



**Cunningham,  
Malone & Morton**  
*The Tax Professionals*

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July 14, 2020

Humb Cnty Convention & Visitors Bureau  
322 1st St  
Eureka, CA 95501

I have compiled the accompanying Accrual Basis financials statements of Humb Cnty Convention & Visitors Bureau (the "Bureau") as of June 30, 2020.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of the financial statements.

My responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

The Bureau's financial statements do not disclose the Statement of Cash Flows.

I am not independent with respect to the Bureau.

Very truly yours,

CUNNINGHAM, MALONE & MORTON

Tirzah R. Walsh, PR & Bookkeeping Mgr

Compliance with the Gramm-Leach-Bliley Act of 1999

In order to meet the requirements of the Gramm-Leach-Bliley Act of 1999, it is the policy of Cunningham, Malone & Morton to handle the information you provide us with the utmost confidentiality and care. We do not disclose any nonpublic personal information about our customers or former customers to anyone, except as permitted by law. We restrict access to nonpublic personal information about you to members of our firm who need to know this information in order to complete the work you have hired our firm to do. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

**Humboldt County Convention and Visitors Bureau  
BALANCE SHEET  
ACCRUAL BASIS**

June 30, 2020

June 30, 2019

**Assets**

**CURRENT ASSETS**

Cash or Cash Equivalents	\$	364,757.78	\$	191,312.54
Accounts Receivable		8,125.86		99,256.50

**OTHER ASSETS**

Other Assets - Deposits		4,005.00		4,005.00
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**TOTAL ASSETS**

	\$	376,888.64	\$	294,574.04
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**Liabilities and Fund Balances**

**CURRENT LIABILITIES**

Total Current Liabilities	\$	12,114.83	\$	28,036.80
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**LONG-TERM LIABILITIES**

**Total Liabilities**

		12,114.83		28,036.80
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**FUND BALANCES**

Unrestricted Fund Balances		258,421.29		44,763.07
Equipment Fund Balances		8,272.85		8,272.85
Reserve for Contingency		116,846.75		0.00
Revenues Over (Under) Expenses		(18,767.08)		213,501.32

**Total Fund Balances**

		364,773.81		266,537.24
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**TOTAL LIABILITIES AND FUND BALANCES**

	\$	376,888.64	\$	294,574.04
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This Statement Prepared Without Audit By:

Cunningham, Malone & Morton, 710 E Street, Suite 100, Eureka, CA - (707) 441-1111

**Humboldt County Convention and Visitors Bureau**  
**STATEMENTS OF REVENUES AND EXPENSES**  
**ACCRUAL BASIS**

	12 Months Ended June 30, 2020	12 Months Ended June 30, 2019
<b>Revenues</b>		
Membership Dues	\$ 21,808.34	\$ 24,315.71
Advertising and Partnerships	33,261.25	42,550.00
Government	403,970.00	816,209.00
Other Revenues	<u>8,264.39</u>	<u>65,213.05</u>
<b>Total Revenues</b>	<u>467,303.98</u>	<u>948,287.76</u>
<b>Expenses</b>		
Personnel	155,256.40	276,011.99
Administrative	40,651.26	68,217.12
Membership	2,599.11	12,096.03
Marketing	<u>287,564.29</u>	<u>378,461.30</u>
<b>Total Expenses</b>	<u>486,071.06</u>	<u>734,786.44</u>
<b>Revenues Over (Under) Expenses</b>	<u>\$ (18,767.08)</u>	<u>\$ 213,501.32</u>

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**Humboldt County Convention and Visitors Bureau**  
**SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF REVENUES**  
**ACCRUAL BASIS**

