

# Midcoast Community Council

An elected Advisory Council to the San Mateo County Board of Supervisors representing Montara, Moss Beach, El Granada, Princeton, and Miramar

PO Box 248, Moss Beach, CA 94038

[www.MidcoastCommunityCouncil.org](http://www.MidcoastCommunityCouncil.org)

Chris Johnson, Chair  
 Lisa Ketcham, Vice Chair  
 Dan Haggerty, Secretary  
 Erin Deinzer, Treasurer  
 Dave Olson  
 Laura Stein  
 Claire Toutant

Subject: **MCC Annual Treasurer's Report July 2015 – June 2016**  
 Date: July 27, 2016  
 From: MCC Finance Committee: Erin Deinzer and Chris Johnson

Please accept this annual report for County funds allotted to the Midcoast Community Council for fiscal year July 2015 through June 2016. Funds are maintained in First National Bank of Northern California, Half Moon Bay Branch. June 2016 year-end balance is \$6,528.86.

The transaction log is shown below, with expenses categorized. Attached are MCC Treasurer Procedures, updated and adopted January 23, 2016. A separate attached PDF contains checking account statements for the period, with image copies of checks, invoices, and receipts.

Respectfully submitted,

Erin Deinzer  
 Treasurer

Chris Johnson  
 Chair

## Midcoast Community Council Fiscal Year 2015-2016 Transactions

CHECKING									
DATE	CK #	PAYEE	MEMO	INFO/ RECORDS	MEETINGS	CAPITAL PURCHASE	PUBLIC OUTREACH	CREDIT	BALANCE
7/1/2015			Balance Forward						\$6,163.11
7/8/2015	1009	Sharp	copier Apr-Jun 2015	-\$8.50					\$6,154.61
9/23/2015	1010	US Postal Service	PO Box 1 year	-\$88.00					\$6,066.61
12/18/2015	Dep	San Mateo County	annual allocation					\$3,000.00	\$9,066.61
2/4/2016	1011	Calibre Printing	business cards	-\$38.15					\$9,028.46
2/10/2016	1012	Mity-Lite	25 folding chairs*			-\$1,357.45			\$7,671.01
3/8/2016	1013	Cypress Meadows	meeting venue		-\$150.00				\$7,521.01
3/7/2016	1014	Dave Olson	retreat food		-\$104.04				\$7,416.97
4/15/2016	1015	Lisa Ketcham	Facebook boosts				-\$10.00		\$7,406.97
"	"	"	postage	-\$9.80					\$7,397.17
4/27/2016	1016	Cypress Meadows	meeting venue		-\$150.00				\$7,247.17
6/7/2016	1017	Michael Wallwork	roundabout analysis**	-\$400.00					\$6,847.17
6/8/2016	1018	Dan Haggerty	table top mic stand		-\$20.00				\$6,827.17
6/8/2016	1019	Squarespace (Lisa)	website fee - 1 year	-\$192.00					\$6,635.17
6/8/2016	1020	Dave Olson	toner, adapter	-\$50.31					\$6,584.86
6/8/2016	1021	Chris Johnson	retreat food		-\$56.00				\$6,528.86
				-\$786.76	-\$480.04	-\$1,357.45	-\$10.00	\$3,000.00	
			*approved 1/27/16						
			**approved 5/24/16						

## Treasurer Procedures

Midcoast Community Council (MCC)

Updated: January 23, 2016

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MCC Bylaws provide direction on Treasurer procedure.

Fiscal Year (FY): July 1 – June 30 (to coincide with County)

MCC receives an annual \$3,000 appropriation from San Mateo County to cover expenses for meetings, information/records, equipment, and public outreach. Use of these funds shall be managed in a bank account maintained solely for this purpose. Any fund balance established at the end of the fiscal year may be used for the general welfare of the community.

Finance Committee consists of the MCC Treasurer and the MCC Chair. Additional members may be added to this committee by action of the MCC. Access to MCC bank account funds will be limited to MCC Chair and Treasurer, with two signatures required on checks.

Checking Account transactions for the current FY will be maintained as a spreadsheet showing expense categories, and running account balance. This document will be kept current and available on the MCC website Finance Committee page, <http://www.midcoastcommunitycouncil.org/finance>. At FY end it will be included in the Annual Report.

FY Annual Report & Disbursement: At the end of each fiscal year, the MCC is to account for all funds spent by submitting to the County Manager, a report including receipts and a reconciliation of the account including all original bank statements and all original voided and/or cancelled checks. This report is prepared by the Treasurer and may be submitted in electronic form. The County Manager's office will disburse the new annual allocation after acceptance of the Annual Report and a returned letter of acceptance of terms signed by the MCC Chair.

Expense Approval: All expenses not pre-approved and greater than \$20, will be submitted for approval by the MCC in accordance with the Bylaws. Pre-approved recurring items for expenses within stated guidelines may be approved by the Council from time to time or on an annual basis.

Expenses pre-approved for 2016 on Jan 27, 2016.

\$192.00 - website annual fee

\$ 88.00 - Post Office Box - annual fee

\$ 38.00 - MCC Business Cards (500) - one-time per member

\$ 50.00 - copier paper, as needed

\$100.00 - copier toner, as needed

\$200.00 - special venue meeting room rental per event, as needed to accommodate larger attendance

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**COUNTY OF SAN MATEO**  
**COUNTY MANAGER'S OFFICE**

John L. Maltbie  
County Manager/  
Clerk of the Board

**County Government Center**  
400 County Center, 1st Floor  
Redwood City, CA 94063  
650-363-4121 T  
650-363-1916 F  
[www.smcgov.org](http://www.smcgov.org)

November 5, 2015

Dave Olson, Chair  
Midcoast Community Council (MCC)  
P.O. Box 248  
Moss Beach, CA 94038

**Subject: Annual Allocation for MCC Operations for FY 2015-16**

Dear Dave,

The County Manager's Office has been informed by Supervisor Horsley's Office that the Midcoast Community Council (MCC) wishes to receive its annual appropriated amount of \$3,000 in one lump sum payment. In order to support such a disbursement, we require that MCC acknowledge and confirm the following:

1. MCC is an Advisory Commission, without authority to obligate or to act on behalf of San Mateo County.
2. The funds received from San Mateo County are to be placed in a separate bank account, not comingled with other funds (and we recommend access only by the Chairperson and one other officer).
3. The funds are to be spent for lawful MCC purpose and accounted for in the following categories: Printing and Copy Services; Postage and Mailing; Other Office Expenses; Meeting Expenses; Office Equipment Rental (if any); and Telephone Service Charges.
4. At the end of each fiscal year, MCC is to account for all funds spent by submitting to the San Mateo County Manager, a written report including original receipts and a written reconciliation of the account including all original bank statements and all original voided and/or cancelled checks.
5. Any fund balance established at the end of the fiscal year may be used for the general welfare of the community.
6. This account and all transactions are subject to audit by the San Mateo County Controller.

If you accept the terms listed above, please sign and return to my office and a check will be sent to your Council.

Sincerely,

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John Maltbie  
County Manager

Acknowledged and Confirmed



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Dave Olson, Chair  
Midcoast Community Council

Cc: Honorable Don Horsley, Supervisor, District 3  
Honorable Juan Raigoza, County Controller  
John Beiers, County Counsel

