



AGENDA

California Avocado Commission Finance Committee Meeting

Meeting Information

Date: May 15, 2024

Time: 9:00 a.m.

Location: Hybrid Meeting

Physical Meeting Location:
United Water Conservation District
1701 Lombard St
Oxnard, CA 93030

Web/Teleconference URL:

<https://californiaavocado.zoom.us/j/89111398535?pwd=Z0NONitwbEV1eG4xVDVqNnVYVUUzZz09>

Conference Call Number: (669) 900-6833

Meeting ID: 891 1139 8535

Passcode: 495334

Meeting materials will be posted online at least 24 hours prior to the meeting at:
<https://www.californiaavocadogrowers.com/commission/meeting-agendas-minutes>

Committee Member Attendance

As of Tuesday, May 14, 2024, the following Committee members have advised the Commission they will participate in this meeting:

Will Carleton
Maureen Cottingham
Andrew Prechtl
Jamie Shafer

Time	Item
9:00 a.m.	<ol style="list-style-type: none"> 1. Call to Order <ol style="list-style-type: none"> a. Roll Call/Quorum b. Introductions 2. Opportunity for Public Comment Any person may address the Board at this time on any subject within the jurisdiction of the California Avocado Commission. 3. Consent Calendar <ol style="list-style-type: none"> a. Consider approval of Finance Committee meeting minutes of October 4, 2023 4. Discussion and Possible Action Items <ol style="list-style-type: none"> a. 2023-24 Financial Updates b. Cash Disbursement Audit c. Review of Corporate Insurance d. Consider Approval of Budget Amendment #1 e. Consider Approval of Revised Internal Control Policies & Procedures
10:00 a.m.	5. Adjourn Meeting

Disclosures

The times listed for each agenda item are estimated and subject to change. It is possible that some of the agenda items may not be able to be discussed prior to adjournment. Consequently, those items will be rescheduled to appear on a subsequent agenda. All meetings of the California Avocado Commission are open to the public and subject to the Bagley-Keene Open Meeting Act.

All agenda items are subject to discussion and possible action. For more information, or to make a request regarding a disability-related modification or accommodation for the meeting, please contact April Aymami at 949-341-1955, California Avocado Commission, 12 Mauchly, Suite L, Irvine, CA 92618, or via email at aaymami@avocado.org. Requests for disability-related modification or accommodation for the meeting should be made at least 48 hours prior to the meeting time. For individuals with sensory disabilities, this document is available in Braille, large print, audiocassette or computer disk. This meeting schedule notice and agenda is available on the internet at <https://www.californiaavocadogrowers.com/commission/meeting-agendas-minutes> and <http://it.cdfa.ca.gov/igov/postings/detail.aspx?type=Notices>.

If you have questions on the above agenda, please contact April Aymami at aaymami@avocado.org or 949-341-1955.

Summary Definition of Conflict of Interest

It is each member's and alternate's responsibility to determine whether they have a conflict of interest and whether they should excuse themselves from a particular discussion or vote during a meeting. To assist you in this evaluation, the following *Summary Definition of Conflict of Interest* may be helpful.

A Commission *member or employee* has a conflict of interest in a decision of the Commission if it is reasonably foreseeable that the decision will have a material effect, financial or otherwise, on the member or employee or a member of his or her immediate family that is distinguishable from its effect on all persons subject to the Commission's jurisdiction.

No Commission member or employee shall make, or participate in making, any decision in which he or she knows or should know he or she has a conflict of interest.

No Commission member or employee shall, in any way, use his or her position to influence any decision in which he or she knows or should know he or she has a conflict of interest.



COMMITTEE ACTION

ITEM 3: CONSIDER APPROVAL OF MINUTES OF OCTOBER 4, 2023 FINANCE COMMITTEE MEETING

SUMMARY:

The minutes of the Finance Committee meeting of October 4, 2023 are attached for the Committee's review and approval.

FISCAL ANALYSIS:

- Not applicable

COMMITTEE OPTIONS:

- Adopt minutes as presented
- Amend minutes
- Take no action

STAFF RECOMMENDATION:

- Approve minutes as presented

EXHIBITS / ATTACHMENTS:

- Minutes of the Finance Committee meeting of October 4, 2023

**CALIFORNIA AVOCADO COMMISSION
FINANCE COMMITTEE MINUTES
October 4, 2023**

A meeting of the Finance Committee of the California Avocado Commission (CAC) was held on Wednesday, October 4, 2023 at 10:30 a.m. with the following people present:

MEMBERS PRESENT

Jason Cole, Chairman
Maureen Cottingham
Andrew Prechtl
Rob Grether, Ex-officio

STAFF PRESENT

April Aymami
Ken Melban
Terry Splane

MEMBERS ABSENT

Will Carleton
Kellen Newhouse

GUESTS PRESENT

John Berns
Laura Bertagnolli, *Signature Analytics*
Vickie Carpenter, USDA
Dan Coxe
Michelle Do, *Signature Analytics*
Rachael Laenen
Joanne Robles-Swanson

ITEM #1 CALL TO ORDER

Roll Call/Quorum – Item 1.a.

Jason Cole, Finance Committee chairman, called the meeting to order at 10:31 a.m. with a quorum present.

Introductions – Item 1.b.

April Aymami, CAC industry affairs director, announced the US Department of Agriculture (USDA) representative, CAC staff, presenting agencies and known guests participating in the meeting. She asked for all other guests to announce themselves and recorded all participants in attendance.

ITEM # 2 OPPORTUNITY FOR PUBLIC COMMENT

There was no public comment.

ITEM # 3 CONSIDER APPROVAL OF MINUTES OF AUGUST 9, 2023 FINANCE COMMITTEE MEETING

The Committee reviewed the minutes from the August 9, 2023 meeting and the following motion was offered:

MOTION:

***The Finance Committee approves the August 9, 2023 Finance Committee Meeting Minutes as presented.
(Prechtl/Cottingham) MSC Unanimous***

MOTION 23-10-4-1

The August 9, 2023 Meeting Minutes are included in the August 2023 Finance Committee Packet and are attached to the permanent copy of these Minutes and identified as EXHIBIT A, Item 3.

ITEM # 4 DISCUSSION AND POSSIBLE ACTION ITEMS

2022-23 Financial Updates – Item 4.a.

Ms. Aymami introduced Laura Bertagnolli and Michelle Do with Signature Analytics, CAC's outsourced accounting firm, to provide an overview of the financials included in the packet. Ms. Bertagnolli presented the Monthly Performance Report for August 2023, which included key performance indicators, statement of net position and income statement.

The 2022-23 Financial Updates – August 2023 are included in the October 2023 Finance Committee Packet and is attached to the permanent copy of these Minutes and identified as EXHIBIT A, Item 4.a.

Cash Disbursements Audit – Item 4.b.

Ms. Aymami reviewed the cash disbursements for the months of July through August 2023 and addressed questions from the committee.

The Cash Disbursement Audit, July through August 2023 is included in the October 2023 Finance Committee Packet and identified as EXHIBIT A, Item 4.b.

Auditor's Letters of Engagement for 2022-23 financial audit – Item 4.c.

Ms. Aymami presented the letters of engagement from Moss Adams for 2022-23 financial audit services. She noted that the letters had no substantive changes from the prior year and covered CAC's annual financial audit, CDFA compliance audit and required USDA compliance examination.

MOTION:

The Finance Committee approves the Auditor's Letters of Engagement for 2022-23 financial audit services as presented.

(Prechtl/Cottingham) MSC Unanimous

MOTION 23-10-4-2

The Auditor's Letters of Engagement for 2022-23 financial audit are included in the October 2023 Finance Committee Packet and identified as EXHIBIT A, Item 4.c.

2022-23 Profit Sharing Plan Contributions – Item 4.d.

Mr. Cole reported that as treasurer, he has the responsibility to review CAC's annual profit sharing contributions for employees to ensure compliance with the plan. He noted that he had conducted the annual review and that all contributions were in accordance with the Commission's plan. It was suggested that the Committee review details of the Commission's retirement plan at a future meeting.

Internal Control Policies and Procedures – Item 4.e.

Ken Melban, CAC vice president of industry affairs and operations, stated that at the request of CAC Board Chair Rob Grether, following the September 12, 2023 Executive Committee meeting, management had prepared an updated authorization matrix for Finance Committee review. It was noted that upon Board approval of the updated matrix, CAC's complete internal control document would then be updated and presented for approval at a later time.

The Committee discussed the proposed changes and provided direction on additional edits regarding the approval process for the vice presidents' expenses reports in the current absence of a president.

MOTION:

The Finance Committee approves the authorization matrix with edits regarding vice president expense report approvals and pending additional modification related to the presidency.

(Cottingham/Prechtl) MSC Unanimous

MOTION 23-10-4-3

The Authorization Matrix is included in the October 2023 Finance Committee Packet and identified as EXHIBIT A, Item 4.e.

2023-24 Cash Flow Projections – Item 4.f.

Ms. Do presented an onscreen 2023-24 cash flow projection model, explaining various revenue scenarios used by management to determine if CAC would be at risk of utilizing the line of credit in the coming fiscal year. It was noted that due to a strong reserve balance, management did not foresee the need to access the credit line in the next twelve months.

The Committee commended the cash flow model developed by Signature Analytics and CAC management and requested it be included with finance packets in the future. There was also a request that CAC explore what investment options are available to CAC, under CDFA and USDA policies, for the monies held as reserves.

Review of Reserves Policy – Item 4.g.

Mr. Melban presented CAC's current reserve policy and commented that the Finance Committee had been delegated the authority by the Board to annual review the policy to determine if modifications are needed based on CAC's current and projected financial position. The Committee discussed the reserve policy, noting that the cash flow presentation had indicated the current reserve policy provide adequate resources for Commission operations to continue despite lack of harvest and revenue. There was discussion of whether the reserve level could be decreased below the current five-million-dollar floor, however after review of the various cash flow models, there was consensus that the current policy should remain unchanged.

The CAC Reserves Policy is included in the October 2023 Finance Committee Packet and identified as EXHIBIT A, Item 4.g.

2023-24 Budget and Assessment Rate – Item 4.h.

The Committee discussed the Board's direction to management in August to develop a 2023-24 budget based on 200-million-pound crop, \$1.15 per pound for value and 2.25% assessment rate, which was different than the Finance Committee discussion in August of 225-million-pound crop and 2.00% assessment rate. There was consensus that the value would most likely be higher than \$1.15 per pound, however there was support for maintaining that figure as the recommended value. The Committee discussed several revenue scenarios based on crop size and assessment rate, culminating with support for the recommendation to the Board of the 2023-24 budget based on 200-million-pound crop, \$1.15 per pound for value and 2.25% assessment rate.

ADJOURN

Mr. Cole adjourned the meeting at 12:05 p.m.

Respectfully submitted,

April Aymami, Industry Affairs Director

EXHIBITS ATTACHED TO THE PERMANENT COPY OF THESE MINUTES

EXHIBIT A October 2023 Finance Committee Packet

EXHIBIT B October 4, 2023 Finance Committee Meeting AB 2720 Roll Call Vote Tally Summary



CALIFORNIA AVOCADO COMMISSION
AB 2720 Roll Call Vote Tally Summary

To be attached to the Meeting Minutes

Meeting Name: <i>Finance Committee Meeting</i>	Meeting Location: <i>Hybrid Meeting In-person (Oxnard) Online (Zoom)</i>	Meeting Date: <i>October 4, 2023</i>
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<i>Attendees Who Voted</i>	<u>MOTION</u> <u>23-10-4-1</u>	<u>MOTION</u> <u>23-10-4-2</u>	<u>MOTION</u> <u>23-10-4-3</u>
Jason Cole	Yea	Yea	Yea
Maureen Cottingham	Yea	Yea	Yea
Andrew Prechtl	Yea	Yea	Yea
<i>Outcome</i>	Unanimous	Unanimous	Unanimous



COMMITTEE INFORMATION

ITEM 4.a: 2023-24 FINANCIAL UPDATES

SUMMARY:

Attached are monthly financial performance reports as prepared by CAC's outsourced accounting firm, Signature Analytics, for the months of November 2023 through February 2024. The reports include CAC income statements and statements of net position, including year-to-date actual versus budget comparisons. Due to internal staffing changes at Signature Analytics, delivery of the March 2024 financials has been delayed, but will be included in the financial update presented at the June 2024 Board meeting.

FISCAL ANALYSIS:

- Not applicable

BOARD OPTIONS:

- Discussion item only

STAFF RECOMMENDATION:

- Not applicable

EXHIBITS / ATTACHMENTS:

- Monthly Financial Performance Reports for November 2023 through February 2024
- 2023-24 Pounds & Dollars by Variety Report (November 2023 through March 2024)



California Avocado Commission

MONTHLY **REPORT**

November 2023



SIGNATURE
ANALYTICS

EXECUTIVE SUMMARY

CAC Total Revenue is down to budget by \$59K for November due mainly to a shortfall in Assessment revenue as a result of a delay in timing of the current harvest vs. plan. CAC Assessment revenue is down \$23K while HAB Assessment revenue was down \$31.5K.

On the expense side, Marketing expenses accounted for \$123K of the total \$366K in expenses and were \$28K lower than budget due to lower Retail Trade costs of \$30K. Marketing expenses overall are currently 33% of total expenses vs. a budget of 39%.

Total Operations expenses at \$173K consists mainly of Personnel expenses of \$113K and were under budget by \$35K. Operations accounted for 47% of total spending vs. a budget of 54%.

Industry Affairs & Production Research expenses were \$63K and were over the budget by \$34K due to higher than expected Crop Forecasting and Analysis charges. Industry Affairs & Production Research accounted for 17% of total spending vs. a budget of 7%.

Overall, the organization experienced a \$365K deficit as compared to a \$327K budgeted deficit. This \$38K variance was driven by the timing of the harvest and the related lower than expected assessment revenue.

Crop Information

There was little to no harvest for the month of November 2023, resulting in minimal assessment revenue. Commission expenses for November totaled \$366K, resulting in a month-end reserve balance of \$7.2M.

Laura Bertagnolli

Laura M. Bertagnolli
Consulting CFO

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April Aymami
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Ken [Signature]
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Terry Splane
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Key Performance Indicators (KPIs)

California Avocado Commission

	Nov 23	Nov 23 Budget	vs Budget
Total Revenue	\$965	\$60,027	-98%
Surplus/(Deficit)	-\$365,334	-\$327,536	12%
Marketing Expense %	33%	39%	-14%
Operation Expense %	47%	54%	-12%
Industry Affairs Expense %	17%	7%	130%
Cash on Hand	\$7,212,337		
Current Ratio	12.08:1		

California Avocado Commission

Statement of Financial Position

As of November 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10001-000 Petty Cash	240
10010-000 BMO Checking (5241) - CAC	2,228,644
10110-000 BMO Money Market (5407) - CAC	4,972,736
10210-000 Cash - LAIF - CAC	10,717
Total Bank Accounts	\$7,212,337
Accounts Receivable	
12901-000 Misc Receivables (A/R)	23,461
Total Accounts Receivable	\$23,461
Other Current Assets	
11001-000 CAC Assessment Receivable	0
11002-000 HAB Assessment Receivable	35,959
12004-000 Due from Avocado Inspection Program	2,090
12701-000 Grant Receivable	235,931
12801-000 Voluntary Life Benefit Receivable	0
13001-000 Prepaid Deposits	11,353
13002-000 Prepaid Expenses	46,489
Misc Receivable (old non-AR)	0
Total Other Current Assets	\$331,821
Total Current Assets	\$7,567,619
Fixed Assets	
15001-000 Furniture	187,904
15002-000 Accumulated Depreciation-Furniture	-187,904
15101-000 Office Equipment	61,002
15102-000 Accumulated Depreciation-Office Equip.	-61,002
15301-000 Software	15,022
15302-000 Accumulated Depreciation-Software	-15,022
15401-000 Land Improvements	108,559
15402-000 Accumulated Depreciation-Land Improvements	-108,559
Total Fixed Assets	\$0
Other Assets	
16001-000 Mauchly Office Lease	634,985
16002-000 Mauchly Amortization	-385,176
16003-000 Pine Tree Lease	76,136
16004-000 Pine Tree Amortization	-74,182
16101-000 Quadiant Capital Lease	3,436
16102-000 Quadiant Amortization	-1,762
16103-000 CBE 2020 Sharp Capital Lease	0
16104-000 CBE 2020 Sharp Amortization	0
16105-000 CBE 2022 Sharp Capital Lease	13,544

	TOTAL
16106-000 CBE 2022 Sharp Amortization	-1,850
16107-000 CBE 2020 Ricoh Capital Lease	0
16108-000 CBE 2020 Ricoh Amortization	0
16109-000 CBE 2022 Ricoh Capital Lease	13,653
16110-000 CBE 2022 Ricoh Amortization	-3,413
17000-000 Merchandise Shop Inventory	0
Total Other Assets	\$275,369
TOTAL ASSETS	\$7,842,989
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20001-000 Accounts Payable (A/P)	288,429
Total Accounts Payable	\$288,429
Other Current Liabilities	
20002-000 Accounts Payable - Clearing	0
20101-000 Accrued Expenses	77,974
21011-000 Section 125 Payable	0
21021-000 Vacation Payable - Short Term	117,244
21031-000 Deferred Compensation Payable	0
24001-000 ST Lease Liability - LACA1	129,660
24002-000 ST Lease Liability - CAPO1	1,976
24101-000 ST Lease Liability - MAF11	1,072
24102-000 ST Lease Liability - CBE 2020 Sharp	0
24103-000 ST Lease Liability - CBE 2022 Sharp	5,144
24104-000 ST Lease Liability - CBE 2020 Ricoh	0
24105-000 ST Lease Liability - CBE 2022 Ricoh	4,744
Total Other Current Liabilities	\$337,814
Total Current Liabilities	\$626,243
Long-Term Liabilities	
28110-000 LT Lease Liability - MAF11	638
28111-000 LT Lease Liability - LACA1	133,666
28112-000 LT Lease Liability - CBE 2022 Sharp	6,717
28114-000 LT Lease Liability - CBE 2022 Ricoh	5,656
Total Long-Term Liabilities	\$146,677
Total Liabilities	\$772,920
Equity	
32000-000 Retained Earnings	4,441,572
32010-000 Net Assets	0
32011-000 Net Assets-Restricted for Marketing	2,951,115
32012-000 Net Assets-Invested in Leased Assets	42,715
32013-000 Net Assets-Unrestricted	0
Total 32010-000 Net Assets	2,993,831
Net Revenue	-365,334
Total Equity	\$7,070,069
TOTAL LIABILITIES AND EQUITY	\$7,842,989