	Annual Budget	Annual Actual	Variance	12 Months Ended 06/30/20 Actual	Remaining Budget Amount	% Actual / Budget Target 100%
	Current Year	Prior Year				
<b>Revenues</b>						
4010.01 Membership Dues	\$ 29,850.00	\$ 24,315.71	\$ 5,534.29	\$ 21,808.34	\$ 8,041.66	73.06
4015.01 Member Advertising	28,400.00	40,350.00	(11,950.00)	33,261.25	(4,861.25)	117.12
4030.01 City of Eureka	0.00	462,500.00	(462,500.00)	0.00	0.00	0.00
4031.02 Arcata LA	75,000.00	0.00	75,000.00	0.00	75,000.00	0.00
4033.02 Fortuna LA	25,000.00	0.00	25,000.00	25,000.00	0.00	100.00
4034.01 City of Ferndale	1,500.00	1,500.00	0.00	1,500.00	0.00	100.00
4034.02 Ferndale LA	3,500.00	0.00	3,500.00	3,500.00	0.00	100.00
4035.02 Trinidad LA	5,000.00	0.00	5,000.00	5,000.00	0.00	100.00
4040.01 County of Humboldt	364,470.00	352,209.00	12,261.00	364,470.00	0.00	100.00
4040.04 Hum Co-East LA	4,500.00	0.00	4,500.00	4,500.00	0.00	100.00
4047.01 Partnerships	0.00	2,200.00	(2,200.00)	0.00	0.00	0.00
4056.01 HLA - Administrative	0.00	65,000.00	(65,000.00)	7,500.00	(7,500.00)	0.00
4057.01 HLA - Reimbursement	0.00	0.00	0.00	188.68	(188.68)	0.00
4060.01 Interest Income	0.00	186.39	(186.39)	572.46	(572.46)	0.00
4070.01 Other Income	0.00	26.66	(26.66)	3.25	(3.25)	0.00
<b>Total Revenues</b>	<b>\$ 537,220.00</b>	<b>\$ 948,287.76</b>	<b>\$ (411,067.76)</b>	<b>\$ 467,303.98</b>	<b>\$ 69,916.02</b>	<b>86.99</b>

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**Humboldt County Convention and Visitors Bureau**  
**SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF EXPENSES**  
**ACCRUAL BASIS**

	Annual Budget	Annual Actual	Variance	12 Months Ended 06/30/20 Actual	Remaining Budget Amount	% Actual / Budget Target 100%
<b>Expenses</b>						
<b>PERSONNEL</b>						
5010.01 Wages & Salaries	\$ 185,400.00	\$ 212,359.27	\$ (26,959.27)	\$ 133,030.82	\$ 52,369.18	71.75
5020.01 Contract Labor	0.00	3,575.00	(3,575.00)	4,287.75	(4,287.75)	0.00
5030.01 Payroll Taxes	12,500.00	16,187.23	(3,687.23)	11,650.24	849.76	93.20
5040.01 Employee Benefit	2,910.00	4,227.98	(1,317.98)	810.95	2,099.05	27.87
5050.01 Insurance - Medical	11,200.00	38,294.25	(27,094.25)	4,570.80	6,629.20	40.81
5060.01 Insurance - Workers Comp	1,200.00	1,368.26	(168.26)	905.84	294.16	75.49
<b>Total Personnel</b>	<b>\$ 213,210.00</b>	<b>\$ 276,011.99</b>	<b>\$ (62,801.99)</b>	<b>\$ 155,256.40</b>	<b>\$ 57,953.60</b>	<b>72.82</b>
<b>ADMINISTRATIVE</b>						
5510.01 Computer	\$ 0.00	\$ 239.99	\$ (239.99)	\$ 329.33	\$ (329.33)	0.00
5530.01 Dues & Subscriptions	700.00	882.49	(182.49)	585.52	114.48	83.65
5550.01 Education & Training	0.00	0.00	0.00	511.60	(511.60)	0.00
5560.01 Equipment Rental	0.00	(274.05)	274.05	0.00	0.00	0.00
5573.01 Insurance	4,502.00	4,502.00	0.00	4,434.00	68.00	98.49
5573.04 HLA Insurance	0.00	2,877.00	(2,877.00)	0.00	0.00	0.00
5601.01 Occupancy	25,000.00	23,950.00	1,050.00	22,500.00	2,500.00	90.00
5602.01 Utilities	1,800.00	1,842.18	(42.18)	1,141.56	658.44	63.42
5603.01 Building Maintenance	250.00	452.00	(202.00)	0.00	250.00	0.00
5612.01 Office Supplies	1,750.00	2,021.84	(271.84)	2,149.84	(399.84)	122.85
5613.01 Bank Charges	345.00	318.62	26.38	374.55	(29.55)	108.57
5614.01 Postage	1,500.00	353.34	1,146.66	1,196.33	303.67	79.76
5701.01 Professional Fees	15,000.00	14,227.25	772.75	13,772.25	1,227.75	91.82
5701.04 HLA Professional Fees	0.00	11,009.40	(11,009.40)	(7,728.40)	7,728.40	0.00
5800.01 Repairs & Maintenance	840.00	840.00	0.00	700.00	140.00	83.33
5810.01 Telephone	0.00	4,778.71	(4,778.71)	35.00	(35.00)	0.00
5820.01 Taxes - FTB	0.00	0.00	0.00	42.11	(42.11)	0.00
5900.01 Other	0.00	196.35	(196.35)	607.57	(607.57)	0.00
<b>Total Administrative</b>	<b>\$ 51,687.00</b>	<b>\$ 68,217.12</b>	<b>\$ (16,530.12)</b>	<b>\$ 40,651.26</b>	<b>\$ 11,035.74</b>	<b>78.65</b>
<b>MEMBERSHIP</b>						
6010.09 Local Meetings	\$ 350.00	\$ 1,243.60	\$ (893.60)	\$ 1,845.67	\$ (1,495.67)	527.33
6011.09 Automobile	500.00	517.50	(17.50)	59.80	440.20	11.96
6014.04 HLA Member Postage	0.00	110.75	(110.75)	(110.75)	110.75	0.00
6014.09 Membership Postage	1,500.00	393.84	1,106.16	0.00	1,500.00	0.00
6015.04 HLA Membership Printing	0.00	506.73	(506.73)	0.00	0.00	0.00

