

**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**  
**January 23, 2024 4:45 – 5:15 pm**

**SONOMA COUNTY FAIRGROUNDS BOARDROOM**

**DIRECTORS:**

Hugo Mata, Chair, Marcia Mickelson, Vice Chair,  
Sharon Wright, Stacey Powers, Marilyn Herzog, Neysa Hinton

- 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, December 31, 2023 – **none available for this meeting**
  - a) Review of December 31, 2023 Accounts Receivable – **(Attachment #1)** – Cyndy Dalbeck, CFO
  - b) Review detail of US Bank credit card charges paid through December 31, 2023 - **(Attachment #2)** – Cyndy Dalbeck, CFO
- 5) Discussion and possible action regarding Corporate Resolution to open money market account at Exchange Bank – **(Attachment #3)** – Cyndy Dalbeck, CFO
- 6) Review of Draft Harvest Fair Financial Statements, November 30, 2023 – **(Attachment #4)** – Cyndy Dalbeck, CFO
- 7) Discussion and possible action regarding approval of 2024 Purchase Orders or Contracts in excess of \$25,000 – **None**
- 8) 2024 Sonoma County Fair budget update (approval by County Board of Supervisors set for March 5, 2024 meeting) – Becky Bartling, CEO
- 9) Request for future agenda items

## 10) Adjournment

For additional information please call (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.*

**Current (1.18.24) Open Invoices from 12.31.23 and prior**

Invoice Date	Invoice #	Bill-To Account	Event	Amount Du	Aging Gro	Comments
12/12/21	55161	Skyline Entertainment-MEXICAN DANCE (1,500-2,500)		4,236.13	Over 120	slowly paying
08/31/22	56874	Bula Pies Fiji	2022 Sonoma County Fair	1,806.90	Over 120	with Collections
12/30/22	57788	EC Events, LLC-EMERALD CUP HARVEST BALL (10,000)		98,506.60	Over 120	<b>\$108,431.41</b>
01/01/23	58015	EC Events, LLC-EMERALD CUP HARVEST BALL (10,000) - interest		1,852.60	Over 120	with Collections
02/01/23	58016	EC Events, LLC-EMERALD CUP HARVEST BALL (10,000) - interest		1,655.39	Over 120	Collection agency
03/31/23	58136	EC Events, LLC-EMERALD CUP HARVEST BALL (10,000) - interest		1,680.22	Over 120	has a check for \$30k+
04/30/23	58425	EC Events, LLC-EMERALD CUP HARVEST BALL (10,000) - interest		1,555.42	Over 120	we will receive net
05/31/23	58426	EC Events, LLC-EMERALD CUP HARVEST BALL (10,000) - interest		1,578.75	Over 120	of commission in
06/30/23	58427	EC Events, LLC-EMERALD CUP HARVEST BALL (10,000) - interest		1,602.43	Over 120	March if no bankruptcy
08/31/23	60024	International Leather & Hat Co.	2023 FAIR - (August 3rd-13th 2023)	1,100.00	91-120	working on pymt plan
08/31/23	59995	International Leather & Hat Co.	2023 FAIR - (August 3rd-13th 2023)	1,000.00	91-120	working on pymt plan
08/31/23	59886	Action Foods 2 (Dill Pickle & Lemonade)	2023 FAIR - (August 3rd-13th 2023)	5,109.84	91-120	working on pymt plan
08/31/23	60015	Mangiata Catering LLC	2023 FAIR - (August 3rd-13th 2023)	1,350.00	91-120	
08/31/23	60012	JLQ Concessions	2023 FAIR - (August 3rd-13th 2023)	125.00	91-120	all are being actively
08/31/23	59872	Squatch Coffee	2023 FAIR - (August 3rd-13th 2023)	39.15	91-120	worked with
08/31/23	59843	WOW Entertainment	2023 FAIR - (August 3rd-13th 2023)	993.71	91-120	
08/31/23	59842	WOW Entertainment	2023 FAIR - (August 3rd-13th 2023)	77.89	91-120	
08/31/23	59838	American Bull Riding Company	2023 FAIR - (August 3rd-13th 2023)	332.92	91-120	
08/31/23	59834	Reggae Rasta Styles	2023 FAIR - (August 3rd-13th 2023)	1,724.39	91-120	
08/31/23	59977	Van Anda, Rich & Bonnie JLA	2023 FAIR - (August 3rd-13th 2023)	525.00	91-120	
08/31/23	59970	Stefana Alioto (JLA)	2023 FAIR - (August 3rd-13th 2023)	101.50	91-120	
08/31/23	59960	Linda Siino, JLA	2023 FAIR - (August 3rd-13th 2023)	50.75	91-120	
08/31/23	59809	Glenn, Mark & Lori JLA	2023 FAIR - (August 3rd-13th 2023)	25.38	91-120	section total:
08/31/23	59952	Fishman Supply Company JLA	2023 FAIR - (August 3rd-13th 2023)	2,615.66	91-120	<b>\$39,337.19</b>
08/31/23	59943	Aviotti Jet Club (JLA)	2023 FAIR - (August 3rd-13th 2023)	5,666.00	91-120	reduced from
08/31/23	59883	Sonoma Marin Area Rail Transit	2023 FAIR - (August 3rd-13th 2023)	1,000.00	91-120	\$103,103.20
08/31/23	59879	Farm 2 Fair	2023 FAIR - (August 3rd-13th 2023)	12,000.00	91-120	is time last mo
08/31/23	59140	Moon Valley Nurseries	2023 FAIR - (August 3rd-13th 2023)	5,500.00	91-120	
09/29/23	59894	Trapeze Entertainment, LLC dba Circus Caballero RED UNIT-CIRCUS (C-Lot)		1,625.00	61-90	

