

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

March 22, 2022 – 4:45 – 5:15pm

SONOMA COUNTY FAIRGROUNDS BOARDROOM

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

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, February 2022 – **(Attachment #1)** – Becky Bartling, CEO
5. Review detail of US Bank credit card charges paid through February 2022 - **(Attachment #2)** – Becky Bartling, CEO
6. Review of Harvest Fair February 2022 financial statements – **(Attachment #3)** – Becky Bartling
7. Discussion and possible action regarding approval of 2022 Purchase Orders or Contracts in excess of \$25,000 – **None**
8. Request for future agenda items
9. 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 - UNAUDITED

DRAFT

	2/28/2022 Actual YTD	2/28/2021 Prior Year YTD
ASSETS		
Current Assets		
Cash in Bank and Treasury	8,050,744	5,120,517
Accounts Receivable, Net	220,093	575,883
Racing Settlement Receivable	106,672	7,824
Prepaid Expenses		
Inventory of Supplies		
Other Current Assets	21,132	20,886
Total Current Assets	8,398,639	5,725,110
Property & Equipment, Net	8,241,122	8,704,284
Construction in Progress	10,000	
Total Property & Equipment, Net of Depreciation	8,251,122	8,704,284
Other Assets		
Restricted Cash	120,904	120,904
Due From/Due (To) County for Vet's	61,086	7,669
GASB 68 Deferred Outflow of Resources	388,392	558,298
GASB 75 Deferred Outflow of Resources	353,515	353,515
Total Other Assets	923,897	1,040,387
TOTAL ASSETS	17,573,658	15,469,781
LIABILITIES AND EQUITY		
Current Liabilities		
Accounts Payable		4,265
Scholarships Payable	5,000	5,000
Accrued Expenses	699,398	624,193
Racing Payable	5,091	2,579
Purses Paid - (Over)/Under	75,772	(4,679)
Other Short Term Liabilities	165	165
Short Term Notes		
Current Portion of Long-Term Debt		
Deferred Income	263,127	467,922
Total Current Liabilities	1,048,552	1,099,445
Long Term Liabilities		
Long Term Note	477,500	477,500
GASB 68 Deferred Inflow of Resources	692,692	704,451
GASB 68 Net Pension Liability	727,608	1,167,608
GASB 75 Deferred Inflow of Resources	170,172	170,172
GASB 75 Net Pension Liability	1,470,708	1,470,708
Total Long Term Liabilites	3,538,680	3,990,439
NET ASSETS		
Investment in Capital Assets	8,241,121	8,704,283
Restricted for Scholarships	21,849	36,899
Restricted for Junior Livestock Auction	159,248	120,815
Other Restricted	120,916	120,916
Retained Earnings - Unrestricted	4,435,518	288,834
GASB 68 Prior Period Adjustment		
Profit/(Loss) Current Year	7,773	1,108,150
TOTAL LIABILITIES AND EQUITY	17,573,658	15,469,781

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

	2/28/2022 Current YTD	2/28/2021 Prior Year YTD	Current Prior Year Variance	2/28/2022 Budget YTD	Current Budget Variance
Operating Revenue					
Fair		524	(524)		
Interim	449,113	396,108	53,005	445,174	3,939
Jockey Club	24,000	67,957	(43,957)		24,000
Total Operating Revenue	473,113	464,589	8,524	445,174	27,939
Operating Expense					
Fair	46,982	24,557	(22,425)	45,542	(1,440)
Interim	162,186	126,040	(36,146)	175,267	44,437
Jockey Club	6,461	2,303	(4,158)	14,700	8,239
General & Administrative	251,756	243,890	(7,866)	319,311	67,555
Allocated Costs - Harvest Fair					
Total Operating Expenses	467,386	396,790	(70,595)	554,820	118,791
Operating Income/(Loss)	5,727	67,799	(62,071)	(109,646)	146,730
Other Revenue	2,046	1,035,669	(1,033,623)	625	1,421
Harvest Fair - Revenue					
Harvest Fair - Expense		75	(75)		
Interest Expense		(489)	489		
JLA, net					
Net Affect of GASB 68 Adjustments					
Prior Year & Misc Expense		5,096	(5,096)		
Net Income/(Loss)before depreciation and capital	7,773	1,108,150	(1,100,376)	(109,021)	148,151
Depreciation Expense					
Net Income(Loss) before capital	7,773	1,108,150	(1,100,376)	(109,021)	148,151
Gain (loss) on disposal of asset					
Capital Expenditures					
Capital Funding					
Net Income (Loss) incl Capital	7,773	1,108,150	(1,100,376)	(109,021)	148,151

