4)**

All public bodies in the state who are required to post public notices must post their notices on the Public Notice Website. The Department of Administration maintains a central location/website for the posting of public notices.

Report Title: Public Notice Posting Website  
Reporting To: Nevada Public Notice / Department of Administration  
Report Period: Third 3<sup>rd</sup> working day before the meeting to be held

Procedure: Login at <https://notice.nv.gov>  
Enter the information relating to the agenda or public notice such as date, time, location and the Boards website where the agenda or notice is posted.



The screenshot shows the 'Post New Notice' page of the Nevada Public Notice website. The top navigation bar includes links for Nevada Public Notice, Home, Entities, Public Bodies, Notices, and Help. The user is logged in as 'Hello viki@nvaccountancy.com'. The main form fields are:

- Title:** A text input field with placeholder 'Title of Notice' and a note: 'Enter a title that describes the notice'.
- Notice URL or Email Address:** A text input field with placeholder 'Example: http://yourwebsite.gov/notice/' and a note: 'Enter the URL of the notice location or email address of a contact person if no website exists.'
- Date Selector:** A date input field with a note: 'Click the above box to select a date.'
- Time Selector:** A time input field with a note: 'Click the above box to select a time.'
- AM PM Selector:** A dropdown menu with placeholder '--Select AM or PM--' and a note: 'Click the above box to select a AM or PM.'
- Public Body:** A dropdown menu with placeholder '--Select Public Body--' and a note: 'Choose the Public Body which bests describes the nature of this notice.'
- Notice Type:** A dropdown menu with placeholder '--Select Notice Type--' and a note: 'Choose a Notice Type which bests describes the nature of the notice.'
- Notice Status:** A dropdown menu with placeholder '--Select Notice Status--' and a note: 'Choose a Status for the notice. \*Draft status will not display on the public site.'

A blue 'Post Notice' button is located at the bottom left of the form.

### **Controller Reporting - NRS 356.011(4)**

Requires each regulatory board to submit to the State Controller a copy of the Boards Bank Statements for each account it holds in a Bank and the reconciliation of the accounts at the end of each fiscal year.

Report Title: Controller Reporting  
Reporting To: State Controller  
Report Period: Fiscal Year End – June 30<sup>th</sup>  
Procedure: Submit Appropriate information to the State Controller's Office

## **State Controller Business License Information - NRS 353C.1965**

Requires a licensing agency to provide to the State Controller the following information:

- The name, address and social security number or employer identification number, as applicable, of each licensee; and
- The business identification number of the licensee, if the licensee has a state business license.

3. A licensing agency shall provide the information described in subsection 2:

- (a) On or before February 1 of each year for licensees who renewed licenses from July 1 through December 31 of the previous calendar year; or
- (b) On or before August 1 of each year for licensees who renewed licenses from January 1 through June 30 of the current calendar year.

4. If the State Controller determines that the name of any licensee appears on the list established by the State Controller pursuant to subsection 1, the State Controller shall send a written notice to the licensee, which includes

\*\*\*\* Additional language for follow up not copied

Report Title: Business License Reporting

Reporting To: State Controller's Office

Report Period: Annually – Based on Renewal Period

Procedure: Licensing boards were required to modify their application and renewal forms to request Nevada Business License information. Several meetings were held to establish how the information would be submitted to the Controller's Office.

January 2021 State Boards were notified that the information should now be submitted to the Controller's office via a newly established portal in compliance with the Excel Template. The naming convention is the agency abbreviation underscore date and time stamp as MMDDYYYY. Sample ACCT\_02122021. Obtain account access to the data transfer ftp KTL\_Drop.

### **Consultants Reporting - NRS 333.705(7)**

Requires each regulatory board to submit to the Interim Finance Committee, at least once every 6 months, a report concerning each consultant employed by the entity.

