



**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, June 27, 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- 646-749-3112 **ACCESS CODE:** 569-229-685

**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 MAY 30, 2017 MEETING**
- VI. CREDIT CARD UPDATE**
- VII. 2015-16 AUDIT UPDATE**
 - a. Additional Quotes for 15/16 Audit
- VIII. REVIEW, DISCUSS & RECOMMEND FOR APPROVAL**
 - a. MAY FINANCIALS
 - b. MAY CREDIT CARD STATEMENT AND RECEIPTS
 - c. REVIEW CURRENT STAFF & CONTRACTOR REIMBURSEMENTS
 - d. AR AGING REPORT
 - e. AP OVER 30 REPORT
 - f. CHECK REGISTER
- IX. FUTURE AGENDA ITEMS**
 - a. Update on CPA's advice of P&L Structure & the Reserve Contingency
- X. SET NEXT MEETING**
- XI. ADJOURNMENT**