Northern California Motorcycle invoices are all under 60 days

Sonoma County (various agencies) are under 60 days

above list excludes credits and invoices under 60 days past due (dpd)

	Total	Current	1-30 dpd	31-60 dpd	61-90 dpd	91-120 dpd	120+ dpd	Number of Accounts	Number of Invoices
<b>12.31.24</b>									
<b>Total Accounts Receivable</b>	<b>199,408.80</b>	21,337.55	10,738.63	14,423.14	15,713.96	27,133.18	110,062.34	72	107
EC Events*	108,431.41	-	-	-	-	-	108,431.41		
<i>% of total excluding EV Events</i>		23.5%	11.8%	15.9%	17.3%	29.8%	1.8%		

## Cal Card Credit Card charges paid in December

GL Account	GL Account Name	Reference	Amount
620309080	Office Supplies- Administration	MICHAEL OFFICE DEPOT	145.99
620302010	Supplies- Publicity	MICHAEL CONSTANT CONTACT	659.00
560009080	Contract Services- Administration	MICHAEL SHRED IT	774.20
620342010	Supplies-Publicity	MICHAEL ADOBE	54.99
620309080	Office Supplies- Administration	MICHAEL ADOBE	19.99
620305010	Supplies- Exhibits	MICHAEL ADOBE	35.99
			<b>1,690.16</b>
680909080	Travel and Training	BECKY WFA REGISTRATION	300.00
680909080	Travel and Training	BECKY HAMPTON INN CFA	193.59
650852010	Website	BECKY USERWAY	98.00
			<b>591.59</b>
620303060	Supplies-Interim	ROBERT HOMEDEPOT	85.65
620303060	Supplies-Interim	ROBERT SMART N FINAL	119.98
			<b>205.63</b>
700251080	Landscape Supplies	ROBIN HOME DEPOT	97.61
700401080	Mechanic Supplies	ROBIN AMAZON	54.69
700301080	Electrical Supplies	ROBIN WALMART	19.29
700301080	Electrical Supplies	ROBIN WALMART	7.75
700301080	Electrical Supplies	ROBIN AMAZON	8.14
620301080	Office Supplies-Maintenance	ROBIN WALMART	7.88
			<b>195.36</b>
560003060	Contract Services-RV Park-Interim	MATT FIREFLY	659.50
620303060	Supplies-Interim	MATT COSTCO	139.95
680909080	Travel and Training	MATT IAFE	1,088.00
620309080	Office Supplies- Administration	MATT OFFICE DEPOT	56.46
620305010	Supplies- Exhibits	MATT OFFICE DEPOT	20.64
650852010	Website	MATT SHOPIFY	7.99
62031306095	Vets - Office Supplies	MATT AMAZON	73.09
620323060	Supplies - RV Park	MATT AMAZON	15.28
680709080	Directors Expense	MATT UNION HOTEL	223.96
620309080	Office Supplies- Administration	MATT OFFICE DEPOT	38.55
62031306095	Vets - Office Supplies	MATT AMAZON	107.60
560003060	Contract Services-RV Park-Interim	MATT FIREFLY	700.00
			<b>3,131.02</b>
580404010	Premiums- Trophies & Awards	HOPE STOCK SIGNS	95.00
620305010	Supplies- Exhibits	HOPE LEADING EDGE	890.23
