



NOTICE OF MEETING

Solano County Fair Association

Meeting of the Board of Directors

To Be Held

Wednesday, May 18, 2016 at 6:00 p.m.

In the Directors Room
Solano County Fairgrounds
Vallejo, California

Directors

Marilyn Royse, President & Chair

Lee Williams, Vice President

Mike Coakley, Treasurer

Denese Allen, Director

Rosie Enriquez, Director

Norma Lisenko, Director

William Luiz, Director

Carole Paterson, Director

Raymond Simonds, Director

Ray Bell, Director

Gary Falati, Director

Joe Lopez, Director

Patricia Moreira, Director

Norma Placido, Director

Dennis Yen, Director

Matters of Information

The Solano County Fair Association does not discriminate against persons with disabilities. If you wish to attend this meeting and you will require assistance in order to participate, please call the Fair Association's main office at 551-2000 at least 24 hours in advance of the meeting to make reasonable arrangements to ensure accessibility to this meeting.

Non-confidential materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection during normal business hours at the Solano County Fair Association main office, 900 Fairgrounds Drive, Vallejo, CA.

Our Mission:

To ensure a positive experience for the public by providing a year-round multi-purpose venue that showcases and celebrates the wide variety of resources and activities to our diverse communities.



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AGENDA

1. CALL TO ORDER

All matters noticed on this agenda, in any category, may be considered for action as listed. Any items not so noticed may not be considered. Items listed on this agenda may be considered in any order, at the discretion of the Chair.

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES OF BOARD MEETINGS

- a. Regular Meeting of April 20, 2016

5. CHANGES TO OR DELETIONS FROM THE AGENDA

6. APPROVAL OF THE AGENDA

7. PUBLIC COMMENT/PRESENTATIONS

(This is your opportunity to address the Board on a matter not listed on the Agenda, but it must be within the subject matter jurisdiction of the Board. Comments are limited to 3 minutes per speaker.)

8. COMMITTEE REPORTS

- a. Solano360 – Report by SCFA representatives to the Solano360 Implementation Committee

ACTION: Discussion on the report by SCFA representatives to the Solano360 Implementation Committee and possible action thereon.

- b. Finance Committee – Report on Committee meeting of May 18, 2016

ACTION:

- i. Discussion and action regarding the Committee's recommendation on the April 30, 2016 Financial Statements
- ii. Review of and action regarding recommendations to the Board regarding a proposed Cash Handling Policy and Procedures.

- c. Hospitality Committee – Report on Committee meeting of May 18, 2016

ACTION: Discussion and possible action regarding the Committee's recommendations regarding the Celebrate Solano BBQ and other events during the 2016 Solano County Fair



9. GENERAL MANAGER'S REPORT

- a. Update on the Solano County Fair (July 27 to July 31, 2016)
- b. Update on Horse Racing Matters
- c. Update on Division of Fairs & Expositions / California Fair Alliance / Legislative Issues
- d. Other Matters

10. PRESIDENT'S REPORT

11. DIRECTORS' COMMENTS

12. CLOSED SESSION

- a. CONFER WITH REAL PROPERTY NEGOTIATORS (California Government Code Section 54956.8) – 1 case
Property Address: 900 Fairgrounds Drive, Vallejo, California
Agency Negotiator: Stephen Pierce
Under Negotiation: Price and Terms

13. ADJOURN

Adjourn the meeting until the next regularly scheduled meeting of the Solano County Fair Association Board of Directors on June 15, 2016 at 6 p.m.

Date of Notice: May 12, 2016



**SOLANO COUNTY FAIR ASSOCIATION
MINUTES FOR MEETING OF THE BOARD OF DIRECTORS
APRIL 20, 2016**

1. Minutes of the monthly meeting of the Solano County Fair Association’s Board of Directors held on April 20, 2016 at 6:00 p.m. in the Directors’ Room with President Marilyn Royse presiding.

2. **DIRECTORS PRESENT:** Marilyn Royse, President & Chair

Denese Allen	Ray Bell	Mike Coakley
Gary Falati	Norma Lisenko	Bill Luiz
Carole Paterson	Norma Placido	Lee Williams
Dennis Yen		

DIRECTORS ABSENT: Rosie Enriquez (excused), Raymond Simonds (excused), Joe Lopez (excused) and Patricia Moreira (excused)

OTHERS PRESENT: Stephen Pierce, General Manager, and Michael Passey, Assistant General Manager for Finance.

3. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Director Paterson.

4. **APPROVAL OF MINUTES OF THE BOARD MEETING OF MARCH 16, 2016:** It was moved by Director Falati and seconded by Director Placido to approve the minutes of the March 16, 2016 Board meeting as presented. The motion carried unanimously.

5. **CHANGES TO OR DELETIONS FROM THE AGENDA:** None.

6. **APPROVAL OF THE AGENDA:** It was moved by Director Allen and seconded by Director Paterson that the agenda be approved as presented. The motion carried unanimously.

7. **PUBLIC COMMENT / PRESENTATIONS:** None.