California Avocado Commission
Statement of Activities (Actual vs. Budget) - Summary
November 2023

	Actual	Budget	Variance (\$)	Variance (%)
Revenue				
40001-000 CAC Assessment Revenue-Current Year		\$ 22,949	-22,949	
40011-000 HAB Rebate Assess. Revenue-Current Year		\$ 31,495	-31,495	
42001-000 Accounting/Administration Fee Revenue (AIP)		\$ 5,083	-5,083	
48001-000 Interest Income	\$ 964	\$ 500	464	48%
48009-118 Other Income - From the Grove	\$ 0	\$ 0	-	0%
Total Revenue	\$ 965	\$ 60,027	-59,063	-6123%
Gross Profit	\$ 965	\$ 60,027	-59,063	-6123%
Expenditures				
50000-000 Marketing				
Total 51000-000 Consumer Marketing	\$ 40,916	\$ 39,584	1,332	3%
Total 52000-001 Trade Relations	\$ 37,329	\$ 39,500	-2,171	-6%
Total 52010-000 Retail & Consumer Promotions	\$ 1,760	\$ 1,750	10	1%
Total 52200-000 Data, Research & Analysis	\$ 10,507	\$ 40,725	-30,218	-288%
Total 52400-000 Administration & Other	\$ 3,529	\$ 1,300	2,229	63%
Total 53000-000 Trade - Foodservice	\$ 16,937	\$ 16,955	-18	0%
Total 59000-000 Marketing Activities Support	\$ 11,570	\$ 10,750	820	7%
Total 50000-000 Marketing	\$ 122,548	\$ 150,564	-28,016	-23%
64000-000 Industry Affairs				
Total 64000-001 Industry Statistics and Information	\$ 38,240	\$ 2,225	36,015	94%
Total 64100-000 Grower Communications	\$ 3,436	\$ 2,510	926	27%
Total 64200-000 Issues Management	\$ 11,538	\$ 8,000	3,538	31%
Total 64300-000 Legal & Governance	\$ 10,680	\$ 8,300	2,380	22%
Total 64400-000 Demonstration Grove	\$ (895)	\$ 4,235	-5,130	573%
Total 64500-000 Education & Outreach	\$ 117	\$ -	117	100%
Total 64800-000 Other Industry Affairs	\$ 56	\$ 3,790	-3,735	-6729%
Total 64000-000 Industry Affairs	\$ 63,170	\$ 29,060	34,110	54%
Total 66015-000 Export Marketing	\$ 7,476	\$ -	7,476	100%
Total 66010-000 Grant Programs	\$ 7,476	\$ -	7,476	100%
70000-000 Operations				
Total 71100-000 Office Expense	\$ 6,701	\$ 20,336	-13,635	-203%
Total 71200-000 Professional Fees	\$ 24,828	\$ 25,455	-627	-3%
Total 71301-000 Salaries/Wages	\$ 87,678	\$ 109,270	-21,592	-25%
Total 71311-000 Pension Expense	\$ 7,131	\$ 9,802	-2,671	-37%
Total 71321-000 Payroll Tax & Work Comp	\$ 4,766	\$ 8,394	-3,628	-76%
Total 71331-000 Benefits	\$ 13,415	\$ 14,181	-766	-6%
Total 71400-000 Commissioner Expenses	\$ 1,815	\$ 13,750	-11,935	-657%
Total 73000-000 Information Technology	\$ 13,338	\$ 6,751	6,587	49%
Total 78000-000 Depreciation, Interest & Other Operations	\$ 13,434	\$ -	13,434	100%
Total 70000-000 Operations	\$ 173,104	\$ 207,939	-34,835	-20%
Total Expenditures	\$ 366,299	\$ 387,563	-21,265	-6%
Net Operating Surplus/(Deficit)	\$ (365,334)	\$ (327,536)	-37,798	10%
Surplus/(Deficit)	\$ (365,334)	\$ (327,536)	-37,79	10%

California Avocado Commission
Statement of Activities (Actual vs. Budget)
November 2023

	Actual	Budget	Variance (\$)	Variance (%)
Revenue				
40001-000 CAC Assessment Revenue-Current Year		\$ 22,949	-22,949	
40011-000 HAB Rebate Assess. Revenue-Current Year		\$ 31,495	-31,495	
42001-000 Accounting/Administration Fee Revenue (AIP)		\$ 5,083	-5,083	
48001-000 Interest Income	\$ 964	\$ 500	464	48%
48009-118 Other Income - From the Grove	\$ 0	\$ 0	-	0%
Total Revenue	\$ 965	\$ 60,027	-59,063	-6123%
Gross Profit	\$ 965	\$ 60,027	-59,063	-6123%
Expenditures				
50000-000 Marketing				
51000-000 Consumer Marketing				
51001-072 Media Planning & Buying, Media Cost Reporting-Curious Plot	\$ 4,995	\$ 5,000	-5	0%
51002-072 Strategy, Campaign Creative Development & Production-Curious Plot	\$ 5,623	\$ 5,000	623	11%
51004-072 Consumer Marketing - Retail-Curious Plot	\$ 7,734	\$ 7,501	233	3%
51801-072 Account Administration-Curious Plot	\$ 16,599	\$ 15,833	766	5%
55101-072 Consumer Email Marketing-Curious Plot	\$ 2,359	\$ 2,500	-141	-6%
55103-072 Social Media & Content Marketing-Curious Plot	\$ 3,608	\$ 3,750	-143	-4%
Total 51000-000 Consumer Marketing	\$ 40,916	\$ 39,584	1,332	3%
52000-000 Trade - Retail				
52000-001 Trade Relations				
52002-066 Trade Advertising-Production-Fusion	\$ 956	\$ 3,000	-2,045	-214%
52042-000 Conventions	\$ (126)	\$ -	-126	100%
52052-081 Program Admin/Strategy/Planning-PJ/PR	\$ 2,000	\$ 2,000	0	0%
52055-081 Key Account Marketing Communications-Fees-PJ/PR	\$ 14,600	\$ 14,600	0	0%
52071-075 Key Account Coverage-TX/MW/SE-Anderson	\$ 7,400	\$ 7,400	0	0%
52075-013 Key Account Coverage-SW/NW-Becker	\$ 12,500	\$ 12,500	0	0%
Total 52000-001 Trade Relations	\$ 37,329	\$ 39,500	-2,171	-6%
52010-000 Retail & Consumer Promotions				
52303-000 Storage/Fulfillment	\$ 1,760	\$ 1,750	10	1%
Total 52010-000 Retail & Consumer Promotions	\$ 1,760	\$ 1,750	10	1%
52200-000 Data, Research & Analysis				
52202-000 Retail POS Scan Data-IRI		\$ 15,500	-15,500	
52204-066 Data Analysis & Retail Research-FUSION	\$ 1,783	\$ 13,000	-11,217	-629%
52206-086 Inventory Reporting-AVMA	\$ 225	\$ 225	0	0%
52211-066 California Avocado Market Analysis-Fusion	\$ 6,777	\$ 10,000	-3,223	-48%
52213-066 Retail Support, Consultation, Planning, Program & Data Admin-Fusion	\$ 1,722	\$ 2,000	-278	-16%
Total 52200-000 Data, Research & Analysis	\$ 10,507	\$ 40,725	-30,218	-288%
52400-000 Administration & Other				
52140-098 Grower Communications-GingerRoot	\$ 620	\$ 800	-180	-29%
52401-000 Travel Expenses - Marketing	\$ 1,221	\$ -	1,221	100%
52411-000 Office Expenses - Marketing	\$ 1,688	\$ 500	1,188	70%
Total 52400-000 Administration & Other	\$ 3,529	\$ 1,300	2,229	63%

Total 52000-000 Trade - Retail	\$ 53,125	\$ 83,275	-30,150	-57%
53000-000 Trade - Foodservice				
53101-070 Public Relations-KC	\$ 14,237	\$ 14,500	-263	-2%
53103-070 Foodservice Events-KC	\$ 150	\$ 150	0	0%
53104-070 Chain Promotions-KC	\$ 50	\$ 1,400	-1,350	-2700%
53105-070 Culinary Education Program-KC	\$ 100	\$ 100	0	0%
53801-070 Program Administration Fees-KC	\$ 2,400	\$ 800	1,600	67%
53802-070 Program Administration Expenses-KC		\$ 5	-5	
Total 53000-000 Trade - Foodservice	\$ 16,937	\$ 16,955	-18	0%
59000-000 Marketing Activities Support				
51803-000 Marketing/Planning	\$ 820	\$ -	820	100%
51803-067 Marketing Planning/Special Projects-RoMo	\$ 10,750	\$ 10,750	0	0%
Total 59000-000 Marketing Activities Support	\$ 11,570	\$ 10,750	820	7%
Total 50000-000 Marketing	\$ 122,548	\$ 150,564	-28,016	-23%
64000-000 Industry Affairs				
64000-001 Industry Statistics and Information				
64001-000 AMRIC Operation	\$ 165	\$ 1,350	-1,185	-720%
64001-130 AMRIC Operation-Hooman Mohammadpour	\$ 900	\$ 875	25	3%
64002-104 Crop Forecasting And Analysis-Land IQ	\$ 37,175	\$ -	37,175	100%
Total 64000-001 Industry Statistics and Information	\$ 38,240	\$ 2,225	36,015	94%
64100-000 Grower Communications				
64105-000 Online Information	\$ 72	\$ 300	-228	-314%
64105-098 Online Information-GingerRoot	\$ 2,560	\$ 825	1,735	68%
64105-099 Online Information-Fishhook		\$ 400	-400	
64106-000 Publications	\$ 154	\$ 250	-96	-63%
64106-085 Publications-Fox Wthr	\$ 110	\$ 110	0	0%
64106-098 Publications-GingerRoot	\$ 540	\$ 625	-85	-16%
Total 64100-000 Grower Communications	\$ 3,436	\$ 2,510	926	27%
64200-000 Issues Management				
64204-000 Research Program Coordination & Outreach	\$ 8,000	\$ 8,000	0	0%
64206-000 Legislative & Regulatory Advocacy	\$ 3,538	\$ -	3,538	100%
Total 64200-000 Issues Management	\$ 11,538	\$ 8,000	3,538	31%
64300-000 Legal & Governance				
64302-000 Legal Support	\$ 10,680	\$ 8,300	2,380	22%
Total 64300-000 Legal & Governance	\$ 10,680	\$ 8,300	2,380	22%
64400-000 Demonstration Grove				
64401-000 Pine Tree - Rent	\$ 100	\$ 2,075	-1,975	-1975%
64402-000 Pine Tree - Grove Management	\$ 1,885	\$ 1,500	385	20%
64403-000 Pine Tree - Utilities	\$ (3,353)	\$ 450	-3,803	113%
64404-000 Pine Tree - Property Tax & Insurance	\$ 473	\$ 210	263	56%
Total 64400-000 Demonstration Grove	\$ (895)	\$ 4,235	-5,130	573%
64500-000 Education & Outreach				
64501-000 Field Meetings, Seminars & Workshops	\$ 117	\$ -	117	100%
Total 64500-000 Education & Outreach	\$ 117	\$ -	117	100%
64800-000 Other Industry Affairs				
64801-086 Industry Reports-AVMA		\$ 40	-40	
64803-000 Travel Expenses - Industry Affairs		\$ 3,000	-3,000	
64804-000 Office Expenses - Industry Affairs	\$ 56	\$ 750	-695	-1251%
Total 64800-000 Other Industry Affairs	\$ 56	\$ 3,790	-3,735	-6729%

Total 64000-000 Industry Affairs	\$ 63,170	\$ 29,060	34,110	54%
66010-000 Grant Programs				
66015-000 Export Marketing				
66021-000 USDA Grant - FAS MAP China	\$ 7,476	\$ -	7,476	100%
Total 66015-000 Export Marketing	\$ 7,476	\$ -	7,476	100%
Total 66010-000 Grant Programs	\$ 7,476	\$ -	7,476	100%
70000-000 Operations				
71100-000 Office Expense				
71101-000 Office Rent - CAC Mauchly, Irvine	\$ -	\$ 10,516	-10,516	
71102-000 Rent-CAM, Ins, Prop Tax	\$ 2,133	\$ 2,135	-2	0%
71104-000 Rent-Offsite Storage	\$ 659	\$ 775	-116	-18%
71121-000 Office Expenses - Operations	\$ (317)	\$ 200	-517	163%
71122-000 Office Supplies	\$ 182	\$ 300	-118	-65%
71123-000 Janitorial	\$ 446	\$ 525	-79	-18%
71131-000 Office Utilities	\$ 868	\$ 1,050	-182	-21%
71141-000 Bank & Payroll Fees	\$ 464	\$ 1,315	-851	-183%
71151-000 Equipment Maintenance & Expense	\$ 402	\$ 1,100	-698	-174%
71161-000 Telephone	\$ 664	\$ 660	4	1%
71162-000 Employee Communication Expense	\$ 1,200	\$ 1,200	0	0%
71181-000 Postage & Courier Service		\$ 560	-560	
Total 71100-000 Office Expense	\$ 6,701	\$ 20,336	-13,635	-203%
71200-000 Professional Fees				
71211-000 Calif. Department of Food & Ag.-CDFA	\$ 9,159	\$ 6,830	2,329	25%
71221-000 Dept. of Ag-USDA/AMS	\$ 3,870	\$ 5,000	-1,130	-29%
71236-000 Outsourced Accounting	\$ 11,799	\$ 12,500	-701	-6%
78301-000 Pension Adm & Legal		\$ 1,125	-1,125	
Total 71200-000 Professional Fees	\$ 24,828	\$ 25,455	-627	-3%
71300-000 Personnel Expenses				
71301-000 Salaries/Wages				
71302-000 Salaries/Wages - IA & Ops	\$ 40,039	\$ 49,870	-9,831	-25%
71303-000 Salaries/Wages - Marketing	\$ 47,639	\$ 59,400	-11,761	-25%
Total 71301-000 Salaries/Wages	\$ 87,678	\$ 109,270	-21,592	-25%
71311-000 Pension Expense				
71312-000 Pension Expense - IA & Ops	\$ 4,831	\$ 4,987	-156	-3%
71313-000 Pension Expense - Marketing	\$ 2,300	\$ 4,815	-2,515	-109%
Total 71311-000 Pension Expense	\$ 7,131	\$ 9,802	-2,671	-37%
71321-000 Payroll Tax & Work Comp				
71322-000 Payroll Tax & Work Comp - IA & Ops	\$ 2,088	\$ 3,937	-1,849	-89%
71323-000 Payroll Tax & Work Comp - Marketing	\$ 2,678	\$ 4,457	-1,779	-66%
Total 71321-000 Payroll Tax & Work Comp	\$ 4,766	\$ 8,394	-3,628	-76%
71331-000 Benefits				
71332-000 Benefits - IA & Ops	\$ 6,366	\$ 7,873	-1,507	-24%
71333-000 Benefits - Marketing	\$ 7,049	\$ 6,308	741	11%
Total 71331-000 Benefits	\$ 13,415	\$ 14,181	-766	-6%
Total 71300-000 Personnel Expenses	\$ 112,989	\$ 141,647	-28,658	-25%
71400-000 Commissioner Expenses				
71403-000 Travel Expenses - Board Members	\$ 440	\$ 10,000	-9,560	-2173%
71404-000 Board Meeting Expenses	\$ 1,376	\$ 3,750	-2,374	-173%
Total 71400-000 Commissioner Expenses	\$ 1,815	\$ 13,750	-11,935	-657%

73000-000 Information Technology				
73001-000 Network Maintenance	\$ 3,714	\$ 2,619	1,095	29%
73002-000 Network Hardware, Software & Licenses	\$ 621	\$ 1,072	-451	-73%
73003-000 IT Support & Consulting	\$ 2,362	\$ 1,540	822	35%
73004-000 Accounting & Assessment System	\$ 7,461	\$ 700	6,761	91%
73005-000 IT Services	\$ (820)	\$ 820	-1,640	200%
Total 73000-000 Information Technology	\$ 13,338	\$ 6,751	6,587	49%
78000-000 Depreciation, Interest & Other Operations				
79001-000 Amortization Expense	\$ 13,263	\$ -	13,263	100%
79100-000 Interest Expense	\$ 171	\$ -	171	100%
Total 78000-000 Depreciation, Interest & Other Operations	\$ 13,434	\$ -	13,434	100%
Total 70000-000 Operations	\$ 173,104	\$ 207,939	-34,835	-20%
Total Expenditures	\$ 366,299	\$ 387,563	-21,265	-6%
Net Operating Surplus/(Deficit)	\$ (365,334)	\$ (327,536)	-37,798	10%
Surplus/(Deficit)	\$ (365,334)	\$ (327,536)	-37,798	10%



California Avocado Commission

MONTHLY **REPORT**

December 2023



SIGNATURE
ANALYTICS

EXECUTIVE SUMMARY

CAC Total Revenue is down to budget by \$94K year-to-date due mainly to a shortfall in Assessment revenue as a result of a delay in timing of the current harvest vs. plan. CAC Assessment revenue is down \$35K while HAB Assessment revenue is down \$50K.

On the expense side, Marketing expenses accounted for \$273K of the total \$747K in expenses and were \$44K lower than budget due to lower Data, Research and Analysis costs of \$45K. Marketing expenses overall are currently 37% of total expenses vs. a budget of 40%.

Total Operations expenses at \$379K year-to-date consist mainly of Personnel expenses of \$243K and were under budget by \$41K. Operations accounted for 51% of total spending vs. a budget of 52%.

