



MENDOCINO COUNTY TOURISM COMMISSION, INC.
Finance Committee
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: Friday, April 29th, 2016

TIME: 12:00 PM

PLACE: Travelodge Ukiah, 1720 N State St, Ukiah, CA 95482

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

I. CALL TO ORDER

II. ROLL CALL

III. CHAIR'S COMMENTS

IV. PUBLIC COMMENTS

V. APPROVE MINUTES FROM MARCH 03 and MARCH 17, 2016 MEETINGS

OLD BUSINESS:

VI. REVIEW 3rd QUARTER 2015-16 FISCAL YEAR FINANCIALS, PAYABLES AND RECEIPTS

VII. REVIEW 3rd QUARTER CREDIT CARD STATEMENTS AND RECEIPTS

VIII. UPDATE FROM GM ON STATUS OF ACQUIRING MCTC CREDITCARDS

NEW BUSINESS:

IX. DISCUSS CREDIT CARD LIMITS FOR STAFF

X. DETERMINE BEST METHOD FOR RECORDING INCOME ON BOOKS.

XI. DISCUSS DISCRETIONARY SPENDING LIMITS FOR E.D.

XII. REVIEW 2016-2017 FISCAL YEAR DETAILED DRAFT BUDGET

XIII. SET NEXT MEETING

XIV. ADJOURNMENT