

MCC Treasurer's Report

Midcoast Community Council

July 9, 2014

Laura Stein, Treasurer

The Midcoast Community Council has money maintained in two separate accounts:

Primary Account: Annual Appropriation from San Mateo County

Where maintained: First National Bank of Northern California, Half Moon Bay Branch

Current Balance: \$4,435.65

Secondary Account: Petty Cash (non-county, legacy community funds)

Where maintained: MCC Treasurer's Personal Checking Account

Current Balance: \$135.80

Expenses Items Pre-approved by MCC

Web Site – \$192.00 (3/27/2013) - annual fee

Post Office Box - \$70.00 (3/27/2013) - annual fee

MCC Member Business Cards - \$25.00/500 (4/10/2013) – one-time charge per member

Sharp Electronics Corp – up to \$15.00 (5/22/2013) - monthly charges for office copier

Copier Paper – up to \$40.00 as needed

Miscellaneous Mailing Expenses – up to \$10.00 as needed (11/13/2013)

New Expense Items for Pre-approval by MCC

"Facebook Boost" - \$5.00 per post, as needed, to increase public outreach for special events or topics

Special venue meeting room rental – up to \$200/event, as needed to accommodate larger attendance

Attached is MCC Fiscal Year 2013-2014 Transaction Spreadsheet

Midcoast Community Council
Fiscal Year 2013-2014 Transactions

CHECKING

DATE	CK #	PAYEE	MEMO	APPROVAL DATE	INFO/ RECORDS	MEETINGS	CAPITAL PURCHASES	PUBLIC OUTREACH	CREDIT	BALANCE
7/1/2013			Balance Forward							\$2,550.15
8/28/2013	1099		projector cable	8/28/2013	\$32.80					\$2,517.35
10/8/2013	1100	US Postal Service	P.O. Box rental	3/27/2013	\$78.00					\$2,439.35
10/8/2013	1101	SharpUSA	copier fees	9/11/2013	\$7.19					\$2,432.16
11/13/2013	1102	Cypress Meadows	facility rental	10/23/2013		\$150.00				\$2,282.16
12/6/2013	Deposit	from SMC	2013-14 FY allotment	2/27/2013					\$3,000.00	\$5,282.16
12/11/2013	1103	Calibre Printing	business cards	4/10/2013	\$81.75					\$5,200.41
1/22/2014	1104	HMB Brewing Co.	Mavericks Event Ctr	1/8/2014		\$300.00				\$4,900.41
	1105	VOID								\$4,900.41
2/12/2014	1106	Lisa Ketcham	retreat refreshments			\$17.56				\$4,882.85
3/12/2014	1107	Lisa Ketcham	postage		\$9.20					\$4,873.65
3/12/2014	1108	Dave Olson	projector screen	7/10/2013			\$210.60			\$4,663.05
3/12/2014	1109	Dave Olson	audio cables/ties			\$21.63				\$4,641.42
3/15/2014	1110	Sharp USA	copier [11/13 - 2/14]		\$13.77					\$4,627.65
6/26/2014	1111	Squarespace	website - 1 year	3/27/2013	\$192.00					\$4,435.65

**PETTY CASH
(non-county)**

DATE	CK #	PAYEE	MEMO	INFO/ RECORDS	MEETINGS	CAPITAL PURCHASES	PUBLIC OUTREACH	CREDIT	BALANCE
7/1/2013			Balance Forward						\$170.00
10/8/2013	cash	US Post Office	stamps		\$9.20				\$160.80
6/6/14	cash	Facebook	boost 6/18 Hwy 1 mtg				\$20.00		\$140.80
6/29/14	cash	Facebook	boost 7/10 harbor mtg				\$5.00		\$135.80