

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

February 25, 2020, 4:30 – 5:00
Sonoma County Fairgrounds – SHOWCASE CAFE

DIRECTORS: Teejay Lowe, Chair, Marcia Mickelson, Vice Chair; Tony Gerald, Bev Palm, Wanda Tapia

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 Statement, through January 2019 – **(Attachment #1)** – Michael Margetts
5. Review detail of US Bank credit card charges paid through December 2019 - **(Attachment #2)** – Michael Margetts
6. Discussion and possible action regarding approval of 2019 Purchase Orders in excess of \$25,000 – **(None)**
7. Discussion and possible action regarding approval of 2019 Contracts in excess of \$25,000 – **(None)**
8. Review of January 2019 Harvest Fair financial statements – **(Attachment #3)**
9. Request for future agenda items **(non-discussion items)**
10. Adjournment

For additional information please call Lorna Fox at (707) 545-4200 x 201.

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 - UNAUDITED

DRAFT

	1/31/2020 Calendar YTD	1/31/2019 Calendar YTD
ASSETS		
Current Assets		
Cash in Bank and Treasury	4,492,266	4,670,487
Accounts Receivable, Net	32,774	299,655
Racing Settlement Receivable	9,798	53,304
Prepaid Expenses		
Inventory of Supplies		
Other Current Assets	348,277	
Total Current Assets	4,883,114	5,023,446
Property & Equipment, Net		
Construction in Progress	8,816,987	8,911,836
	23,681	38,954
Total Property & Equipment, Net of Depreciation	8,840,668	8,950,790
Other Assets		
Restricted Cash	120,904	120,904
Due From/Due (To) County for Vet's	19,514	(46,703)
GASB 68 Deferred Outflow of Resources	400,824	400,824
GASB 75 Deferred Outflow of Resources	254,492	254,492
Total Other Assets	795,735	729,517
TOTAL ASSETS	14,519,517	14,703,753
LIABILITIES AND EQUITY		
Current Liabilities		
Accounts Payable	4,155	683,401
Scholarships Payable	8,250	3,500
Accrued Expenses	672,611	526,538
Racing Payable	(22,821)	3,022
Purses Paid - (Over)/Under	(48,028)	(64,917)
Other Short Term Liabilities	812	22,158
Short Term Notes		
Current Portion of Long-Term Debt		
Deferred Income	640,623	477,654
Total Current Liabilities	1,255,603	1,651,356
Long Term Liabilities		
GASB 68 Deferred Inflow of Resources	701,757	701,757
GASB 68 Net Pension Liability	778,377	778,377
GASB 75 Deferred Inflow of Resources	216,663	216,663
GASB 75 Net Pension Liability	1,967,830	1,967,830
Total Long Term Liabilities	3,664,627	3,664,627
NET ASSETS		
Investment in Capital Assets	8,935,759	8,935,760
Restricted for Scholarships	37,439	23,856
Restricted for Junior Livestock Auction	91,208	75,107
Other Restricted	120,916	120,916
Retained Earnings - Unrestricted	393,503	143,458
Profit/(Loss) Current Year	20,462	88,673
TOTAL LIABILITIES AND EQUITY	14,519,517	14,703,753

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

	1/31/2020 Actual YTD	1/31/2019 Prior Year YTD	Variance	1/31/2020 Budget YTD	Variance
Operating Revenue					
Fair					
Interim	230,151	263,388	(33,237)	232,875	(2,724)
Jockey Club	32,681	32,337	345	32,151	530
Total Operating Revenue	262,832	295,725	(32,893)	265,026	(2,194)
Operating Expense					
Fair	34,738	31,332	(3,406)	32,843	(1,895)
Interim	61,777	49,784	(11,992)	59,751	(2,026)
Jockey Club	17,647	10,889	(6,758)	12,079	(5,568)
General & Administrative	128,738	117,907	(10,831)	130,150	1,412
Allocated Costs - Harvest Fair					
Total Operating Expenses	242,900	209,912	(32,987)	234,823	(8,077)
Operating Income/(Loss)	19,933	85,813	(65,880)	30,203	(10,270)
Other Revenue	607	2,861	(2,253)	625	(18)
Harvest Fair - Revenue					
Harvest Fair - Expense	(78)		(78)		(78)
Interest Expense					
JLA, net					
Net Affect of GASB 68 Adjustments					
Prior Year & Misc Expense					
Net Income/(Loss)before depreciation and capital	20,462	88,673	(68,211)	30,828	(10,366)
Depreciation Expense					
Net Income(Loss) before capital	20,462	88,673	(68,211)	30,828	(10,366)
Gain (loss) on disposal of asset					
Capital Expenditures					
Capital Funding					
Net Income (Loss) incl Capital	20,462	88,673	(68,211)	30,828	(10,366)