Industry Affairs & Production Research expenses of \$79K were over the budget by \$16K due to higher than expected Crop Forecasting and Analysis charges. Industry Affairs & Production Research accounted for 11% of total spending vs. a budget of 8%.

Overall, the organization experienced a \$744K deficit as compared to a \$687K budgeted deficit. This \$57K variance was driven by the timing of the harvest and the related lower than expected assessment revenue year-to-date.

Crop Information

There was little to no harvest for the month of December 2023, resulting in minimal assessment revenue. Commission expenses year-to-date totaled \$747K, resulting in a month-end reserve balance of \$6.8M.

Laura Bertagnolli

Laura M. Bertagnolli
Consulting CFO

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Key Performance Indicators (KPIs)

California Avocado Commission

	FY2024 YTD	FY2024 YTD Budget	vs Budget
Total Revenue	\$2,874	\$96,882	-97%
Surplus/(Deficit)	-\$743,947	-\$687,120	8%
Marketing Expense %	36.6%	40.4%	-3.8%
Operation Expense %	50.8%	51.5%	-0.7%
Grant Program Expense %	2.0%	-	2.0%
Industry Affairs Expense %	10.6%	8.1%	2.5%
Cash on Hand	\$6,808,337		
Current Ratio	12.45:1		

California Avocado Commission
Statement of Financial Position
As of December 31, 2023

	Dec 2023
ASSETS	
Current Assets	
Bank Accounts	
10001-000 Petty Cash	240
10010-000 BMO Checking (5241) - CAC	1,823,799
10110-000 BMO Money Market (5407) - CAC	4,973,581
10210-000 Cash - LAIF - CAC	10,717
Total Bank Accounts	\$ 6,808,337
Accounts Receivable	
12901-000 Misc Receivables (A/R)	7,200
Total Accounts Receivable	\$ 7,200
Other Current Assets	
12004-000 Due from Avocado Inspection Program	2,415
12701-000 Grant Receivable	235,931
13001-000 Prepaid Deposits	11,353
13002-000 Prepaid Expenses	72,311
Total Other Current Assets	\$ 322,009
Total Current Assets	\$ 7,137,546
Fixed Assets	
15001-000 Furniture	187,904
15002-000 Accumulated Depreciation-Furniture	-187,904
15101-000 Office Equipment	61,002
15102-000 Accumulated Depreciation-Office Equip.	-61,002
15301-000 Software	15,022
15302-000 Accumulated Depreciation-Software	-15,022
15401-000 Land Improvements	108,559
15402-000 Accumulated Depreciation-Land Improvements	-108,559
Total Fixed Assets	\$ 0
Other Assets	
16001-000 Mauchly Office Lease	634,985
16002-000 Mauchly Amortization	-395,585
16003-000 Pine Tree Lease	76,136
16004-000 Pine Tree Amortization	-76,136
16101-000 Quadient Capital Lease	3,436
16102-000 Quadient Amortization	-1,850
16105-000 CBE 2022 Sharp Capital Lease	13,544
16106-000 CBE 2022 Sharp Amortization	-2,283
16109-000 CBE 2022 Ricoh Capital Lease	13,653
16110-000 CBE 2022 Ricoh Amortization	-3,792

Total Other Assets	\$ 262,106
TOTAL ASSETS	\$ 7,399,652
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20001-000 Accounts Payable (A/P)	278,229
Total Accounts Payable	\$ 278,229
Other Current Liabilities	
20101-000 Accrued Expenses	37,001
21021-000 Vacation Payable - Short Term	117,244
24001-000 ST Lease Liability - LACA1	129,993
24101-000 ST Lease Liability - MAF1	1,072
24103-000 ST Lease Liability - CBE 2022 Sharp	5,161
24105-000 ST Lease Liability - CBE 2022 Ricoh	4,744
Total Other Current Liabilities	\$ 295,215
Total Current Liabilities	\$ 573,444
Long-Term Liabilities	
28110-000 LT Lease Liability - MAF1	638
28111-000 LT Lease Liability - LACA1	122,546
28112-000 LT Lease Liability - CBE 2022 Sharp	6,279
28114-000 LT Lease Liability - CBE 2022 Ricoh	5,288
Total Long-Term Liabilities	\$ 134,752
Total Liabilities	\$ 708,196
Equity	
32000-000 Retained Earnings	4,441,572
32010-000 Net Assets	
32011-000 Net Assets-Restricted for Marketing	2,951,115
32012-000 Net Assets-Invested in Leased Assets	42,715
32013-000 Net Assets-Unrestricted	-
Total 32010-000 Net Assets	\$ 2,993,831
Net Revenue	-743,947
Total Equity	\$ 6,691,456
TOTAL LIABILITIES AND EQUITY	\$ 7,399,652

California Avocado Commission
Statement of Activities - Summary
December 2023 YTD

	Actual	Budget	Variance (\$)	Variance (%)
Revenue				
40001-000 CAC Assessment Revenue-Current Year	\$ 966	\$ 35,712	\$ (34,745)	-3595%
40002-000 CAC Assessment Revenue-Prior Year	\$ 99	\$ -	\$ 99	100%
40011-000 HAB Rebate Assess. Revenue-Current Year		\$ 50,005	\$ (50,005)	
42001-000 Accounting/Administration Fee Revenue (AIP)		\$ 10,166	\$ (10,166)	
48001-000 Interest Income	\$ 1,809	\$ 1,000	\$ 809	45%
48009-118 Other Income - From the Grove	\$ 0	\$ 0	\$ 0	100%
Total Revenue	\$ 2,874	\$ 96,882	\$ (94,008)	-3271%
Gross Profit	\$ 2,874	\$ 96,882	\$ (94,008)	-3271%
Expenditures				
50000-000 Marketing				
Total 51000-000 Consumer Marketing	\$ 122,190	\$ 119,918	\$ 2,272	2%
Total 52000-001 Trade Relations	\$ 80,181	\$ 80,760	\$ (579)	-1%
Total 52010-000 Retail & Consumer Promotions	\$ 3,590	\$ 3,500	\$ 90	3%
Total 52200-000 Data, Research & Analysis	\$ 18,836	\$ 63,950	\$ (45,114)	-240%
Total 52400-000 Administration & Other	\$ 5,063	\$ 2,640	\$ 2,423	48%
Total 52000-000 Trade - Retail	\$ 107,670	\$ 150,850	\$ (43,180)	-40%
Total 53000-000 Trade - Foodservice	\$ 19,388	\$ 24,560	\$ (5,172)	-27%
Total 54000-000 Consumer Public Relations	\$ 8,695	\$ -	\$ 8,695	100%
Total 59000-000 Marketing Activities Support	\$ 15,320	\$ 21,500	\$ (6,180)	-40%
Total 50000-000 Marketing	\$ 273,263	\$ 316,828	\$ (43,565)	-16%
64000-000 Industry Affairs				
Total 64000-001 Industry Statistics and Information	\$ 39,304	\$ 4,450	\$ 34,854	89%
Total 64100-000 Grower Communications	\$ 5,278	\$ 7,645	\$ (2,367)	-45%
Total 64200-000 Issues Management	\$ 19,638	\$ 16,000	\$ 3,638	19%
Total 64300-000 Legal & Governance	\$ 11,880	\$ 17,600	\$ (5,720)	-48%
Total 64400-000 Demonstration Grove	\$ 1,934	\$ 8,470	\$ (6,536)	-338%
Total 64500-000 Education & Outreach	\$ 233	\$ -	\$ 233	100%
Total 64800-000 Other Industry Affairs	\$ 878	\$ 9,180	\$ (8,302)	-946%
Total 64000-000 Industry Affairs	\$ 79,144	\$ 63,345	\$ 15,799	20%
66010-000 Grant Programs				
Total 66015-000 Export Marketing	\$ 14,952	\$ -	\$ 14,952	100%
Total 66010-000 Grant Programs	\$ 14,952	\$ -	\$ 14,952	100%
70000-000 Operations				
Total 71100-000 Office Expense	\$ 15,474	\$ 41,873	\$ (26,399)	-171%
Total 71200-000 Professional Fees	\$ 67,363	\$ 50,910	\$ 16,453	24%
Total 71301-000 Salaries/Wages	\$ 191,294	\$ 218,540	\$ (27,246)	-14%
Total 71311-000 Pension Expense	\$ 14,188	\$ 19,604	\$ (5,416)	-38%
Total 71321-000 Payroll Tax & Work Comp	\$ 10,269	\$ 16,788	\$ (6,519)	-63%
Total 71331-000 Benefits	\$ 26,870	\$ 28,362	\$ (1,492)	-6%
Total 71300-000 Personnel Expenses	\$ 242,622	\$ 283,294	\$ (40,672)	-17%
Total 71400-000 Commissioner Expenses	\$ 2,694	\$ 13,750	\$ (11,056)	-410%
Total 73000-000 Information Technology	\$ 24,460	\$ 14,002	\$ 10,458	43%
Total 78000-000 Depreciation, Interest & Other Operations	\$ 26,849	\$ -	\$ 26,849	100%
Total 70000-000 Operations	\$ 379,462	\$ 403,829	\$ (24,367)	-6%
Total Expenditures	\$ 746,821	\$ 784,002	\$ (37,181)	-5%
Net Operating Revenue	\$ (743,947)	\$ (687,120)	\$ (56,827)	8%
Net Revenue	\$ (743,947)	\$ (687,120)	\$ (56,827)	8%

California Avocado Commission
Statement of Activities - Detail
December 2023 YTD

	Actual	Budget	Variance (\$)	Variance (%)
Revenue				
40001-000 CAC Assessment Revenue-Current Year	\$ 966	\$ 35,712	\$ (34,745)	-3595%
40002-000 CAC Assessment Revenue-Prior Year	\$ 99	\$ -	\$ 99	100%
40011-000 HAB Rebate Assess. Revenue-Current Year		\$ 50,005	\$ (50,005)	
42001-000 Accounting/Administration Fee Revenue (AIP)		\$ 10,166	\$ (10,166)	
48001-000 Interest Income	\$ 1,809	\$ 1,000	\$ 809	45%
48009-118 Other Income - From the Grove	\$ 0		\$ 0	100%
Total Revenue	\$ 2,874	\$ 96,882	\$ (94,008)	-3271%
Gross Profit	\$ 2,874	\$ 96,882	\$ (94,008)	-3271%
Expenditures				
50000-000 Marketing				
51000-000 Consumer Marketing				
51001-072 Media Planning & Buying, Media Cost Reporting-Curious Plot	\$ 11,476	\$ 10,000	\$ 1,476	13%
51002-072 Strategy, Campaign Creative Development & Production-Curious Plot	\$ 24,335	\$ 25,000	\$ (665)	-3%
51004-072 Consumer Marketing - Retail-Curious Plot	\$ 34,179	\$ 28,877	\$ 5,302	16%
51801-072 Account Administration-Curious Plot	\$ 31,530	\$ 31,666	\$ (136)	0%
55101-000 Email Content	\$ 538	\$ -	\$ 538	100%
55101-072 Consumer Email Marketing-Curious Plot	\$ 11,827	\$ 10,000	\$ 1,827	15%
55103-072 Social Media & Content Marketing-Curious Plot	\$ 8,306	\$ 14,375	\$ (6,069)	-73%
Total 51000-000 Consumer Marketing	\$ 122,190	\$ 119,918	\$ 2,272	2%
52000-000 Trade - Retail				
52000-001 Trade Relations				
52002-066 Trade Advertising-Production-Fusion	\$ 7,708	\$ 8,000	\$ (292)	-4%
52024-000 Sponsorships-Southern California Locations		\$ 160	\$ (160)	
52042-000 Conventions	\$ (126)	\$ -	\$ (126)	100%
52052-081 Program Admin/Strategy/Planning-PJ/PR	\$ 4,000	\$ 4,000	\$ -	0%
52053-081 Retail Communications - Retail Resources-Fees-PJ/PR	\$ 2,000	\$ 2,000	\$ -	0%
52055-081 Key Account Marketing Communications-Fees-PJ/PR	\$ 27,200	\$ 27,200	\$ -	0%
52071-075 Key Account Coverage-TX/MW/SE-Anderson	\$ 14,400	\$ 14,400	\$ -	0%
52075-013 Key Account Coverage-SW/NW-Becker	\$ 25,000	\$ 25,000	\$ -	0%
Total 52000-001 Trade Relations	\$ 80,181	\$ 80,760	\$ (579)	-1%
52010-000 Retail & Consumer Promotions				
52303-000 Storage/Fulfillment	\$ 3,590	\$ 3,500	\$ 90	3%
Total 52010-000 Retail & Consumer Promotions	\$ 3,590	\$ 3,500	\$ 90	3%
52200-000 Data, Research & Analysis				
52202-000 Retail POS Scan Data-IRI		\$ 15,500	\$ (15,500)	
52204-066 Data Analysis & Retail Research-FUSION	\$ 2,799	\$ 24,000	\$ (21,201)	-758%
52206-086 Inventory Reporting-AVMA	\$ 450	\$ 450	\$ -	0%
52211-066 California Avocado Market Analysis-Fusion	\$ 11,668	\$ 20,000	\$ (8,332)	-71%
52213-066 Retail Support, Consultation, Planning, Program & Data Admin-Fusion	\$ 3,919	\$ 4,000	\$ (81)	-2%
Total 52200-000 Data, Research & Analysis	\$ 18,836	\$ 63,950	\$ (45,114)	-240%
52400-000 Administration & Other				
52140-098 Grower Communications-GingerRoot	\$ 700	\$ 1,140	\$ (440)	-63%
52401-000 Travel Expenses - Marketing	\$ 2,370	\$ 500	\$ 1,870	79%
52411-000 Office Expenses - Marketing	\$ 1,993	\$ 1,000	\$ 993	50%
Total 52400-000 Administration & Other	\$ 5,063	\$ 2,640	\$ 2,423	48%
Total 52000-000 Trade - Retail	\$ 107,670	\$ 150,850	\$ (43,180)	-40%
53000-000 Trade - Foodservice				
53101-070 Public Relations-KC	\$ 15,237	\$ 15,500	\$ (263)	-2%
53103-070 Foodservice Events-KC	\$ 250	\$ 300	\$ (50)	-20%
53104-070 Chain Promotions-KC	\$ 400	\$ 4,200	\$ (3,800)	-950%
53105-070 Culinary Education Program-KC	\$ 250	\$ 250	\$ -	0%
53801-070 Program Administration Fees-KC	\$ 3,250	\$ 4,300	\$ (1,050)	-32%
53802-070 Program Administration Expenses-KC	\$ 1	\$ 10	\$ (9)	-658%
Total 53000-000 Trade - Foodservice	\$ 19,388	\$ 24,560	\$ (5,172)	-27%
54000-000 Consumer Public Relations				

54001-072 Brand Advocates & Chef Partners (PR)-Curious Plot	\$	6,244	\$	-	\$	6,244	100%
54102-072 Local Media Outreach/Pitching/Experiential & Reporting (Cision) (PR)-Curious Plot	\$	2,451	\$	-	\$	2,451	100%
Total 54000-000 Consumer Public Relations	\$	8,695	\$	-	\$	8,695	100%
59000-000 Marketing Activities Support							
51803-000 Marketing/Planning	\$	820	\$	-	\$	820	100%
51803-067 Marketing Planning/Special Projects-RoMo	\$	21,500	\$	21,500	\$	-	0%
52134-000 Export Program	\$	(7,000)	\$	-	\$	(7,000)	100%
Total 59000-000 Marketing Activities Support	\$	15,320	\$	21,500	\$	(6,180)	-40%
Total 50000-000 Marketing	\$	273,263	\$	316,828	\$	(43,565)	-16%
64000-000 Industry Affairs							
64000-001 Industry Statistics and Information							
64001-000 AMRIC Operation	\$	329	\$	2,700	\$	(2,371)	-720%
64001-130 AMRIC Operation-Hooman Mohammadpour	\$	1,800	\$	1,750	\$	50	3%
64002-104 Crop Forecasting And Analysis-Land IQ	\$	37,175	\$	-	\$	37,175	100%
Total 64000-001 Industry Statistics and Information	\$	39,304	\$	4,450	\$	34,854	89%
64100-000 Grower Communications							
64105-000 Online Information	\$	186	\$	600	\$	(414)	-222%
64105-098 Online Information-GingerRoot	\$	3,560	\$	1,650	\$	1,910	54%
64105-099 Online Information-Fishhook			\$	800	\$	(800)	
64106-000 Publications	\$	211	\$	500	\$	(289)	-136%
64106-067 Publications-ROMO			\$	750	\$	(750)	
64106-085 Publications-Fox Wthr	\$	220	\$	220	\$	-	0%
64106-098 Publications-GingerRoot	\$	1,100	\$	3,125	\$	(2,025)	-184%
Total 64100-000 Grower Communications	\$	5,278	\$	7,645	\$	(2,367)	-45%
64200-000 Issues Management							
64204-000 Research Program Coordination & Outreach	\$	16,000	\$	16,000	\$	-	0%
64206-000 Legislative & Regulatory Advocacy	\$	3,638	\$	-	\$	3,638	100%
Total 64200-000 Issues Management	\$	19,638	\$	16,000	\$	3,638	19%
64300-000 Legal & Governance							
64301-000 Elections			\$	1,000	\$	(1,000)	
64302-000 Legal Support	\$	11,880	\$	16,600	\$	(4,720)	-40%
Total 64300-000 Legal & Governance	\$	11,880	\$	17,600	\$	(5,720)	-48%
64400-000 Demonstration Grove							
64401-000 Pine Tree - Rent	\$	200	\$	4,150	\$	(3,950)	-1975%
64402-000 Pine Tree - Grove Management	\$	4,614	\$	3,000	\$	1,614	35%
64403-000 Pine Tree - Utilities	\$	(3,353)	\$	900	\$	(4,253)	127%
64404-000 Pine Tree - Property Tax & Insurance	\$	473	\$	420	\$	53	11%
Total 64400-000 Demonstration Grove	\$	1,934	\$	8,470	\$	(6,536)	-338%
64500-000 Education & Outreach							
64501-000 Field Meetings, Seminars & Workshops	\$	233	\$	-	\$	233	100%
Total 64500-000 Education & Outreach	\$	233	\$	-	\$	233	100%
64800-000 Other Industry Affairs							
64801-000 Coalition Dues, Sponsorships , Registrations & Rep			\$	1,600	\$	(1,600)	
64801-086 Industry Reports-AVMA	\$	40	\$	80	\$	(40)	-100%
64803-000 Travel Expenses - Industry Affairs	\$	716	\$	6,000	\$	(5,284)	-738%
64804-000 Office Expenses - Industry Affairs	\$	111	\$	1,500	\$	(1,389)	-1251%
64901-000 Misc IA Exps (Theft Reward)	\$	11	\$	-	\$	11	100%
Total 64800-000 Other Industry Affairs	\$	878	\$	9,180	\$	(8,302)	-946%
Total 64000-000 Industry Affairs	\$	79,144	\$	63,345	\$	15,799	20%
66010-000 Grant Programs							
66015-000 Export Marketing							
66021-000 USDA Grant - FAS MAP China	\$	14,952	\$	-	\$	14,952	100%
Total 66015-000 Export Marketing	\$	14,952	\$	-	\$	14,952	100%
Total 66010-000 Grant Programs	\$	14,952	\$	-	\$	14,952	100%
70000-000 Operations							
71100-000 Office Expense							
71101-000 Office Rent - CAC Mauchly, Irvine	\$	-	\$	21,383	\$	(21,383)	
71102-000 Rent-CAM, Ins, Prop Tax	\$	4,267	\$	4,270	\$	(3)	0%
71104-000 Rent-Offsite Storage	\$	1,318	\$	1,550	\$	(232)	-18%
71111-000 Insurance-Liability	\$	1,443	\$	-	\$	1,443	100%
71121-000 Office Expenses - Operations	\$	(148)	\$	400	\$	(548)	371%
71122-000 Office Supplies	\$	211	\$	600	\$	(389)	-184%
71123-000 Janitorial	\$	892	\$	1,050	\$	(158)	-18%

