

NOTICE OF COMMITTEE MEETING

Sonoma County Fair & Exposition, Inc

Notice is hereby given that meetings of the Sonoma County Fair and Exposition, Inc. will convene at times and locations set forth in this notice.

BUDGET & FINANCE COMMITTEE AGENDA May 24, 2022 4:45 – 5:15pm

SONOMA COUNTY FAIRGROUNDS BOARDROOM

DIRECTORS: Kevin Howe, Chair, Kanani Reynolds, Vice Chair; Carole Quandt, Lisa Wittke Schaffner, Rob Muelrath, Alma Bowen

1. Call to Order
2. Approval of the Agenda
3. Public Comments
Any member of the audience desiring to address the Board on a matter not on the agenda: Please stand and after receiving recognition from the Chair, please state your name and make your comments. In order that all interested parties have an opportunity to address the Board, each person is granted 3 minutes to speak. While members of the public are welcome to address the Board, under the Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally may only listen. For items that are on the agenda, each person will be allowed to address the topic being discussed, and will be allowed 3 minutes to speak.
4. Discussion and possible action regarding Draft Financial Statements, April 2022 – **(Attachment #1)** – Michael Margetts, CFO
5. Review detail of US Bank credit card charges paid through April 2022 - **(Attachment #2)** – Michael Margetts, CFO
6. Review of Harvest Fair April 2022 financial statements – **(None – No Meeting)** – Michael Margetts, CFO
7. Discussion of Cash Disbursement procedures – **(Attachment #3)**
8. Discussion and possible action regarding approval of 2022 Purchase Orders or Contracts in excess of \$25,000 – **None**
9. Request for future agenda items
10. Adjournment

For additional information please call Debbie Townsend at (707) 545-4200.

DISABLED ACCOMODATION: If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact 707-545-4200. Advance notification within this guideline will enable the County to make reasonable arrangements to ensure accessibility.

Sonoma County Fair & Exposition, Inc
Balance Sheet

DRAFT

	4/30/2022 Calendar YTD	4/30/2021 Calendar YTD	3/31/2022
ASSETS			
Current Assets			
Cash in Bank and Treasury	8,081,338	5,185,488	8,095,353
Accounts Receivable, Net	93,389	613,990	205,373
Racing Settlement Receivable		7,824	99,784
Prepaid Expenses			
Inventory of Supplies			
Other Current Assets	171,132		21,132
Total Current Assets	8,345,858	5,807,301	8,421,641
Property & Equipment, Net			
Construction in Progress	8,311,019	8,704,284	8,301,619
	122,226	21,686	35,000
Total Property & Equipment, Net of Depreciation	8,433,245	8,725,970	8,336,619
Other Assets			
Restricted Cash	120,904	120,904	120,904
Due From/Due (To) County for Vet's	46,701	776	35,698
GASB 68 Deferred Outflow of Resources	388,392	558,298	388,392
GASB 75 Deferred Outflow of Resources	227,163	353,515	227,163
Total Other Assets	783,160	1,033,493	772,157
TOTAL ASSETS	17,562,263	15,566,765	17,530,417
LIABILITIES AND EQUITY			
Current Liabilities			
Accounts Payable		43,459	
Scholarships Payable		2,500	5,000
Accrued Expenses	767,413	631,280	780,755
Racing Payable	3,232	2,579	3,232
Purses Paid - (Over)/Under	74,411	(7,862)	74,411
Other Short Term Liabilities	165	165	165
Short Term Notes			
Current Portion of Long-Term Debt			
Deferred Income	412,834	480,706	340,738
Total Current Liabilities	1,258,055	1,152,828	1,204,301
Long Term Liabilities			
GASB 68 Deferred Inflow of Resources	692,692	704,451	692,692
GASB 68 Net Pension Liability	727,608	1,167,608	727,608
GASB 75 Deferred Inflow of Resources	329,461	170,172	329,461
GASB 75 Net Pension Liability	1,070,384	1,470,708	1,070,384
Total Long Term Liabilities	2,820,145	3,990,439	2,820,145
NET ASSETS			
Investment in Capital Assets	8,241,121	8,704,283	8,241,122
Restricted for Scholarships	38,086	36,899	38,086
Restricted for Junior Livestock Auction	159,248	120,815	159,248
Other Restricted	120,916	120,916	120,916
Retained Earnings - Unrestricted	4,533,964	288,834	4,533,964
Profit/(Loss) Current Year	390,727	1,151,750	412,635
TOTAL LIABILITIES AND EQUITY	17,562,263	15,566,765	17,530,418