Sonoma County Fair & Exposition, Inc
Fair Income Statement

DRAFT - UNAUDITED

	1/31/2020 Actual YTD	1/31/2019 Prior Year PTD	Variance	1/31/2020 Budget YTD	Variance
Revenue					
Admissions				-	
Parking				-	
Commercial Space				-	
Carnival				-	
Concessions				-	
Exhibits				-	
Racing				-	
Attractions				-	
Sponsorships				-	
VIP Tent				-	
Miscellaneous				-	
Total Fair Revenue					
Expense					
Labor and Benefits	26,450	31,700	5,250	24,675	(1,775)
Advertising & Publicity		285	285	155	155
Attendance	66	157	90	180	114
Signage/Other/Drinking Water				-	
Premium				-	
Hall of Flowers				-	
Exhibits		4	4	-	
Commerical/Concessions Exhibits				-	
Racing	6,301	(3,000)	(9,301)	5,833	(468)
Attractions		351	351	-	
Miscellaneous				-	
VIP Tent				-	
RV Park - Fair - Contract Services	1,921	1,836	(86)	2,000	79
Total Expense	34,738	31,332	(3,406)	32,843	(1,895)
Fair Income/(Loss)	(34,738)	(31,332)	(3,406)	(32,843)	(1,895)

Sonoma County Fair & Exposition, Inc
Interim Income Statement

DRAFT - UNAUDITED

	1/31/2020 Actual YTD	1/31/2019 Prior Year YTD	Variance	1/31/2020 Budget YTD	Variance
Revenue					
Long Term Rentals	5,272	4,983	290	6,436	(1,164)
Building Rental	33,700	35,000	(1,300)	47,617	(13,917)
Facility Rental	8,432	12,735	(4,303)	12,541	(4,109)
Equipment Rental	8,168	8,374	(207)	9,029	(862)
Trailer & RV	139,484	153,389	(13,906)	122,190	17,294
Interim Parking	14,302	10,850	3,452	10,500	3,802
Insurance/Costs Reimbursed	2,577	2,986	(409)	2,795	(218)
Security Reimbursed	2,958	5,902	(2,944)	6,614	(3,657)
Food & Other Concessions	1,264	14,569	(13,306)	1,802	(538)
Alcohol Concessions	3,495	3,351	144	3,351	144
Other Interim Revenue	10,500	11,250	(750)	10,000	500
Total Revenue	230,151	263,388	(33,237)	232,875	(2,724)
Expense					
Int Wages & Benefits	51,763	42,387	(9,376)	51,612	(151)
Int Parking Wages & Benefits	6,608	3,084	(3,524)	2,973	(3,636)
Total Wages & Benefits	58,372	45,471	(12,900)	54,585	(3,787)
Contract Services-Interim	540	1,000	460	1,212	672
Contract Services-RV Park					
Straw Removal				-	
Security				-	
Supplies & Equipment	73	17	(56)	18	(55)
RV Park Utilities				-	
RV Park Advertising				-	
Miscellaneous RV Parking				-	
RV Supplies & Equipment	11	311	301	292	281
Interim Advertising				-	
Business Partner Incentive				-	
Insurance/Costs Reimbursed		109	109	115	115
Security Costs Reimbursed	2,782	2,876	94	3,529	747
Equipment Rental				-	
CalTrans Median Strip Rent				-	
Special Repairs & Equipment				-	
Total Expense	61,777	49,784	(11,992)	59,751	(2,026)
Interim Income/(Loss)	168,374	213,604	(45,230)	173,124	(4,750)