8a. **SOLANO360 IMPLEMENTATION COMMITTEE: Report by SCFA representatives to the Solano360 Implementation Committee, and possible action thereon.**

Mr. Pierce reported that the regularly scheduled meeting for the Solano360 Implementation Committee on April 7 was cancelled. On April 5, the Board of Supervisors gave instruction in closed session to extend the exclusive right to negotiate process with Solano Community Development through October. A lot of milestones were identified in the process and the first milestone is the phasing plan for the project. The initial draft has been presented but is likely to change as it incorporates answers to various questions about the project activities. Broadly, the initial focus will be on building the sports complex and some retail. Improvements to the Fair of the Future are later in the project. The impact of interim activities is not clear at this time. Director Yen asked how this phasing plan impacts proposed projects for McCormack Hall. Mr. Pierce responded that the phasing plan is not sufficiently detailed at this time to determine if and when the SCFA can proceed on the door replacement project approved and funded by

the State Fairs and Exposition Division. The next scheduled meeting for the Solano360 Implementation Committee is May 5, 2016 at 1 p.m. in the County Administration Center.

8b. FINANCE COMMITTEE: Report on Finance Committee meeting of April 20, 2016.

- (i) Committee Chair Coakley reported that the Finance Committee met earlier in the day and recommends approval of the March 31, 2016 financial statements as presented.

Action: It was moved by Director Placido and seconded by Director Yen to approve the March 2016 Financial Statements as presented. The motion carried unanimously.

- (ii) Committee Chair Coakley reviewed the list of fixed assets that staff recommended to be deleted from inventory, which included a water truck, bunk beds, pickup truck and a tractor.

Action: It was moved by Director Falati and seconded by Director Paterson to approve the disposal of select assets with no market or book value. The motion carried unanimously.

8c. SILENT AUCTION: Report on Silent Auction Committee meeting of April 20, 2016.

Committee Chair Paterson reported that the Silent Auction Committee met earlier in the day and reviewed the letters coming in from donors and got a peak at the Youth Ag Day quilt being put together by Cathy Pierce and some other helpers. Director Paterson shared that Senator Diane Feinstein has committed to donating an original floral print that she has done. Individual Board members reviewed the four options and selected their preferred option. The Board asked Director Paterson to convey its appreciation to Senator Feinstein for her donation, and that the senator could donate more than one print. Director Paterson encouraged directors to solicit items for the Silent Auction, which has a goal of at least 50 items. She distributed a list of silent auction items that Solano Land Trust has pursued for its events to stimulate ideas for directors. A packet was distributed to directors that included a generic leave behind letter, envelopes and a list of individuals and businesses that have already been mailed solicitation letters. Due to printer difficulties, some directors will be mailed the leave behind letter. Director Paterson stated the next Silent Auction Committee meeting will be in June. Directors Bell and Placido praised Director Paterson for her leadership on the Silent Auction.

9. GENERAL MANAGER'S REPORT:

- a. **Update on Solano County Fair.** Mr. Pierce shared an outline of the entertainment lineup to date and the proposed layout for the Fair activities. Key updates include:

- S there will be Double Vision (a local Filipino band) on the Bay Stage and the Gold Band of San Francisco (a local Central American band) on the Cultural Stage. The concept is to promote a variety of entertainment options and to appeal to different market segments. Targeting this segment of the Hispanic market will not dilute the Sunday's event, which is more la banda music, and is scaled to the anticipated market share based on input from the promoter used for Sunday's event.

Mr. Pierce announced that thanks to a tentative sponsorship with a local agency, the awards program for the Fine Arts program will be expanding. A total of 20 winning entries will receive an award package worth \$150 (\$75 cash/ \$75 gift certificate) and the ability to have the art on

display for at least a year at locations to be announced in Fairfield and Vallejo. In combination with the new Scheper Creativity Award, a memorial award from a person who has had a lot of art on display at the Fair over the years, and a tentative sponsorship from another arts-related business, the dollar value of the Fine Arts awards is expected to increase from \$955 to \$4,180 without any increase in net costs over last year. Letters will be sent to past participants in the Fine Arts program informing them about the expanded awards program. Mr. Pierce explained that program costs in the Fine Arts program do not increase with an expanded number of entries. Under the American judging system, there are a fixed number of premiums regardless of the number of entries. Under the Danish system, which is primarily used in the youth Solano Living exhibits, entries compete against a standard so all entries could potentially receive a premium.

Mr. Pierce announced that the Hospitality Committee will meet on May 18 in lieu of the Silent Auction Committee. The Montezuma Fire Protection District has agreed to prepare the entrees for the Celebrate Solano BBQ.