Report Title: Consultant Report  
Reporting To: Interim Finance Committee  
Deputy Fiscal Analyst / Fiscal Division  
Report Period: January 1<sup>st</sup> – June 30<sup>th</sup> / July 1<sup>st</sup> – December 31<sup>st</sup>

Procedure: Submit Appropriate form saved as Consultant Reporting Form and return to [charvey@lcb.state.nv.us](mailto:charvey@lcb.state.nv.us)

<b>NRS 333.705(7) Consultant Reporting by Board or Commission to IFC</b>				
<b>Board or Commission: Nevada State Board of Accountancy</b>				
<b>Reporting Period: January 1, 2018 - June 30, 2018</b>				
<b>Number of Consultants Contracted by the Board or Commission: 3</b>				
	Consultant Name	Purpose for Contracting with the Consultant	Length of Time the Consultant Has Been Employed	Amount Paid to Consultant from Board or Commission
1	Allison Mackenzie Pavlakis Wright & Fagan	Legal Counsel	Contracted with Board for 35+ Years	\$ 72,605
2	Kaempfer Crowell Renshaw Gronauer & Fiorentino	Lobbyist	Contracted with Board for the past 10 years	\$ 9,000
3	Louis Ling, Esq	Legal Counsel	Contracted with Board for 5+ years	\$ 1,290
4				\$ -
5				\$ -
6				\$ -
7				\$ -

### **Fines/Penalties – NRS 628.140**

Provides how money is collected and to be utilized. It also requires fines imposed from disciplinary hearings be deposited with the State Treasurer for credit.

Reporting To: Office of the State Treasurer  
Reporting Period: Quarterly  
Procedure: Run a report from QuickBooks to verify the amount of Fines/Civil Penalties for the Quarter and issue check to be paid to the State Treasurer.

### **Elected Officials Listing - NRS 286.421(3)**

States that persons chosen by election or appointed to service in elected offices of shall not have their salary adjusted under the Employer-Pay Contribution Plan. To ensure that benefits are calculated accurately, the Public Employees Retirement System requires a list of names and other pertinent information of the board appointed members.

Report Title: Elected Officials Listing  
Reporting To: Public Employees Retirement System (PERS)  
Report Period: Monthly – during payroll submission  
Procedure: Respond with spreadsheet of requested information and send via email to the person in charge of collecting the information.

## Employee Salary Reporting

The Department of Administration requires all regulatory boards to provide personnel information that includes the number of full-time employees, the salary and benefit costs associated with each position for rate and assessment determination.

Report Title: Licensing Board Log for Rate Assessment  
Reporting To: Department of Administration – Budget Division  
Report Period: Biennial Budget Period  
  
Procedure: Complete the provided spreadsheet and email back to the assigned budget analyst.

Licensing Board Log for Rate and Assessment Determination											
B/A	NV STATE BOARD OF:	Request for Information	Received	Budgeted		Projected		Budgeted		Projected	
				FTE FY16	FTE FY17	FTE FY18	FTE FY19	FY16 funding	FY17 Funding	FY18 Funding	FY19 Funding
B001	Accountancy	4/11/2016		2	2	2	2	\$ 173,200	\$ 173,200	\$ 210,200	\$ 210,200
B002	Architecture, Interior Design & Residential Design	4/11/2016		7	7			\$ 425,741	\$ 434,256		
B003	Audiology & Speech Pathology	4/11/2016		0	0			\$ -	\$ -		
B004	Barber's Health & Sanitation	4/11/2016		0	0			\$ -	\$ -		
B005	Chiropractic Examiners	4/11/2016		2.5	2.5			\$ 157,500	\$ 165,375		
B006	Cosmetology	4/11/2016		19	19			\$ 1,284,350	\$ 1,340,255		
B007	Dental Examiners	4/11/2016		7	7			\$ 545,000	\$ 610,000		
B008	Engineers & Land Surveyors	4/11/2016		7	7			\$ 296,982	\$ 305,891		
B009	Funeral Board	4/11/2016		1	1			\$ 43,200	\$ 43,200		
B010	Hearing Aid										

## Fiscal Audit - NRS 218G.400

Requires each regulatory board to be audited annually by a certified public accountant (CPA). The audit report must be filed with the Legislative Auditor and the Chief of the Budget Division by December 1<sup>st</sup> of each year the audit is prepared.