Sonoma County Fair & Exposition, Inc
Jockey Club Income Statement

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	1/31/2020 Actual YTD	1/31/2019 Prior Year YTD	Variance	1/31/2020 Budget YTD	Variance
Revenue					
Admissions	1,958	2,250	(292)	2,190	(232)
Turf Club	222	279	(57)	278	(56)
Commissions	25,164	23,172	1,992	23,143	2,021
Programs/Other	105	131	(26)	130	(25)
Race Forms, etc	4,508	5,462	(954)	5,389	(881)
Concessions	724	1,043	(318)	1,021	(297)
Costs Recovered				-	
Prior Year Costs Recovered				-	
Interim Rental				-	
ATM Fees				-	
Interim Concessions				-	
Total Jockey Club Revenues	32,681	32,337	345	32,151	530
Expense					
Wages & Benefits	12,241	7,675	(4,566)	9,512	(2,729)
Contract Services				-	
Supplies & Expense	1,839	1,042	(797)	381	(1,458)
Utilities				-	
Cost of Periodicals	3,143	2,172	(971)	2,186	(957)
Garbage	424		(424)	-	(424)
Advertising & Marketing				-	
Total Jockey Club Expenses	17,647	10,889	(6,758)	12,079	(5,568)
Jockey Club Income/(Loss)	15,035	21,448	(6,413)	20,072	(5,037)

Sonoma County Fair & Exposition, Inc
Harvest Fair
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	1/31/2020 Actual YTD	1/31/2019 Prior Year YTD	Variance	1/31/2020 Budget 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	0	0	-	0
Interim Wages and Benefits	8	0	(8)	-	(8)
Exhibits Wages and Benefits	0	0	0	-	0
Attendance Wages and Benefits	70	0	(70)	-	(70)
Attractions Wages and Benefits	0	0	0	-	0
Miscellaneous	0	0	0	-	0
Total Expenses	78	0	(78)	0	(78)
Harvest Fair Income(Loss)	(78)	0	(78)	0	(78)

Sonoma County Fair & Exposition, Inc
General & Administrative Expenses

DRAFT - UNAUDITED

	1/31/2020 Actual YTD	1/31/2019 Prior Year YTD	Variance	1/31/2020 Budget YTD	Variance
Expense					
Wages & Benefits-Admin	33,955	36,684	2,729	36,455	2,500
Contract Services-Admin	970	566	(405)	546	(424)
County Indirect Services	9,583	7,166	(2,417)	9,583	
Legal				4,166	4,166
Office Expense-Admin	4,030	3,900	(130)	3,800	(230)
Postage & Telephone	2,284		(2,284)	2,200	(84)
Director's Expense & Travel	28	264	236	100	72
Donations				-	
Insurance	5,833	5,417	(416)	5,833	
Audit Fee				-	
Bad Debt and Cash Short/Over	352	(44)	(396)	300	(52)
Administration Expenses	57,036	53,953	(3,083)	62,983	5,947
Wages & Benefits-Maint	54,316	50,309	(4,007)	54,737	421
Contract Services-Maint	3,546	3,819	273	4,213	667
Equipment Rental-Maint	664		(664)	-	(664)
Utilities				-	
Utilities - Harvest Fair(Reimbursed)				-	
Trash Removal	3,389	1,694	(1,694)	1,616	(1,773)
Maintenance Supplies	9,573	5,309	(4,264)	6,316	(3,257)
Repairs & Maintenance		2,535	2,535	-	
Equipment Repairs	215	288	73	285	70
Maintenance Expenses	71,703	63,954	(7,749)	67,167	(4,536)
General & Administrative Expenses	128,738	117,907	(10,831)	130,150	1,412