71131-000 Office Utilities	\$ 1,786	\$ 2,100	\$ (314)	-18%
71141-000 Bank & Payroll Fees	\$ 936	\$ 2,630	\$ (1,694)	-181%
71151-000 Equipment Maintenance & Expense	\$ 1,016	\$ 3,550	\$ (2,534)	-250%
71161-000 Telephone	\$ 1,328	\$ 1,320	\$ 8	1%
71162-000 Employee Communication Expense	\$ 2,400	\$ 2,400	\$ -	0%
71181-000 Postage & Courier Service	\$ 25	\$ 620	\$ (595)	-2335%
Total 71100-000 Office Expense	\$ 15,474	\$ 41,873	\$ (26,399)	-171%
71200-000 Professional Fees				
71201-000 CPA-Financial Audits	\$ 10,500	\$ -	\$ 10,500	100%
71211-000 Calif. Department of Food & Ag.-CDFA	\$ 15,980	\$ 13,660	\$ 2,320	15%
71221-000 Dept. of Ag-USDA/AMS	\$ 7,650	\$ 10,000	\$ (2,350)	-31%
71236-000 Outsourced Accounting	\$ 32,346	\$ 25,000	\$ 7,346	23%
78301-000 Pension Adm & Legal	\$ 886	\$ 2,250	\$ (1,364)	-154%
Total 71200-000 Professional Fees	\$ 67,363	\$ 50,910	\$ 16,453	24%
71300-000 Personnel Expenses				
71301-000 Salaries/Wages				
71302-000 Salaries/Wages - IA & Ops	\$ 87,614	\$ 99,740	\$ (12,126)	-14%
71303-000 Salaries/Wages - Marketing	\$ 103,680	\$ 118,800	\$ (15,120)	-15%
Total 71301-000 Salaries/Wages	\$ 191,294	\$ 218,540	\$ (27,246)	-14%
71311-000 Pension Expense				
71312-000 Pension Expense - IA & Ops	\$ 9,588	\$ 9,974	\$ (386)	-4%
71313-000 Pension Expense - Marketing	\$ 4,600	\$ 9,630	\$ (5,030)	-109%
Total 71311-000 Pension Expense	\$ 14,188	\$ 19,604	\$ (5,416)	-38%
71321-000 Payroll Tax & Work Comp				
71322-000 Payroll Tax & Work Comp - IA & Ops	\$ 4,511	\$ 7,874	\$ (3,363)	-75%
71323-000 Payroll Tax & Work Comp - Marketing	\$ 5,758	\$ 8,914	\$ (3,156)	-55%
Total 71321-000 Payroll Tax & Work Comp	\$ 10,269	\$ 16,788	\$ (6,519)	-63%
71331-000 Benefits				
71332-000 Benefits - IA & Ops	\$ 12,773	\$ 15,746	\$ (2,973)	-23%
71333-000 Benefits - Marketing	\$ 14,097	\$ 12,616	\$ 1,481	11%
Total 71331-000 Benefits	\$ 26,870	\$ 28,362	\$ (1,492)	-6%
Total 71300-000 Personnel Expenses	\$ 242,622	\$ 283,294	\$ (40,672)	-17%
71400-000 Commissioner Expenses				
71403-000 Travel Expenses - Board Members	\$ 774	\$ 10,000	\$ (9,226)	-1192%
71404-000 Board Meeting Expenses	\$ 1,920	\$ 3,750	\$ (1,830)	-95%
Total 71400-000 Commissioner Expenses	\$ 2,694	\$ 13,750	\$ (11,056)	-410%
73000-000 Information Technology				
73001-000 Network Maintenance	\$ 7,338	\$ 5,238	\$ 2,100	29%
73002-000 Network Hardware, Software & Licenses	\$ 1,828	\$ 2,644	\$ (816)	-45%
73003-000 IT Support & Consulting	\$ 6,912	\$ 3,080	\$ 3,832	55%
73004-000 Accounting & Assessment System	\$ 8,382	\$ 1,400	\$ 6,982	83%
73005-000 IT Services	\$ -	\$ 1,640	\$ (1,640)	
Total 73000-000 Information Technology	\$ 24,460	\$ 14,002	\$ 10,458	43%
78000-000 Depreciation, Interest & Other Operations				
79001-000 Amortization Expense	\$ 26,526	\$ -	\$ 26,526	100%
79100-000 Interest Expense	\$ 323	\$ -	\$ 323	100%
Total 78000-000 Depreciation, Interest & Other Operations	\$ 26,849	\$ -	\$ 26,849	100%
Total 70000-000 Operations	\$ 379,462	\$ 403,829	\$ (24,367)	-6%
Total Expenditures	\$ 746,821	\$ 784,002	\$ (37,181)	-5%
Net Operating Revenue	\$ (743,947)	\$ (687,120)	\$ (56,827)	8%
Net Revenue	\$ (743,947)	\$ (687,120)	\$ (56,827)	8%



California Avocado Commission

MONTHLY **REPORT**

January 2024



SIGNATURE
ANALYTICS

EXECUTIVE SUMMARY

CAC Total Revenue is down to budget by \$198K year-to-date due mainly to a shortfall in Assessment revenue as a result of a delay in timing of the current harvest vs. plan. CAC Assessment revenue is down \$92K while HAB Assessment revenue is down \$93K.

On the expense side, Marketing expenses accounted for \$607K of the total \$1.5M in expenses and were \$116K lower than budget due to lower Data, Research and Analysis costs of \$55K. Marketing expenses overall are currently 42% of total expenses vs. a budget of 44%.

Total Operations expenses at \$714K year-to-date consist mainly of Personnel expenses of \$432K and were under budget by \$56K. Operations accounted for 49% of total spending vs. a budget of 46%.

Industry Affairs & Production Research expenses of \$123K were under the budget by \$38K due to lower than expected Grower Communication costs (\$20K) and Demonstration Grove expenses (\$11K). Industry Affairs & Production Research accounted for 8% of total spending vs. a budget of 10%.

Overall, the organization experienced a \$1.45M deficit as compared to a \$1.42M budgeted deficit. This \$25K variance was driven by the timing of the harvest and the related lower than expected assessment revenue year-to-date.

Crop Information

Handlers reported approximately 191,000 pounds of California avocados (all varieties) harvested from November 2023 through January 2024 with an average price per pound of \$0.738.

Laura Bertagnolli

Laura M. Bertagnolli
Consulting CFO

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April Aymami May 10, 2024 | 10:19 AM PDT
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Ken May 10, 2024 | 12:15 PM PDT
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Terry Splane May 10, 2024 | 11:34 AM PDT
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Key Performance Indicators (KPIs)

California Avocado Commission

	FY2024 YTD	FY2024 YTD Budget	vs Budget
Total Revenue	\$10,703	\$208,741	-95%
Surplus/(Deficit)	-\$1,448,141	-\$1,422,958	2%
Marketing Expense %	41.6%	43.9%	-2.3%
Operation Expense %	48.9%	46.3%	2.6%
Grant Program Expense %	1.0%	-	1.0%
Industry Affairs Expense %	8.4%	9.8%	-1.3%
Cash on Hand	\$6,205,851		
Current Ratio	9.14:1		

California Avocado Commission
Statement of Financial Position
As of January 31, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
10001-000 Petty Cash	240.00
10010-000 BMO Checking (5241) - CAC	1,220,379.35
10110-000 BMO Money Market (5407) - CAC	4,974,407.08
10210-000 Cash - LAIF - CAC	10,824.64
Total Bank Accounts	\$ 6,205,851.07
Accounts Receivable	
12901-000 Misc Receivables (A/R)	7,200.00
Total Accounts Receivable	\$ 7,200.00
Other Current Assets	
11001-000 CAC Assessment Receivable	3,600.00
11002-000 HAB Assessment Receivable	1,900.00
12004-000 Due from Avocado Inspection Program	2,415.20
12701-000 Grant Receivable	235,930.60
13001-000 Prepaid Deposits	11,352.50
13002-000 Prepaid Expenses	106,072.79
Total Other Current Assets	\$ 361,271.09
Total Current Assets	\$ 6,574,322.16
Fixed Assets	
15001-000 Furniture	187,904.42
15002-000 Accumulated Depreciation-Furniture	-187,904.42
15101-000 Office Equipment	61,002.24
15102-000 Accumulated Depreciation-Office Equip.	-61,002.24
15301-000 Software	15,021.62
15302-000 Accumulated Depreciation-Software	-15,021.62
15401-000 Land Improvements	108,558.63
15402-000 Accumulated Depreciation-Land Improvements	-108,558.63
Total Fixed Assets	\$ 0.00
Other Assets	
16001-000 Mauchly Office Lease	634,984.73
16002-000 Mauchly Amortization	-405,993.44
16003-000 Pine Tree Lease	82,037.84
16004-000 Pine Tree Amortization	-78,103.52
16101-000 Quadient Capital Lease	3,435.74
16102-000 Quadient Amortization	-1,938.12
16105-000 CBE 2022 Sharp Capital Lease	13,543.55
16106-000 CBE 2022 Sharp Amortization	-2,716.37

16109-000 CBE 2022 Ricoh Capital Lease		13,652.62
16110-000 CBE 2022 Ricoh Amortization		-4,171.63
Total Other Assets	\$	254,731.40
TOTAL ASSETS	\$	6,829,053.56
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20001-000 Accounts Payable (A/P)		482,070.14
Total Accounts Payable	\$	482,070.14
Other Current Liabilities		
20009-000 Miscellaneous Payable		-40.60
20101-000 Accrued Expenses		43,358.39
21021-000 Vacation Payable - Short Term		48,319.70
24001-000 ST Lease Liability - LACA1		130,326.37
24002-000 ST Lease Liability - CAPO1		3,943.14
24101-000 ST Lease Liability - MAF1		1,071.97
24103-000 ST Lease Liability - CBE 2022 Sharp		5,177.71
24105-000 ST Lease Liability - CBE 2022 Ricoh		4,743.87
Total Other Current Liabilities	\$	236,900.55
Total Current Liabilities	\$	718,970.69
Long-Term Liabilities		
28110-000 LT Lease Liability - MAF1		638.41
28111-000 LT Lease Liability - LACA1		111,423.38
28112-000 LT Lease Liability - CBE 2022 Sharp		5,840.21
28114-000 LT Lease Liability - CBE 2022 Ricoh		4,918.62
Total Long-Term Liabilities	\$	122,820.62
Total Liabilities	\$	841,791.31
Equity		
32000-000 Retained Earnings		4,441,572.17
32010-000 Net Assets		
32011-000 Net Assets-Restricted for Marketing		2,951,115.45
32012-000 Net Assets-Invested in Leased Assets		42,715.21
32013-000 Net Assets-Unrestricted		-
Total 32010-000 Net Assets	\$	2,993,830.66
Net Revenue		-1,448,140.58
Total Equity	\$	5,987,262.25
TOTAL LIABILITIES AND EQUITY	\$	6,829,053.56

California Avocado Commission
Statement of Activities - Summary
January 2024 YTD

	Actual	Budget	Variance (\$)	Variance (%)
Revenue				
40001-000 CAC Assessment Revenue-Current Year	\$ 4,740	\$ 96,757	(92,017)	-1941%
40002-000 CAC Assessment Revenue-Prior Year	\$ 1,221	\$ -	1,221	100%
40011-000 HAB Rebate Assess. Revenue-Current Year	\$ 1,983	\$ 95,235	(93,252)	-4703%
42001-000 Accounting/Administration Fee Revenue (AIP)		\$ 15,249	(15,249)	
48001-000 Interest Income	\$ 2,759	\$ 1,500	1,259	46%
48009-118 Other Income - From the Grove	\$ 0		0	100%
Total Revenue	\$ 10,703	\$ 208,741	(198,038)	-1850%
Gross Profit	\$ 10,703	\$ 208,741	(198,038)	-1850%
Expenditures				
50000-000 Marketing				
Total 51000-000 Consumer Marketing	\$ 324,981	\$ 399,000	(74,019)	-23%
Total 52000-001 Trade Relations	\$ 144,058	\$ 137,069	6,989	5%
Total 52010-000 Retail & Consumer Promotions	\$ 5,874	\$ 5,250	624	11%
Total 52200-000 Data, Research & Analysis	\$ 32,699	\$ 88,175	(55,476)	-170%
Total 52400-000 Administration & Other	\$ 5,535	\$ 7,020	(1,485)	-27%
Total 52000-000 Trade - Retail	\$ 188,166	\$ 237,514	(49,348)	-26%
Total 53000-000 Trade - Foodservice	\$ 51,806	\$ 39,215	12,591	24%
Total 54000-000 Consumer Public Relations	\$ 15,725	\$ 15,000	725	5%
Total 59000-000 Marketing Activities Support	\$ 26,070	\$ 32,250	(6,180)	-24%
Total 50000-000 Marketing	\$ 606,748	\$ 722,979	(116,231)	-19%
64000-000 Industry Affairs				
Total 64000-001 Industry Statistics and Information	\$ 40,594	\$ 43,850	(3,256)	-8%
Total 64100-000 Grower Communications	\$ 7,791	\$ 28,155	(20,364)	-261%
Total 64200-000 Issues Management	\$ 28,638	\$ 24,000	4,638	16%
Total 64300-000 Legal & Governance	\$ 26,280	\$ 25,900	380	1%
Total 64400-000 Demonstration Grove	\$ 3,651	\$ 14,405	(10,754)	-295%
Total 64500-000 Education & Outreach	\$ 350	\$ -	350	100%
Total 64800-000 Other Industry Affairs	\$ 15,888	\$ 24,970	(9,082)	-57%
Total 64000-000 Industry Affairs	\$ 123,191	\$ 161,280	(38,089)	-31%
66010-000 Grant Programs				
Total 66015-000 Export Marketing	\$ 14,952	\$ -	14,952	100%
Total 66010-000 Grant Programs	\$ 14,952	\$ -	14,952	100%
70000-000 Operations				
Total 71100-000 Office Expense	\$ 84,313	\$ 155,444	(71,131)	-84%
Total 71200-000 Professional Fees	\$ 119,158	\$ 84,215	34,943	29%
Total 71301-000 Salaries/Wages	\$ 310,664	\$ 327,810	(17,146)	-6%
Total 71311-000 Pension Expense	\$ 29,532	\$ 29,406	126	0%
Total 71321-000 Payroll Tax & Work Comp	\$ 28,575	\$ 25,182	3,393	12%
Total 71331-000 Benefits	\$ 62,742	\$ 104,793	(42,051)	-67%
Total 71300-000 Personnel Expenses	\$ 431,514	\$ 487,191	(55,677)	-13%
Total 71400-000 Commissioner Expenses	\$ 2,723	\$ 15,000	(12,277)	-451%
Total 73000-000 Information Technology	\$ 35,957	\$ 20,590	15,367	43%
Total 78000-000 Depreciation, Interest & Other Operations	\$ 40,289	\$ -	40,289	100%
Total 70000-000 Operations	\$ 713,953	\$ 762,440	(48,487)	-7%
Total Expenditures	\$ 1,458,844	\$ 1,646,699	(187,855)	-13%
Net Operating Revenue	\$ (1,448,141)	\$ (1,437,958)	(10,183)	1%
Other Revenue				
Total Other Revenue	\$ -	\$ 15,000	(15,000)	
Net Other Revenue	\$ -	\$ 15,000	(15,000)	
Net Revenue	\$ (1,448,141)	\$ (1,422,958)	(25,183)	2%

