

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

**Finance Committee Meeting**

April 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 3:04 p.m., and the following items were discussed and clarified:

***Certificate of Deposits***

- The Committee examined the CD ladder and noted that the next CD maturing is April 18, 2025. Director James proposed that the Association roll into a six-month CD. AGPA Gravelle will research rates and report back to the committee.

***February Financials***

*Operating Budget Comparison*

- The report was reviewed.
  - Director McClure asked about admissions to the livestock area. CEO Clendenen responded that she emailed Kat from the City again and is awaiting the decisions to be made in writing.

*The Income Statement*

- The Income Statement was reviewed and recommended for approval.
- Director McClure inquired about the exhibits department sponsorships, specifically whether they only involved awards or also included scholarships. AGPA Gravelle confirmed that it includes both donated awards and scholarships.
- Director McClure asked about workers' compensation expenses compared to the budget. AGPA Gravelle explained that the entire cost is held in the admin workers' compensation account until December when the amount paid will be prorated to all payroll departments based on dollars spent.
- Director McClure inquired about the expense in the prior year's Bad Debt Expense and whether the McGrath A/R has been written off. AGPA Gravelle explained that since the amount is now considered uncollectible, the Bad Debt expense account is debited, and the contra A/R account, Allowance for Doubtful Accounts, is credited to offset the A/R. The form to write off the A/R has been finalized and is being sent to the Department of Finance upon signing.

*Cash Disbursements.*

- The Cash Disbursements Journal was reviewed and recommended for approval.
- Director McClure inquired about the check to Recology for \$102.25, asking if this is the monthly expense for trash. AGPA Gravelle confirmed that the smaller 2-yard debris boxes fee is charged monthly. He also explained that we periodically transfer the larger 30-yard debris boxes.
- Director James asked about the loss on the Fair's dump truck sale. AGPA Gravelle clarified that the vehicle was sold for less than the fees incurred by the auction company for selling it. The vehicle was sold for \$150, while the net payment to Copart Auto Auctions amounted to \$534.
- Director McClure questioned whether the revenue from the Interagency Agreement represented the Solano County Fair reimbursement. AGPA confirmed that this was correct and that the daily rate, calculated by the State Attorney, is approximately \$481 daily.

*Trial Balance*

- The Trial Balance was reviewed and recommended for approval.

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

*General Journal*

- The General Journal was reviewed.
- AGPA Gravelle reviewed the depreciation entries to fully depreciate the equipment sold or disposed of.

*Aged Receivables*

- The Aged Receivables were reviewed.
- CEO Clendenen reported that a portion of the \$10k A/R from Napa will be paid in a labor trade. AGPA Gravelle stated that the amount owed needs to be adjusted.
- AGPA Gravelle reported that the Solano County Fair A/R has been paid.

***Schedule future Finance meetings.***

- The remaining monthly finance meetings are scheduled for 3:00 p.m. on Mondays, May 19, July 14, August 18, September 15, October 13, and November 17.

With no further business, the meeting concluded at 3:28 p.m.