600805810	Junior Livestock Auction	HOPE TABLECLOTHFACTORY	15.68
620305010	Supplies- Exhibits	HOPE AMAZON	16.27
580404010	Premiums- Trophies & Awards	HOPE SHERIDAN BUCKLE	100.00
620305010	Supplies- Exhibits	HOPE HOMEDEPOT	70.84
			<b>1,188.02</b>
620309080	Office Supplies- Administration	CYNDY PUBLIC SURPLUS	12.02
560003060	Contract Services-RV Park-Interim	CYNDY VERIZON	74.08
560001040	Contract Services-Interim	CYNDY VERIZON	409.63
680109080	Dues & Subscriptions	CYNDY ZOOM	33.58
560007070	Contract Services- Satellite	CYNDY COMCAST	364.35
560001040	Contract Services-Interim	CYNDY COMCAST	327.68
620109080	Postage	CYNDY FP POSTAGE	155.25
620309080	Office Supplies- Administration	CYNDY AMAZON	51.28
			<b>1,427.87</b>
730101080	Equipment Repair- Maintenance	RANDY A SHADE DARKER	491.63
730101080	Equipment Repair- Maintenance	RANDY WEST COAST DIESEL	1,831.67
			<b>2,323.30</b>
		<b>ALL</b>	<b>10,752.95</b>

**SONOMA COUNTY FAIR & EXPOSITION, INC.**  
**1350 Bennett Valley Road**  
**Santa Rosa, California 95404**

Resolved, that the Cyndy Dalbeck, CFO (non-officer) be authorized and directed to open a bank account for the Non-Profit Corporation with Exchange Bank, which hereby is authorized to honor the deposits of the Non-Profit Corporation, and checks drawn against such deposits signed by any two of the three below named individuals as long as there are funds in the account. This account will be a two signatures required account.

The undersigned, Rebecca Bartling certifies that she is the Chief Executive Officer authorized by the Board of Directors of this Non-Profit Corporation, and that the above is a true and correct copy of the resolution that was duly adopted at the meeting of Board of Directors, which was held in accordance with State Law and the Bylaws of the Non-Profit Corporation.

The current officers of Sonoma County Fair & Exposition, Inc. and signers are as follows:

*Officer Names and Titles*

<i>Rebecca Bartling, CEO</i>	<i>Date</i>
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<i>Matthew Daly, COO (non-officer)</i>	<i>Date</i>
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<i>Teejay Lowe, Director</i>	<i>Date</i>
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<b>X</b> <b>Rebecca Bartling, CEO</b> <b>Sonoma County Fair &amp; Exposition, Inc.</b>	 <b>Date</b>
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HARVEST FAIR ASSOCIATION OF SONOMA COUNTY  
BALANCE SHEET - DRAFT