Sonoma County Fair & Exposition, Inc
Income Statement
DRAFT - UNAUDITED

	4/30/2022 Current YTD	4/30/2021 Prior Year YTD	Current Prior Year Variance	4/30/2022 Budget YTD	Current Budget Variance
Operating Revenue					
Fair	7,212	(2,658)	9,870		7,212
Interim	1,253,734	964,323	289,411	996,259	257,475
Jockey Club	48,000	137,021	(89,021)	58,951	(10,951)
Total Operating Revenue	1,308,946	1,098,687	210,260	1,055,210	253,736
Operating Expense					
Fair	201,177	33,909	(167,267)	143,844	(57,333)
Interim	347,886	350,318	2,433	482,319	134,433
Jockey Club	20,191	5,990	(14,202)	75,466	55,275
General & Administrative	893,516	697,132	(196,384)	1,023,281	129,765
Allocated Costs - Harvest Fair					
Total Operating Expenses	1,462,770	1,087,349	(375,421)	1,724,910	262,140
Operating Income/(Loss)	(153,823)	11,337	(165,161)	(669,700)	515,877
Other Revenue	514,152	1,135,229	(621,077)	1,250	512,902
Harvest Fair - Revenue					
Harvest Fair - Expense		75	(75)		
Interest Expense		(489)	489		
JLA, net		(3,398)	3,398		
Net Affect of GASB 68 Adjustments					
Prior Year & Misc Expense	24,898	5,096	19,802		24,898
Net Income/(Loss)before depreciation and capital	385,227	1,147,850	(762,624)	(668,450)	1,053,677
Depreciation Expense					
Net Income(Loss) before capital	385,227	1,147,850	(762,624)	(668,450)	1,053,677
Gain (loss) on disposal of asset					
Capital Expenditures					
Capital Funding	5,500	3,900	1,600		5,500
Net Income (Loss) incl Capital	390,727	1,151,750	(761,024)	(668,450)	1,059,177

Sonoma County Fair & Exposition, Inc
Fair Income Statement
DRAFT - UNAUDITED

	4/30/2022 Current YTD	4/30/2021 Prior Year YTD	Current Prior Year Variance	4/30/2022 Budget YTD	Current Budget Variance
Revenue					
Admissions		250	(250)	-	
Parking		274	(274)	-	
Commercial Space				-	
Carnival				-	
Concessions				-	
Exhibits				-	
Racing	7,212	(3,182)	10,394	-	7,212
Attractions				-	
Sponsorships				-	
VIP Tent				-	
Miscellaneous				-	
Total Fair Revenue	7,212	(2,658)	9,870		7,212
Expense					
Labor and Benefits	76,272	25,701	(50,572)	94,344	18,072
Advertising & Publicity	22,070	2,229	(19,841)	850	(21,220)
Attendance		1,064	1,064	-	
Signage/Other/Drinking Water				-	
Premium				-	
Hall of Flowers	12,000		(12,000)	-	(12,000)
Exhibits	2,754	689	(2,065)	9,850	7,096
Commerical/Concessions Exhibits				-	
Racing	67,094	4,226	(62,867)	16,000	(51,094)
Attractions	13,987		(13,987)	22,800	8,813
Miscellaneous				-	
VIP Tent				-	
RV Park - Fair - Contract Services	7,000		(7,000)	-	(7,000)
Total Expense	201,177	33,909	(167,267)	143,844	(57,333)
Fair Income/(Loss)	(193,965)	(36,567)	(157,397)	(143,844)	(50,121)

