



**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, October 24, 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- 224-501-3412 **ACCESS CODE:** 275-254-189

**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. COUNTY LIAISON & AUDITOR MEETING: Shari Schapmire and Lloyd Wier attending to answer finance questions on new payment schedule and reporting.

VI. ACTION ITEM: APPROVE MINUTES FROM AUGUST 29, 2017 MEETING

VII. ACTION ITEM: REVIEW & RECOMMEND FOR APPROVAL – 2015/16 AUDIT

VIII. 2016-17 AUDIT UPDATE

IX. DISCUSS HISTORICAL REPORT OF RETAINED EARNINGS

X. REVIEW, DISCUSS & RECOMMEND FOR APPROVAL

- a. JULY FINANCIALS
- b. AUGUST & SEPTEMBER FINANCIALS
- c. AUGUST & SEPTEMBER CREDIT CARD STATEMENT AND RECEIPTS
- d. AUGUST & SEPTEMBER STAFF & CONTRACTOR REIMBURSEMENTS
- e. AUGUST & SEPTEMBER AR AGING REPORTS
- f. AUGUST & SEPTEMBER AP OVER 30 REPORTS
- g. AUGUST & SEPTEMBER CHECK REGISTERS
- h. CASH FLOW REPORT

XI. FUTURE AGENDA ITEMS

- a. Update on CPA's advice of P&L Structure & the Reserve Contingency
- b. REVIEW CURRENT YEAR 17/18 BUDGET & DISCUSS POSSIBLE RECOMMENDATIONS FOR ADJUSTMENTS – This item was postponed pending CPA's visit in November.

XII. SET NEXT MEETING

XIII. ADJOURNMENT