

4th District Agricultural Association/Sonoma-Marin Fair
175 Fairgrounds Drive
Petaluma, CA 94952

Finance Committee Meeting

January 14, 2025

Minutes

Directors Attending: Ruth McClure, Jeff James

Staff Attending: Mandy Clendenen, CEO; Rich Gravelle, AGPA

Other Attending: none

The meeting was called to order at 3:05 p.m., and the following items were discussed and clarified:

Certificate of Deposits

- The Committee reviewed the CD ladder and noted that the next CD to mature is on January 24, 2025. AGPA Gravelle will research rates for the committee to act on.

December Draft Financials

Operating Budget Comparison

- The report was reviewed.

The Income Statement

- The Draft version of the Income Statement was reviewed.
- Director McClure noted the compensated absence expense and asked for clarification. AGPA Gravelle explained it's a once-a-year adjustment to book vacation and annual leave on account of civil servants for the Compensated Absences Liability. He referred to the Trial Balance, which shows the total for the liability as of 12/31/24.
- Director James inquired about the audit expenses paid in December. AGPA Gravelle explained that in 2024, two calendar years of financial reviews were completed for 2022 & 2023. The payment in December is the progress payment for the 2023 financial review. The final payment for the 2023 financial review has been invoiced and will be reflected in the January financials. The total cost of the financial reviews conducted in 2024 is \$18,000. Director James further inquired about what was budgeted for audits in 2025. AGPA noted that \$10,00 was budgeted. CEO Clendenen confirmed. CEO Clendenen will inquire with CDFA Audits at the WFA convention about possibly scheduling a 2024 Audit.
- Director McClure inquired as to why depreciation was so high in 2024. AGPA Gravelle explained that due to the City of Petaluma reclaiming the fairgrounds, any items that were surrendered to the City of Petaluma had to be removed from the books. If the building or equipment wasn't fully depreciated, it had to be depreciated and removed from the records.

Cash Disbursements.

- The Draft version of the Cash Disbursements was reviewed.
- Director James inquired about the Comcast bill and why it was so high. AGPA Gravelle explained it's for eleven phone lines and the office internet, which is also used for the Marquee sign.
- Director James inquired about the \$2,000 check for the Milk Barn Trust. CEO Clendenen explained that it is derived from the Clover Sponsorship and meant to help cover the Milk Barn Trust's personnel and feed costs.
- Director James inquired about the check to Sobel Communications for \$500. CEO Clendenen explained that Brian Sobel was tasked to write three letters to prepare for when The City of Petaluma responds to the letter sent, giving three options.
- Director James inquired about the Cal Card payment regarding annual subscription dues. AGPA Gravelle explained what each service is used for. AGPA Gravelle further explained that they canceled one user from DocuSign, and a refund shall be issued for \$300.

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- Director James inquired what “PIT” stood for in “PIT Wages withheld” as listed. AGPA explained that it stands for Personal Income Tax withheld from employees' paychecks and paid to the Franchise Tax Board (FTB).
- Director McClure and James inquired about the 1099 transactions. AGPA Gravelle explained that the process is to back out the original payment and re-record it using the correct account ID and account number, so 1099 will be generated in the software.

Trial Balance

- The Draft version of the Trial Balance was reviewed.

General Journal

- The General Journal was reviewed.
- Director James confirmed that the 1099 entries were made so that the 1099 could be generated in the accounting system. AGPA Gravelle confirmed.
- Director James inquired about the Journal Entry labeled JE A/P. AGPA Gravelle explained it stands for Accounts Payable and is a temporary label until the entry is finalized

Aged Receivables

- The Aged Receivables were reviewed.
- AGPA Gravelle noted that no information was received from the collection agency, Tavelli Co., Inc., regarding the McGrath receivable. The process to write off must pass through the Department of Finance and cannot be started until the receivable is determined uncollectable

2025 Budget

It was noted that the budget was approved at the December meeting, so no further discussions took place.

Schedule future Finance meetings.

- The committee discussed the option of setting the dates for the monthly finance meetings and scheduled each meeting at 3:00 p.m. as follows: Thursday, February 13; Monday, March 17; Monday, April 14; Monday, May 19; Monday, July 14; Monday, August 18; Monday, September 15; Monday, October 13; Monday, November 17.

With no further business, the meeting concluded at 4:05 p.m.