**Sonoma County Fair & Exposition, Inc
Interim Income Statement**

DRAFT - UNAUDITED

	4/30/2022 Current YTD	4/30/2021 Prior Year YTD	Current Prior Year Variance	4/30/2022 Budget YTD	Current Budget Variance
Revenue					
Long Term Rentals	40,746	21,978	18,768	38,303	2,443
Building Rental	179,718	148,283	31,434	128,090	51,628
Facility Rental	281,779	174,495	107,285	176,700	105,079
Equipment Rental	32,935	4,627	28,308	63,100	(30,165)
Trailer & RV	589,426	443,415	146,012	427,000	162,426
Interim Parking	39,362	1,666	37,696	42,010	(2,648)
Insurance/Costs Reimbursed	3,941	121,856	(117,915)	22,136	(18,195)
Security Reimbursed	14,289	4,046	10,244	27,630	(13,341)
Food & Other Concessions	5,443	3,959	1,484	19,990	(14,547)
Alcohol Concessions	23,346		23,346	11,300	12,046
Other Interim Revenue	42,750	40,000	2,750	40,000	2,750
Total Revenue	1,253,734	964,323	289,411	996,259	257,475
Expense					
Int Wages & Benefits	239,447	272,803	33,356	373,968	134,522
Int Parking Wages & Benefits	17,310	3,839	(13,471)	15,092	(2,218)
Total Wages & Benefits	256,756	276,641	19,885	389,060	132,304
Contract Services-Interim	3,098	2,160	(938)	4,000	902
Contract Services-RV Park	12,430	17,300	4,870	355	(12,075)
Straw Removal				-	
Security	702		(702)	1,500	798
Supplies & Equipment	1,974	1,673	(301)	2,066	92
RV Park Utilities	59,375	41,091	(18,284)	50,000	(9,375)
RV Park Advertising		4,810	4,810	-	
Miscellaneous RV Parking				-	
RV Supplies & Equipment	372	259	(113)	6,964	6,592
Interim Advertising				135	135
Business Partner Incentive				-	
Insurance/Costs Reimbursed	660	2,115	1,455	692	32
Security Costs Reimbursed	10,704	4,268	(6,436)	26,525	15,821
Equipment Rental	1,813		(1,813)	956	(857)
CalTrans Median Strip Rent				-	
Special Repairs & Equipment				66	66
Total Expense	347,886	350,318	2,433	482,319	134,433
Interim Income/(Loss)	905,849	614,005	291,844	513,940	391,909
Net Vet's Building Revenue/Expense	38,092.76	10,123	(27,970)		

Sonoma County Fair & Exposition, Inc
Jockey Club Income Statement

DRAFT - UNAUDITED

	4/30/2022	4/30/2021	Current	4/30/2022	Current
	Current	Prior Year	Prior Year	Budget	Budget
	YTD	YTD	Variance	YTD	Variance
Revenue					
Admissions				2,000	(2,000)
Turf Club				500	(500)
Commissions		86,021	(86,021)	45,000	(45,000)
Programs/Other				201	(201)
Race Forms, etc				10,000	(10,000)
Concessions				1,250	(1,250)
Costs Recovered				-	
Prior Year Costs Recovered				-	
Interim Rental	48,000	51,000	(3,000)	-	48,000
ATM Fees				-	
Interim Concessions				-	
Total Jockey Club Revenues	48,000	137,021	(89,021)	58,951	(10,951)
Expense					
Wages & Benefits				29,666	29,666
Contract Services	5,221	138	(5,083)	10,000	4,779
Supplies & Expense	5,252	1,381	(3,871)	12,600	7,348
Utilities	9,719	4,471	(5,248)	12,000	2,281
Cost of Periodicals				8,000	8,000
Garbage				1,200	1,200
Advertising & Marketing				2,000	2,000
Total Jockey Club Expenses	20,191	5,990	(14,202)	75,466	55,275
Jockey Club Income/(Loss)	27,809	131,032	(103,223)	(16,515)	44,324

Sonoma County Fair & Exposition, Inc
Harvest Fair

DRAFT - UNAUDITED

	4/30/2022	4/30/2021	Current	4/30/2022	Current
	Current	Prior Year	Prior Year	Budget	Budget
	YTD	YTD	Variance	YTD	Variance
Cost Recovered Harvest Fair	0	0	0	-	0
Total Revenue	0	0	0	0	0
Expense					
Admin Wages and Benefits	0	0	0	-	0
Publicity Wages and Benefits	0	0	0	-	0
Maintenance Wages and Benefits	0	(75)	(75)	-	0
Interim Wages and Benefits	0	0	0	-	0
Exhibits Wages and Benefits	0	0	0	-	0
Attendance Wages and Benefits	0	0	0	-	0
Attractions Wages and Benefits	0	0	0	-	0
Miscellaneous	0	0	0	-	0
Total Expenses	0	(75)	(75)	0	0
Harvest Fair Income(Loss)	0	75	(75)	0	0

