

## Finance Committee-Amador Wine Heritage District

Minutes-Draft

Tuesday, July 16, 2025

1. Call to order. Meeting was called to order at 3:06 PM.
  - a. Attending: David Helwig, Matt Zaldivar, Megan Van Hook, Jeff Runquist
2. Establishment of a quorum
  - a. David Helwig
  - b. Matt Zaldivar
  - c. Jeff Runquist
3. Conflict of Interest Disclosure
  - a. Jeff Runquist disclosed one of the potential accounting firms being considered for use by the ACWHD is the firm JRW uses to prepare their taxes.
4. Review and approve June meeting minutes.
  - a. Motion to approve June meeting minutes made by Dave Helwig
    - i. Seconded by Matt Zaldivar
    - ii. The vote was unanimous
    - iii. Motion approved
5. Approve May Financials
  - a. Dave Helwig made a motion to approve the May Financials
    - i. Seconded by Matt Zaldivar
    - ii. The vote was unanimous
    - iii. Motion Approved
6. Review and approve June Financials
  - a. Amador Vintners Association
    - i. Balance Sheet
      1. Accounts receivable amount of -\$10,779.01. It is suspected that this is an overpayment from 2021 involving a vendor that provided ticketing services for an event. The payment exceeded the invoiced amount and is being carried as a negative accounts receivable on the balance sheet. It is unclear how to proceed. It was suggested that it be addressed when the year end accounting is conducted.
      2. Other Assets amount of \$621.25 categorized as Deposit Compensation Insurance looks to be an incorrect entry. Megan will investigate and resolve.
      3. A liability labeled Simple IRA in the amount of \$7,816.48 appears on the balance sheet. It looks like a obligation to contribute to an employee's retirement account. Megan will investigate.
      4. The Equity line labeled Equipment Fund Balance was questioned and still needs to be identified and explained.
    - ii. Profit & Loss
    - iii. Profit and loss by class July 1, 2025 to June 30, 2025
      1. The AVA ended its fiscal year on June 30 and is showing a net income of **\$-8,093.77**. June expenses included payroll for Megan and not all

the monthly charges paid for by credit card have been transferred to ACWHD because ACWHD does not have a card to which automatic payments can be charged. Getting a card and moving these payments to the ACWHD are in the works.

- iv. Expense by vendor
- b. Amador County Wine Heritage District
  - i. Balance Sheet as of June 30, 2025
    1. Accounts receivable of \$9,089.89 is primarily for sponsorships for Barbera Festival (\$7K) along with another \$2K from Amador Council of Tourism for comarketing expenses.
    2. Undeposited funds of \$4,079.13 have been deposited since June 30.
  - ii. Profit & Loss
    1. In account labeled Professional Services a more specific line item will be added; Event Management and the payment of \$3,507.50 to Honeysuckle Creative will be moved from Professional Services to Event Management.
  - iii. Profit and loss by class
    1. For the six-month period Jan1 through June 31 the P&L is showing a net income of \$14,248.25. This is a bit hard to follow as there are only a portion of the FF income and expenses shouldered by the ACWHD and the balance is on the AVA P&L. We need to merge the accounts to get more informative financial statements without having to add the two together.
    2. In an attempt to get a better picture of the P & L for the ACWHD we will run a P & L for the AVA for just the six months of Jan through June and merge that with the P & L of the ACWHD
  - iv. Expense by vendor
    1. This report has a new format and it is much more informative as the vendor and the account to which the transaction has been assigned is listed.
- c. Matt Zaldivar made a motion to approve the June financials with a corrected balance sheet for the AVA.
  - i. Dave Helwig seconded the motion
  - ii. The vote was unanimous.
  - iii. Motion Approved

7. Accounting Firm Update

- a. Megan has approached four firms and looks to have proposals and bids from three of them within the next two weeks. The services sought are QuickBooks set up coaching and tax preparation.

8. New Business

- a. Wines on 49 has approached the ACWHD to take on their social media efforts. Megan will respond to them indicating that they are welcome to join the marketing committee and incorporate their needs into our marketing efforts.

- b. With Q-1 assessment data available Jeff presented an analysis of the contributions by the three voting groups (top 15, next 20, and everyone else). The disproportionate representation when compared with assessment contribution was discussed. Jeff floated two proposals to address the inequity. Both involve breaking the membership into thirds based on assessment contribution and each third having an equal number of votes to distribute to the wineries in that group. Dave Helwig suggested that breaking the membership into fifths might better address the contributions of the smaller wineries. A discussion with HDL may be a logical next step.

9. Public Comment

- a. There was no public comment

10. Meeting adjournment

- a. Meeting was adjourned at 4:46 PM