California Avocado Commission
Statement of Activities - Detail
January 2024 YTD

	Actual	Budget	Variance (\$)	Variance (%)
Revenue				
40001-000 CAC Assessment Revenue-Current Year	\$ 4,740	\$ 96,757	(92,017)	-1941%
40002-000 CAC Assessment Revenue-Prior Year	\$ 1,221	\$ -	1,221	100%
40011-000 HAB Rebate Assess. Revenue-Current Year	\$ 1,983	\$ 95,235	(93,252)	-4703%
42001-000 Accounting/Administration Fee Revenue (AIP)		\$ 15,249	(15,249)	
48001-000 Interest Income	\$ 2,759	\$ 1,500	1,259	46%
48009-118 Other Income - From the Grove	\$ 0		0	100%
Total Revenue	\$ 10,703	\$ 208,741	(198,038)	-1850%
Gross Profit	\$ 10,703	\$ 208,741	(198,038)	-1850%
Expenditures				
50000-000 Marketing				
51000-000 Consumer Marketing				
51001-072 Media Planning & Buying, Media Cost Reporting-Curious Plot	\$ 93,225	\$ 15,000	78,225	84%
51002-072 Strategy, Campaign Creative Development & Production-Curious Plot	\$ 69,261	\$ 150,000	(80,739)	-117%
51004-072 Consumer Marketing - Retail-Curious Plot	\$ 62,859	\$ 110,875	(48,016)	-76%
51801-072 Account Administration-Curious Plot	\$ 57,609	\$ 47,500	10,109	18%
55101-000 Email Content	\$ 616	\$ -	616	100%
55101-072 Consumer Email Marketing-Curious Plot	\$ 18,237	\$ 47,000	(28,763)	-158%
55103-072 Social Media & Content Marketing-Curious Plot	\$ 23,175	\$ 28,625	(5,450)	-24%
Total 51000-000 Consumer Marketing	\$ 324,981	\$ 399,000	(74,019)	-23%
52000-000 Trade - Retail				
52000-001 Trade Relations				
52002-066 Trade Advertising-Production-Fusion	\$ 33,091	\$ 13,500	19,591	59%
52022-000 Dues	\$ 1,190	\$ 13,505	(12,315)	-1035%
52024-000 Sponsorships-Southern California Locations		\$ 160	(160)	
52042-000 Conventions	\$ (126)	\$ -	(126)	100%
52043-000 Booth Storage	\$ 304	\$ 304	-	0%
52052-081 Program Admin/Strategy/Planning-PJ/PR	\$ 6,000	\$ 6,000	-	0%
52053-081 Retail Communications - Retail Resources-Fees-PJ/PR	\$ 4,000	\$ 4,000	-	0%
52055-081 Key Account Marketing Communications-Fees-PJ/PR	\$ 39,800	\$ 39,800	-	0%
52071-075 Key Account Coverage-TX/MW/SE-Anderson	\$ 22,300	\$ 22,300	-	0%
52075-013 Key Account Coverage-SW/NW-Becker	\$ 37,500	\$ 37,500	-	0%
Total 52000-001 Trade Relations	\$ 144,058	\$ 137,069	6,989	5%
52010-000 Retail & Consumer Promotions				
52124-000 Retail Performance Programs-Retail Promotions	\$ 500	\$ -	500	100%
52303-000 Storage/Fulfillment	\$ 5,374	\$ 5,250	124	2%
Total 52010-000 Retail & Consumer Promotions	\$ 5,874	\$ 5,250	624	11%
52200-000 Data, Research & Analysis				
52202-000 Retail POS Scan Data-IRI		\$ 15,500	(15,500)	
52204-066 Data Analysis & Retail Research-FUSION	\$ 10,057	\$ 37,000	(26,943)	-268%
52206-086 Inventory Reporting-AVMA	\$ 675	\$ 675	-	0%
52211-066 California Avocado Market Analysis-Fusion	\$ 17,263	\$ 27,500	(10,237)	-59%
52213-066 Retail Support, Consultation, Planning, Program & Data Admin-Fusion	\$ 4,703	\$ 7,500	(2,797)	-59%
Total 52200-000 Data, Research & Analysis	\$ 32,699	\$ 88,175	(55,476)	-170%
52400-000 Administration & Other				
52140-098 Grower Communications-GingerRoot	\$ 760	\$ 1,520	(760)	-100%
52401-000 Travel Expenses - Marketing	\$ 2,503	\$ 2,500	3	0%
52411-000 Office Expenses - Marketing	\$ 2,273	\$ 3,000	(728)	-32%
Total 52400-000 Administration & Other	\$ 5,535	\$ 7,020	(1,485)	-27%
Total 52000-000 Trade - Retail	\$ 188,166	\$ 237,514	(49,348)	-26%
53000-000 Trade - Foodservice				
53101-070 Public Relations-KC	\$ 17,337	\$ 17,900	(563)	-3%
53103-070 Foodservice Events-KC	\$ 25,968	\$ 500	25,468	98%
53104-070 Chain Promotions-KC	\$ 3,800	\$ 12,600	(8,800)	-232%
53105-070 Culinary Education Program-KC	\$ 350	\$ 400	(50)	-14%
53801-070 Program Administration Fees-KC	\$ 4,350	\$ 7,800	(3,450)	-79%
53802-070 Program Administration Expenses-KC	\$ 1	\$ 15	(14)	-1036%
Total 53000-000 Trade - Foodservice	\$ 51,806	\$ 39,215	12,591	24%

54000-000 Consumer Public Relations				
54001-072 Brand Advocates & Chef Partners (PR)-Curious Plot	\$ 11,100	\$ 10,000	1,100	10%
54102-072 Local Media Outreach/Pitching/Experiential & Reporting (Cision) (PR)-Curious Plot	\$ 4,625	\$ 5,000	(375)	-8%
Total 54000-000 Consumer Public Relations	\$ 15,725	\$ 15,000	725	5%
59000-000 Marketing Activities Support				
51803-000 Marketing/Planning	\$ 820	\$ -	820	100%
51803-067 Marketing Planning/Special Projects-RoMo	\$ 32,250	\$ 32,250	-	0%
52134-000 Export Program	\$ (7,000)	\$ -	(7,000)	100%
Total 59000-000 Marketing Activities Support	\$ 26,070	\$ 32,250	(6,180)	-24%
Total 50000-000 Marketing	\$ 606,748	\$ 722,979	(116,231)	-19%
64000-000 Industry Affairs				
64000-001 Industry Statistics and Information				
64001-000 AMRIC Operation	\$ 494	\$ 4,050	(3,556)	-720%
64001-130 AMRIC Operation-Hooman Mohammadpour	\$ 2,925	\$ 2,625	300	10%
64002-104 Crop Forecasting And Analysis-Land IQ	\$ 37,175	\$ 37,175	-	0%
Total 64000-001 Industry Statistics and Information	\$ 40,594	\$ 43,850	(3,256)	-8%
64100-000 Grower Communications				
64105-000 Online Information	\$ 263	\$ 900	(637)	-242%
64105-098 Online Information-GingerRoot	\$ 4,640	\$ 2,475	2,165	47%
64105-099 Online Information-Fishhook		\$ 1,200	(1,200)	
64106-000 Publications	\$ 318	\$ 750	(432)	-136%
64106-067 Publications-ROMO		\$ 750	(750)	
64106-085 Publications-Fox Wthr	\$ 330	\$ 330	-	0%
64106-098 Publications-GingerRoot	\$ 2,240	\$ 3,750	(1,510)	-67%
64106-118 Publications-Champ		\$ 18,000	(18,000)	
Total 64100-000 Grower Communications	\$ 7,791	\$ 28,155	(20,364)	-261%
64200-000 Issues Management				
64204-000 Research Program Coordination & Outreach	\$ 24,000	\$ 24,000	-	0%
64206-000 Legislative & Regulatory Advocacy	\$ 4,638	\$ -	4,638	100%
Total 64200-000 Issues Management	\$ 28,638	\$ 24,000	4,638	16%
64300-000 Legal & Governance				
64301-000 Elections		\$ 1,000	(1,000)	
64302-000 Legal Support	\$ 26,280	\$ 24,900	1,380	5%
Total 64300-000 Legal & Governance	\$ 26,280	\$ 25,900	380	1%
64400-000 Demonstration Grove				
64401-000 Pine Tree - Rent	\$ 300	\$ 6,225	(5,925)	-1975%
64402-000 Pine Tree - Grove Management	\$ 6,231	\$ 6,200	31	1%
64403-000 Pine Tree - Utilities	\$ (3,353)	\$ 1,350	(4,703)	140%
64404-000 Pine Tree - Property Tax & Insurance	\$ 473	\$ 630	(157)	-33%
Total 64400-000 Demonstration Grove	\$ 3,651	\$ 14,405	(10,754)	-295%
64500-000 Education & Outreach				
64501-000 Field Meetings, Seminars & Workshops	\$ 350	\$ -	350	100%
Total 64500-000 Education & Outreach	\$ 350	\$ -	350	100%
64800-000 Other Industry Affairs				
64801-000 Coalition Dues, Sponsorships , Registrations & Rep	\$ 12,750	\$ 13,600	(850)	-7%
64801-086 Industry Reports-AVMA	\$ 80	\$ 120	(40)	-50%
64803-000 Travel Expenses - Industry Affairs	\$ 2,880	\$ 9,000	(6,120)	-212%
64804-000 Office Expenses - Industry Affairs	\$ 167	\$ 2,250	(2,084)	-1251%
64901-000 Misc IA Exps (Theft Reward)	\$ 11	\$ -	11	100%
Total 64800-000 Other Industry Affairs	\$ 15,888	\$ 24,970	(9,082)	-57%
Total 64000-000 Industry Affairs	\$ 123,191	\$ 161,280	(38,089)	-31%
66010-000 Grant Programs				
66015-000 Export Marketing				
66021-000 USDA Grant - FAS MAP China	\$ 14,952	\$ -	14,952	100%
Total 66015-000 Export Marketing	\$ 14,952	\$ -	14,952	100%
Total 66010-000 Grant Programs	\$ 14,952	\$ -	14,952	100%
70000-000 Operations				
71100-000 Office Expense				
71101-000 Office Rent - CAC Mauchly, Irvine	\$ -	\$ 32,250	(32,250)	
71102-000 Rent-CAM, Ins, Prop Tax	\$ 6,400	\$ 6,405	(5)	0%
71104-000 Rent-Offsite Storage	\$ 1,977	\$ 2,325	(348)	-18%
71111-000 Insurance-Liability	\$ 69,030	\$ 93,084	(24,054)	-35%
71121-000 Office Expenses - Operations	\$ 181	\$ 900	(719)	-396%
71122-000 Office Supplies	\$ 339	\$ 900	(561)	-165%
71123-000 Janitorial	\$ 1,492	\$ 1,575	(83)	-6%

71131-000 Office Utilities	\$ (4,200)	\$ 3,150	(7,350)	175%
71141-000 Bank & Payroll Fees	\$ 1,870	\$ 3,945	(2,075)	-111%
71151-000 Equipment Maintenance & Expense	\$ 1,605	\$ 4,650	(3,045)	-190%
71161-000 Telephone	\$ 1,993	\$ 1,980	13	1%
71162-000 Employee Communication Expense	\$ 3,600	\$ 3,600	-	0%
71181-000 Postage & Courier Service	\$ 25	\$ 680	(655)	-2571%
Total 71100-000 Office Expense	\$ 84,313	\$ 155,444	(71,131)	-84%
71200-000 Professional Fees				
71201-000 CPA-Financial Audits	\$ 29,400	\$ -	29,400	100%
71211-000 Calif. Department of Food & Ag.-CDFA	\$ 19,891	\$ 20,490	(599)	-3%
71221-000 Dept. of Ag-USDA/AMS	\$ 14,118	\$ 15,000	(882)	-6%
71235-000 Legal-Ballard/Rosenberg-Labor Issues	\$ 540	\$ -	540	100%
71236-000 Outsourced Accounting	\$ 49,696	\$ 37,500	12,196	25%
78301-000 Pension Adm & Legal	\$ 5,512	\$ 11,225	(5,713)	-104%
Total 71200-000 Professional Fees	\$ 119,158	\$ 84,215	34,943	29%
71300-000 Personnel Expenses				
71301-000 Salaries/Wages				
71302-000 Salaries/Wages - IA & Ops	\$ 145,660	\$ 149,610	(3,950)	-3%
71303-000 Salaries/Wages - Marketing	\$ 165,004	\$ 178,200	(13,196)	-8%
Total 71301-000 Salaries/Wages	\$ 310,664	\$ 327,810	(17,146)	-6%
71311-000 Pension Expense				
71312-000 Pension Expense - IA & Ops	\$ 20,917	\$ 14,961	5,956	28%
71313-000 Pension Expense - Marketing	\$ 8,616	\$ 14,445	(5,829)	-68%
Total 71311-000 Pension Expense	\$ 29,532	\$ 29,406	126	0%
71321-000 Payroll Tax & Work Comp	\$ 465	\$ -	465	100%
71322-000 Payroll Tax & Work Comp - IA & Ops	\$ 14,894	\$ 11,811	3,083	21%
71323-000 Payroll Tax & Work Comp - Marketing	\$ 13,217	\$ 13,371	(154)	-1%
Total 71321-000 Payroll Tax & Work Comp	\$ 28,575	\$ 25,182	3,393	12%
71331-000 Benefits	\$ (41)	\$ -	(41)	100%
71332-000 Benefits - IA & Ops	\$ 34,486	\$ 56,819	(22,333)	-65%
71333-000 Benefits - Marketing	\$ 28,297	\$ 47,974	(19,677)	-70%
Total 71331-000 Benefits	\$ 62,742	\$ 104,793	(42,051)	-67%
Total 71300-000 Personnel Expenses	\$ 431,514	\$ 487,191	(55,677)	-13%
71400-000 Commissioner Expenses				
71403-000 Travel Expenses - Board Members	\$ 804	\$ 10,000	(9,196)	-1144%
71404-000 Board Meeting Expenses	\$ 1,920	\$ 5,000	(3,080)	-160%
Total 71400-000 Commissioner Expenses	\$ 2,723	\$ 15,000	(12,277)	-451%
73000-000 Information Technology				
73001-000 Network Maintenance	\$ 10,896	\$ 7,894	3,002	28%
73002-000 Network Hardware, Software & Licenses	\$ 3,501	\$ 3,116	385	11%
73003-000 IT Support & Consulting	\$ 9,230	\$ 4,620	4,610	50%
73004-000 Accounting & Assessment System	\$ 11,510	\$ 2,500	9,010	78%
73005-000 IT Services	\$ 820	\$ 2,460	(1,640)	-200%
Total 73000-000 Information Technology	\$ 35,957	\$ 20,590	15,367	43%
78000-000 Depreciation, Interest & Other Operations				
79001-000 Amortization Expense	\$ 39,803	\$ -	39,803	100%
79100-000 Interest Expense	\$ 486	\$ -	486	100%
Total 78000-000 Depreciation, Interest & Other Operations	\$ 40,289	\$ -	40,289	100%
Total 70000-000 Operations	\$ 713,953	\$ 762,440	(48,487)	-7%
Total Expenditures	\$ 1,458,844	\$ 1,646,699	(187,855)	-13%
Net Operating Revenue	\$ (1,448,141)	\$ (1,437,958)	(10,183)	1%
Other Revenue				
Other Income	\$ -	\$ 15,000	(15,000)	
Total Other Revenue	\$ -	\$ 15,000	(15,000)	
Net Other Revenue	\$ -	\$ 15,000	(15,000)	
Net Revenue	\$ (1,448,141)	\$ (1,422,958)	(25,183)	2%



California Avocado Commission

MONTHLY **REPORT**

February 2024



SIGNATURE
ANALYTICS

EXECUTIVE SUMMARY

CAC Total Revenue is down to budget by \$543K year-to-date due mainly to a shortfall in Assessment revenue as a result of a delay in timing of the current harvest vs. plan. CAC Assessment revenue is down \$294K while HAB Assessment revenue is down \$231K.

On the expense side, Marketing expenses accounted for \$951K of the total \$2.1M in expenses and were \$150K lower than budget due to lower Data, Research and Analysis costs of \$38K. Marketing expenses overall are currently 46% of total expenses vs. a budget of 47%.

Total Operations expenses at \$932K year-to-date consist mainly of Personnel expenses of \$572K and were under budget by \$57K. Operations accounted for 45% of total spending vs. a budget of 44%.

Industry Affairs & Production Research expenses of \$163K were under the budget by \$34K due to lower than expected Grower Communication costs (\$22K) and Demonstration Grove expenses (\$14K). Industry Affairs & Production Research accounted for 8% of total spending vs. a budget of 9%.

Overall, the organization experienced a \$2M deficit as compared to a \$1.7M budgeted deficit. This \$304K variance was driven by the timing of the harvest and the related lower than expected assessment revenue year-to-date.

Crop Information

For the period of November 2023 through January 2024, CAC assessment reports indicate just over 287,000 pounds of California avocados (all varieties) were harvested at an average price per pound of \$0.818. Approximately 2.28M pounds were reported to AMRIC as harvested in February 2024 with an estimated average price per pound of \$0.858. This would bring the total estimated harvested through February 2024 to 2.56M pounds at an average price per pound of \$0.853.