Sonoma County Fair & Exposition, Inc
General & Administrative Expenses

DRAFT - UNAUDITED

	4/30/2022 Current YTD	4/30/2021 Prior Year YTD	Current Prior Year Variance	4/30/2022 Budget YTD	Current Budget Variance
Expense					
Wages & Benefits-Admin	195,477	171,732	(23,745)	206,173	10,696
Contract Services-Admin	35,780	7,962	(27,818)	28,200	(7,580)
County Indirect Services	40,000	40,000		48,000	8,000
Legal	282	414	132	10,000	9,718
Office Expense-Admin	32,941	25,641	(7,300)	30,025	(2,916)
Postage & Telephone	10,723	7,459	(3,264)	12,492	1,769
Director's Expense & Travel	4,470	531	(3,939)	2,686	(1,784)
Donations				-	
Insurance	30,000	30,000		21,668	(8,332)
Audit Fee	24,150		(24,150)	20,000	(4,150)
Bad Debt and Cash Short/Over	3,211	(460)	(3,671)	-	(3,211)
Administration Expenses	377,035	283,280	(93,755)	379,244	2,209
Wages & Benefits-Maint	293,000	302,166	9,166	421,328	128,328
Contract Services-Maint	62,173	6,377	(55,797)	50,601	(11,572)
Equipment Rental-Maint	1,229	1,681	452	6,638	5,409
Utilities	77,439	63,436	(14,003)	85,164	7,725
Utilities - Harvest Fair(Reimbursed)				-	
Trash Removal	7,516	9,999	2,483	14,396	6,880
Maintenance Supplies	56,091	26,661	(29,430)	49,697	(6,394)
Repairs & Maintenance	162	234	72	12,124	11,962
Equipment Repairs	18,872	3,298	(15,573)	4,089	(14,783)
Maintenance Expenses	516,481	413,852	(102,630)	644,037	127,556
General & Administrative Expenses	893,516	697,132	(196,384)	1,023,281	129,765

Sonoma County Fair & Exposition, Inc
Salary & Benefit Expenses

DRAFT - UNAUDITED

	4/30/2022 Current YTD	4/30/2021 Prior Year YTD	Current Prior Year Variance	4/30/2022 Budget YTD	Current Budget Variance
Permanent Salaries					
Fair	28,197	6,697	(21,500)	45,280	17,083
Interim	109,775	100,660	(9,114)	164,526	54,751
Jockey Club				10,137	10,137
Golf Course				-	
Administration	109,471	95,633	(13,839)	115,364	5,893
Maintenance	147,509	141,702	(5,807)	192,051	44,542
Total Permanent Salaries	394,953	344,692	(50,261)	527,358	132,405
Temporary Salaries					
Fair	24,174		(24,174)	16,650	(7,524)
Interim	42,834	74,619	31,785	69,769	26,935
Jockey Club				10,000	10,000
Golf Course				-	
Administration	976	48	(928)	-	(976)
Maintenance	12,626		(12,626)	28,044	15,418
Total Temporary Salaries	80,609	74,667	(5,942)	124,463	43,854
Health Benefits					
Fair	2,687	3,196	509	10,926	8,239
Interim	16,399	21,963	5,565	39,225	22,826
Jockey Club				2,178	2,178
Golf Course				-	
Administration	11,680	9,722	(1,957)	25,719	14,039
Maintenance	28,795	42,484	13,690	59,631	30,836
Total Health Benefits	59,560	77,367	17,806	137,679	78,119
FICA, Medicare & Workers Comp					
Fair	6,368	2,963	(3,405)	4,741	(1,627)
Interim	22,294	20,014	(2,280)	27,810	5,516
Jockey Club				2,059	2,059
Golf Course				-	
Administration	11,348	10,057	(1,291)	10,339	(1,009)
Maintenance	38,114	35,488	(2,626)	50,522	12,408
Total Workers Comp & Payroll Taxes	78,124	68,521	(9,603)	95,471	17,347
Retirement, UI, Other					
Fair	14,846	12,845	(2,001)	16,747	1,901
Interim	65,456	59,385	(6,071)	87,730	22,274
Jockey Club				5,292	5,292
Golf Course				-	
Administration	62,002	56,272	(5,730)	54,751	(7,251)
Maintenance	65,956	82,417	16,460	91,080	25,124
Total Retirement & Other Benefits	208,260	210,919	2,659	255,600	47,340
TOTAL	821,506	776,166	(45,341)	1,140,571	319,065
TOTAL BY DEPT					
Fair	76,272	25,701	(50,572)	94,344	18,072
Interim	256,756	276,641	19,885	389,060	132,304
Jockey Club				29,666	29,666
Golf Course					
Administration	195,477	171,732	(23,745)	206,173	10,696
Maintenance	293,000	302,091	9,091	421,328	128,328
TOTAL ALL DEPARTMENTS	821,506	776,166	(45,341)	1,140,571	319,065

