



**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, December 5, 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
CALL IN NUMBER: 1(872) 240-3311 **ACCESS CODE:** 239-154-309

**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. **ACTION ITEM:** APPROVE MINUTES FROM October 24, 2017 MEETING
- VI. **JOE ARCH, CPA MEETING:** Joe Arch attending to answer finance questions concerning P&L Structure, Reserve Contingency& Financial Reporting.
- VII. **ACTION ITEM:** REVIEW & RECOMMEND FOR APPROVAL – 2015/16 AUDIT
- VIII. 2016-17 AUDIT UPDATE
- IX. REVIEW CURRENT YEAR 17/18 BUDGET & DISCUSS POSSIBLE RECOMMENDATIONS FOR ADJUSTMENTS
- X. **ACTION ITEM:** REVIEW, DISCUSS & APPROVE: REVISED DRAFT VMC Late Payment Policy
- XI. **ACTION ITEM:** APPROVE Treasurer's Report for 11/14/17 MCTC BOD Meeting
- XII. DISCUSS: Redemption & Use of Chase Credit Card Points for VMC Business Purposes
- XIII. REVIEW, DISCUSS & RECOMMEND FOR APPROVAL
 - a. OCTOBER FINANCIALS
 - b. OCTOBER CREDIT CARD STATEMENT AND RECEIPTS
 - c. OCTOBER STAFF & CONTRACTOR REIMBURSEMENTS
 - d. OCTOBER AR AGING REPORTS
 - e. OCTOBER AP OVER 30 REPORTS
 - f. OCTOBER CHECK REGISTERS

XIV. FUTURE AGENDA ITEMS

XV. SET NEXT MEETING

XVI. ADJOURNMENT