Sonoma County Fair & Exposition, Inc
Salary & Benefit Expenses

DRAFT - UNAUDITED

	1/31/2020 Actual YTD	1/31/2019 Prior Year YTD	Variance	1/31/2020 Budget YTD	Variance
Permanent Salaries					
Fair	4,869	6,331	1,462	5,902	1,033
Interim	22,034	17,406	(4,627)	22,700	666
Jockey Club	2,456	2,668	212	2,500	44
Golf Course				-	
Administration	17,384	20,740	3,356	20,150	2,766
Maintenance	25,696	23,826	(1,870)	26,010	314
Total Permanent Salaries	72,439	70,972	(1,467)	77,262	4,823
Temporary Salaries					
Fair	4,569	1,673	(2,896)	1,483	(3,086)
Interim	13,136	8,322	(4,814)	9,108	(4,028)
Jockey Club	6,061	2,160	(3,901)	4,018	(2,043)
Golf Course				-	
Administration				-	
Maintenance	1,117	966	(151)	1,155	38
Total Temporary Salaries	24,883	13,121	(11,762)	15,764	(9,119)
Health Benefits					
Fair	13,943	20,666	6,723	14,614	671
Interim	6,785	4,012	(2,773)	6,800	15
Jockey Club	1,075	973	(102)	1,000	(75)
Golf Course				-	
Administration	3,174	2,814	(359)	3,100	(74)
Maintenance	7,322	6,012	(1,310)	7,400	78
Total Health Benefits	32,299	34,478	2,179	32,914	615
FICA, Medicare & Workers Comp					
Fair	979	715	(264)	678	(301)
Interim	3,802	3,165	(637)	3,481	(321)
Jockey Club	918	473	(445)	461	(457)
Golf Course				-	
Administration	2,184	1,975	(210)	2,280	96
Maintenance	5,868	6,656	788	5,730	(138)
Total Workers Comp & Payroll Taxes	13,752	12,984	(768)	12,630	(1,122)
Retirement, UI, Other					
Fair	2,156	2,315	158	1,998	(158)
Interim	12,627	12,566	(61)	12,496	(131)
Jockey Club	1,666	1,401	(265)	1,533	(133)
Golf Course				-	
Administration	11,214	11,155	(58)	10,925	(289)
Maintenance	14,312	12,848	(1,464)	14,442	130
Total Retirement & Other Benefits	41,975	40,286	(1,690)	41,394	(581)
TOTAL	185,347	171,839	(13,507)	179,964	(5,383)
TOTAL BY DEPT					
Fair	26,516	31,700	5,184	24,675	(1,841)
Interim	58,384	45,471	(12,912)	54,585	(3,799)
Jockey Club	12,176	7,675	(4,501)	9,512	(2,664)
Golf Course					
Administration	33,955	36,684	2,729	36,455	2,500
Maintenance	54,316	50,309	(4,007)	54,737	421
TOTAL ALL DEPARTMENTS	185,347	171,839	(13,507)	179,964	(5,383)

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

	Actual YTD	Prior Year YTD	Variance	Budget YTD	Variance
Salaries					
Fair					
Hall of Flowers				-	
Publicity	2,970	760	(2,210)	676	(2,294)
Parking				-	
Admissions		113	113	-	
Exhibits - Temp				-	
Exhibits - Perm	4,869	6,331	1,462	5,902	1,033
Attractions				-	
Concessions Auditor				-	
Racing	1,533	800	(733)	807	(726)
Total Salaries	9,372	8,004	(1,368)	7,385	(1,987)
Health Benefits					
Fair					
Exhibits - Perm	758	666	(92)	800	42
Racing	13,185	20,000	6,815	13,814	629
Total Health Benefits	13,943	20,666	6,723	14,614	671
FICA, Medicare & Workers Comp					
Fair					
Hall of Flowers				-	
Publicity	350	89	(260)	86	(264)
Parking				-	
Admissions				-	
Exhibits	449	518	70	480	31
Attractions				-	
Racing	180	107	(73)	112	(68)
Total Workers Comp & Payroll Taxes	979	715	(264)	678	(301)
TOTAL	24,293	29,385	5,092	22,677	(1,616)
Retirement, UI, Other					
Fair					
Hall of Flowers				-	
Publicity	184	47	(137)	33	(151)
Parking				-	
Admissions				-	
Exhibits - Perm	1,877	2,211	334	1,901	24
Attractions				-	
Racing	95	57	(38)	64	(31)
Total Retirement & Other Benefits	2,156	2,315	158	1,998	(158)



