



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, October 5, 2016 **TIME:** 1:00 PM

PLACE: Mendocino County Tourism Commission, 345 North Franklin Street, 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

*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. CHAIR'S COMMENTS

IV. PUBLIC COMMENTS

V. APPROVE MINUTES FROM AUGUST 31, 2016 MEETING

VI. FINAL 2014-15 AUDIT REPORT

VII. MCPA FUND TRANSFER DISCUSSION

VIII. STAFF MILEAGE REIMBURSEMENT & CURRENT TRAVEL POLICY

IX. REVIEW ED TRAVEL EXPENSE POLICY

X. BID ASSESSMENT DISCUSSION

a. REVIEW OF PAYMENT SCHEDULE FROM COUNTY VS INVOICED AMOUNTS FROM VMC

b. HISTORIC BID ASSESSMENT & ESTIMATED ROOM NIGHT INFORMATION

XI. REVIEW, DISCUSS & RECOMMEND FOR APPROVAL THE AUGUST FINANCIALS (PAYABLES, CHECK REGISTER, P&L, BALANCE SHEET)

XII. REVIEW SEPTEMBER CREDIT CARD STATEMENTS AND RECEIPTS

XIII. REVIEW CURRENT STAFF & CONTRACTOR REIMBURSEMENTS

XIV. FUTURE AGENDA ITEMS

XV. SET NEXT MEETING

XVI. ADJOURNMENT