



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 August 31, 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 AUGUST 03, 2016 MEETING

VI. REVIEW JULY CREDIT CARD STATEMENTS AND RECEIPTS

VII. REVIEW CURRENT STAFF & CONTRACTOR REIMBURSEMENTS

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

IX. UPDATE ON ASSESSMENT & MATCH WITH THE COUNTY

X. REVIEW TOTAL INCOME FOR 15/16 FY

XI. REVIEW 2016-17 BUDGET MODIFICATIONS

XII. UPDATE ON AUDIT PROCESS WITH JERRY MURPHY, CPA

XIII. TAX RETURN

XIV. REVIEW COMPANY CAR OPTION

XV. REVIEW ED TRAVEL EXPENSE POLICY IDEAS

XVI. INTEREST BEARING CDs

XVII. FUTURE AGENDA ITEMS

XVIII. SET NEXT MEETING

XIX. ADJOURNMENT