- b. Update on Youth Ag Day 2016.** Mr. Pierce reported that a letter to the editor on Youth Ag Day from President Royse was sent to area newspapers thanking volunteers and sponsors. A similar message was sent out on the email blast. Financially, it appears Youth Ag Day received enough donations and sponsorships to cover the direct costs of the 2016 event and preparations for the 2017 event later this year. It is not anticipated at this time that there will be a need to pull funds from the Mick Freese Memorial Fund.
- c. Update on Horse Racing Matters.** Mr. Pierce reported that he informed the California Association of Racing Fairs that the SCFA wishes to proceed with suspending its membership, given that no action has been taken on the request for reduced membership, and he requested the refund of excess equipment funds of approximately \$9,000.
- d. Update on Division of Fairs and Expositions / California Fair Alliance / Legislative Issues.** Mr. Pierce reported that two letters were sent out in support of AB 2678; copies of the letters had been shared earlier by email. AB 2678 made it through the Revenue and Taxation Committee on April 11, 2016 with some amendments (administrative flexibility for Board of Equalization, sunset date to review in 5 years, and clarification that funds are to be used for vital fair maintenance and infrastructure needs) and support from the RCRC (Rural Counties Representatives of California) and CSAC (California State Association of Counties).
- e. Update on Other Matters.** Mr. Pierce reported that the Vallejo City Council opted to pull back the water rate increase proposal on a Prop 218 technical error at its April 12, 2016 meeting. A new rate structure that is less ambitious and a new Prop 218 process will be forthcoming, but it is not anticipated that the changes will be in time to impact the 2016 budget. Mr. Pierce reported that he floated some ideas with Water Department to reduce costs during the Solano360 transition, including considering the size of pipe the Fairgrounds actually uses instead of the pipe with excess capacity that currently exists. The idea has possibilities, but no commitment was made. This would significantly reduce costs for the Fair. Conversely, city revenues will increase as the Solano360 project proceeds and new water hookups are added. Star Energy will be back out next week for another small, inexpensive energy retrofit. They will be replacing the fluorescent light bulbs in the admin building and the Directors Trailer with LED lights. The project costs \$6,500 but with rebates the net cost is about \$1,300. The payback is estimated between 7 and 14 months.

10. **PRESIDENT'S REPORT:** President Royse said she has received several positive comments about how great Youth Ag Day was this year and how much they are looking forward to the Fair this year.

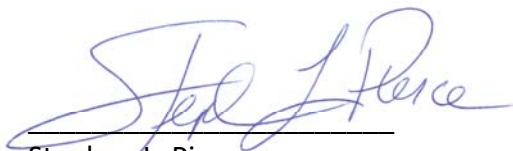
11. **DIRECTOR'S COMMENTS:**

Directors Luiz and Placido praised Mr. Pierce for the detailed report and handouts. Director Allen echoed the comments, adding in she liked the letters on AB 2678 and the completeness of the minutes that enabled her to stay fully informed even though she was absent at the last meeting. Director Yen said he had asked the general manager earlier about placing the water issue as an item for discussion in closed session. He understands what the city is doing, but the city made commitments to Solano360, and he felt the Fairgrounds, like a couple of other agencies in Vallejo, will have to be treated as special interests. Director Yen said he will continue to push forward on this issue and how the Board proceeds on the issue will depend on what is included in the next water rate proposal. President Royse suggested that an ad hoc committee may need to be formed to flush out alternatives. Director Falati asked if Senator Feinstein's office could assist in a press release to provide recognition in advance of the Silent Auction that the senator was making the donation of the print. Director Lisenko noted that she had attended the Barkitecture event on behalf of the Board. The event seemed successful, but the food was not as well received as in past years. Mr. Pierce noted that the event changed from having various restaurants providing food to a single caterer that did not provide a sufficient quantity of food. Staff will also be following up to address some potential issues with the caterer and the use of the McCormack Hall kitchen. Director Lisenko also praised the creative approach used to bring additional action and music entertainment on Friday and Saturday nights. Director Bell praised the planning for the Fair and the detailed information being shared. Director Coakley thanked his colleagues for the active involvement and appreciates the style of leadership in place.

12. **ADJOURNMENT:**

It was moved by Director Allen and seconded by Director Luiz that the meeting be adjourned until the regular Board Meeting on May 18, 2016 at 6:00 p.m.

Respectfully submitted,



Stephen L. Pierce
General Manager



NOTICE OF MEETING

Solano County Fair Association

Meeting of the Hospitality Committee

To Be Held

Wednesday, May 18, 2016 at 5:15 p.m.

In the Directors Room
Solano County Fairgrounds
Vallejo, California

Norma Placido, Chair
Denese Allen
Norma Lisenko
Lee Williams

Marilyn Royce, Vice Chair
Rosie Enriquez
Patricia Moreira

Matters of Information

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To ensure a positive experience for the public by providing a year-round multi-purpose venue that showcases and celebrates the wide variety of resources and activities to our diverse communities.



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1. CALL TO ORDER

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2. ROLL CALL

3. CHANGES TO OR DELETIONS FROM THE AGENDA

4. APPROVAL OF THE AGENDA

5. PRESENTATION / PUBLIC COMMENT:

7. NEW BUSINESS

- a. Discussion of and possible action regarding recommendations to the Board regarding the annual Celebrate Solano BBQ and other social events during the 2016 Solano County Fair

8. COMMITTEE MEMBERS COMMENTS

9. ADJOURNMENT

Date of Notice: May 12, 2016



NOTICE OF MEETING

Solano County Fair Association

Meeting of the Finance Committee

To Be Held

Wednesday, May 18, 2016 at 5:45 p.m.