Sonoma County Fair & Exposition, Inc
Fair Income Statement

DRAFT - UNAUDITED

	2/28/2022 Current YTD	2/28/2021 Prior Year YTD	Current Prior Year Variance	2/28/2022 Budget YTD	Current Budget Variance
Revenue					
Admissions		250	(250)	-	
Parking		274	(274)	-	
Commercial Space				-	
Carnival				-	
Concessions				-	
Exhibits				-	
Racing				-	
Attractions				-	
Sponsorships				-	
VIP Tent				-	
Miscellaneous				-	
Total Fair Revenue		524	(524)		
Expense					
Labor and Benefits	27,661	18,603	(9,059)	25,642	(2,019)
Advertising & Publicity	187	1,134	947	-	(187)
Attendance		620	620	-	
Signage/Other/Drinking Water				-	
Premium				-	
Hall of Flowers				-	
Exhibits	343	149	(194)	500	157
Commerical/Concessions Exhibits				-	
Racing	17,365	4,051	(13,314)	8,000	(9,365)
Attractions	1,425		(1,425)	11,400	9,975
Miscellaneous				-	
VIP Tent				-	
RV Park - Fair - Contract Services				-	
Total Expense	46,982	24,557	(22,425)	45,542	(1,440)
Fair Income/(Loss)	(46,982)	(24,033)	(22,949)	(45,542)	(1,440)

Sonoma County Fair & Exposition, Inc
Interim Income Statement

DRAFT - UNAUDITED

	2/28/2022 Current YTD	2/28/2021 Prior Year YTD	Current Prior Year Variance	2/28/2022 Budget YTD	Current Budget Variance
Revenue					
Long Term Rentals	12,277	6,981	5,297	18,189	(5,912)
Building Rental	12,600	46,800	(34,200)	34,880	(22,280)
Facility Rental	114,500	76,292	38,208	106,330	8,170
Equipment Rental	5,029		5,029	23,100	(18,072)
Trailer & RV	274,009	202,996	71,013	195,000	79,009
Interim Parking	3,759	1,344	2,415	17,440	(13,681)
Insurance/Costs Reimbursed	745	41,124	(40,379)	8,335	(7,590)
Security Reimbursed	1,492		1,492	11,300	(9,809)
Food & Other Concessions	950	571	379	4,100	(3,150)
Alcohol Concessions	3,202		3,202	6,500	(3,298)
Other Interim Revenue	20,550	20,000	550	20,000	550
Total Revenue	449,113	396,108	53,005	445,174	3,939
Expense					
Int Wages & Benefits	96,422	95,848	(574)	129,840	33,418
Int Parking Wages & Benefits	5,520	335	(5,186)	6,226	706
Total Wages & Benefits	101,942	96,183	(5,759)	136,066	34,124
Contract Services-Interim	848	1,080	232		(848)
Contract Services-RV Park	3,389	8,504	5,115	220	(3,169)
Straw Removal				-	
Security				500	500
Supplies & Equipment	7,424	982	(6,442)	265	(7,159)
RV Park Utilities	15,468	12,854	(2,614)	25,000	9,532
RV Park Advertising				-	
Miscellaneous RV Parking				-	
RV Supplies & Equipment	289	259	(30)	1,813	1,524
Interim Advertising				135	135
Business Partner Incentive				-	
Insurance/Costs Reimbursed	540		(540)	104	(436)
Security Costs Reimbursed	930		(930)	10,848	9,918
Equipment Rental				316	316
CalTrans Median Strip Rent				-	
Special Repairs & Equipment				-	
Total Expense	130,830	119,862	(10,968)	175,267	44,437
Interim Income/(Loss)	318,283	276,246	42,037	269,907	48,376
Net Vet's Building Revenue/Expense	31,356.45	6,178	(25,179)		

