



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: Wednesday June 29, 2016 **TIME:** 1:00 PM

PLACE: Mendocino County Tourism Commission, 390 W. Standley St., Ukiah CA 95482

CALL IN LOCATION: Travelodge Ukiah 1720 N State St, Ukiah, CA 95482; Mendocino County Tourism Commission 345 N. Franklin, St., Fort Bragg, CA 95437

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 JUNE 02, 2016 MEETING

VI. DISCUSS TRACKING VALUES OF VACATION/LEAVE/SICK-TIME ACCRUED BY STAFF ON FINANCIAL REPORTS

VII. REVIEW MAY CREDIT CARD STATEMENTS AND RECEIPTS

VIII. REVIEW CURRENT STAFF & CONTRACTOR REIMBURSEMENTS

IX. REVIEW AND POSSIBLE ACTION TO APPROVE MAY FINANCIALS (PAYABLES, CHECK REGISTER, P&L, BALANCE SHEET)

X. UPDATE ON STAFF CREDIT CARDS

XI. FINALIZE CC CHARGE INFO FORM TO BE USED BY STAFF WHEN PROVIDING CC RECEIPTS

XII. UPDATE AND DISCUSS OVER-PAYMENT OF BID FROM THE COUNTY

XIII. UPDATE ON AUDIT PROCESS WITH JERRY MURPHY, CPA

XIV. SET NEXT MEETING

XV. ADJOURNMENT