In the Directors Room
Solano County Fairgrounds
Vallejo, California

Mike Coakley, Chair

Gary Falati

Carole Paterson

Lee Williams

Joe Lopez, Vice Chair

Bill Luiz

Ray Simonds

Matters of Information

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2. ROLL CALL

3. CHANGES TO OR DELETIONS FROM THE AGENDA

4. APPROVAL OF THE AGENDA

5. APPROVAL OF THE MINUTES OF APRIL 20, 2016

6. PRESENTATION / PUBLIC COMMENT:

7. NEW BUSINESS

- a. Review of and action regarding recommendation to the Board regarding the April 30, 2016 Financial Statements.
- b. Review of and action regarding recommendations to the Board regarding a proposed Cash Handling Policy and Procedures.

8. COMMITTEE MEMBERS COMMENTS

9. ADJOURNMENT

Date of Notice: April 14, 2016



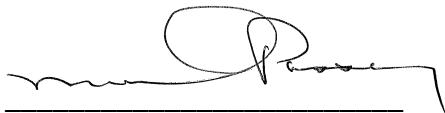
**THE SOLANO COUNTY FAIR ASSOCIATION
FINANCE COMMITTEE MEETING MINUTES
April 20, 2016**

1. Minutes of the Finance Committee meeting held on Wednesday, April 20, 2016 at 5:30 p.m. in the Directors Room with Chair Mike Coakley presiding.
2. **COMMITTEE MEMBERS PRESENT:**
Mike Coakly, Chair Gary Falati Bill Luiz Carole Paterson

MEMBERS ABSENT: Joe Lopez (excused), Ray Simonds (excused), Lee Williams (excused)
OTHERS PRESENT: Stephen Pierce, General Manager; Mike Passey, AGM- Admin and Finance
3. **CHANGES TO OR DELETIONS FROM THE AGENDA:** None
4. **APPROVAL OF THE AGENDA:**
ACTION: Director Falati moved and Director Paterson seconded that the agenda of the Finance Committee meeting be approved. The motion carried unanimously.
5. **APPROVAL OF THE MINUTES OF MARCH 16, 2016:**
ACTION: Director Falati moved and Director Paterson seconded that the minutes of March 16, 2016 be approved. The motion carried unanimously.
6. **PRESENTATION/ PUBLIC COMMENT:** None
7. **NEW BUSINESS**
 - a. **Review of and action regarding recommendation to the Board regarding the March 31, 2016 Financial Statements.**
Committee Chair Coakley led a page by page discussion of the March 31, 2016 financial statements.
ACTION: Director Paterson moved and Director Falati seconded that the March 31, 2016 financial statements be approved. The motion carried unanimously.
 - b. **Review of and action regarding recommendations to the Board regarding the disposal of select assets with no market or book value.**
ACTION: Director Paterson moved and Director Falati seconded recommending the disposal of select assets. The motion carried unanimously.
8. **COMMITTEE MEMBERS COMMENTS:** None

9. **ADJOURNMENT:** Director Luiz moved and Director Paterson seconded that the meeting be adjourned. The motion carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mike Passey", written over a horizontal line.

Mike Passey
Assistant GM- Administration & Finance

Solano County Fair Association
Statement of Financial Position
As of April 30, 2016
Unaudited

ASSETS

Assets	April 30, 2016
Current assets	
Cash and cash equivalents	214,551
Accounts receivable- general	59,289
Accounts receivable- leases	73,526
Accounts receivable- handle%, racing	46,910
Accounts receivable- other	18,103
Inventory	7,029
Allowance for doubtful accounts	(16,745)
Deposits and prepaid	5,272
Total current assets	407,934
Noncurrent assets	
Land	167,085
Buildings & grounds	9,859,537
Less accumulated depreciation- buildings & grounds	(8,819,649)
Equipment, furniture and fixture	438,004
Less accumulated depreciation- equipment & fixtures	(420,298)
Capital assets, net	1,224,679
Net pension asset (Solano County allocaton)	697,516
Total noncurrent assets	1,922,195
Total assets	2,330,130