As of	11/30/2023 Actual YTD	11/30/2022 Prior Year YTD	Variance
<b><u>ASSETS</u></b>			
<b>CURRENT ASSETS</b>			
Cash in Bank	122,417	114,976	7,441
Cash in Treasury	0	0	0
Accounts Receivable (net of allowance)	9,632	18,174	(8,542)
Due From (Due to) SCF	(39,050)	12,703	(51,753)
<b>TOTAL CURRENT ASSETS</b>	<b>92,999</b>	<b>145,853</b>	<b>(52,854)</b>
<b>TOTAL ASSETS</b>	<b>92,999</b>	<b>145,853</b>	<b>(52,854)</b>
<b><u>LIABILITIES &amp; EQUITY</u></b>			
<b>CURRENT LIABILITIES</b>			
Accounts Payable	(379)	0	(379)
Accrued Expenses	4	6,311	(6,308)
Sales & Use Tax Payable	5,660	6,276	(616)
Deposits & Refunds Payable	0	0	0
<b>TOTAL CURRENT LIABILITIES</b>	<b>5,285</b>	<b>12,588</b>	<b>(7,303)</b>
<b>FUND EQUITY</b>			
Beginning Retained Earnings	63,907	86,758	(22,850)
Profit(Loss) for the Year	23,807	46,508	(22,701)
<b>TOTAL EQUITY</b>	<b>87,715</b>	<b>133,266</b>	<b>(45,551)</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>92,999</b>	<b>145,853</b>	<b>(52,854)</b>

Sonoma County Harvest Fair  
Summary of Event - DRAFT

Period	2023-01 - 2023-11	Budget Annual 2023	Budget YTD 11/30/2023	Actual YTD 11/30/2023	Variance YTD	Budget PTD 11/2023	Actual PTD 11/2023	Variance PTD	Prior Year Actual YTD 11/2022	Variance Current YTD Prior YTD
<b>Revenue</b>										
	Tasting	101,300	101,300	78,349	(27,951)				69,749	3,599
	Awards Night	51,250	51,250	37,750	(13,500)				43,700	(5,950)
	Wine Competition	80,250	80,250	75,966	(4,284)				81,115	(5,149)
	Food Competition	4,000	4,000	3,726	(274)				4,035	(309)
	Operations_Administration			5,541	5,541		11	11	6,907	(1,366)
	<b>Total Revenue</b>	<b>236,800</b>	<b>236,800</b>	<b>201,332</b>	<b>(40,468)</b>		<b>11</b>	<b>11</b>	<b>205,507</b>	<b>(9,175)</b>
<b>Expense</b>										
	Tasting	97,200	97,200	59,616	52,460		20,809	(5,384)	70,481	20,320
	Awards Night	55,583	55,583	35,039	20,544		163	(163)	49,366	14,327
	Wine Competition	55,200	55,200	30,994	24,206		17,511	(17,511)	27,017	(3,977)
	Food Competition	7,950	7,950	5,066	2,884				4,343	(723)
	Operations_Administration	17,200	16,950	46,810	(29,860)	250	1,651	(1,401)	7,793	(39,018)
	<b>Total Expenses</b>	<b>233,133</b>	<b>232,883</b>	<b>177,525</b>	<b>70,234</b>	<b>250</b>	<b>40,133</b>	<b>(24,458)</b>	<b>158,999</b>	<b>(9,070)</b>
	<b>Net Revenue</b>	<b>3,667</b>	<b>3,917</b>	<b>23,807</b>	<b>19,890</b>	<b>(250)</b>	<b>(40,122)</b>	<b>(39,872)</b>	<b>46,508</b>	<b>(104)</b>

