



**MENDOCINO COUNTY TOURISM COMMISSION, INC.
FINANCE COMMITTEE MEETING AGENDA**

The Finance Committee shall be composed of a total of three (3) Directors, with a preference for Directors with financial experience, including but not limited to service as treasurer for other organizations. The Committee shall be chaired by the Treasurer of the Corporation. The Executive or its designee shall attend all Finance Committee meetings as a non-voting member to provide staff support. The Committee shall be responsible for informing and advising the Board in the fulfillment of its financial duties and obligations, including but not limited to preparing and reviewing budgets and financial statements, and for selecting a Certified Public Accountant to perform financial reviews and audits-bylaws Article 6, Section 6.1, (d) (i)

REGULAR MEETING: Tuesday, August 29, 2017 **TIME:** 1:00 PM
PLACE: Visit Mendocino County, 390 West Standley Street, Ukiah, CA 95482 (small conference room)
CALL IN LOCATION: Visit Mendocino County, 345 North Franklin Street, Fort Bragg, CA 95437
CALL IN NUMBER: 1-872-240-3311 **ACCESS CODE:** 958-532-453

Please join this meeting from your computer, tablet or smartphone;
<https://global.gotomeeting.com/join/958532453>

**Please note: To abide by the Brown Act, call-in locations must be listed on the agenda. If anyone from the public is calling in during the meeting, it must be done at the posted locations above.*

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. CHAIR'S COMMENTS
- V. **APPROVE** MINUTES FROM AUGUST 1, 2017 MEETING
- VI. DISCUSS FUTURE OF MENDOCINO COUNTY PROMOTIONAL FOUNDATION
- VII. **ACTION ITEM:** REVIEW & RECOMMEND FOR APPROVAL - VMC LATE PAYMENT POLICY
- VIII. 2015-16 AUDIT UPDATE
- IX. UPDATE ON CPA'S ADVICE OF P&L STRUCTURE, RESERVE CONTINGENCY, IMPOUND ACCOUNT AND PREVIOUS YEARS CARRY OVER.
- X. REVIEW COMPLETED 16/17 FISCAL YEAR FINANCIALS
- XI. REVIEW CURRENT YEAR 17/18 BUDGET & DISCUSS POSSIBLE RECOMMENDATIONS FOR ADJUSTMENTS
- XII. DISCUSS TOPICS/QUESTIONS FOR COUNTY TREASURER'S OCTOBER MEETING
- XIII. REVIEW, DISCUSS & RECOMMEND FOR APPROVAL
 - a. JULY FINANCIALS
 - b. JULY CREDIT CARD STATEMENT AND RECEIPTS
 - c. JULY STAFF & CONTRACTOR REIMBURSEMENTS
 - d. JULY AR AGING REPORT
 - e. JULY AP OVER 30 REPORT

f. JULY CHECK REGISTER

XIV. FUTURE AGENDA ITEMS

XV. SET NEXT MEETING

XVI. ADJOURNMENT