Solano County Fair Association

Statement of Financial Position

As of April 30, 2016

Unaudited

LIABILITIES AND NET ASSETS

Liabilities	April 30, 2016
Current liabilities	
Accounts payable	64,998
Payroll payable	8,368
Guaranteed deposits	159,503
Deferred revenue	4,096
Other liabilities	(6,456)
<i>Current portion of long term obligations</i>	
Compensated absences	5,126
Pension obligation bonds (Solano County allocation)	101,300
Current debt associated with fixed assets	83,450
Total current liabilities	<u>420,385</u>
Noncurrent liabilities	
Compensated absences	46,733
Pension obligation bonds (Solano County allocation)	633,654
Long term debt associated with fixed assets	487,142
Net OPEB liability (Solano County allocation)	64,862
Total noncurrent liabilities	<u>1,232,391</u>
Total liabilities	<u>1,652,777</u>
Net Assets	
Invested in capital assets (less related debt)	654,087
Temporary restricted- capital project/ maintenance	42,621
Temporary restricted- parking lot improvements	13,960
Temporary restricted- Fair Hands	41,291
Temporary restricted- racing facilities improvements	8,421
Jr livestock auction reserve	8,684
Unrestricted resources	(91,712)
Total net assets	<u>677,353</u>
Total liabilities and net assets	<u>2,330,130</u>
<i>Total temporary restricted reserve</i>	<u>114,977</u>
<i>Total unrestricted reserve</i>	<u>(91,712)</u>
<i>Total reserve</i>	<u>23,266</u>
<i>FYI Undesignated net position</i>	10,588

Solano County Fair Association

Statement of Earnings

For the Period Ending 4/30/2016

Unaudited

Revenues	Current Month	2016 Year-to-Date	2015 Year-to-Date	2016 Annual Budget	% of Annual Budget
Operating revenues					
Admissions to grounds	\$ -	\$ -	\$ -	\$ 193,430	0%
Commercial space	-	-	-	41,900	0%
Concessions (Fair)	-	-	-	160,789	0%
Exhibits	599	1,779	15	15,200	12%
Satellite wagering	52,747	200,832	208,335	596,500	34%
Fair parking, misc	-	-	40	93,700	0%
Sponsorship	500	50,715	31,721	91,480	55%
Sign Revenue	11,370	40,958	23,331	110,000	37%
Interim revenue	70,322	281,216	260,094	743,700	38%
Golf course revenue	-	-	-	-	
Lease revenue	25,043	103,078	99,975	737,744	14%
Total operating revenues	\$ 160,582	\$ 678,579	\$ 623,511	\$ 2,784,443	24%
Other revenues					
Interest revenue	\$ 1	\$ 1,637	\$ 108	\$ 100	1637%
State apportionment	-	-	-	32,487	
Other non-operating revenue	-	-	-	-	
Gain on disposal of asset	-	-	1,200	-	
.33 funds	-	-	-	46,000	0%
Total other revenues	\$ 1	\$ 1,637	\$ 1,308	\$ 78,587	2%
Total Revenues	\$ 160,582	\$ 680,216	\$ 624,818	\$ 2,863,030	24%
Expenses					
Wages/ payroll tax	\$ 84,154	\$ 296,218	\$ 271,812	\$ 991,393	30%
Workers' comp/ health/ pers/ union	25,402	105,618	103,208	346,896	30%
Professional services	20,382	66,820	63,208	391,640	17%
Supplies and expenses	14,112	66,465	72,035	217,915	31%
Landscape maintenance assessment	27,111	27,111	-	55,000	49%
Travel and meetings	88	13,754	12,695	25,800	53%
Utilities, water, and garbage	35,217	82,389	33,853	285,790	29%
Equipment maintenance	5,909	13,016	17,542	34,100	38%
Equipment rental	225	4,711	4,008	137,250	3%
Buildings and grounds	3,622	12,639	6,287	32,750	39%
Directors' expense	296	5,422	4,950	21,300	25%
Advertising and promotion expense	300	2,371	4,262	92,000	3%
Entertainment- stages and ground	-	-	-	105,025	0%
Premiums	2,397	2,397	2,202	30,350	8%
Donated services	2,500	15,950	2,500	2,500	638%
Bank charges, credit card fees	640	2,372	2,589	9,900	24%
Cash short/ (over), bad debt	-	(28)	0	-	
Equipment (non capitalized)	3,720	6,517	3,404	3,450	189%
Special projects	-	-	8,134	16,000	
Interest expense	1,735	6,942	7,662	20,825	
Total Expenses	\$ 227,811	\$ 730,683	\$ 620,351	\$ 2,819,884	26%
Net Profit/(Loss) prior to depreciation	\$ (67,229)	\$ (50,467)	\$ 4,467	\$ 43,146	
Less depreciation	23,129	93,923	68,105	261,702	36%
Net income/ (loss) after depreciation	\$ (90,358)	\$ (144,390)	\$ (63,638)	\$ (218,556)	