Sonoma County Harvest Fair  
Wine & Food Tasting - DRAFT

Period	2023-01 - 2023-11	Budget Annual 2023	Budget YTD 11/30/2023	Actual YTD 11/30/2023	Variance YTD	Budget PTD 11/2023	Actual PTD 11/2023	Variance PTD
G/L #								
<b>Revenue</b>								
41200-25	Ticket Sales	90,000	90,000	66,507	(23,493)			
49000-25	Sponsorships - Tasting	5,000	5,000	5,000				
43000-85	Entry Fees - Grape Stomp	1,000	1,000	1,790	790			
49000-85	Sponsorships - Attractions			5,000				
42000-95	Concessions	300	300		(300)			
43000-25	Winery Table Fee	4,500	4,500		(4,500)			
47100-75	Parking - Operations	500	500		(500)			
49500-95	Misc. Revenue - stickers/posters			52	52			
	<b>Total Revenue</b>	<b>101,300</b>	<b>101,300</b>	<b>78,349</b>	<b>(27,951)</b>			
<b>Expense</b>								
50020-25	Salaries & Wages - Tasting	28,500	28,500		28,500			
50020-85	Salaries & Wages - Attractions	2,500	2,500		2,500			
56000-25	Contract Services - Tasting	15,000	15,000	16,350	(1,350)			
56000-75	Contract Services - Operations	5,000	5,000	4,844	156	3,500		(3,500)
56000-85	Contract Services - Attractions	6,050	6,050	5,925	15,000	425		15,000
62030-25	Supplies - Tasting	6,500	6,500	7,429	(929)	3,402		(3,402)
62030-85	Supplies - Attractions	1,600	1,600	2,164	(564)	1,800		(1,800)
68095-75	License & Permits	400	400	515	(115)	340		(340)
68085-75	Insurance	1,650	1,650	440	1,210	440		(440)
58025-85	Awards - Grape Stomp	1,500	1,500	1,500				
65090-75	Advertising	28,500	28,500	20,452	8,048	10,902		(10,902)
68030-25	Cash Over/Short			(4)	4			
	<b>Total Expenses</b>	<b>97,200</b>	<b>97,200</b>	<b>59,616</b>	<b>52,460</b>	<b>20,809</b>		<b>(5,384)</b>
	<b>Net Revenue</b>	<b>4,100</b>	<b>4,100</b>	<b>18,733</b>	<b>24,508</b>	<b>(20,809)</b>		<b>5,384</b>



Sonoma County Harvest Fair  
Awards Night - DRAFT

Period	2023-01 - 2023-11	Budget Annual 2023	Budget YTD 11/30/2023	Actual YTD 11/30/2023	Variance YTD	Budget PTD 11/2023	Actual PTD 11/2023	Variance PTD
G/L #								
<b>Revenue</b>								
41200-35	Ticket Sales	41,250	41,250	29,250	(12,000)			
49000-35	Sponsorships	10,000	10,000	8,500	(1,500)			
	<b>Total Revenue</b>	<b>51,250</b>	<b>51,250</b>	<b>37,750</b>	<b>(13,500)</b>			
<b>Expense</b>								
50020-35	Salaries & Wages	9,000	9,000		9,000			
56000-35	Contract Services	2,100	2,100	600	1,500			
62030-35	Supplies	1,000	1,000	946	54		163	(163)
68095-35	License & Permits	50	50		50			
70010-35	Equipment Rental	500	500		500			
64020-35	Cost of Goods - Catering	42,433	42,433	33,312	9,121			
58025-35	Awards	500	500	180	320			
	<b>Total Expenses</b>	<b>55,583</b>	<b>55,583</b>	<b>35,039</b>	<b>20,544</b>		<b>163</b>	<b>(163)</b>
	<b>Net Revenue</b>	<b>(4,333)</b>	<b>(4,333)</b>	<b>2,711</b>	<b>7,044</b>		<b>(163)</b>	<b>163</b>