January 31, 2020

To: Board of Directors
From: Michael Margetts

January

Computer generated checks:

January
Total Payables Dispersed: \$ 1,111,486.47

Payroll

County Payroll-PD's 1/8/2020, 1/22/2020	\$ 289,150.68
Temp Payroll - PD's 1/3/2020, 1/17/2020, 1/31/2020	<u>\$ 76,794.13</u>
	\$ 365,944.81

Total disbursements:

\$ 1,477,431.28

County Counsel Cost for December Paid in January 2020:

\$ 2,967.00

January 2020 - Accounts Receivable Over 60 Days				
Customer Name	61-90 Days	91-120 Days	Over 120 Days	Comments
Luther Burbank Savings		\$ 1,000.00		Kaitlyn Sponsorship Cattle Drive Wrangler Fair
North Bay Carmart	\$ 1,680.00			Debbie is trying to collect this.
Spectra	\$ 425.50	\$ 140.00		50th Anniversary Party 9/30/19 Jockey Club Oct 2019
Total Owing as of January 2020:	\$ 2,105.50	\$ 1,140.00	\$ -	

V-85320 U.S. Bank Corp Payment Systmes January 2020

85320 (Closed), Invoice: 424604455567985512, U.S. Bank Corporate Payment Systems (00006275), 12/31/19,

GL Account	GL Account Description	Reference	Amount	Totals
620503010	Tickets & Credentials	CSandersComcastAdmin	138.38	
730201080	Buildings & Grounds Repair	CSandersSQOverheadDoor Garrett Building	51.50	
488101060	Costs Recovered- Interim	CSandersUnitedForestProduct	866.00	
620209080	Telephone	CSandersVZRV	57.00	
560759080	Computer Support	CSandersVZWireless	190.33	1,303.21
620305010	Supplies- Exhibits	HBorckAdobelDCreativeCloud	33.99	
620305010	Supplies- Exhibits	HBorckAdobelDCreativeCloud	33.99	
228350000	Due To - Due From Harvest Fa	HBorckCostco Harvest Fair Supplies	16.34	84.32
680909080	Travel and Training	JEndgdahlWesternFairs WFA	-310.00	
680709080	Directors Expense	JEngdahlCostcoWhse Holiday Party	778.02	
680909080	Travel and Training	JEngdahlGrandSierra	66.67	
680709080	Directors Expense	JEngdahlSmartFoodservice Holiday Party	52.12	
680909080	Travel and Training	JEngdahlWesternFairsAssoc WFA	360.00	946.81
62030306095	Vets - Supplies	KFindleyThornAmazon Cleaner VETS	98.28	
62031306095	Vets - Office Supplies	KFindleyThornAmazon Sharpies VETS	13.08	
680909080	Travel and Training	KFindleyThornAmericanAir	30.00	
650652010	Sponsorship Expenses	KFindleyThornCostPlus Fair Sponsorship Thank	70.30	
650207070	Advertising- Jockey Club	KFindleyThornFacebook	19.88	
650213060	Advertising-Interim	KFindleyThornFacebook	24.99	
680106010	Dues & Subscriptions	KFindleyThornIAVM Membership dues	495.00	
680909080	Travel and Training	KFindleyThornMarriott IAFE Convention	881.41	
680909080	Travel and Training	KFindleyThornPappasitosCantina IAFE Convention	18.38	
680106010	Dues & Subscriptions	KFindleyThornSoCoLodging Membership dues	200.00	
680909080	Travel and Training	KFindleyThornTheRkCulinary IAFE Convention	11.00	
62030306095	Vets - Supplies	KFindleyThornTheWebstaurant Coffee Urn VETS	369.61	
680909080	Travel and Training	KFindleyThornUber IAFE Convention	20.98	
680909080	Travel and Training	KFindleyThornWhichWich IAFE Convention	12.57	2,265.48
620309080	Office Supplies- Administration	LFoxAmazon Storage boxes	25.71	
620309080	Office Supplies- Administration	LFoxAmazon file folders	79.50	
620309080	Office Supplies- Administration	LFoxAmazon toner cartridges	39.12	
620309080	Office Supplies- Administration	LFoxAmazon Storage boxes	49.88	
620323060	Supplies - RV Park	LFoxAmazon RV Park ink	64.31	
680109080	Dues & Subscriptions	LFoxDoodle.com	72.00	
650702010	Directors Room	LFoxGoodwill Fair 2020	11.00	
680709080	Directors Expense	LFoxSafeway Director meeting snacks	44.93	
680709080	Directors Expense	LFoxTarget Director meeting snacks	10.99	397.44
620342010	Supplies-Publicity	MMargettsAdobeCreativeCloud	52.99	
560007070	Contract Services- Satellite	MMargettsComcastJC	118.08	
650302010	Multi-Media Advertising	MMargettsConstantContact	455.00	
228360000	Due To/Due From Foundation	MMargettsFoundationFundly	20.00	
620305010	Supplies- Exhibits	MMargettsShopkeep	190.00	
650852010	Website	MMargettsSonic.net	38.95	
650852010	Website	MMargettsSonic.net	19.95	894.97
680909080	Travel and Training	RBartlingAlaskaAir	125.00	125.00
700301080	Electrical Supplies	RCrouchBatteriesPlus	73.90	
700301080	Electrical Supplies	RCrouchBatteriesPlus	268.36	342.26
700351080	Carpentry/Plumbing Supplies	RFitchAlliedBldgProducts Slate	72.53	72.53
620303060	Supplies-Interim	RGarciaHarborFreight Interim Supplies	52.43	52.43
680709080	Directors Expense	RGoodmanSafeway Holiday Party	13.16	
680709080	Directors Expense	RGoodmanSRGrocery Holiday Party	71.87	85.03
			Total	6569.48