Solano County Fair Association

Statement of Earnings by Department

For the Period Ending 4/30/2016

Unaudited

	Fair			Ag Day			Facility Rentals			Solano Race Place			Electronic Sign		
	YTD- 2016	YTD- 2015	Budget	YTD- 2016	YTD- 2015	Budget	YTD- 2016	YTD- 2015	Budget	YTD- 2016	YTD- 2015	Budget	YTD- 2016	YTD- 2015	Budget
Revenues															
Admissions to grounds	\$ -	\$ -	\$ 193,430												
Commercial space	-	-	41,900												
Concessions (Fair)	-	-	160,789												
Exhibits	1,779	15	15,200												
Solano Race Place										200,832	208,335	596,500			
Fair parking, misc	-	40	93,700												
Sponsorship	4,000	4,668	65,100	26,715	26,453	\$ 26,380									
Sign revenue													40,958	23,331	110,000
Interim revenue							281,216	260,094	743,700						
Lease revenue															
Interest revenue															
State apportionment															
Project funds															
Equipment replacement funds															
Gain on disposal of assets															
.33 funds															
Total Revenues	\$ 5,779	\$ 4,723	\$ 570,119	\$ 26,715	\$ 26,453	\$ 26,380	\$ 281,216	\$ 260,094	\$ 743,700	\$ 200,832	\$ 208,335	\$ 596,500	\$ 40,958	\$ 23,331	\$ 110,000
Expenses															
Wages/ payroll tax	\$ 7,670	\$ 5,102	\$ 153,941	\$ 3,722	\$ 4,559	\$ 6,244	\$ 23,897	\$ 21,449	\$ 66,328	\$ 49,129	\$ 55,014	\$ 148,823	\$ 295	\$ -	\$ 538
Workers' comp/ benefits	4,135	2,250	13,150	175	216	290	5,949	5,561	16,981	20,778	21,051	59,012	14	-	25
Professional services	10,977	11,029	167,650	-	-	-	14,707	14,629	68,970	31,502	25,121	85,000	849	807	1,400
Supplies and expenses	7,552	8,236	40,620	3,279	4,550	4,825	6,280	9,089	20,775	4,719	5,340	16,000	431	299	1,500
Landscape maint assessment															
Travel and meetings	6	92	11,800	13,019	11,668	12,000	4	37	-	9	-	500	37	37	-
Utilities, water, and garbage	-	-	23,719	-	-	-	17,535	6,973	59,297	14,203	4,220	59,298	11,157	12,678	48,600
Equipment maintenance	-	-	750	-	-	-	-	-	-	-	-	1,000	-	-	-
Equipment rental	610	-	110,225	888	1,268	1,170	305	1,590	13,000	-	-	-	750	-	2,500
Buildings and grounds	40	-	12,900	-	244	250	1,310	100	500	1,776	862	2,000	1,218	-	4,000
Directors' expense	-	-	10,800												
Advertising/ promotions	827	1,327	78,000	-	-	-	527	937	1,500	1,018	1,999	12,500	-	-	-
Entertainment	-	-	105,025												
Premiums	2,397	2,202	30,350												
Donated services							15,950	2,500	2,500				-	-	-
Bank charges, credit card fees	185	363	2,500				461	562	1,500	-	-	-	-	-	-
Cash short/ (over), bad debt	-	-	-				(6)	0	-	(22)	-	-	-	-	-
Equipment (non capitalized)	-	-	200	-	-	-	4,256	2,481	1,000	656	-	1,000	844	-	-
Special projects															8,000
Projects from Restricted Reserve															
Interest															
Total Expenses	\$ 34,399	\$ 30,601	\$ 761,630	\$ 21,084	\$ 22,505	\$ 24,779	\$ 91,175	\$ 65,908	\$ 252,351	\$ 123,768	\$ 113,606	\$ 385,133	\$ 15,595	\$ 13,821	\$ 66,563

Net Profit/(Loss) before depreciatio \$ (28,620) \$ (25,878) \$ (191,511) \$ 5,632 \$ 3,948 \$ 1,601 \$ 190,041 \$ 194,186 \$ 491,349 \$ 77,064 \$ 94,729 \$ 211,367 \$ 25,362 \$ 9,511 \$ 43,437