Sonoma County Fair & Exposition, Inc
Jockey Club Income Statement

DRAFT - UNAUDITED

	2/28/2022 Current YTD	2/28/2021 Prior Year YTD	Current Prior Year Variance	2/28/2022 Budget YTD	Current Budget Variance
Revenue					
Admissions				-	
Turf Club				-	
Commissions		43,957	(43,957)	-	
Programs/Other				-	
Race Forms, etc				-	
Concessions				-	
Costs Recovered				-	
Prior Year Costs Recovered				-	
Interim Rental	24,000	24,000		-	24,000
ATM Fees				-	
Interim Concessions				-	
Total Jockey Club Revenues	24,000	67,957	(43,957)		24,000
Expense					
Wages & Benefits				-	
Contract Services	516		(516)	2,000	1,484
Supplies & Expense	4,226	564	(3,662)	6,300	2,074
Utilities	1,719	1,739	20	6,000	4,281
Cost of Periodicals				-	
Garbage				400	400
Advertising & Marketing				-	
Total Jockey Club Expenses	6,461	2,303	(4,158)	14,700	8,239
Jockey Club Income/(Loss)	17,539	65,654	(48,115)	(14,700)	32,239

Sonoma County Fair & Exposition, Inc
Harvest Fair

DRAFT - UNAUDITED

	2/28/2022	2/28/2021	Current	2/28/2022	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

	2/28/2022	2/28/2021	Current	2/28/2022	Current
Expense	Current	Prior Year	Prior Year	Budget	Budget
	YTD	YTD	Variance	YTD	Variance
Wages & Benefits-Admin	67,662	61,777	(5,885)	69,054	1,392
Contract Services-Admin	7,337	2,625	(4,712)	15,100	7,763
County Indirect Services	20,000	20,000		24,000	4,000
Legal	71	207	137	5,000	4,930
Office Expense-Admin	9,636	8,715	(921)	16,408	6,772
Postage & Telephone	5,167	2,148	(3,019)	5,441	274
Director's Expense & Travel	1,056	531	(525)	1,371	315
Donations				-	
Insurance	15,000	15,000		10,834	(4,166)
Audit Fee				-	
Bad Debt and Cash Short/Over	65		(65)	-	(65)
Administration Expenses	125,993	111,002	(14,991)	147,208	21,215
Wages & Benefits-Maint	82,745	111,130	28,385	115,520	32,775
Contract Services-Maint	8,238	1,017	(7,221)	3,806	(4,432)
Equipment Rental-Maint	1,229		(1,229)	2,834	1,605
Utilities	11,877	10,357	(1,520)	27,500	15,623
Utilities - Harvest Fair(Reimbursed)				-	
Trash Removal	2,311	2,592	281	1,720	(591)
Maintenance Supplies	10,413	6,330	(4,082)	13,921	3,508
Repairs & Maintenance		234	234	5,124	5,124
Equipment Repairs	8,951	1,227	(7,723)	1,678	(7,273)
Maintenance Expenses	125,763	132,888	7,125	172,103	46,340
General & Administrative Expenses	251,756	243,890	(7,866)	319,311	67,555