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**Humboldt County Convention and Visitors Bureau**  
**SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF EXPENSES**  
**ACCRUAL BASIS**

	Annual Budget	Annual Actual		12 Months Ended 06/30/20 Actual	Remaining Budget Amount	% Actual / Budget Target 100%
	Current Year	Prior Year	Variance			
6015.09 Membership Printing	1,200.00	0.00	1,200.00	0.00	1,200.00	0.00
6021.04 HLA Member Events	0.00	2,360.32	(2,360.32)	(1,216.37)	1,216.37	0.00
6021.09 Member Events	5,000.00	6,346.89	(1,346.89)	1,818.54	3,181.46	36.37
6023.09 Public Relations	250.00	616.40	(366.40)	202.22	47.78	80.89
<b>Total Membership</b>	<b>\$ 8,800.00</b>	<b>\$ 12,096.03</b>	<b>\$ (3,296.03)</b>	<b>\$ 2,599.11</b>	<b>\$ 6,200.89</b>	<b>29.54</b>

**MARKETING**

**RESEARCH**

6110.02 Marketing Associations	\$ 75,000.00	\$ 197.00	\$ 74,803.00	\$ 180.00	\$ 74,820.00	0.24
6120.02 Meetings & Seminars	0.00	240.02	(240.02)	48.95	(48.95)	0.00
6122.02 Research Transportation	0.00	66.70	(66.70)	0.00	0.00	0.00
6124.02 Research Meals	0.00	223.92	(223.92)	46.30	(46.30)	0.00
6130.02 Research Materials	0.00	24.90	(24.90)	0.00	0.00	0.00
6132.02 Subscriptions	0.00	19.95	(19.95)	0.00	0.00	0.00
<b>Total Research</b>	<b>\$ 75,000.00</b>	<b>\$ 772.49</b>	<b>\$ 74,227.51</b>	<b>\$ 275.25</b>	<b>\$ 74,724.75</b>	<b>0.37</b>