Report Title: Board Financial Statement Audit  
Reporting To: Legislative Counsel Bureau / Audit Division  
Report Period: Annually – Due by December 1<sup>st</sup>.  
  
Procedure: Once the Board's financial statements have been approved at the Board's November meeting the finalized statements are then sent via email to the LCB and Governor's office.

## LCB Reporting - NRS 622.100

Requires each regulatory body to report to the Director of the Legislative Counsel Bureau a quarterly report that includes a summary of the following:

- Disciplinary action taken;
- Number of licenses issued;
- Total number of applications for licensure received;
- Number of applications rejected by the Board;
- Average number of days between the date of rejection of an application as incomplete and the resubmission by the applicant of a complete application;
- A list of each reason given by the regulatory body for the denial of an application and the number of applications denied by the regulatory body; and
- The number of applications reviewed on an individual basis by the regulatory body

Report Title: Report of Occupational Licensing Boards  
Reporting To: Legislative Counsel Bureau  
Time: Quarterly – Due the 20<sup>th</sup> day of January, April, July & October  
  
Procedure: Website: <http://www.leg.state.nv.us/>  
General Info >Reports of Occupational Licensing Boards  
Administrator Log In

Enter the information for each tab titled Disciplinary Actions, Licensing Totals, Denial Totals. You must release all records upon completion of the data that has been entered.

Your login was successful.

General Information/Excel   Disciplinary Actions   Licensing Totals   License Types   Denial Totals   Denial Reason Types   Users   Instructions

### Disciplinary Actions

Select Quarter  Total records reported for this quarter: 0  
This board has no disciplinary actions to report this quarter.

**Add New Disciplinary Action Record**

License Type:	<input type="button" value="Certified Public Accountant"/>	License Number:	<input type="text"/>	
Company (optional):	<input type="text"/>			
Licensee Name (optional)				
Prefix:	<input type="text"/>	First Name:	<input type="text"/>	
Last Name:		<input type="text"/>	Suffix:	<input type="text"/>
Action Taken:				
Basis for Action:				
Commencement Date:	<input type="text"/> mm/dd/yyyy (required)	Final Action Date:	<input type="text"/> mm/dd/yyyy	
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>		

\*\*Note Criminal petition information must be sent to the LCB separately as the legislative website has not been updated to include this reporting information.

## **Language Access Plan - NRS 232.0081**

Every two years the Board must review the developed Language Access Plan (LAP) Reporting of the information and the review is sent to the Governor's Office of New Americans, Nevada Office of Minority Health & Equity and Nevada Commission on Minority Affairs. The contact is [ONAinfo@ona.nv.gov](mailto:ONAinfo@ona.nv.gov) or (702) 486-0800.

## **Military Information Reporting - NRS 622.120**

Annual report to Interagency Council on Veterans Affairs on Military and veteran status of applicants for license is required. A regulatory body shall collect information regarding the number of veterans and service members who have:

- Applied for a license from the regulatory body
- Been issued a license by the regulatory body
- Renewed a license with the regulatory body.

The forms used by the regulatory body must include the following language:

- Have you ever served on active duty in the Armed Forces of the United States and separated from such service under conditions other than dishonorable?"
- Have you ever been assigned to duty for a minimum of 6 continuous years in the National Guard or a reserve component of the Armed Forces of the United States and separated from such service under conditions other than dishonorable?"
- Have you ever served the Commissioned Corps of the United States Public Health Service or the Commissioned Corps of the National Oceanic and Atmospheric Administration of the United States in the capacity of a commissioned officer while on active duty in defense of the United States and separated from such service under conditions other than dishonorable?"