Sonoma County Fair & Exposition, Inc
Salary & Benefit Expenses

DRAFT - UNAUDITED

	2/28/2022 Current YTD	2/28/2021 Prior Year YTD	Current Prior Year Variance	2/28/2022 Budget YTD	Current Budget Variance
Permanent Salaries					
Fair	9,232	10,996	1,765	12,169	2,937
Interim	37,922	33,034	(4,888)	53,772	15,850
Jockey Club				-	
Golf Course				-	
Administration	36,282	33,042	(3,240)	38,678	2,396
Maintenance	37,042	49,982	12,940	43,477	6,435
Total Permanent Salaries	120,478	127,054	6,577	148,096	27,618
Temporary Salaries					
Fair	8,815		(8,815)	3,250	(5,565)
Interim	20,166	24,626	4,460	28,382	8,216
Jockey Club				-	
Golf Course				-	
Administration	976		(976)	-	(976)
Maintenance	3,456		(3,456)	7,560	4,104
Total Temporary Salaries	33,413	24,626	(8,786)	39,192	5,779
Health Benefits					
Fair	1,279	1,306	27	3,336	2,057
Interim	8,282	9,371	1,088	13,350	5,068
Jockey Club				-	
Golf Course				-	
Administration	4,529	4,124	(405)	8,134	3,605
Maintenance	12,007	18,149	6,143	19,180	7,173
Total Health Benefits	26,097	32,950	6,853	44,000	17,903
FICA, Medicare & Workers Comp					
Fair	2,149	1,189	(960)	1,477	(672)
Interim	8,974	7,081	(1,894)	9,972	998
Jockey Club				-	
Golf Course				-	
Administration	3,934	3,705	(229)	3,561	(373)
Maintenance	9,081	13,189	4,108	15,880	6,799
Total Workers Comp & Payroll Taxes	24,139	25,164	1,025	30,890	6,751
Retirement, UI, Other					
Fair	6,187	5,111	(1,076)	5,410	(777)
Interim	26,597	22,071	(4,526)	30,590	3,993
Jockey Club				-	
Golf Course				-	
Administration	21,942	20,906	(1,036)	18,681	(3,261)
Maintenance	21,159	29,734	8,575	29,423	8,264
Total Retirement & Other Benefits	75,885	77,822	1,937	84,104	8,219
TOTAL	280,010	287,616	7,606	346,282	66,272
TOTAL BY DEPT					
Fair	27,661	18,603	(9,059)	25,642	(2,019)
Interim	101,942	96,183	(5,759)	136,066	34,124
Jockey Club					
Golf Course					
Administration	67,662	61,777	(5,885)	69,054	1,392
Maintenance	82,745	111,054	28,309	115,520	32,775
TOTAL ALL DEPARTMENTS	280,010	287,616	7,606	346,282	66,272

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

	2/28/2022 Current YTD	2/28/2021 Prior Year YTD	Current Prior Year Variance	Budget YTD
Salaries				
Fair				
Hall of Flowers				-
Publicity				-
Parking				-
Admissions				-
Exhibits - Temp	984		(984)	250
Exhibits - Perm	9,232	10,996	1,765	12,169
Attractions				-
Concessions Auditor				-
Racing	7,831		(7,831)	3,000
Total Salaries	18,046	10,996	(7,050)	15,419
Health Benefits				
Fair				
Exhibits - Perm	1,114	1,265	151	3,336
Racing	165	41	(124)	-
Total Health Benefits	1,279	1,306	27	3,336
FICA, Medicare & Workers Comp				
Fair				
Hall of Flowers				-
Publicity				-
Parking				-
Admissions				-
Exhibits	1,227	1,189	(38)	1,111
Attractions				-
Racing	922		(922)	366
Total Workers Comp & Payroll Taxes	2,149	1,189	(960)	1,477
TOTAL	21,475	13,491	(7,983)	20,232
Retirement, UI, Other				
Fair				
Hall of Flowers				-
Publicity				-
Parking				-
Admissions				-
Exhibits - Perm	5,701	5,111	(590)	5,214
Attractions				-
Racing	485		(485)	196
Total Retirement & Other Benefits	6,187	5,111	(1,076)	5,410
TOTAL BY DEPT				
Hall of Flowers				
Publicity				
Parking				
Admissions				
Exhibits - Temp	2,211	1,189	(1,022)	1,361
Exhibits - Perm	16,047	17,372	1,326	20,719
Attractions				
Vendor/Concessions Auditor				
Racing	9,403	41	(9,363)	3,562
TOTAL ALL DEPARTMENTS	27,661	18,603	(9,059)	25,642

CASH EXPENDITURES

MONTH OF : Feb-22

PERMANENT PAYROLL	\$	212,830.26
TEMP PAYROLL	\$	44,183.11
ACCOUNTS PAYABLE	\$	113,061.21
TOTAL PAYMENTS	\$	<u>370,074.58</u>
LEGAL FEES PAID	\$	70.50

ATTACHMENT #1
 Sonoma County Fairgrounds
 1350 Bennett Valley Road
 Santa Rosa, CA 95404
 707.545.4200