**ADVERTISING/PROMOTION**

7120.02 Magazine Advertising	\$ 0.00	\$ 24,204.00	\$ (24,204.00)	\$ 235.00	\$ (235.00)	0.00
7130.02 Guides & Directories	0.00	0.00	0.00	4,478.00	(4,478.00)	0.00
7150.02 Online Advertising	0.00	73,013.00	(73,013.00)	84.90	(84.90)	0.00
7170.02 Television Advertising	0.00	0.00	0.00	1,500.00	(1,500.00)	0.00
7190.02 Event Promotion	0.00	0.00	0.00	120.00	(120.00)	0.00
7195.02 Advertising Contingency	0.00	516.34	(516.34)	0.00	0.00	0.00
<b>Total Advertising/Promotion</b>	<b>\$ 0.00</b>	<b>\$ 97,733.34</b>	<b>\$ (97,733.34)</b>	<b>\$ 6,417.90</b>	<b>\$ (6,417.90)</b>	<b>0.00</b>

**REGIONAL MARKETING**

7211.03 Automobile	\$ 0.00	\$ 0.00	\$ 0.00	\$ 712.66	\$ (712.66)	0.00
7223.03 Research Accomodations	0.00	0.00	0.00	642.28	(642.28)	0.00
7224.03 Research Meals	0.00	0.00	0.00	471.00	(471.00)	0.00
7240.03 Fam Trip Accomodations	0.00	191.84	(191.84)	616.00	(616.00)	0.00
7250.03 Fam Trip Meals	0.00	340.67	(340.67)	0.00	0.00	0.00
7260.03 Fam Trip Expenses	0.00	0.00	0.00	426.93	(426.93)	0.00
<b>Total Regional Marketing</b>	<b>\$ 0.00</b>	<b>\$ 532.51</b>	<b>\$ (532.51)</b>	<b>\$ 2,868.87</b>	<b>\$ (2,868.87)</b>	<b>0.00</b>

**ONLINE MARKETING-IN HOUSE**

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**Humboldt County Convention and Visitors Bureau**  
**SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF EXPENSES**  
**ACCRUAL BASIS**

	Annual Budget	Annual Actual		12 Months Ended		% Actual / Budget Target 100%
	Current Year	Prior Year	Variance	06/30/20 Actual	Remaining Budget Amount	
7310.02 Access & Hosting Fees	\$ 25,000.00	\$ 34,187.49	\$ (9,187.49)	\$ 24,945.00	\$ 55.00	99.78
7320.02 Website Maintenance	0.00	30.34	(30.34)	0.00	0.00	0.00
<b>Total Online Marketing-In House</b>	<b>\$ 25,000.00</b>	<b>\$ 34,217.83</b>	<b>\$ (9,217.83)</b>	<b>\$ 24,945.00</b>	<b>\$ 55.00</b>	<b>99.78</b>

**TRADE SHOWS**

7410.02 Registration Fees	\$ 5,000.00	\$ 9,340.00	\$ (4,340.00)	\$ 2,589.00	\$ 2,411.00	51.78
7420.02 Trade Show Transportation	0.00	2,986.98	(2,986.98)	1,007.61	(1,007.61)	0.00
7420.50 Trade Show Accom/Meals/Travel	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00
7430.02 Trade Show Accomodations	0.00	3,149.46	(3,149.46)	801.52	(801.52)	0.00
7440.02 Trade Show Meals	0.00	790.87	(790.87)	1,288.39	(1,288.39)	0.00
7450.02 Booth Expense	0.00	528.15	(528.15)	4,184.89	(4,184.89)	0.00
7460.02 Trade Show Shipping	0.00	19.28	(19.28)	0.00	0.00	0.00
7470.02 Trade Show Outside Services	7,000.00	6,000.00	1,000.00	105.26	6,894.74	1.50
7480.02 Trade Show Contingency	0.00	(183.83)	183.83	29.66	(29.66)	0.00
<b>Total Trade Shows</b>	<b>\$ 15,000.00</b>	<b>\$ 22,630.91</b>	<b>\$ (7,630.91)</b>	<b>\$ 10,006.33</b>	<b>\$ 4,993.67</b>	<b>66.71</b>

