



**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)*

**DATE:** Tuesday, November 22, 2016    **TIME:** 1:00 PM

**PLACE:** Visit Mendocino County, 345 North Franklin Street, Fort Bragg, CA 95437

**CALL IN LOCATIONS:** 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 NOVEMBER 2, 2016 MEETING**

**VI. RESPONSE REPORT & CLOSURE OF 2014-15 AUDIT RECOMMENDATIONS**

- a. 1099s For Current & Previous Staff & Contractors
- b. Finance Committee Next Steps
  - i. Capitalization Policy
  - ii. Control Form
  - iii. Bank Account Signor Audit - January

**VII. 2015-16 AUDIT TIMELINE**

**VIII. MCPA FUND TRANSFER DISCUSSION**

**IX. REVIEW, DISCUSS & RECOMMEND FOR APPROVAL**

- a. SEPTEMBER CREDIT CARD STATEMENT AND RECEIPTS
- b. REVIEW CURRENT STAFF & CONTRACTOR REIMBURSEMENTS

**X. EXECUTIVE DIRECTOR HEALTH INSURANCE STIPEND**

**XI. FUTURE AGENDA ITEMS**

**XII. SET NEXT MEETING**

**XIII. ADJOURNMENT**