Sonoma County Harvest Fair  
Pro Wine and Amateur Wine Competition - DRAFT

Period	2023-01 - 2023-11	Budget Annual 2023	Budget YTD 11/30/2023	Actual YTD 11/30/2023	Variance YTD	Budget PTD 11/2023	Actual PTD 11/2023	Variance PTD
G/L #								
<b>Revenue</b>								
43000-45	Entry Fees - Pro	75,250	75,250	73,575	(1,675)			
43000-95	Entry Fees - Amatuer			2,391	2,391			
49000-45	Sponsorships	5,000	5,000		(5,000)			
49100-45	Sponsored Awards							
	<b>Total Revenue</b>	<b>80,250</b>	<b>80,250</b>	<b>75,966</b>	<b>(4,284)</b>			
<b>Expense</b>								
50020-45	Salaries & Wages	5,500	5,500		5,500			
56000-45	Contract Services	17,200	17,200	17,320	(120)		8,500	(8,500)
62030-45	Supplies	2,000	2,000	1,571	429		313	(313)
64020-45	Cost of Goods Sold							
58025-45	Awards	5,500	5,500	5,313	187		4,486	(4,486)
56040-45	Judge's Expenses	9,000	9,000	6,790	2,210		4,213	(4,213)
68040-45	Misc. Expense							
65090-45	Advertising	16,000	16,000		16,000			
	<b>Total Expenses</b>	<b>55,200</b>	<b>55,200</b>	<b>30,994</b>	<b>24,206</b>		<b>17,511</b>	<b>(17,511)</b>
	<b>Net Revenue</b>	<b>25,050</b>	<b>25,050</b>	<b>44,972</b>	<b>19,922</b>		<b>(17,511)</b>	<b>17,511</b>

Sonoma County Harvest Fair  
Pro Food Competition - DRAFT

Period	2023-01 - 2023-11	Budget Annual 2023	Budget YTD 11/30/2023	Actual YTD 11/30/2023	Variance YTD	Budget PTD 11/2023	Actual PTD 11/2023	Variance PTD
G/L #								
<b>Revenue</b>								
43000-55	Entry Fees	4,000	4,000	3,726	(274)			
	<b>Total Revenue</b>	<b>4,000</b>	<b>4,000</b>	<b>3,726</b>	<b>(274)</b>			
<b>Expense</b>								
50020-55	Salaries & Wages	1,500	1,500		1,500			
56000-55	Contract Services	3,500	3,500	3,500				
62030-55	Supplies	500	500	123	377			
58025-55	Awards	2,200	2,200	1,098	1,102			
56040-55	Judge's Expenses	250	250	346	(96)			
	<b>Total Expenses</b>	<b>7,950</b>	<b>7,950</b>	<b>5,066</b>	<b>2,884</b>			
	<b>Net Revenue</b>	<b>(3,950)</b>	<b>(3,950)</b>	<b>(1,340)</b>	<b>2,610</b>			

Sonoma County Harvest Fair  
Operations - Administration - DRAFT

Period	2023-01 - 2023-11	Budget Annual 2023	Budget YTD 11/30/2023	Actual YTD 11/30/2023	Variance YTD	Budget PTD 11/2023	Actual PTD 11/2023	Variance PTD
G/L #								
<b>Revenue</b>								
49000-75	Sponsorships - Operations			5,000	5,000			
49500-75	Miscellaneous Revenue			541	541		11	11
	<b>Total Revenue</b>			<b>5,541</b>	<b>5,541</b>		<b>11</b>	<b>11</b>
<b>Expense</b>								
50020-75	Salaries & Wages			29,724	(29,724)		1,651	(1,651)
68080-75	Bank Fees	9,000	8,750	9,087	(337)	250		250
70020-75	Utilities & Garbage	5,500	5,500	6,000	(500)			
62010-75	Postage	2,000	2,000	2,000				
68060-75	Director's Expense	500	500		500			
68040-75	Misc. Expense	200	200		200			
	<b>Total Expenses</b>	<b>17,200</b>	<b>16,950</b>	<b>46,810</b>	<b>(29,860)</b>	<b>250</b>	<b>1,651</b>	<b>(1,401)</b>
	<b>Net Revenue</b>	<b>(17,200)</b>	<b>(16,950)</b>	<b>(41,269)</b>	<b>(24,319)</b>	<b>(250)</b>	<b>(1,640)</b>	<b>1,412</b>