**PRINTED MATERIALS**

7510.02 Printing Costs	\$ 3,000.00	\$ 3,804.08	\$ (804.08)	\$ 0.00	\$ 3,000.00	0.00
7510.03 Printing-Other	1,500.00	0.00	1,500.00	36.61	1,463.39	2.44
7520.02 Photography	0.00	187.00	(187.00)	0.00	0.00	0.00
7540.02 Printing Outside Services	0.00	400.00	(400.00)	760.18	(760.18)	0.00
<b>Total Printed Materials</b>	<b>\$ 4,500.00</b>	<b>\$ 4,391.08</b>	<b>\$ 108.92</b>	<b>\$ 796.79</b>	<b>\$ 3,703.21</b>	<b>17.71</b>

**MISCELLANEOUS EXPENSES**

7610.02 Co-ops & Partnerships	\$ 11,000.00	\$ 11,000.00	\$ 0.00	\$ 11,000.00	\$ 0.00	100.00
7620.02 Literature Distribution	5,500.00	5,883.45	(383.45)	11,855.47	(6,355.47)	215.55
7630.02 Marketing Staff (PT/Ind.Cont.)	0.00	0.00	0.00	6,640.61	(6,640.61)	0.00
7640.02 Gateway Chambers/Commerce	0.00	164,364.00	(164,364.00)	170,086.20	(170,086.20)	0.00
<b>Total Miscellaneous Expenses</b>	<b>\$ 16,500.00</b>	<b>\$ 181,247.45</b>	<b>\$ (164,747.45)</b>	<b>\$ 199,582.28</b>	<b>\$ (183,082.28)</b>	<b>1,209.59</b>

**MEDIA RELATIONS**

7710.02 Media Hospitality	\$ 0.00	\$ 717.50	\$ (717.50)	\$ 499.25	\$ (499.25)	0.00
7710.50 Media Relations- Hosp/Trans/Accom	2,500.00	0.00	2,500.00	0.00	2,500.00	0.00

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**Humboldt County Convention and Visitors Bureau**  
**SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF EXPENSES**  
**ACCRUAL BASIS**