Solano County Fair Association

Statement of Earnings by Department

For the Period Ending 4/30/2016

Unaudited

	Admin			Maint			Guest Safety			Other			Total		
	YTD- 2016	YTD- 2015	Budget	YTD- 2016	YTD- 2015	Budget	YTD- 2016	YTD- 2015	Budget	YTD- 2016	YTD- 2015	Budget	YTD- 2016	YTD- 2015	Budget
Revenues															
Admissions to grounds													\$ -	\$ -	\$ 193,430
Commercial space													-	-	41,900
Concessions (Fair)													-	-	160,789
Exhibits													1,779	15	15,200
Solano Race Place													200,832	208,335	596,500
Fair parking, misc													-	40	93,700
Sponsorship													50,715	31,721	91,480
Sign revenue													40,958	23,331	110,000
Interim revenue													281,216	260,094	743,700
Lease revenue										103,078	99,975	737,744	103,078	99,975	737,744
Interest revenue										1,637	108	100	1,637	108	100
State apportionment										-	-	32,487	-	-	32,487
Project funds										-	-	-	-	-	-
Equipment replacement funds										-	-	-	-	-	-
Gain on disposal of assets										-	1,200	-	-	1,200	-
.33 funds			46,000												46,000
Total Revenues	\$ -	\$ -	\$ 46,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 104,716	\$ 101,283	\$ 770,331	\$ 680,216	\$ 624,818	\$ 2,863,030
Expenses															
Wages/ payroll tax	\$ 94,218	\$ 77,776	\$ 267,594	\$ 97,920	\$ 92,047	\$ 299,267	\$ 19,367	\$ 15,865	\$ 48,658	\$ -	\$ -	\$ -	\$ 296,218	\$ 271,812	\$ 991,393
Workers' comp/ benefits	29,558	33,051	127,278	41,905	39,969	121,900	3,104	1,111	8,260	-	-	-	\$ 105,618	\$ 103,208	\$ 346,896
Professional services	1,653	1,582	45,000	-	2,736	9,500	7,133	7,305	14,120				\$ 66,820	\$ 63,208	\$ 391,640
Supplies and expenses	35,330	35,698	107,020	7,302	7,734	23,775	1,572	1,088	3,400	-	-	-	\$ 66,465	\$ 72,035	\$ 217,915
Landscape maint assessment										27,111	-	55,000	\$ 27,111	\$ -	\$ 55,000
Travel and meetings	135	660	1,500	254	200	-	291	-	-				\$ 13,754	\$ 12,695	\$ 25,800
Utilities, water, and garbage				15,605	6,912	47,438				23,889	3,071	47,438	\$ 82,389	\$ 33,853	\$ 285,790
Equipment maintenance	122	236	850	11,782	16,168	30,000	1,111	1,138	1,500	-	-	-	\$ 13,016	\$ 17,542	\$ 34,100
Equipment rental	410	249	605	846	-	7,000	-	-	-	901	901	2,750	\$ 4,711	\$ 4,008	\$ 137,250
Buildings and grounds				7,690	4,942	13,000	-	-	-	605	138	100	\$ 12,639	\$ 6,287	\$ 32,750
Directors' expense	5,422	4,950	10,500										\$ 5,422	\$ 4,950	\$ 21,300
Advertising/ promotions	-	-	-										\$ 2,371	\$ 4,262	\$ 92,000
Entertainment													\$ -	\$ -	\$ 105,025
Premiums													\$ 2,397	\$ 2,202	\$ 30,350
Donated services													\$ 15,950	\$ 2,500	\$ 2,500
Bank charges, credit card fees	1,725	1,664	5,900										\$ 2,372	\$ 2,589	\$ 9,900
Cash short/ (over), bad debt	-	-	-										\$ (28)	\$ 0	\$ -
Equipment (non capitalized)	54	923	1,000	706	-	-	-	-	250				\$ 6,517	\$ 3,404	\$ 3,450
Special projects						8,000				-	8,134		\$ -	\$ 8,134	\$ 16,000
Projects from Restricted Reserve													\$ -	\$ -	\$ -
Interest										6,942	7,662	20,825	\$ 6,942	\$ 7,662	\$ 20,825
Total Expenses	\$ 168,627	\$ 156,789	\$ 567,247	\$ 184,010	\$ 170,708	\$ 559,880	\$ 32,578	\$ 26,507	\$ 76,188	\$ 59,447	\$ 19,906	\$ 126,113	\$ 730,683	\$ 620,351	\$ 2,819,884

Net Profit/(Loss) before depreciatio \$ (168,627) \$ (156,789) \$ (521,247) \$ (184,010) \$ (170,708) \$ (559,880) \$ (32,578) \$ (26,507) \$ (76,188) \$ 45,269 \$ 81,376 \$ 644,218 \$ (50,467) \$ 4,467 \$ 43,146

Jr Livestock Auction- Solano County Fair

Statement of Financial Position

As of April 30, 2016

Unaudited

ASSETS

Assets	April 30, 2016
Assets	
Cash and cash equivalents	11,027
Total assets	<u>11,027</u>

LIABILITIES AND AUCTION RESERVES

Liabilities	April 30, 2016
Liabilities	
Accounts payable	0
Deferred revenue	2,343
Total liabilities	<u>2,343</u>
Jr livestock auction reserve	
Profit (loss) jr livestock auction	629
Jr livestock auction reserve as of Jan 1, 2016	8,055
Jr livestock auction reserve	8,684
Total liabilities and auction reserve	<u>11,027</u>

Jr Livestock Auction- Solano County Fair

Statement of Earnings For the Period Ending 4/30/2016 Unaudited

	Current Month	2016 Year-to-Date	2015 Year-to-Date
Revenues			
JLA- receipts from buyers	-	-	800
JLA- auction fund contributions	-	-	-
JLA- prior year revenue	778	778	-
Total Revenues	\$ 778	\$ 778	\$ 800
Expenses			
JLA- payment to sellers	\$ -	\$ -	\$ -
JLA- lunch/dinner	-	-	-
JLA- labor costs	-	-	-
JLA- supplies & expenses	-	149	0
JLA- leases & rentals	-	-	-
Total Expenses	\$ -	\$ 149	\$ 0
Net Profit/(Loss)	\$ 778	\$ 629	\$ 800

JLA Reserve as of Jan 1, 2016	\$ 8,055
Add net profit/ (loss)	\$ 629
JLA Reserve	\$ 8,684

Solano County Fair Association

Cash-Handling Policy and Procedures

Proposed May 18, 2016

Section 1: Introduction

The establishment of strong internal controls for cash collections is necessary to prevent mishandling of funds and to safeguard against loss. Strong internal controls are also designed to protect employees from inappropriate charges of mishandling funds by defining his/her responsibilities in the cash-handling process. Included in the definition of cash are the following: coin, currency, checks, money orders, credit cards, accounts receivable charges, electronic funds transfers, and all cash equivalents. Cash handling includes but is not limited to staff with the following roles and responsibilities: administration staff, billers/invoicers, cash collection point cashiers and supervisors, deposit preparers and reconcilers.

