



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 03, 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 JULY 29, 2016 MEETING

VI. REVIEW JUNE CREDIT CARD STATEMENTS AND RECEIPTS

VII. REVIEW CURRENT STAFF & CONTRACTOR REIMBURSEMENTS

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

IX. UPDATE ON AUDIT PROCESS WITH JERRY MURPHY, CPA

X. DETERMINE AND DISCUSS PAYMENTS MADE BY MCTC FOR MCLA/MCPA EXPENSES PAID PAST 12/31/2015

XI. ED COMMENTS ON A/P PROCESS

XII. FUTURE AGENDA ITEMS

XIII. SET NEXT MEETING

XIV. ADJOURNMENT