Report Title: Veteran/Military Information  
Reporting To: Interagency Council on Veterans Affairs and  
Nevada Department of Veterans Services  
Report Period: Annually – Due by November 30<sup>th</sup>  
Procedure: Generate an excel spreadsheet with the collected information.  
Email the information to both agencies as noted above

A	B	C	D	E
Branch		Start Year	End Year	
NAVY		1969	1973	
ARMY		1970	1972	
US ARMY		1966	1972	
AIR FORCE		1975	1979	
CALIFORNIA ARMY NATIONAL GUARD		1967	1977	
AIR FORCE		1985	1989	
ARMY		1957	1959	
U S ARMY		1968	1970	
AIR FORCE - NEVADA AIR GUARD		1965	1969	
U S AIR FORCE		2001	2006	
USMC		1986	1994	
NAVY RESERVE		1967	1973	
U S ARMY		1960	1968	
ARMY		1957	1962	
AIR FORCE		1985	1988	
AIR FORCE		1965	1968	
USMC		1968	1972	

## **State Inventory - NRS 333.220, SAM 1544/SAM 1560**

Requires all “using agencies” to conduct an annual physical inventory of their personal property and report the disposition of property to the Department of Administration, Purchasing Division. Agencies are required to report inventory over \$5000. Agencies should maintain a separate list for items under the \$5000 cap as well.

**Report Title:** State Inventory Listing  
**Reporting To:** Nevada State Purchasing Division  
**Report Period:** Annually

**Procedure:** Provide updated list of inventory items that are over the required \$5000 cap or computer equipment for reporting to the State.

Location	Fixed Asset Type	Fixed Asset Number	Description	Serial Number	Asset Value	Asset PO Number	Acquisition Date
'0700	'X	'0199568	'SHREDDER F/PAPER 38/19/20"	'585855	\$ 1,223.00	'P14492	7/14/1992
			<b>Total Amount under \$2500</b>		<b>\$ 1,223.00</b>		
'0700	'X	'0223372	'WORKSTATION CLERICAL	'WOODROSE	\$ 2,916.54	'M13574	9/26/1996
		350545	Lenovo Think Pad Laptop		\$ 2,868.71	Direct Purchase Lenovo	12/23/2015
		350547	Lenovo Think Pad Laptop		\$ 2,868.71	Direct Purchase Lenovo	12/23/2015
			<b>Total Amount \$2500 and Over</b>		<b>\$ 8,653.96</b>		
			Total Amount		\$ 9,876.96		

## **Strategic Plan**

The is not a specific requirement to provide the Strategic Plan to the Governor’s office, however it is recommended that one is developed and sent at the beginning of each fiscal year. Note: specific citation for requirement could not be found.

**Report Title:** Strategic Plan  
**Reporting To:** Governor’s Finance Office / Budget Division  
**Report Period:** Annually

## **BOARD MEMBER REPORTING**

### **Board Member Oath of Office – NRS 281.030**

Upon appointment to the Board the new member shall send completed and notarized Oath of Office to the Governor's Office.

Report Title:           Oath of Office  
Reporting To:           Governor's Office  
Report Period:           Upon Appointment

State of Nevada  
County of \_\_\_\_\_

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support, protect and defend the Constitution and Government of the United States, and the Constitution and government of the State of Nevada, against all enemies, whether domestic or foreign, and that I will bear true faith, allegiance and loyalty to the same, any ordinance, resolution or law of any state notwithstanding, and that I will well and faithfully perform all the duties of the office of

**Member, Nevada State Board of Accountancy (NRS 628.035) (11/1/2016 to 10/31/2019)**

on which I am about to enter; (if an oath) so help me God; (if an affirmation) under the pains and penalties of perjury.

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Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_.

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### **Board Member Financial Disclosure – NRS 281.559**

Each Board Member shall file with the Secretary of State a financial disclosure statement within 30 days of appointment and each year while on the Board on or before January 15<sup>th</sup>.

Report Title:           Financial Disclosure Statement  
Reporting To:           Secretary of State / Electronic Filing Division  
Report Period:           January 15<sup>th</sup>

**Board Member & Staff Acknowledgement of Statutory Ethical Standards**  
**– NRS 281A.500**

Upon appointment a Board Member or a new employee of the Board must be informed of the statutory ethical standards and must file the acknowledgement form of statutory ethical standards to the Commission on Ethics.

Report Title: Acknowledgement of Statutory Ethical Standards  
Reporting To: Commission on Ethics  
Report Period: Upon appointment/employment &  
January 15<sup>th</sup> each even numbered year

Board Member Training on Responsibilities – NRS 622.200

Each Board Member shall receive a written summary of the duties and responsibilities of a member of the regulatory body; and receive training on those duties by the Attorney General.