**HARVEST FAIR ASSOCIATION OF SONOMA COUNTY
BALANCE SHEET - DRAFT**

	As of	1/31/2020 Actual YTD
<u>ASSETS</u>		
CURRENT ASSETS		
Cash in Bank		56,635
Cash in Treasury		0
Accounts Receivable (net of allowance)		18,650
Other Assets		0
TOTAL CURRENT ASSETS		75,285
TOTAL ASSETS		75,285
<u>LIABILITIES & EQUITY</u>		
CURRENT LIABILITIES		
Accounts Payable		0
Accrued Expenses		19,372
Sales & Use Tax Payable		45
Deposits & Refunds Payable		0
TOTAL CURRENT LIABILITIES		19,417
FUND EQUITY		
Beginning Retained Earnings		55,868
Profit(Loss) for the Year		0
TOTAL EQUITY		55,868
TOTAL LIABILITIES & EQUITY		75,285

**HARVEST FAIR ASSOCIATION OF SONOMA COUNTY
INCOME STATEMENT - DRAFT**

For the Period	1/31/2020 Actual YTD	1/31/2020 Budget YTD	Variance
Revenues			
Sponsorships			
Operations - Parking - Admissions			
Awards Night			
Sponsorships - Awards Night			
Wine Competition			
Culinary Competitions			
Attractions			
Misc Programs			
Retail Sales			
Tasting			
Vendors			
Total Revenues			
Expenses			
Administration			
Operations - Parking - Admissions			
Awards Night			
Wine Competition			
Culinary Competition			
Attractions			
Misc. Programs			
Publicity/Marketing			
Retail Sales			
Tasting			
Vendors			
Prior Period Expense			
Total Expenses			
Operating Income/(Loss) - Prior to Revenue Split			
Revenue Share with SCF			
Net Income			