Sonoma County Fair & Exposition, Inc
Salary & Benefit Expenses - Fair Only

	4/30/2022 Current YTD	4/30/2021 Prior Year YTD	Current Prior Year Variance	Budget YTD	Current Budget Variance
Salaries					
Fair					
Hall of Flowers				-	
Publicity				8,150	8,150
Parking				-	
Admissions				-	
Exhibits - Temp	5,758		(5,758)	2,500	(3,258)
Exhibits - Perm	28,197	6,697	(21,500)	45,280	17,083
Attractions				-	
Concessions Auditor				-	
Racing	18,416		(18,416)	6,000	(12,416)
Total Salaries	52,371	6,697	(45,674)	61,930	9,559
Health Benefits					
Fair					
Exhibits - Perm	2,429	2,987	558	10,926	8,497
Racing	258	210	(49)	-	(258)
Total Health Benefits	2,687	3,196	509	10,926	8,239
FICA, Medicare & Workers Comp					
Fair					
Hall of Flowers				-	
Publicity				623	623
Parking				-	
Admissions				-	
Exhibits	4,200	2,963	(1,237)	3,386	(814)
Attractions				-	
Racing	2,168		(2,168)	732	(1,436)
Total Workers Comp & Payroll Taxes	6,368	2,963	(3,405)	4,741	(1,627)
TOTAL	61,427	12,856	(48,570)	77,597	16,170
Retirement, UI, Other					
Fair					
Hall of Flowers				-	
Publicity				505	505
Parking				-	
Admissions				-	
Exhibits - Perm	14,077	12,845	(1,232)	15,850	1,773
Attractions				-	
Racing	769		(769)	392	(377)
Total Retirement & Other Benefits	14,846	12,845	(2,001)	16,747	1,901
TOTAL BY DEPT					
Hall of Flowers					
Publicity				9,278	9,278
Parking					
Admissions					
Exhibits - Temp	9,957	2,963	(6,995)	5,886	(4,071)
Exhibits - Perm	44,704	22,528	(22,175)	72,056	27,352
Attractions					
Vendor/Concessions Auditor					
Racing	21,611	210	(21,402)	7,124	(14,487)
TOTAL ALL DEPARTMENTS	76,272	25,701	(50,572)	94,344	18,072

CASH EXPENDITURES**MONTH OF :** Apr-22

PERMANENT PAYROLL	\$	196,205.38
TEMP PAYROLL	\$	44,961.12
ACCOUNTS PAYABLE	\$	417,931.38
TOTAL PAYMENTS	\$	<u>659,097.88</u>
LEGAL FEES PAID	\$	141.00

Sonoma County Fairgrounds
 1350 Bennett Valley Road
 Santa Rosa, CA 95404
 707.545.4200

Historical Receivables Aging Summary

As Of: Saturday, April 30, 2022

	<u>61-90 Days</u>	<u>91-120 Days</u>	<u>Over 120 Days</u>	<u>Balance</u>
No AR Control				
Dynamite Kettle Corn (00009626)		82.93		82.93
Plaza Tequila Taqueria dba Apena Corp. (00013808)		428.38		428.38
Reggae Rasta Styles (00012225)	405.07			405.07
Skyline Entertainment (00013300)		6,307.75		6,307.75
Tayman Park Golf Group, Inc (0003598)			6,264.44	6,264.44
Williams, Olivia (00013778)			150.00	150.00
	<u>405.07</u>	<u>6,819.06</u>	<u>6,414.44</u>	<u>13,638.57</u>

