

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

**Finance Committee Meeting**

July 17, 2024

Minutes

Directors Attending: Ruth McClure

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

Other Attending: none

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The meeting was called to order at 1:08 p.m., and the following items were discussed and clarified:

***Certificate of Deposits***

- Poppy Bank CD account has changed its system and will not ACH the monthly interest to the Association's Exchange Bank account. CEO Clendenen will begin adding herself to the account and inquire about alternative methods to receive the monthly interest.

***May Financials***

*Operating Budget Comparison*

- Report not created for May.

*The Income Statement*

- The Income Statement was reviewed and will be recommended for approval.
- Director McClure noted that corporate sponsorships were up, and donated awards were down compared to 2023.
- AGPA noted that there are currently zero Farmer's Day revenue funds. CEO Clendenen will research how much of the donated awards belong to Farmer's Day.

*Cash Disbursements.*

- The Cash Disbursements were reviewed and recommended for approval.
- Director McClure inquired if the Fire Marshal invoice paid in May was to the City or State. AGPA Gravelle reported that the State Fire Marshal inspected the Admin Office and two Maintenance shops.

*Trial Balance*

- The Trial Balance was reviewed and will be recommended for approval once finalized.

*General Journal*

The General Journal was reviewed.

*Aged Receivables*

- The Aged Receivables were reviewed.

***June Draft Financials***

*Operating Budget Comparison*

- Director McClure noted that the Association has not received the annual Allocation. CEO Clendenen reported that she only has one more training session to complete, and then we should receive our funding.
- CEO Clendenen reported that the city will invoice up to \$8,000 for sewer backups in the Carnival restrooms during the Fair. Pending research, she may push back on the amount the Fair should be responsible for.

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*The Income Statement*

- The Income Statement was reviewed and will be recommended for approval.
- CEO Clendenen inquired if Performance Admissions were the Pit Passes for the main concert stage. AGPA Gravelle confirmed.
- Director McClure noted that corporate sponsorships were up, and donated awards were down compared to 2023.
- AGPA noted that the alcohol concessions for the Friends of the Fairgrounds are still outstanding. CEO Clendenen will follow up with the nonprofit and Extreme Food & Beverage, who operated the alcohol stands for the nonprofit.

*Cash Disbursements.*

- The Cash Disbursements were reviewed and recommended for approval.
- Director McClure inquired about the cost of the Ribbons. CEO Clendenen stated that some ribbons must be purchased yearly, but there should be a good stock for the regular “flat” ribbons.
- CEO Clendenen pointed out that the payments to Northbay Productions for stagehands include a deduction of eighteen thousand dollars (\$18,000) due to an overpayment in 2023. AGPA Gravelle further explained that the Kiwanis steel structure used in 2023 is set up two weeks before the Fair, requiring payments to the contractor before the annual fair. After the fair, when the final amount was invoiced, the amount didn’t deduct the eighteen thousand dollars (\$18,000) already paid before the Fair.
- CEO McClure inquired about the deduction credit from Redman Janny for barn cleanup. AGPA Gravelle reported that the contract included billable hours for the contractor to assist with barn cleanup, but it didn’t occur. They were finished and off-site as of Wednesday after the Fair, so AGPA Gravelle inquired about credit to the invoice, which was granted, and the payment was adjusted.

*Trial Balance*

- The Trial Balance was reviewed and will be recommended for approval once finalized.

*General Journal*

The General Journal was reviewed.

*Aged Receivables*

- The Aged Receivables were reviewed.

With no further business, the meeting concluded at 2:07 p.m.