Report Title: Board Member Responsibility Training  
Reporting To: Attorney General's Office  
Report Period: Upon Board Member Appointment

## **Board Member & Staff Training on Sexual Harassment & Discrimination** **- EO 2019-1**

Each Board Member shall receive training on Sexual Harassment & Discrimination and must complete a form indicating the training has been received within 6 months of appointment to the Board with refresher training every 2 years.

Report Title: Sexual Harassment & Discrimination Training  
Reporting To: Attorney General's Office  
Report Period: Upon Board Member Appointment / Every 2 Years

## **CONTRACTS**

### **Agency Contract Manager – NRS 333/NAC 333/SAM 0322**

Certification is required through the State Purchasing Division's Contract Certification course. This is a 2-day course and is required to be taken every 2 years for ability to enter Contracts into the State's CETS system for all required Board of Examiner (BOE) approved contracts.

### **Contract Approval – NRS 333.030**

State Administrative Manual provides that all contracts for outside services over a certain amount must be approved by the State Board of Examiners. The contracts also require Attorney General review and signature prior to submission.

Report Title: Contracts for Legal Counsel, Lobbyist, and Auditor  
Reporting To: Board of Examiners / Budget Division  
Report Period: Submission by BOE Deadline Date based on Meeting Schedule.

Procedure: All contracts must be entered into the State CETS system by a Certified Contract Manager. The contracts are entered into the system and a Contract Summary page is generated by the system for inclusion with the 3 original signed contracts. The contracts are then submitted to the Budget Division for processing/approval.  
Note: Board of Accountancy Executive Director is a Certified Contract Manager.

### **Independent Contractor Reporting Requirements – SAM 0325**

Report Title: Independent Contractor Reporting  
Reporting To: Attorney General's Office  
Report Period: See Schedule Below

Quarterly: Report summarizing significant developments in regard to the subject matter of the contract and significant services performed under the contract.

As Needed: Notification of any significant developments to potential legal matters; litigation involving potential liability to the State.

Upon Completion: Copies of final version of work product relative to any legal matter.

Conflicts of Interest: Consult with Attorney General's Office

## LEGISLATION

### **Review of Rules of Practice – NRS 233B.050**

Report Title: Review of Rules of Practice  
Reporting To: Secretary of State  
Report Period: Every 3 Years

Each agency shall review its rules of practice at least once every 3 years and file with the Secretary of State a statement setting forth the date on which the most recent review of those rules was completed and describing any revisions made as a result of the review.

Report Title: Review of Regulations  
Reporting To: Legislative Counsel Bureau  
Report Period: Every 10 Years

Each agency shall review its regulations at least once every 10 years to determine whether it should amend or repeal any of the regulations. Within 30 days after completion of the review the agency shall submit a report to the Legislative Counsel Bureau for distribution to the next regular session of the Legislature. The report must include the date on which the agency completed its review of the regulations and describe any regulation that must be amended or repealed as a result of the review.

### **Bill Draft Requests – NRS 218D.175 / SAM 2514**

All bill draft requests must be made to the Governor's Finance Office for consideration of inclusion in the upcoming legislative session list of proposed bills. The deadline is established by the Director and has been on or before August 1 preceding the convening session. Note: Historically the Boards bills have not been approved through the bill draft request, therefore causing boards to have their bills sponsored by an member of the legislature.

### **Legislative Counsel Bureau (LCB) Fiscal Note Analysis Division**

Online fiscal note management system to help improve accessibility to legislative information and the timeliness and quality of fiscal note preparation.

Report Title: Fiscal Note Analysis  
Reporting To: Legislative Counsel Bureau  
Report Period: Legislative Sessions – Due upon receipt of Fiscal Note Request  
  
Procedure: Complete the Fiscal Notes Contact Form for each Legislative Session. Once it has been approved you will be able to log into the Fiscal Note website. LCB will send an email requesting your fiscal analysis of any bill that might have an impact to the Board and/or the profession it regulates.