CREDIT CARD DETAIL - APRIL

GL Account	GL Account Description	Amount	Reference
68090-90-80	Travel and Training	26.00	BECKY
68090-90-80	Travel and Training	36.87	BECKY
68090-90-80	Travel and Training	144.48	BECKY
68070-90-80	Directors Expense	241.33	BECKY
68090-90-80	Travel and Training	241.33	BECKY
68090-90-80	Travel and Training	255.33	BECKY
		945.34	BECKY Total
62030-90-80	Office Supplies- Administration	13.11	CARRIE
56000-10-40-95	Vets - Contract Services	75.00	CARRIE
62031-30-60-95	Vets - Office Supplies	167.11	CARRIE
62031-80-10	Office Supplies Attractions	456.17	CARRIE
62031-80-10	Office Supplies Attractions	491.62	CARRIE
		1,203.01	CARRIE Total
68095-10-80	Licenses & Permits - Maintenance	18.00	ISAAC
68095-10-80	Licenses & Permits - Maintenance	18.00	ISAAC
68095-10-80	Licenses & Permits - Maintenance	18.00	ISAAC
68095-10-80	Licenses & Permits - Maintenance	18.00	ISAAC
68095-10-80	Licenses & Permits - Maintenance	18.00	ISAAC
68095-10-80	Licenses & Permits - Maintenance	18.00	ISAAC
68095-10-80	Licenses & Permits - Maintenance	18.00	ISAAC
68095-10-80	Licenses & Permits - Maintenance	18.00	ISAAC
68095-10-80	Licenses & Permits - Maintenance	18.00	ISAAC
		162.00	ISAAC Total
73010-10-80	Equipment Repair- Maintenance	11.85	MICHAEL
68090-90-80	Travel and Training	14.55	MICHAEL
68090-90-80	Travel and Training	18.58	MICHAEL
65085-20-10	Website	19.95	MICHAEL
68090-90-80	Travel and Training	20.00	MICHAEL
62010-90-80	Postage	24.30	MICHAEL
62030-50-10	Supplies- Exhibits	24.99	MICHAEL
68010-90-80	Dues & Subscriptions	31.48	MICHAEL
62030-50-10	Supplies- Exhibits	33.99	MICHAEL
65085-20-10	Website	38.95	MICHAEL
62030-90-80	Office Supplies- Administration	52.99	MICHAEL
62034-20-10	Supplies-Publicity	52.99	MICHAEL
62030-90-80	Office Supplies- Administration	99.12	MICHAEL
68070-90-80	Directors Expense	108.14	MICHAEL
73010-10-80	Equipment Repair- Maintenance	124.00	MICHAEL
56000-10-80	Contract Services- Maintenance	249.76	MICHAEL
56000-30-60	Contract Services-RV Park-Interim	265.16	MICHAEL
62030-90-80	Office Supplies- Administration	276.98	MICHAEL
56000-10-40	Contract Services-Interim	307.68	MICHAEL
56000-70-70	Contract Services- Satellite	335.83	MICHAEL
62030-30-60	Supplies-Interim	359.43	MICHAEL
62030-20-10	Supplies- Publicity	455.00	MICHAEL
19310-00-00	Equipment	6,200.00	MICHAEL
62030-30-60	Supplies-Interim (credit for return)	-6,533.78	MICHAEL
		2,591.94	MICHAEL Total
70050-10-80	Grounds Supplies	17.47	RANDY
		17.47	RANDY Total
62030-30-60	Supplies-Interim	57.80	ROBERT
62030-30-60	Supplies-Interim	61.66	ROBERT
62030-30-60	Supplies-Interim	90.87	ROBERT
62030-30-60	Supplies-Interim	160.52	ROBERT
73010-10-80	Equipment Repair- Maintenance	420.61	ROBERT
		791.46	ROBERT Total
		5,711.22	Grand Total

Sonoma County Fair & Exposition, Inc
Operating Policies

Cash Disbursements and Capital Asset Approval Process

APPROVAL THRESHOLDS

Budget Managers have the following purchasing thresholds

- Invoices - \$2,500 single purchase
- Purchase Orders - \$2,500
- Judges Agreements - \$2,500

Purchases above the threshold level require pre-approval by Fair Manager. All purchases must be within budgetary guidelines.