Laura Bertagnolli

Laura M. Bertagnolli
Consulting CFO

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April Aymami May 10, 2024 | 10:19 AM PDT
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Terry Splane May 10, 2024 | 11:34 AM PDT
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Key Performance Indicators (KPIs)

California Avocado Commission

	FY2024 YTD	FY2024 YTD Budget	vs Budget
Total Revenue	\$94,143	\$637,030	-85%
Surplus/(Deficit)	-\$1,988,829	-\$1,670,318	19%
Marketing Expense %	45.6%	47.4%	-1.8%
Operation Expense %	44.8%	44.1%	0.6%
Grant Program Expense %	0.7%	-	0.7%
Industry Affairs Expense %	7.8%	8.5%	-0.7%
Cash on Hand	\$5,569,980		
Current Ratio	8.46:1		

California Avocado Commission
Statement of Financial Position
As of February 29, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
10001-000 Petty Cash	240.00
10010-000 BMO Checking (5241) - CAC	583,728.47
10110-000 BMO Money Market (5407) - CAC	4,975,187.12
10210-000 Cash - LAIF - CAC	10,824.64
Total Bank Accounts	\$ 5,569,980.23
Accounts Receivable	
12901-000 Misc Receivables (A/R)	7,200.00
Total Accounts Receivable	\$ 7,200.00
Other Current Assets	
11001-000 CAC Assessment Receivable	41,700.00
11002-000 HAB Assessment Receivable	43,200.00
12004-000 Due from Avocado Inspection Program	2,466.10
12701-000 Grant Receivable	235,930.60
13001-000 Prepaid Deposits	11,352.50
13002-000 Prepaid Expenses	116,526.02
Total Other Current Assets	\$ 451,175.22
Total Current Assets	\$ 6,028,355.45
Fixed Assets	
15001-000 Furniture	187,904.42
15002-000 Accumulated Depreciation-Furniture	-187,904.42
15101-000 Office Equipment	61,002.24
15102-000 Accumulated Depreciation-Office Equip.	-61,002.24
15301-000 Software	15,021.62
15302-000 Accumulated Depreciation-Software	-15,021.62
15401-000 Land Improvements	108,558.63
15402-000 Accumulated Depreciation-Land Improvements	-108,558.63
Total Fixed Assets	\$ 0.00
Other Assets	
16001-000 Mauchly Office Lease	634,984.73
16002-000 Mauchly Amortization	-416,402.14
16003-000 Pine Tree Lease	82,037.84
16004-000 Pine Tree Amortization	-80,070.68
16101-000 Quadient Capital Lease	3,435.74
16102-000 Quadient Amortization	-2,026.22
16105-000 CBE 2022 Sharp Capital Lease	13,543.55
16106-000 CBE 2022 Sharp Amortization	-3,149.45

16109-000 CBE 2022 Ricoh Capital Lease		13,652.62
16110-000 CBE 2022 Ricoh Amortization		-4,550.87
Total Other Assets	\$	241,455.12
TOTAL ASSETS	\$	6,269,810.57
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20001-000 Accounts Payable (A/P)		456,662.39
Total Accounts Payable	\$	456,662.39
Other Current Liabilities		
20002-000 Accounts Payable - Clearing		0.00
20009-000 Miscellaneous Payable		-540.60
20101-000 Accrued Expenses		64,266.19
21021-000 Vacation Payable - Short Term		48,319.70
24001-000 ST Lease Liability - LACA1		130,659.83
24002-000 ST Lease Liability - CAPO1		1,975.99
24101-000 ST Lease Liability - MAFI1		1,071.97
24103-000 ST Lease Liability - CBE 2022 Sharp		5,194.45
24105-000 ST Lease Liability - CBE 2022 Ricoh		4,743.87
Total Other Current Liabilities	\$	255,691.40
Total Current Liabilities	\$	712,353.79
Long-Term Liabilities		
28110-000 LT Lease Liability - MAFI1		638.41
28111-000 LT Lease Liability - LACA1		100,296.91
28112-000 LT Lease Liability - CBE 2022 Sharp		5,399.62
28114-000 LT Lease Liability - CBE 2022 Ricoh		4,548.18
Total Long-Term Liabilities	\$	110,883.12
Total Liabilities	\$	823,236.91
Equity		
32000-000 Retained Earnings		4,441,572.17
32010-000 Net Assets		
32011-000 Net Assets-Restricted for Marketing		2,951,115.45
32012-000 Net Assets-Invested in Leased Assets		42,715.21
32013-000 Net Assets-Unrestricted		-
Total 32010-000 Net Assets	\$	2,993,830.66
Net Revenue		-1,988,829.17
Total Equity	\$	5,446,573.66
TOTAL LIABILITIES AND EQUITY	\$	6,269,810.57

California Avocado Commission
Statement of Activities - Summary
February 2024 YTD

	Actual	Budget	Variance (\$)	Variance (%)
Revenue				
40001-000 CAC Assessment Revenue-Current Year	\$ 46,092	\$ 340,518	\$ (294,426)	-639%
40002-000 CAC Assessment Revenue-Prior Year	\$ 1,221	\$ -	\$ 1,221	100%
40011-000 HAB Rebate Assess. Revenue-Current Year	\$ 43,283	\$ 274,181	\$ (230,898)	-533%
42001-000 Accounting/Administration Fee Revenue (AIP)		\$ 20,332	\$ (20,332)	
48001-000 Interest Income	\$ 3,547	\$ 2,000	\$ 1,547	44%
48009-118 Other Income - From the Grove	\$ 0	\$ 0	\$ 0	100%
Total Revenue	\$ 94,143	\$ 637,030	\$ (542,887)	-577%
Gross Profit	\$ 94,143	\$ 637,030	\$ (542,887)	-577%
Expenditures				
50000-000 Marketing				
Total 51000-000 Consumer Marketing	\$ 525,467	\$ 645,334	\$ (119,867)	-23%
Total 52000-001 Trade Relations	\$ 189,433	\$ 182,969	\$ 6,465	3%
Total 52010-000 Retail & Consumer Promotions	\$ 7,744	\$ 7,000	\$ 744	10%
Total 52200-000 Data, Research & Analysis	\$ 82,014	\$ 120,150	\$ (38,136)	-46%
Total 52400-000 Administration & Other	\$ 8,001	\$ 8,160	\$ (159)	-2%
Total 52000-000 Trade - Retail	\$ 287,192	\$ 318,279	\$ (31,086)	-11%
Total 53000-000 Trade - Foodservice	\$ 67,304	\$ 57,070	\$ 10,234	15%
Total 54000-000 Consumer Public Relations	\$ 33,379	\$ 37,500	\$ (4,121)	-12%
Total 59000-000 Marketing Activities Support	\$ 37,345	\$ 43,000	\$ (5,655)	-15%
Total 50000-000 Marketing	\$ 950,687	\$ 1,101,183	\$ (150,496)	-16%
64000-000 Industry Affairs				
Total 64000-001 Industry Statistics and Information	\$ 41,659	\$ 46,075	\$ (4,416)	-11%
Total 64100-000 Grower Communications	\$ 11,921	\$ 34,165	\$ (22,244)	-187%
Total 64200-000 Issues Management	\$ 37,273	\$ 32,000	\$ 5,273	14%
Total 64300-000 Legal & Governance	\$ 48,006	\$ 34,200	\$ 13,806	29%
Total 64400-000 Demonstration Grove	\$ 5,934	\$ 20,340	\$ (14,406)	-243%
Total 64500-000 Education & Outreach	\$ 466	\$ -	\$ 466	100%
Total 64800-000 Other Industry Affairs	\$ 17,328	\$ 29,760	\$ (12,432)	-72%
Total 64000-000 Industry Affairs	\$ 162,587	\$ 196,540	\$ (33,953)	-21%
65000-000 Production Research				
Total 65000-000 Production Research	\$ 22,407	\$ -	\$ 22,407	100%
66010-000 Grant Programs				
Total 66010-000 Grant Programs	\$ 14,952	\$ -	\$ 14,952	100%
70000-000 Operations				
Total 71100-000 Office Expense	\$ 94,326	\$ 175,631	\$ (81,305)	-86%
Total 71200-000 Professional Fees	\$ 160,287	\$ 164,170	\$ (3,883)	-2%
Total 71301-000 Salaries/Wages	\$ 420,206	\$ 437,080	\$ (16,874)	-4%
Total 71311-000 Pension Expense	\$ 37,001	\$ 39,208	\$ (2,207)	-6%
Total 71321-000 Payroll Tax & Work Comp	\$ 37,385	\$ 33,576	\$ 3,809	10%
Total 71331-000 Benefits	\$ 77,189	\$ 118,974	\$ (41,785)	-54%
Total 71300-000 Personnel Expenses	\$ 571,781	\$ 628,838	\$ (57,057)	-10%
Total 71400-000 Commissioner Expenses	\$ 5,403	\$ 28,750	\$ (23,347)	-32%
Total 73000-000 Information Technology	\$ 46,662	\$ 27,237	\$ 19,425	42%
Total 78000-000 Depreciation, Interest & Other Operations	\$ 53,880	\$ -	\$ 53,880	100%
Total 70000-000 Operations	\$ 932,339	\$ 1,024,626	\$ (92,287)	-10%
Total Expenditures	\$ 2,082,972	\$ 2,322,349	\$ (239,376)	-11%
Net Operating Revenue	\$ (1,988,829)	\$ (1,685,318)	\$ (303,511)	15%
Other Revenue				
Total Other Revenue	\$ -	\$ 15,000	\$ (15,000)	
Net Other Revenue	\$ -	\$ 15,000	\$ (15,000)	
Net Revenue	\$ (1,988,829)	\$ (1,670,318)	\$ (318,511)	16%

California Avocado Commission
Statement of Activities - Detail
February 2024 YTD

	Actual	Budget	Variance (\$)	Variance (%)
Revenue				
40001-000 CAC Assessment Revenue-Current Year	\$ 46,092	\$ 340,518	\$ (294,426)	-639%
40002-000 CAC Assessment Revenue-Prior Year	\$ 1,221	\$ -	\$ 1,221	100%
40011-000 HAB Rebate Assess. Revenue-Current Year	\$ 43,283	\$ 274,181	\$ (230,898)	-533%
42001-000 Accounting/Administration Fee Revenue (AIP)		\$ 20,332	\$ (20,332)	
48001-000 Interest Income	\$ 3,547	\$ 2,000	\$ 1,547	44%
48009-118 Other Income - From the Grove	\$ 0	\$ 0	\$ 0	100%
Total Revenue	\$ 94,143	\$ 637,030	\$ (542,887)	-577%
Gross Profit	\$ 94,143	\$ 637,030	\$ (542,887)	-577%
Expenditures				
50000-000 Marketing				
51000-000 Consumer Marketing				
51001-072 Media Planning & Buying, Media Cost Reporting-Curious Plot	\$ 102,891	\$ 35,000	\$ 67,891	66%
51002-000 Production	\$ 172	\$ -	\$ 172	100%
51002-072 Strategy, Campaign Creative Development & Production-Curious Plot	\$ 191,739	\$ 250,000	\$ (58,261)	-30%
51004-072 Consumer Marketing - Retail-Curious Plot	\$ 85,940	\$ 192,876	\$ (106,936)	-124%
51801-072 Account Administration-Curious Plot	\$ 80,141	\$ 63,333	\$ 16,808	21%
55101-000 Email Content	\$ 616	\$ -	\$ 616	100%
55101-072 Consumer Email Marketing-Curious Plot	\$ 27,150	\$ 57,500	\$ (30,351)	-112%
55103-072 Social Media & Content Marketing-Curious Plot	\$ 36,818	\$ 46,625	\$ (9,807)	-27%
Total 51000-000 Consumer Marketing	\$ 525,467	\$ 645,334	\$ (119,867)	-23%
52000-000 Trade - Retail				
52000-001 Trade Relations				
52001-066 Trade Advertising-Media-Fusion	\$ 2,225	\$ -	\$ 2,225	100%
52002-066 Trade Advertising-Production-Fusion	\$ 35,752	\$ 22,000	\$ 13,752	38%
52022-000 Dues	\$ 16,779	\$ 13,505	\$ 3,274	20%
52024-000 Sponsorships-Southern California Locations		\$ 160	\$ (160)	
52042-000 Conventions	\$ (126)	\$ -	\$ (126)	100%
52043-000 Booth Storage	\$ 304	\$ 304	\$ -	0%
52052-081 Program Admin/Strategy/Planning-PJ/PR	\$ 8,000	\$ 8,000	\$ -	0%
52053-081 Retail Communications - Retail Resources-Fees-PJ/PR	\$ 6,000	\$ 6,000	\$ -	0%
52055-081 Key Account Marketing Communications-Fees-PJ/PR	\$ 52,400	\$ 52,400	\$ -	0%
52071-075 Key Account Coverage-TX/MW/SE-Anderson	\$ 30,600	\$ 30,600	\$ -	0%
52075-013 Key Account Coverage-SW/NW-Becker	\$ 37,500	\$ 50,000	\$ (12,500)	-33%
Total 52000-001 Trade Relations	\$ 189,433	\$ 182,969	\$ 6,465	3%
52010-000 Retail & Consumer Promotions				
52124-000 Retail Performance Programs-Retail Promotions	\$ 500	\$ -	\$ 500	100%
52303-000 Storage/Fulfillment	\$ 7,244	\$ 7,000	\$ 244	3%
Total 52010-000 Retail & Consumer Promotions	\$ 7,744	\$ 7,000	\$ 744	10%
52200-000 Data, Research & Analysis				
52202-000 Retail POS Scan Data-IRI		\$ 31,000	\$ (31,000)	
52204-066 Data Analysis & Retail Research-FUSION	\$ 40,983	\$ 48,250	\$ (7,267)	-18%
52206-086 Inventory Reporting-AVMA	\$ 900	\$ 900	\$ -	0%
52211-066 California Avocado Market Analysis-Fusion	\$ 35,184	\$ 31,000	\$ 4,184	12%
52213-066 Retail Support, Consultation, Planning, Program & Data Admin-Fusion	\$ 4,948	\$ 9,000	\$ (4,052)	-82%
Total 52200-000 Data, Research & Analysis	\$ 82,014	\$ 120,150	\$ (38,136)	-46%
52400-000 Administration & Other				
52140-098 Grower Communications-GingerRoot	\$ 940	\$ 2,160	\$ (1,220)	-130%
52401-000 Travel Expenses - Marketing	\$ 4,197	\$ 2,500	\$ 1,697	40%
52411-000 Office Expenses - Marketing	\$ 2,864	\$ 3,500	\$ (636)	-22%
Total 52400-000 Administration & Other	\$ 8,001	\$ 8,160	\$ (159)	-2%
Total 52000-000 Trade - Retail	\$ 287,192	\$ 318,279	\$ (31,086)	-11%
53000-000 Trade - Foodservice				
53101-070 Public Relations-KC	\$ 19,787	\$ 20,100	\$ (313)	-2%
53103-070 Foodservice Events-KC	\$ 29,166	\$ 700	\$ 28,466	98%
53104-070 Chain Promotions-KC	\$ 9,400	\$ 24,400	\$ (15,000)	-160%
53105-070 Culinary Education Program-KC	\$ 500	\$ 550	\$ (50)	-10%
53801-070 Program Administration Fees-KC	\$ 8,450	\$ 11,300	\$ (2,850)	-34%

53802-070 Program Administration Expenses-KC	\$	1	\$	20	\$	(19)		-1415%
Total 53000-000 Trade - Foodservice	\$	67,304	\$	57,070	\$	10,234		15%
54000-000 Consumer Public Relations								
54001-072 Brand Advocates & Chef Partners (PR)-Curious Plot	\$	14,060	\$	25,000	\$	(10,940)		-78%
54102-072 Local Media Outreach/Pitching/Experiential & Reporting (Cision) (PR)-Curious Plot	\$	19,129	\$	12,500	\$	6,629		35%
54206-000 Brand Advocates	\$	190	\$	-	\$	190		100%
Total 54000-000 Consumer Public Relations	\$	33,379	\$	37,500	\$	(4,121)		-12%
59000-000 Marketing Activities Support								
51803-000 Marketing/Planning	\$	820	\$	-	\$	820		100%
51803-067 Marketing Planning/Special Projects-RoMo	\$	43,525	\$	43,000	\$	525		1%
52134-000 Export Program	\$	(7,000)	\$	-	\$	(7,000)		100%
Total 59000-000 Marketing Activities Support	\$	37,345	\$	43,000	\$	(5,655)		-15%
Total 50000-000 Marketing	\$	950,687	\$	1,101,183	\$	(150,496)		-16%
64000-000 Industry Affairs								
64000-001 Industry Statistics and Information								
64001-000 AMRIC Operation	\$	659	\$	5,400	\$	(4,741)		-720%
64001-130 AMRIC Operation-Hooman Mohammadpour	\$	3,825	\$	3,500	\$	325		8%
64002-104 Crop Forecasting And Analysis-Land IQ	\$	37,175	\$	37,175	\$	-		0%
Total 64000-001 Industry Statistics and Information	\$	41,659	\$	46,075	\$	(4,416)		-11%
64100-000 Grower Communications								
64105-000 Online Information	\$	1,450	\$	1,200	\$	250		17%
64105-098 Online Information-GingerRoot	\$	6,080	\$	3,300	\$	2,780		46%
64105-099 Online Information-Fishhook	\$		\$	1,600	\$	(1,600)		
64106-000 Publications	\$	376	\$	1,000	\$	(624)		-166%
64106-067 Publications-ROMO	\$	375	\$	750	\$	(375)		-100%
64106-085 Publications-Fox Wthr	\$	440	\$	440	\$	-		0%
64106-098 Publications-GingerRoot	\$	3,200	\$	4,375	\$	(1,175)		-37%
64106-118 Publications-Champ	\$		\$	18,000	\$	(18,000)		
64108-098 Annual Report-GingerRoot	\$		\$	3,500	\$	(3,500)		
Total 64100-000 Grower Communications	\$	11,921	\$	34,165	\$	(22,244)		-187%
64200-000 Issues Management								
64204-000 Research Program Coordination & Outreach	\$	32,000	\$	32,000	\$	-		0%
64206-000 Legislative & Regulatory Advocacy	\$	5,273	\$	-	\$	5,273		100%
Total 64200-000 Issues Management	\$	37,273	\$	32,000	\$	5,273		14%
64300-000 Legal & Governance								
64301-000 Elections	\$		\$	1,000	\$	(1,000)		
64302-000 Legal Support	\$	48,006	\$	33,200	\$	14,806		31%
Total 64300-000 Legal & Governance	\$	48,006	\$	34,200	\$	13,806		29%
64400-000 Demonstration Grove								
64401-000 Pine Tree - Rent	\$	400	\$	8,300	\$	(7,900)		-1975%
64402-000 Pine Tree - Grove Management	\$	8,414	\$	9,400	\$	(986)		-12%
64403-000 Pine Tree - Utilities	\$	(3,353)	\$	1,800	\$	(5,153)		154%
64404-000 Pine Tree - Property Tax & Insurance	\$	473	\$	840	\$	(367)		-78%
Total 64400-000 Demonstration Grove	\$	5,934	\$	20,340	\$	(14,406)		-243%
64500-000 Education & Outreach								
64501-000 Field Meetings, Seminars & Workshops	\$	466	\$	-	\$	466		100%
Total 64500-000 Education & Outreach	\$	466	\$	-	\$	466		100%
64800-000 Other Industry Affairs								
64801-000 Coalition Dues, Sponsorships , Registrations & Rep	\$	13,750	\$	14,600	\$	(850)		-6%
64801-086 Industry Reports-AVMA	\$	120	\$	160	\$	(40)		-33%
64803-000 Travel Expenses - Industry Affairs	\$	3,031	\$	12,000	\$	(8,969)		-296%
64804-000 Office Expenses - Industry Affairs	\$	416	\$	3,000	\$	(2,584)		-621%
64901-000 Misc IA Exps (Theft Reward)	\$	11	\$	-	\$	11		100%
Total 64800-000 Other Industry Affairs	\$	17,328	\$	29,760	\$	(12,432)		-72%
Total 64000-000 Industry Affairs	\$	162,587	\$	196,540	\$	(33,953)		-21%
65000-000 Production Research								
65200-000 Breeding, Varieties & Genetics								
65215-000 Commercial-Scale Field Testing of Advanced Rootstock	\$	22,407	\$	-	\$	22,407		100%
Total 65200-000 Breeding, Varieties & Genetics	\$	22,407	\$	-	\$	22,407		100%
Total 65000-000 Production Research	\$	22,407	\$	-	\$	22,407		100%
66010-000 Grant Programs								
66015-000 Export Marketing								
66021-000 USDA Grant - FAS MAP China	\$	14,952	\$	-	\$	14,952		100%
Total 66015-000 Export Marketing	\$	14,952	\$	-	\$	14,952		100%
Total 66010-000 Grant Programs	\$	14,952	\$	-	\$	14,952		100%