Historical Receivables Aging Summary

As Of: Monday, February 28, 2022

	<u>61-90 Days</u>	<u>91-120 Days</u>	<u>Over 120 Days</u>	<u>Balance</u>	
No AR Control					
County of Sonoma Department of Health Services (00006709)			50,332.22	50,332.22	Working with DHS on this
County of Sonoma Human Resources Risk Management Division (00010197)			1,000.00	1,000.00	Working with DHS on this
Extreme Food & Beverage, Inc. dba Chris Beck (00012747)			128.83	128.83	Paid in March
North Bay Carmart LLC (00010895)			2,572.25	2,572.25	Paid in March
Williams, Olivia (00013778)		150.00		150.00	
Grand Total:	0.00	150.00	54,033.30	54,183.30	

CREDIT CARD DETAIL - FEBRUARY

GL Account	GL Account Description	Amount	Reference	
62031-80-10	Office Supplies Attractions	496.58	BECKY	special events monitor
62031-80-10	Office Supplies Attractions	928.58	BECKY	special events computer
		1,425.16	BECKY Total	
68090-90-80	Travel and Training	7.25	CARRIE	
62030-90-80	Office Supplies- Administration	21.62	CARRIE	
68090-90-80	Travel and Training	45.00	CARRIE	WFA
68090-90-80	Travel and Training	90.00	CARRIE	WFA
68070-90-80	Directors Expense	119.85	CARRIE	WFA
68090-90-80	Travel and Training	534.19	CARRIE	WFA
		817.91	CARRIE Total	
62030-90-80	Office Supplies- Administration	15.57	MICHAEL	
65085-20-10	Website	19.95	MICHAEL	
62030-50-10	Supplies- Exhibits	24.99	MICHAEL	
62032-30-60	Supplies - RV Park	29.89	MICHAEL	
68010-90-80	Dues & Subscriptions	31.48	MICHAEL	
62030-50-10	Supplies- Exhibits	33.99	MICHAEL	
65085-20-10	Website	38.95	MICHAEL	
62034-20-10	Supplies-Publicity	52.99	MICHAEL	
62032-30-60	Supplies - RV Park	69.88	MICHAEL	
65085-20-10	Website	74.97	MICHAEL	
62030-90-80	Office Supplies- Administration	100.00	MICHAEL	
62032-30-60	Supplies - RV Park	189.38	MICHAEL	
62030-90-80	Office Supplies- Administration	199.95	MICHAEL	
56000-10-40	Contract Services-Interim	306.04	MICHAEL	Comcast
56000-70-70	Contract Services- Satellite	326.39	MICHAEL	Comcast
56000-30-60	Contract Services-RV Park-Interim	508.59	MICHAEL	Verizon - 2 months
62030-30-60	Supplies-Interim	7,123.10	MICHAEL	Tables for Interim
		9,146.11	MICHAEL Total	
62030-30-60	Supplies-Interim	56.76	ROBERT	
70050-10-80	Grounds Supplies	91.74	ROBERT	
62030-30-60	Supplies-Interim	115.77	ROBERT	
73010-10-80	Equipment Repair- Maintenance	132.91	ROBERT	
		397.18	ROBERT Total	
		11,786.36	Grand Total	

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

	As of	2/28/2022 Actual YTD
<u>ASSETS</u>		
CURRENT ASSETS		
Cash in Bank		112,163
Cash in Treasury		0
Accounts Receivable (net of allowance)		0
Other Assets - Due to SCF		(21,132)
TOTAL CURRENT ASSETS		91,031
TOTAL ASSETS		91,031
<u>LIABILITIES & EQUITY</u>		
CURRENT LIABILITIES		
Accounts Payable		0
Accrued Expenses		4,806
Sales & Use Tax Payable		0
Deposits & Refunds Payable		0
TOTAL CURRENT LIABILITIES		4,806
FUND EQUITY		
Beginning Retained Earnings		86,758
Profit(Loss) for the Year		(533)
TOTAL EQUITY		86,225
TOTAL LIABILITIES & EQUITY		91,031

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

For the Period	2/28/2022 Actual YTD	2/28/2022 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	533		(533)
Operations - Parking - Admissions			
Awards Night			
Wine Competition			
Culinary Competition			
Attractions			
Misc. Programs			
Publicity/Marketing			
Retail Sales			
Tasting			
Vendors			
Prior Period Expense			
Total Expenses	533		(533)
Operating Income/(Loss) - Prior to Revenue Split	(533)		(533)
Revenue Share with SCF			
Net Income	(533)		(533)