



**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)*

DATE: Tuesday, January 24, 2017 **TIME:** 1:00 PM

PLACE: Visit Mendocino County, 345 North Franklin Street, Fort Bragg, CA 95437

CALL IN LOCATIONS: Travelodge Ukiah 1720 N State St, Ukiah, CA 95482

CALL IN NUMBER: 1-605-475-5950 **ACCESS CODE:** 694806

*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. CHAIR'S COMMENTS

IV. PUBLIC COMMENTS

V. APPROVE MINUTES FROM NOVEMBER 22, 2016 MEETING

VI. MCPA FUND TRANSFER DISCUSSION

VII. 2016-17 BUDGET ADJUSTMENTS

VIII. 2017-18 BUDGET

- a. Budget Format for the BID Advisory Board Report
- b. Fluid and Stationary Budget Categories

IX. UPDATE ON THE 2014-15 AUDIT

X. CONTROL FORM

XI. RECORDS RETENTION POLICY REVIEW

XII. INTEREST BEARING ACCOUNT OPTIONS

XIII. REVIEW, DISCUSS & RECOMMEND FOR APPROVAL

- a. NOVEMBER & DECEMBER FINANCIALS
- b. NOVEMBER & DECEMBER CREDIT CARD STATEMENT AND RECEIPTS
- c. REVIEW CURRENT STAFF & CONTRACTOR REIMBURSEMENTS

XIV. FUTURE AGENDA ITEMS

XV. SET NEXT MEETING

XVI. ADJOURNMENT