70000-000 Operations				
71100-000 Office Expense				
71101-000 Office Rent - CAC Mauchly, Irvine	\$	-	\$ 43,117	\$ (43,117)
71102-000 Rent-CAM, Ins, Prop Tax	\$	8,534	\$ 8,540	\$ (6) 0%
71104-000 Rent-Offsite Storage	\$	2,636	\$ 3,100	\$ (464) -18%
71111-000 Insurance-Liability	\$	71,581	\$ 93,084	\$ (21,503) -30%
71121-000 Office Expenses - Operations	\$	455	\$ 1,100	\$ (645) -142%
71122-000 Office Supplies	\$	363	\$ 1,200	\$ (837) -231%
71123-000 Janitorial	\$	1,966	\$ 2,100	\$ (134) -7%
71131-000 Office Utilities	\$	(3,167)	\$ 4,200	\$ (7,367) 233%
71141-000 Bank & Payroll Fees	\$	2,634	\$ 5,260	\$ (2,626) -100%
71151-000 Equipment Maintenance & Expense	\$	1,786	\$ 5,750	\$ (3,964) -222%
71161-000 Telephone	\$	2,658	\$ 2,640	\$ 18 1%
71162-000 Employee Communication Expense	\$	4,800	\$ 4,800	\$ - 0%
71181-000 Postage & Courier Service	\$	81	\$ 740	\$ (659) -814%
Total 71100-000 Office Expense	\$	94,326	\$ 175,631	\$ (81,305) -86%
71200-000 Professional Fees				
71201-000 CPA-Financial Audits	\$	47,722	\$ 40,000	\$ 7,722 16%
71207-000 CDFA Fiscal and Compliance Audit			\$ 14,500	\$ (14,500)
71211-000 Calif. Department of Food & Ag.-CDFA	\$	26,518	\$ 27,320	\$ (802) -3%
71221-000 Dept. of Ag-USDA/AMS	\$	18,854	\$ 20,000	\$ (1,146) -6%
71235-000 Legal-Ballard/Rosenberg-Labor Issues	\$	540	\$ -	\$ 540 100%
71236-000 Outsourced Accounting	\$	60,251	\$ 50,000	\$ 10,251 17%
78301-000 Pension Adm & Legal	\$	6,402	\$ 12,350	\$ (5,948) -93%
Total 71200-000 Professional Fees	\$	160,287	\$ 164,170	\$ (3,883) -2%
71300-000 Personnel Expenses				
71301-000 Salaries/Wages				
71302-000 Salaries/Wages - IA & Ops	\$	196,039	\$ 199,480	\$ (3,441) -2%
71303-000 Salaries/Wages - Marketing	\$	224,167	\$ 237,600	\$ (13,433) -6%
Total 71301-000 Salaries/Wages	\$	420,206	\$ 437,080	\$ (16,874) -4%
71311-000 Pension Expense				
71312-000 Pension Expense - IA & Ops	\$	25,955	\$ 19,948	\$ 6,007 23%
71313-000 Pension Expense - Marketing	\$	11,047	\$ 19,260	\$ (8,213) -74%
Total 71311-000 Pension Expense	\$	37,001	\$ 39,208	\$ (2,207) -6%
71321-000 Payroll Tax & Work Comp				
71322-000 Payroll Tax & Work Comp - IA & Ops	\$	465	\$ -	\$ 465 100%
71322-000 Payroll Tax & Work Comp - IA & Ops	\$	18,961	\$ 15,748	\$ 3,213 17%
71323-000 Payroll Tax & Work Comp - Marketing	\$	17,959	\$ 17,828	\$ 131 1%
Total 71321-000 Payroll Tax & Work Comp	\$	37,385	\$ 33,576	\$ 3,809 10%
71331-000 Benefits				
71332-000 Benefits - IA & Ops	\$	6,981	\$ -	\$ 6,981 100%
71332-000 Benefits - IA & Ops	\$	34,486	\$ 64,692	\$ (30,206) -88%
71333-000 Benefits - Marketing	\$	35,722	\$ 54,282	\$ (18,560) -52%
Total 71331-000 Benefits	\$	77,189	\$ 118,974	\$ (41,785) -54%
Total 71300-000 Personnel Expenses	\$	571,781	\$ 628,838	\$ (57,057) -10%
71400-000 Commissioner Expenses				
71403-000 Travel Expenses - Board Members	\$	1,074	\$ 20,000	\$ (18,926) -1761%
71404-000 Board Meeting Expenses	\$	2,385	\$ 8,750	\$ (6,365) -267%
71405-000 HAB BOLD Participation	\$	1,943	\$ -	\$ 1,943 100%
Total 71400-000 Commissioner Expenses	\$	5,403	\$ 28,750	\$ (23,347) -432%
73000-000 Information Technology				
73001-000 Network Maintenance	\$	14,552	\$ 11,009	\$ 3,543 24%
73002-000 Network Hardware, Software & Licenses	\$	8,414	\$ 3,588	\$ 4,826 57%
73003-000 IT Support & Consulting	\$	9,535	\$ 6,160	\$ 3,375 35%
73004-000 Accounting & Assessment System	\$	12,522	\$ 3,200	\$ 9,322 74%
73005-000 IT Services	\$	1,640	\$ 3,280	\$ (1,640) -100%
Total 73000-000 Information Technology	\$	46,662	\$ 27,237	\$ 19,425 42%
78000-000 Depreciation, Interest & Other Operations				
78101-000 Travel Expenses - Operations	\$	166	\$ -	\$ 166 100%
79001-000 Amortization Expense	\$	53,079	\$ -	\$ 53,079 100%
79100-000 Interest Expense	\$	635	\$ -	\$ 635 100%
Total 78000-000 Depreciation, Interest & Other Operations	\$	53,880	\$ -	\$ 53,880 100%
Total 70000-000 Operations	\$	932,339	\$ 1,024,626	\$ (92,287) -10%
Total Expenditures	\$	2,082,972	\$ 2,322,349	\$ (239,376) -11%
Net Operating Revenue	\$	(1,988,829)	\$ (1,685,318)	\$ (303,511) 15%
Other Revenue				
Other Income			\$ 15,000	\$ (15,000)

CALIFORNIA AVOCADO COMMISSION POUNDS & DOLLARS BY VARIETY

November 2023 Through March 2024

Month	Hass Pounds	Lamb Pounds	Gem Pounds	Others Pounds	Total Pounds	Hass Dollars	Lamb Dollars	Gem Dollars	Others Dollars	Total Dollars	Avg \$/Lb
Nov 2023	32,150		0	14,285	46,435	\$33,700	0	\$	\$3,769	\$37,469	\$0.807
Dec 2023	1,945		0	31,708	33,653	\$5,770	0	\$	\$21,964	\$27,734	\$0.824
Jan 2024	154,510		0	52,526	207,036	\$129,076	0	\$	\$40,703	\$169,779	\$0.820
1st QTR	188,605	0	0	98,519	287,124	\$168,546	0	0	\$66,436	\$234,982	\$0.818
Feb 2024	2,319,879		0	35,940	2,355,819	\$2,542,582	0	\$	\$28,647	\$2,571,229	\$1.091
Mar 2024	18,703,691		158,109	10,371	18,872,171	\$23,345,085	0	\$225,508	\$26,676	\$23,597,269	\$1.250
2nd QTR	21,023,570	0	158,109	46,311	21,227,990	\$25,887,667	0	\$225,508	\$55,323	\$26,168,498	\$1.233
1st Half	21,212,175	0	158,109	144,830	21,515,114	\$26,056,213	0	\$225,508	\$121,759	\$26,403,480	\$1.227
Total	21,212,175	0	158,109	144,830	21,515,114	\$26,056,213	0	\$225,508	\$121,759	\$26,403,480	\$1.227
Year-to-Date % of Crop	98.59%	.00%	.73%	.67%	100.00%	98.68%	.00%	.85%	.46%	100.00%	
Year-to-Date Average \$/lb						\$1.228	\$0.000	\$1.426	\$0.841	\$1.227	



COMMITTEE INFORMATION

ITEM 4.b: CASH DISBURSEMENT AUDIT

SUMMARY:

Attached are the monthly payment history reports for the months of September 2023 through February 2024.

FISCAL ANALYSIS:

- Not applicable

BOARD OPTIONS:

- Discussion item only

STAFF RECOMMENDATION:

- Not applicable

EXHIBITS / ATTACHMENTS:

- Payment History Reports for September 2023 through February 2024

Payment History Report
Sorted By Vendor Name
Activity From: 9/1/2023 to 9/30/2023

California Avocado Commission (CAC)

Bank Code	Description/ Invoice Number	Invoice Date	Discount	Check Number	Check Date	Invoice Amount	Check Amount	Check Type
Vendor Number: AGFO1 Ag. Food. Consulting AFC								
C	Bank of the West CAC-CHREP-06-2023	9/1/2023		E000007063	9/8/2023	5,400.00	5,400.00	
C	Bank of the West CAC-CHREP-TRAVEL022	9/11/2023		E000007100	9/22/2023	7,845.84	7,845.84	
						0.00	7,845.84	
							Vendor Ag. Food. Consulting AFC Total:	13,245.84
Vendor Number: ALCO2 Albertsons Companies, Inc.								
C	Bank of the West RETAIL #2023-08	9/8/2023		0000031772	9/28/2023	25,626.75	25,626.75	Auto
						0.00	25,626.75	
							Vendor Albertsons Companies, Inc. Total:	25,626.75
Vendor Number: ALER1 Alert 360								
C	Bank of the West 13677754	9/1/2023		0000031773	9/28/2023	8.76	8.76	Auto
						0.00	8.76	
							Vendor Alert 360 Total:	8.76
Vendor Number: AMEX1 American Express								
C	Bank of the West 082823STMT	8/28/2023		E000007064	9/8/2023	21,143.89	21,143.89	
						0.00	21,143.89	
							Vendor American Express Total:	21,143.89
Vendor Number: ANSA1 Anderson Food Sales/Marketing								
C	Bank of the West CAC082023	9/2/2023		E000007065	9/8/2023	7,900.00	7,900.00	
						0.00	7,900.00	
							Vendor Anderson Food Sales/Marketing Total:	7,900.00
Vendor Number: FRASA1 Angela Fraser								
C	Bank of the West 02	8/28/2023		E000007073	9/8/2023	1,238.05	1,238.05	
C	Bank of the West 03	9/23/2023		E000007121	9/29/2023	1,438.86	1,438.86	
						0.00	1,438.86	
							Vendor Angela Fraser Total:	2,676.91
Vendor Number: AYMAA1 April Aymami								
C	Bank of the West EXP974	9/4/2023		E000007067	9/8/2023	346.34	346.34	
						0.00	189.36	
						0.00	156.98	
							Vendor April Aymami Total:	346.34
Vendor Number: AVMA1 Avocado Marketing Services Inc								
C	Bank of the West 090123 MKTG	8/31/2023		E000007066	9/8/2023	265.00	265.00	
						0.00	225.00	
						0.00	40.00	
							Vendor Avocado Marketing Services Inc Total:	265.00
Vendor Number: BAWE1 Bank of the West								
C	Bank of the West SEPT 2023	9/20/2023		NC1509	9/20/2023	358.85	358.85	Manual
						0.00	358.85	
							Vendor Bank of the West Total:	358.85
Vendor Number: BEMA1 Beneficial Maintenance Service								
C	Bank of the West 154710	9/1/2023		E000007101	9/22/2023	446.00	446.00	
						0.00	446.00	
							Vendor Beneficial Maintenance Service Total:	446.00
Vendor Number: CAPO1 Cal Poly Pomona Foundation								
C	Bank of the West PINETREE OCT 2023	9/22/2023		E000007116	9/29/2023	2,076.00	2,076.00	
						0.00	2,076.00	
							Vendor Cal Poly Pomona Foundation Total:	2,076.00
Vendor Number: CBEO1 CBE Office Solutions								
C	Bank of the West IN2656503	9/5/2023		E000007094	9/15/2023	43.96	43.96	
						0.00	43.96	

Payment History Report
Sorted By Vendor Name
Activity From: 9/1/2023 to 9/30/2023

California Avocado Commission (CAC)

Bank Code	Description/ Invoice Number	Invoice Date	Discount	Check Number	Check Date	Invoice Amount	Check Amount	Check Type
C	Bank of the West IN2660831	9/20/2023	0.00	E000007119	9/29/2023	4.77	4.77	
Vendor CBE Office Solutions Total:							48.73	
Vendor Number: CBE1 Cell Business Equipment								
C	Bank of the West 81046025	9/15/2023	0.00	E000007117	9/29/2023	522.51	522.51	
Vendor Cell Business Equipment Total:							522.51	
Vendor Number: CBE2 Cell Business Equipment								
C	Bank of the West 5026055883	7/26/2023	0.00	E000007069	9/8/2023	434.23	434.23	
C	Bank of the West 5026468661	9/1/2023	0.00	E000007103	9/22/2023	474.53	474.53	
C	Bank of the West 5026840443	9/23/2023	0.00	E000007118	9/29/2023	529.95	529.95	
Vendor Cell Business Equipment Total:							1,438.71	
Vendor Number: BECKC1 CL Marketing LLC								
C	Bank of the West CAC-H082023	9/5/2023	0.00	E000007114	9/29/2023	12,500.00	12,500.00	
Vendor CL Marketing LLC Total:							12,500.00	
Vendor Number: COXC1 Cox Business								
C	Bank of the West AUGUST 2023	8/29/2023	0.00	NC1507	9/19/2023	690.00	690.00	Manual
Vendor Cox Business Total:							690.00	
Vendor Number: CRUZD1 David Cruz								
C	Bank of the West EXP952	7/16/2023	0.00	E000007070	9/8/2023	2,579.29	2,579.29	
Vendor David Cruz Total:							2,579.29	
Vendor Number: DERE1 Del Rey Avocado								
C	Bank of the West 291091	8/26/2023	0.00	0000031767	9/13/2023	900.00	900.00	Auto
Vendor Del Rey Avocado Total:							900.00	
Vendor Number: DOHAW1 Dog Haus Worldwide LLC								
C	Bank of the West 20230905AVOCADO	9/5/2023	0.00	E000007104	9/22/2023	1,800.00	1,800.00	
Vendor Dog Haus Worldwide LLC Total:							1,800.00	
Vendor Number: DOMC1 Douglas-McCarty Insurance								
C	Bank of the West 09302023STMT	9/1/2023	0.00	E000007071	9/8/2023	11,909.51	11,909.51	
Vendor Douglas-McCarty Insurance Total:							11,909.51	
Vendor Number: EXOP1 Exhibit Options								
C	Bank of the West 259943.1	9/8/2023	0.00	E000007105	9/22/2023	19,380.28	19,380.28	
Vendor Exhibit Options Total:							19,380.28	
Vendor Number: FABUVCP Farm Bureau of Ventura County								
C	Bank of the West 2023ATF010	8/31/2023	0.00	0000031768	9/13/2023	1,500.00	1,500.00	Auto
Vendor Farm Bureau of Ventura County Total:							1,500.00	
Vendor Number: FEEX1 FedEx								
C	Bank of the West 8-226-57050	8/16/2023	0.00	E000007072	9/8/2023	10.15	507.49	
	8-240-74876	8/30/2023	0.00			30.36		
	8-240-74877	8/30/2023	0.00			225.52		
	8-248-41084	9/6/2023	0.00			44.09		

Payment History Report
Sorted By Vendor Name
Activity From: 9/1/2023 to 9/30/2023

California Avocado Commission (CAC)

