



**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:** Thursday June 02, 2016   **TIME:** 1:00 PM

**PLACE:** Mendocino County Tourism Commission, 345 N. Franklin St., Fort Bragg, CA 95437

**CALL IN LOCATION:** 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 APRIL 29<sup>TH</sup> 2016 MEETING**

**VI. REVIEW AND POSSIBLE ACTION TO APPROVE APRIL FINANCIALS (PAYABLES, CHECK REGISTER, P&L, BALANCE SHEET)**

**VII. REVIEW APRIL CREDIT CARD STATEMENTS AND RECEIPTS**

**VIII. REVIEW CONTRACTOR REIMBURSEMENTS**

**IX. DISCUSS TREASURERS RECOMMENDATIONS FOR REQUIRING BOARD APPROVAL FOR SPECIFIC TYPES OF EXPENDATURES**

**X. DETERMINE PYGMY BANNER SIGN LINE ITEM FOR \$500 DONATION**

**XI. REVIEW AND DISCUSS LETTER FROM JON MOORE RE: OVERPAYMENT FROM COUNTY**

**XII. DISCUSS AMENDING CURRENT BUDGET TO INCLUDE VACATION, LEAVE, AND/OR SICKTIME EXPENSES**

**XIII. REVIEW 2016/17 FINAL BUDGET**

**XIV. START 2015/16 AUDIT PROCESS WITH JERRY MURPHY, CPA**

**XV. SET NEXT MEETING**

**XVI. ADJOURNMENT**