## **MISCELLANEOUS**

### **Background Check/Fingerprinting Authority Audit – NRS 628.190 / NAC 179A.080**

The Nevada Department of Public Safety, Records Communications & Compliance Division manages Nevada's Criminal History Record Information system. The FBI requires compliance audits of Nevada's noncriminal justice agencies with indirect access to these systems through the submission of fingerprints.

Report Title: Department of Public Safety Audit  
Reporting To: Department of Public Safety  
Report Period: At the request of the Division (Every 3-5 Years)

Procedure: The Department of Public Safety last audited the Board in October 2018. After reviewing the Audit Process Information Pkt (150 pgs.), the audit requires the Board to complete the 7-page questionnaire. Following the submission of the questionnaire, an in-person review is also scheduled and performed to assure that the Board is following the guidelines to continue receiving background information for licensees.

### **Building Leases – NRS 331.110 / SAM 0336 / SAM 1020**

Reporting To: Board of Examiners (BOE)  
Report Period: Upon approval with annual lease assessment

Each Board must have their leases reviewed and signed by the Attorney General assigned to their agency. The lease is then sent to the Board of Examiners for approval. Note: The lease does not get entered into CETS as the other contracts do.

Reporting To: Buildings & Grounds  
Report Period: April 1 but no later than June 30 of each year

Procedure: Provide to the Administrator an inventory of all real property owned by the State. Each inventory must identify:

- (a) Real property that is being actively used by the Board
- (b) Real property that is not being actively used by the Board
- (c) Real property that is not being used by the Board but which is reasonably anticipated to be actively used by the Board in the future.

### **Executive Branch Audit Committee (EBAC) - NRS 353A.090**

The Internal Audit Division of the EBAC may periodically request information of Boards to determine the adequacy of their system of accounting, administrative control and financial management systems.

Report Title: EBAC Report  
Reporting To: Internal Audit Division of the Executive Branch Audit Committee  
Report Period: At the request of the Audit Committee

Procedure: EBAC Audit was last requested of Boards during the calendar year 2018. The Boards have responded to Phase II of the audit with follow up from Phase I that was due by October 2018.

### **Legislative Sunset Review - NRS 232B.040**

The Legislative Commission shall conduct the review of agencies directed by the Legislature to determine whether each agency should be terminated, consolidated with another agency or continued.

Report Title: Sunset Review Report  
Reporting To: Sunset Subcommittee of the Legislative Commission  
Report Period: At the request of the Subcommittee

Procedure: Sunset Review was last requested of Boards during the 2018 Interim Legislative Session.  
Boards responded with the information as requested and provided testimony at the scheduled hearings.  
October 2018 Board received continuation letters from Subcommittee.

### **Property Insurance – NRS 331.187 / SAM 0504**

Each agency shall deposit in the fund an amount equal to its insurance premium and other charges for potential liability, and administrative expenses, as determined by the Risk Management Division. Note: This is required to be paid in addition to any external insurance policies the Board may already have.

Reporting To: Risk Management Division  
Report Period: Annual Assessment

### **Tort Claim Insurance – NRS 41.031 / SAM 2900**

Each agency shall deposit in the fund an amount as assessed by the Attorney Generals Office. Note: This is required to be paid in addition to any external insurance policies the Board may already have.

Reporting To: Attorney General Office  
Report Period: Annual Assessment

## **Public Employees Benefit Program (PEBP) – NRS 287**

The Board is required to submit information relating to the Boards employees that receive health care benefits through the State. The reporting includes a calculation for both the AEGIS & REGI Assessments.

Report Title: AEGIS Remittance / REGIS Remittance  
Reporting To: Public Employees Benefit Program (PEBP)  
Report Period: Monthly

Procedure: In order to calculate the monthly amount to be sent to PEBP the Board must complete the monthly calculation spreadsheet for both the AEGIS & REGI assessments. The calculation forms are submitted by mail with the check for payment.