Section 2: Cash-Handling Procedures

A. Receipts

All transactions must be receipted unless an exception is noted in procedures. Receipt should be completed immediately when the transaction is made.

1. If a receipt book is used, the payer should be given the original receipt. Staple the yellow copy of the receipt to the backup or blank sheet of paper vertically on the upper-left hand side with the receipt number at the bottom and give to the Administration Department. The carbon copy should be left in the book. If a receipt is voided, the original receipt must be attached in the receipt book. Skipped receipts should be voided with the original kept in the receipt book. Only authorized receipt books should be used.
2. Cash registers should be placed to enable the payer to see what is being rung up. The machine-printed receipt should be given the payer.
3. For ticket sales, the pre-numbered ticket given to the payer is the receipt and no other receipt is necessary.
4. Concession vending sales are an exception to the rule and receipts are not required. In this case, cash is controlled through tight inventory control. New concession operations should contact the Finance Manager to set up proper procedures.
5. No expenditures can be made directly out of receipts. All expenses associated with an operation must be initiated through established purchasing procedures. Any questions in this regard should be directed to the Administration Manager.

B. Checks

1. Checks received should be made payable to Solano County Fair (Association).
2. Checks received should be immediately endorsed with the bank stamp "For Deposit Only" endorsement stamp. No other endorsement stamp is allowed.

Solano County Fair Association

Cash-Handling Policy and Procedures

Proposed May 18, 2016

3. Make a photo copy of the check and attach the yellow copy of the receipt to the copy of the check and give to the Administration Department. Place the actual check in location designated by the Administration Department.
4. Postdated checks should not be accepted for payment.

C. Deposits

1. Cash should be deposited within five business days following the event.
2. All departments that collect monies outside of the Administration Office, i.e. Event Parking, Satellite Wagering, Fair Admissions and Parking, etc. must complete the standardized deposit slip.
 - a) Enclose and seal the monies in a secured WestAmerica Bank SafeLOK bag, and
 - b) Deliver the sealed bag to the Administration Office.
3. An administration or authorized staff must write a receipt for the total declared amount for the sealed bag received from another department and by so doing, accepts responsibility of the deposit.
4. The deposit bag number and deposit amount must be logged in the Brinks customer receipt book and secured in a locked safe until picked up by Brinks armored-transport. An authorized Brinks representative will sign the customer's receipt book and accept responsibility for the deposit bag.
5. Any cash shortage or overage discovered by WestAmerica Bank can be traced to the person who prepared the deposit. The source department will be informed of any discrepancies and appropriate action taken as deemed appropriate by management.

D. Preparing Cash Deposit

1. Obtain a "Cash Only" WestAmerica SafeLOK bag from Administration.
2. Count and bundle paper currency and coins.
 - a) Place all currency face up.
 - b) Bundle into stacks of 500 notes, as quantity permits (Secure each stack with a rubber band).
 - c) If using currency straps, place in 100-note increments.
3. Prepare the deposit slip.
4. Place cash and original (white) deposit slip in cash deposit bag.
5. Tear off bag receipt and seal bag.

Solano County Fair Association

Cash-Handling Policy and Procedures

Proposed May 18, 2016

6. Write the date and total deposit amount on the cash bag and the bag receipt.
7. Attach the bag receipt to the pink deposit slip and give to the Administration Department.

E. Preparing Check Deposit

1. Obtain a "Checks Only" WestAmerica SafeLOK bag from Administration.
2. Prepare the deposit slip.
3. Place checks and the original (white) deposit slip in check deposit bag.
4. Tear off bag receipt and seal bag.
5. Write the date and total deposit amount on the check bag and the bag receipt.
6. Attach bag receipt to the pink deposit slip and give to the Administration Department. Keep the yellow receipt for your records.
7. Keep the yellow receipt for your records.

Section 3: Archiving

1. Filled receipt books, or any other form of receipts, must be kept for a minimum of seven years.
2. When a cash register is used, the register tape should be dated and stored for audit in the department in accordance with records retention policy.
3. When tickets are used, a record of ticket number sold for each deposit should be on file in the department in accordance with records retention policy. Unused tickets should be stored in a secure location.
4. Concession sales/inventory reduction reports for each event should be stored for audit in the department in accordance with records retention policy.

Section 4: Losses

1. Any theft or disappearance of cash should be immediately reported to the Administration Office. Theft is grounds for immediate job termination and possible legal prosecution.

Section 5: Procedure Changes

The General Manager is delegated authority to approve routine changes to the cash-handling procedures as needed.