CEO purchasing thresholds

- Up to \$25,000 without further approval
- Above \$25,000 to the Fair Board for approval
- Above \$100,000 for new facilities requires Sonoma County Board of Supervisors approval.
- All purchases must be within budgetary guidelines.

EXPENDITURE SUPPORT DOCUMENTS

Purchase Order/Invoice

Purchase orders shall be prepared under the following circumstances:

- As authorization (if vendor requires) for Fair employee to purchase goods on account.
- In the absence of a written estimate, as advance authorization for purchases to exceed Budget Manager Thresholds.
- For purchases to be made against another Budget Manager's budget.

Accounting does not pay off purchase orders. A vendor invoice is always required. Budget Manager must indicate their approval of both quantities and amounts by signing invoice. Budget Manager must also provide General Ledger account numbers for the budget line item that is charged for the purchase.

A complete payment "package" shall include:

- Signed purchase order
- Signed and coded invoice

Invoice

Budget Manager must indicate their approval of both quantities and amounts by signing invoice. Budget Manager should also provide General Ledger account numbers for the budget line item that is charged for the purchase.

A complete payment "package" shall include:

- Signed and coded invoice

Judging Agreement/Invoice

A Judging Agreement is a single-year agreement with a vendor to provide services that usually occur once during an event (eg...judging) or year. Judging Agreements for vendors who will not provide an invoice should not be submitted to Accounting until they are approved to be paid. Budget Manager should also

provide General Ledger account numbers for the budget line item that is charged for the purchase.

A complete payment “package” shall include:

- Signed Judging Agreement (coded if no invoice is to be received)
- Signed and coded invoice

CAPITAL ASSETS

Capital Asset Acquisition

The capital asset acquisition process begins with the annual budget, presented to the Fair Board and to the Sonoma County Board of Supervisors.

As the asset capitalization threshold is \$5,000 and above, which exceed individual manager approval thresholds, all capital asset purchases must be pre-approved by the Fair CEO, utilizing the purchasing policies, above.

Managers should provide the following information to Accounting

- Asset useful life
- Date placed in service
- Total asset cost, including freight and set up costs

Capital Asset Disposition

The sales of capital assets should be pre-approved by the Fair CEO.

Prices for assets sold should be generated by staff or outside sources that are subject matter experts to ensure maximum benefit to the Fair.

Managers should provide the following information to Accounting

- A detailed description of the asset and date the asset was originally purchased, if known.
- Date sold
- Sales price

The scrapping of capital assets (no remaining useful life and no sales value) should be pre-approved by the Fair CEO, prior to disposition.

Managers should provide the following information to Accounting

- A detailed description of the asset and date the asset was originally purchased, if known.
- Date scrapped

PAYMENT PROCESS

Complete payment packages are submitted to Senior Office Assistant for payment. Check runs are typically once a week.

- The Senior Account Clerk uses the complete payment packages as support for entry into an Accounts Payable Voucher batch, within the Accounts Payable module of the Ungerboeck.
- A printout of the Accounts Payable Voucher batch, together with the complete payment packages are given to the CFO for review. CFO reviews for proper authorization, coding and amount. The CFO initials the batch and returns it to the Senior Account Clerk.
- The Senior Account Clerk prepares the Accounts Payable Payment Batch, paying all of the invoices from the Accounts Payable Voucher batch.

- Ungerboeck assigns the check numbers. The Senior Account Clerk maintains a log of the check numbers used.
- A small supply of checks is maintained in a locked cabinet in the Accounting Office. The CFO maintains the key to the locked cabinet. The Accounting Office door is locked each night. The CFO, CEO, Senior Account Clerk and Maintenance have a key to the Accounting Office.
- The checks are auto signed, via a template within the Ungerboeck accounting module.
- The voucher batch, the payment batch, and the third section of the three part checks (stapled to the support payment package), are given to the CEO for her review.
- The Senior Account Clerk stuffs the envelopes and sends the checks in the inter-office mail system.

BANK RECONCILIATION

- The CFO reconciles all bank accounts.