	Annual Budget	Annual Actual		12 Months Ended		%
	Current Year	Prior Year	Variance	06/30/20 Actual	Remaining Budget Amount	Actual / Budget Target 100%
7730.02 Media Transportation	0.00	3,988.24	(3,988.24)	1,036.40	(1,036.40)	0.00
7740.02 Media Accomodations	0.00	1,784.60	(1,784.60)	1,412.91	(1,412.91)	0.00
7750.02 Media Meals	0.00	1,842.00	(1,842.00)	992.44	(992.44)	0.00
7770.02 Media Registratn Fees	0.00	0.00	0.00	774.00	(774.00)	0.00
7780.02 Media Subscriptions	250.00	520.82	(270.82)	38.99	211.01	15.60
<b>Total Media Relations</b>	<b>\$ 2,750.00</b>	<b>\$ 8,853.16</b>	<b>\$ (6,103.16)</b>	<b>\$ 4,753.99</b>	<b>\$ (2,003.99)</b>	<b>172.87</b>
<b>INQUIRY FULFILLMENT</b>						
7820.02 Fulfillment Postage	\$ 3,000.00	\$ 3,958.63	\$ (958.63)	\$ 1,451.22	\$ 1,548.78	48.37
7840.02 Fulfillment Telephone	3,500.00	3,897.00	(397.00)	3,289.89	210.11	94.00
7850.02 Fulfillment Outside Services	3,750.00	4,018.00	(268.00)	25,807.24	(22,057.24)	688.19
<b>Total Inquiry Fulfillment</b>	<b>\$ 10,250.00</b>	<b>\$ 11,873.63</b>	<b>\$ (1,623.63)</b>	<b>\$ 30,548.35</b>	<b>\$ (20,298.35)</b>	<b>298.03</b>
<b>SALES DEPARTMENT</b>						
7920.02 Sales Transportation	\$ 0.00	\$ 1,760.68	\$ (1,760.68)	\$ 0.00	\$ 0.00	0.00
7920.40 Sales-Hosp/Trans/Accom	2,000.00	0.00	2,000.00	0.00	2,000.00	0.00
7930.02 Sales Accomodations	0.00	1,059.46	(1,059.46)	0.00	0.00	0.00
7940.02 Sales Meals	0.00	481.03	(481.03)	202.53	(202.53)	0.00
7950.02 Sales Member/Sub	0.00	369.00	(369.00)	0.00	0.00	0.00
7960.02 Sales Registration/Fees	0.00	1,816.00	(1,816.00)	0.00	0.00	0.00
7960.70 Sales-Member/Reg Fee	2,000.00	0.00	2,000.00	0.00	2,000.00	0.00
7970.02 Sales Collateral	0.00	520.47	(520.47)	0.00	0.00	0.00
7980.02 Sales Postage	0.00	80.87	(80.87)	18.90	(18.90)	0.00
<b>Total Sales Department</b>	<b>\$ 4,000.00</b>	<b>\$ 6,087.51</b>	<b>\$ (2,087.51)</b>	<b>\$ 221.43</b>	<b>\$ 3,778.57</b>	<b>5.54</b>
<b>SPECIAL PROJECTS</b>						
9040.10 Hospitality Programs	\$ 12,000.00	\$ 10,121.39	\$ 1,878.61	\$ 7,148.10	\$ 4,851.90	59.57
<b>Total Special Projects</b>	<b>\$ 12,000.00</b>	<b>\$ 10,121.39</b>	<b>\$ 1,878.61</b>	<b>\$ 7,148.10</b>	<b>\$ 4,851.90</b>	<b>59.57</b>
<b>Total Marketing</b>	<b>\$ 165,000.00</b>	<b>\$ 378,461.30</b>	<b>\$ (213,461.30)</b>	<b>\$ 287,564.29</b>	<b>\$ (122,564.29)</b>	<b>174.28</b>
<b>Total Expenses</b>	<b>\$ 438,697.00</b>	<b>\$ 734,786.44</b>	<b>\$ (296,089.44)</b>	<b>\$ 486,071.06</b>	<b>\$ (47,374.06)</b>	<b>110.80</b>

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**Humboldt County Convention and Visitors Bureau  
BALANCE SHEET  
ACCRUAL BASIS**

June 30, 2020

June 30, 2019

**Assets**

**CURRENT ASSETS**

Petty Cash	\$	175.00	\$	175.00
Cash - Payroll/Umpqua Bank (1571)		3,952.64		43,566.23
Cash - Redwood Capital MM (3795)		345,518.21		137,571.31
Cash-Chkg A/P Redwood Capital (3787)		15,111.93		10,000.00
Accounts Receivable		8,125.86		99,256.50

**OTHER ASSETS**

Deposits		1,605.00		1,605.00
Deposits - Postage		2,400.00		2,400.00

<b>TOTAL ASSETS</b>	<b>\$</b>	<b>376,888.64</b>	<b>\$</b>	<b>294,574.04</b>
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**Liabilities and Fund Balances**

**CURRENT LIABILITIES**

Accounts Payable	\$	3,421.72	\$	12,699.09
Accrued Payroll		3,308.33		13,175.26
Accrued Personal Time Off		5,082.50		2,115.36
F.U.T.A.Taxes Payable		18.10		47.09
Revenue Rec'd in Advance		284.18		0.00

**LONG-TERM LIABILITIES**

<b>Total Liabilities</b>		<b>12,114.83</b>		<b>28,036.80</b>
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**FUND BALANCES**

Unrestricted Fund Balances		258,421.29		44,763.07
Equipment Fund Balances		8,272.85		8,272.85
Reserve for Contingency		116,846.75		0.00
Revenues Over (Under) Expenses		(18,767.08)		213,501.32

<b>Total Fund Balances</b>		<b>364,773.81</b>		<b>266,537.24</b>
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<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$</b>	<b>376,888.64</b>	<b>\$</b>	<b>294,574.04</b>
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This Statement Prepared Without Audit By:

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