



**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)*

REGULAR MEETING: Tuesday, May 30, 2017

TIME: 1:00 PM

PLACE: Visit Mendocino County, 390 West Standley Street, Ukiah, CA 95482 (small conference room)

CALL IN LOCATION: Visit Mendocino County, 345 North Franklin Street, Fort Bragg, CA 95437: 132 E Street, Davis CA 95616:

CALL IN NUMBER: 1- 571-317-3122 **ACCESS CODE:** 901-333-997

**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. PUBLIC COMMENT

IV. CHAIR'S COMMENTS

V. APPROVE MINUTES FROM APRIL 25, 2017 MEETING

VI. BANK ACCOUNT SIGNOR UPDATE

VII. CREDIT CARD UPDATE

VIII. 2015-16 AUDIT UPDATE

a. Update on CPA's advice of P&L Structure & the Reserve Contingency

IX. AUDIT RISK REVIEW UPDATE, DISCUSS, NEXT STEPS

a. ACTION ITEM: NEXT STEPS

X. REVIEW, DISCUSS & RECOMMEND FOR APPROVAL

a. APRIL FINANCIALS

b. APRIL CREDIT CARD STATEMENT AND RECEIPTS

c. REVIEW CURRENT STAFF & CONTRACTOR REIMBURSEMENTS

d. AR AGING REPORT

e. AP OVER 30 REPORT

f. CHECK REGISTER

XI. FUTURE AGENDA ITEMS

XII. SET NEXT MEETING

XIII. ADJOURNMENT