Remittance Advice Fiscal Year 2019						
Please indicate the amounts paid for <u>each</u> group for which you are paying. State agencies, boards and commissions, please indicate amounts paid toward AEGIS and REGI assessments.						
Check Number: <u>12033,</u>		Date: <u>9/12/18</u>				
Group Number	Group Name	Premium Month	Employee Premium	ARRA COBRA Subsidy	AEGIS * Assessment	REGI ** Assessment
123	Board of Accountability	Sept.	\$349.15		\$1,481.84	\$1,830.99
						\$
						\$
						\$
						\$
						Total \$349.15 \$ \$1,481.84 \$ \$1,830.99
						Total amount of check <u>1,830.99</u>

Remittance Advice Fiscal Year 2019						
State of Nevada Public Employees' Benefits Program 901 S. Stewart Street, Suite 1001 Carson City, NV 89701						
Please indicate the amounts paid for <u>each</u> group for which you are paying. State agencies, boards and commissions, please indicate amounts paid toward AEGIS and REGI assessments.						
Check Number: <u>12032</u>		Date: <u>9/12/18</u>				
Group Number	Group Name	Premium Month	Employee Premium	ARRA COBRA Subsidy	AEGIS * Assessment	REGI ** Assessment
128	Board of Accountability	Sept			429.00	\$ 429.00
					\$	
					\$	
					\$	
					\$	
					Total	
					\$ 429.00	\$ 429.00
					Total	\$ 429.00

### **Public Employees Retirement System (PERS) – NRS 286**

The Board is required to submit information relating to the Boards employees that are enrolled in PERS for retirement contributions. In addition, information must also be submitted that includes staff, investigators, and Board Members that are not enrolled in the retirement system.

Report Title: PERS Monthly Statement  
Reporting To: Public Employees Retirement System (PERS)  
Report Period: Monthly

Procedure: Information once updated must be emailed, faxed and included in the deposit at the bank

### **Panel Member Appointments – Committee on Local Government Finance**

#### **NRS 354.105**

The Board is required to submit the names of two individuals to serve on the Committee on Local Government Finance. The term for appointment is three years. Members can be re-appointed for consecutive terms as approved by the Board.

Report Title: Panel Member Appointments  
Reporting To: Director of State of Nevada Department of Taxation  
Report Period: Every Three Years (next appointment March 2023)

### **Fact Finding Panel Members – NRS 288.202 - REPEALED**

Within 5 days after receiving notice of a request for fact finding panel members, the Board shall submit to the Commissioner and each party to the dispute a list of five names of their licensees who would serve on a panel. The Board maintains a list of interested individuals to serve as the panel members.

Report Title: Fact Finding Panel Members  
Reporting To: Commissioner, Local Government Employee-Management Relations Board.  
Report Period: Upon Request  
**No Longer Required**

## **RECORDS**

### **Fixed Asset Records - NRS 333/NAC 333/SAM 1560**

As needed report any changes to the fixed asset records to the State Purchasing Division.

### **Board Printed Publications – NRS 378.180**

Each state agency shall upon release of each of its publications, provide the Center with an electronic version of the publication. If a publication is only available in paper form, the state agency shall deposit 10 copies of the publication with the Center. The publication must include (1) the date on which the publication was initially released by the agency; and (2) submit the electronic version of the publication in accordance with regulations adopted by the State Library & Archives and Public Records Administrator.

### **Records Retention & Disposition – NRS 239 /SAM 2018**

Notification of agency appointed records management officer. Review of Records Disposition Authorization (RDA) Schedule. Attend courses provided by the State Library & Archives regarding the retention of the agency's records. Attendance recommended every other year.

### **Staff Training on Records Retention & Disposition – NRS 239.083(2)(a)**

Each head of agency shall require each employee of the agency, whose duties include the management of the retention and disposal of any official state records of the agency to complete the program of education and training on the retention and disposition of official state records that is developed and conducted by the Division pursuant to subsection 1. Note: The frequency of the course for staff is not known, however staff attends the courses annually.

### **Secretary of State – SilverFlume**

SilverFlume is the website for customers to find out all of the business licensing, permitting and registration steps that are required across all agencies in Nevada. The Board is required to set-up and maintain the various industry codes associated with licensure for our agency. Included is information of what is required for each of the types of licensure. Periodic maintenance is required by the Board.

(Revised 8/2021)