Bank Code	Description/ Invoice Number	Invoice Date	Discount	Check Number	Check Date	Invoice Amount	Check Amount	Check Type
	8-248-41085	9/6/2023	0.00			197.37		
						Vendor FedEx Total:	507.49	
Vendor Number: FOW1 Fox Weather, LLC								
C	Bank of the West 18385	9/14/2023	0.00	E000007120	9/29/2023	110.00	110.00	
						Vendor Fox Weather, LLC Total:	110.00	
Vendor Number: FRON1 Frontier Communications Corp.								
C	Bank of the West 082223 STMT	8/22/2023	0.00	NC1506	9/18/2023	291.50	291.50	Manual
						Vendor Frontier Communications Corp. Total:	291.50	
Vendor Number: GEMA1 Gelson's Markets								
C	Bank of the West 090123	9/1/2023	0.00	0000031774	9/28/2023	1,500.00	1,500.00	Auto
						Vendor Gelson's Markets Total:	1,500.00	
Vendor Number: GING1 GINGERROOT LLC								
C	Bank of the West 2308	9/1/2023	0.00	E000007106	9/22/2023	2,200.00	2,200.00	
						Vendor GINGERROOT LLC Total:	2,200.00	
Vendor Number: GOHA1 Golin Harris								
C	Bank of the West 1410516362	8/16/2023	0.00	E000007075	9/8/2023	24,147.00	24,147.00	
C	Bank of the West 1410516719	9/7/2023	0.00	E000007123	9/29/2023	18,256.25	18,256.25	
						Vendor Golin Harris Total:	42,403.25	
Vendor Number: MOHH1 Hooman Mohammadpour								
C	Bank of the West 2023-05	9/4/2023	0.00	E000007083	9/8/2023	750.00	750.00	
						Vendor Hooman Mohammadpour Total:	750.00	
Vendor Number: INYO1 Inmar -You Tech, LLC								
C	Bank of the West 10000634602	9/2/2023	0.00	E000007076	9/8/2023	1,437.72	1,437.72	
						Vendor Inmar -You Tech, LLC Total:	1,437.72	
Vendor Number: INRI1 INR Inc.								
C	Bank of the West C-20230922	9/22/2023	0.00	E000007124	9/29/2023	7,616.31	7,616.31	
						Vendor INR Inc. Total:	7,616.31	
Vendor Number: IRR11 Irvine Ranch Water District								
C	Bank of the West 092023 STMT	9/5/2023	0.00	NC1510	9/27/2023	55.26	55.26	Manual
						Vendor Irvine Ranch Water District Total:	55.26	
Vendor Number: OBERJ1 Jeff Oberman								
C	Bank of the West JOER08302023	8/30/2023	0.00	E000007086	9/8/2023	1,197.30	1,197.30	
C	Bank of the West JO080723	8/12/2023	0.00	E000007097	9/15/2023	3,857.25	3,857.25	
	JO080923	8/12/2023	0.00			144.03		
	JO081023	8/12/2023	0.00			405.35		
	JO081623	8/19/2023	0.00			374.96		
	JO081723	8/19/2023	0.00			964.90		
	JO083123	9/2/2023	0.00			613.38		
						1,354.63		
						Vendor Jeff Oberman Total:	5,054.55	
Vendor Number: JINO1 Jimboy's North America, LLC								
C	Bank of the West			0000031769	9/13/2023		2,450.00	Auto

Payment History Report
Sorted By Vendor Name
Activity From: 9/1/2023 to 9/30/2023

California Avocado Commission (CAC)

Bank Code	Description/ Invoice Number	Invoice Date	Discount	Check Number	Check Date	Invoice Amount	Check Amount	Check Type
	AR011292	8/23/2023	0.00			2,450.00		
Vendor Jimboy's North America, LLC Total:							2,450.00	
Vendor Number: JOCO1 Johnson Controls Security Solutions, LLC								
C	Bank of the West			E000007125	9/29/2023		1,198.98	
	39304802	9/9/2023	0.00			1,198.98		
Vendor Johnson Controls Security Solutions, LLC Total:							1,198.98	
Vendor Number: KASO1 Kahn, Soares & Conway								
C	Bank of the West			E000007077	9/8/2023		43,162.24	
	73663	8/31/2023	0.00			15,987.50		
	73664	8/31/2023	0.00			27,044.43		
	73670	8/31/2023	0.00			130.31		
Vendor Kahn, Soares & Conway Total:							43,162.24	
Vendor Number: MELBK1 Kenneth Melban								
C	Bank of the West			E000007082	9/8/2023		574.45	
	EXP973	9/2/2023	0.00			574.45		
Vendor Kenneth Melban Total:							574.45	
Vendor Number: JOH NK1 KNJPR LLC								
C	Bank of the West			E000007107	9/22/2023		9,352.50	
	10-2023KNJ	9/1/2023	0.00			9,352.50		
Vendor KNJPR LLC Total:							9,352.50	
Vendor Number: KUCO1 Kurata Communications LLC								
C	Bank of the West			E000007079	9/8/2023		70,811.15	
	KC 23 445	9/1/2023	0.00			70,811.15		
Vendor Kurata Communications LLC Total:							70,811.15	
Vendor Number: LACA1 Laguna Canyon Group, LLC								
C	Bank of the West			E000007126	9/29/2023		12,649.07	
	RENT-MAUCHLY OCT202	9/22/2023	0.00			12,649.07		
Vendor Laguna Canyon Group, LLC Total:							12,649.07	
Vendor Number: LECR1 LeaseCrunch LLC								
C	Bank of the West			E000007108	9/22/2023		500.00	
	11354	9/7/2023	0.00			500.00		
Vendor LeaseCrunch LLC Total:							500.00	
Vendor Number: SERV1 Leaseweb USA, Inc.								
C	Bank of the West			E000007088	9/8/2023		147.05	
	91588046	9/2/2023	0.00			147.05		
Vendor Leaseweb USA, Inc. Total:							147.05	
Vendor Number: LOTE C1 Loop Now Technologies Inc dba Firework								
C	Bank of the West			E000007109	9/22/2023		3,500.00	
	SI-001575	9/1/2023	0.00			3,500.00		
Vendor Loop Now Technologies Inc dba Firework Total:							3,500.00	
Vendor Number: MAIN1 Market Insight LLC dba Fusion								
C	Bank of the West			E000007080	9/8/2023		900.00	
	CAC-RIPE23	7/18/2023	0.00			900.00		
C	Bank of the West			E000007127	9/29/2023		60,829.94	
	CAC-0823	9/8/2023	0.00			60,829.94		
Vendor Market Insight LLC dba Fusion Total:							61,729.94	
Vendor Number: MBUR1 MBURGER LLC								
C	Bank of the West			0000031770	9/13/2023		1,451.30	Auto
	1	8/31/2023	0.00			1,451.30		
Vendor MBURGER LLC Total:							1,451.30	
Vendor Number: MCWI1 McDermott, Will & Emery LLP								
C	Bank of the West			E000007081	9/8/2023		7,775.00	
	027224	8/16/2023	0.00			7,775.00		

Payment History Report
Sorted By Vendor Name
Activity From: 9/1/2023 to 9/30/2023

California Avocado Commission (CAC)

Bank Code	Description/ Invoice Number	Invoice Date	Discount	Check Number	Check Date	Invoice Amount	Check Amount	Check Type
Vendor McDermott, Will & Emery LLP Total:							7,775.00	
Vendor Number: MGRE1 MG Restaurants, Inc.								
C	Bank of the West 091523	9/15/2023	0.00	E000007128	9/29/2023	2,000.00	2,000.00	
Vendor MG Restaurants, Inc. Total:							2,000.00	
Vendor Number: MICCRV1 Michael Craviotto								
C	Bank of the West MCER08012023	8/1/2023	0.00	E000007095	9/15/2023	937.92	937.92	
Vendor Michael Craviotto Total:							937.92	
Vendor Number: MTQL1 MTQ Logistics Inc								
C	Bank of the West CAC-20230919	9/19/2023	0.00	E000007129	9/29/2023	1,825.70	1,825.70	
Vendor MTQ Logistics Inc Total:							1,825.70	
Vendor Number: MULL1 MullenLowe U.S.,Inc.								
C	Bank of the West 5001298166	8/22/2023	0.00	E000007084	9/8/2023	5,000.00	486,350.99	
	5001298167	8/22/2023	0.00			8,454.55		
	5001298168	8/22/2023	0.00			175.45		
	5001298169	8/22/2023	0.00			1,330.00		
	5001299113	8/23/2023	0.00			25,000.00		
	5001300000	8/24/2023	0.00			112,464.20		
	DG08-315308	8/24/2023	0.00			41,770.84		
	IN08-315309	8/24/2023	0.00			18,440.30		
	IN08-315311	8/24/2023	0.00			273,715.65		
C	Bank of the West 5001301756	8/29/2023	0.00	E000007110	9/22/2023	762.50	762.50	
Vendor MullenLowe U.S.,Inc. Total:							487,113.49	
Vendor Number: NAFI1 Naturally Fit, LLC								
C	Bank of the West 73012-4	8/30/2023	0.00	E000007085	9/8/2023	2,255.00	2,255.00	
Vendor Naturally Fit, LLC Total:							2,255.00	
Vendor Number: NESE1 New Seasons Market								
C	Bank of the West JULY 23 PROMO	9/14/2023	0.00	0000031775	9/28/2023	7,500.00	7,500.00	Auto
Vendor New Seasons Market Total:							7,500.00	
Vendor Number: NOGR1 Northwest Grocers								
C	Bank of the West 61800241977	8/21/2023	0.00	0000031776	9/28/2023	4,000.00	4,000.00	Auto
Vendor Northwest Grocers Total:							4,000.00	
Vendor Number: NUMA1 Nugget Market, Inc								
C	Bank of the West NM CAC PROMOTION	9/19/2023	0.00	E000007130	9/29/2023	5,000.00	5,000.00	
Vendor Nugget Market, Inc Total:							5,000.00	
Vendor Number: PADEL1 Paden PR LLC								
C	Bank of the West 0-2023LP	9/1/2023	0.00	E000007111	9/22/2023	9,352.50	9,352.50	
Vendor Paden PR LLC Total:							9,352.50	
Vendor Number: PANE1 Paychex of New York LLC								
C	Bank of the West 2023091201	9/12/2023	0.00	NC1505	9/15/2023	172.00	172.00	Manual
C	Bank of the West 3945801	9/5/2023	0.00	NC1508	9/20/2023	114.00	114.00	Manual
C	Bank of the West 2023092701	9/27/2023	0.00	NC1511	9/29/2023	172.00	172.00	Manual

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Vendor Paychex of New York LLC Total:							458.00	
Vendor Number: PRLI1 Provident Life & Accident Ins.								
C	Bank of the West			0000031777	9/28/2023		81.20	Auto
	090123STMT	9/1/2023	0.00			40.60		
	10012023 STMT	9/19/2023	0.00			40.60		
Vendor Provident Life & Accident Ins. Total:							81.20	
Vendor Number: QUAFI1 Quadient Finance USA, Inc.								
C	Bank of the West			0000031778	9/28/2023		500.00	Auto
	090823STMT	9/8/2023	0.00			500.00		
Vendor Quadient Finance USA, Inc. Total:							500.00	
Vendor Number: QUMA1 Quality Maintenance, Inc.								
C	Bank of the West			E000007098	9/15/2023		325.00	
	14628	9/1/2023	0.00			325.00		
Vendor Quality Maintenance, Inc. Total:							325.00	
Vendor Number: ROFR1 Robeks Franchise Corporation								
C	Bank of the West			E000007087	9/8/2023		2,850.00	
	FRI000149759	8/14/2023	0.00			2,850.00		
Vendor Robeks Franchise Corporation Total:							2,850.00	
Vendor Number: ROMO1 Rockwell Morrow								
C	Bank of the West			E000007132	9/29/2023		10,800.00	
	230902	9/2/2023	0.00			10,800.00		
Vendor Rockwell Morrow Total:							10,800.00	
Vendor Number: SFSOLL1 San Francisco Soup Company dba Ladle & Leaf								
C	Bank of the West			E000007112	9/22/2023		950.00	
	AR002244	9/1/2023	0.00			950.00		
Vendor San Francisco Soup Company dba Ladle & Leaf Total:							950.00	
Vendor Number: SAMA1 Save Mart Supermarkets								
C	Bank of the West			E000007133	9/29/2023		10,000.00	
	SM CAC PROMOTION	9/19/2023	0.00			10,000.00		
Vendor Save Mart Supermarkets Total:							10,000.00	
Vendor Number: SHBE1 Shanghai Beauty Commune Pub Relations Consulting								
C	Bank of the West			E000007089	9/8/2023		2,076.00	
	CAC-CHPR-06-2023	9/4/2023	0.00			2,076.00		
Vendor Shanghai Beauty Commune Pub Relations Consulting Total:							2,076.00	
Vendor Number: SOPA1 Sierra Pacific Farms, Inc.								
C	Bank of the West			E000007099	9/15/2023		4,876.51	
	8001490023	8/31/2023	0.00			4,876.51		
Vendor Sierra Pacific Farms, Inc. Total:							4,876.51	
Vendor Number: SIAN1 Signature Analytics, LLC								
C	Bank of the West			E000007090	9/8/2023		7,002.50	
	INV0022162	8/31/2023	0.00			7,002.50		
C	Bank of the West			E000007134	9/29/2023		5,723.75	
	INV0022235	9/15/2023	0.00			5,423.75		
	INV0022268	9/15/2023	0.00			300.00		
Vendor Signature Analytics, LLC Total:							12,726.25	
Vendor Number: SOCA1 Southern California Edison								
C	Bank of the West			0000031779	9/28/2023		2,356.83	Auto
	091823 STMT	9/18/2023	0.00			2,356.83		
Vendor Southern California Edison Total:							2,356.83	
Vendor Number: SPAG1 Spann Ag Research & Consulting, LLC								
C	Bank of the West			E000007091	9/8/2023		9,290.21	
	2023010	9/3/2023	0.00			9,290.21		
Vendor Spann Ag Research & Consulting, LLC Total:							9,290.21	

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Vendor Number: KIERS1 Stacia Kierulff								
C	Bank of the West EXP976	9/5/2023	0.00	E000007078	9/8/2023	35.00	35.00	
Vendor Stacia Kierulff Total:							<u>35.00</u>	
Vendor Number: STBU2 Staples Business Credit								
C	Bank of the West 1651249481	9/25/2023	0.00	0000031780	9/28/2023	63.97	63.97	Auto
Vendor Staples Business Credit Total:							<u>63.97</u>	
Vendor Number: TAEN1 Tate Enterprises, LLC.								
C	Bank of the West RENT MAIN STREET1023	9/22/2023	0.00	E000007135	9/29/2023	1,040.00	1,040.00	
Vendor Tate Enterprises, LLC. Total:							<u>1,040.00</u>	
Vendor Number: SPLAT1 Terry Splane								
C	Bank of the West ER082623	8/26/2023	0.00	E000007092	9/8/2023	1,014.35	2,335.89	
	ER090223	9/2/2023	0.00			1,321.54		
C	Bank of the West ER090923	9/9/2023	0.00	E000007113	9/22/2023	2,364.23	2,364.23	
Vendor Terry Splane Total:							<u>4,700.12</u>	
Vendor Number: THFR1 The Fresh Market, Inc								
C	Bank of the West INV0234345	8/29/2023	0.00	0000031771	9/13/2023	4,000.00	4,000.00	Auto
Vendor The Fresh Market, Inc Total:							<u>4,000.00</u>	
Vendor Number: GDRG1 The GDR Group, Inc.								
C	Bank of the West 107949	9/1/2023	0.00	E000007074	9/8/2023	2,258.54	9,626.54	
	108080	8/31/2023	0.00			3,368.00		
	108081	8/31/2023	0.00			4,000.00		
C	Bank of the West 108107	8/31/2023	0.00	E000007122	9/29/2023	2,633.75	4,223.93	
	108212	9/18/2023	0.00			1,590.18		
Vendor The GDR Group, Inc. Total:							<u>13,850.47</u>	
Vendor Number: OFEX1 The Office Express / Foodja								
C	Bank of the West 1700858	7/19/2023	0.00	E000007131	9/29/2023	313.20	313.20	
Vendor The Office Express / Foodja Total:							<u>313.20</u>	
Vendor Number: THRE1 U.S. The Retirement Plan Company								
C	Bank of the West 091523 PAYROLL	9/15/2023	0.00	NC1504	9/15/2023	4,961.67	4,961.67	Manual
C	Bank of the West 093023 CONT	9/30/2023	0.00	NC1512	9/29/2023	4,976.67	4,976.67	Manual
Vendor U.S. The Retirement Plan Company Total:							<u>9,938.34</u>	
Vendor Number: USDA1 USDA Agricultural Mktg Svc								
C	Bank of the West CAC FY-2023JULY	8/18/2023	0.00	E000007093	9/8/2023	2,674.52	2,674.52	
Vendor USDA Agricultural Mktg Svc Total:							<u>2,674.52</u>	
Vendor Number: NELE1 Verne Cloud, Inc								
C	Bank of the West 4148097	9/1/2023	0.00	E000007096	9/15/2023	1,478.37	1,478.37	
Vendor Verne Cloud, Inc Total:							<u>1,478.37</u>	
Vendor Number: CARLW1 Will Carleton								
C	Bank of the West WCER081723	8/17/2023	0.00	E000007102	9/22/2023	167.78	167.78	

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						Vendor Will Carleton Total:	167.78	
Vendor Number: BENEZ1 Zachary Benedict								
C	Bank of the West			E000007068	9/8/2023		1,531.17	
	EXP977	9/6/2023	0.00			250.86		
	EXP978	9/6/2023	0.00			133.90		
	EXP979	9/6/2023	0.00			360.02		
	EXP980	9/6/2023	0.00			786.39		
C	Bank of the West			E000007115	9/29/2023		165.47	
	EXP981	9/26/2023	0.00			165.47		
						Vendor Zachary Benedict Total:	1,696.64	
						Report Total:	1,021,824.15	

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Vendor Number: 84.51 84.51 LLC								
C	Bank of the West INVP0000105984	10/1/2023	0.00	E000007178	10/26/2023	41,190.00	41,190.00	
							Vendor 84.51 LLC Total:	41,190.00
Vendor Number: ACQU1 ACEQUIA CONSULTING, LLC								
C	Bank of the West AUG/SEP 2023	10/2/2023	0.00	E000007141	10/12/2023	20,000.00	20,000.00	
							Vendor ACEQUIA CONSULTING, LLC Total:	20,000.00
Vendor Number: AGFO1 Ag. Food. Consulting AFC								
C	Bank of the West CAC-CHREP-07-2023	10/2/2023	0.00	E000007142	10/12/2023	5,400.00	5,400.00	
							Vendor Ag. Food. Consulting AFC Total:	5,400.00
Vendor Number: AMCO1 Amazon Capital Services								
C	Bank of the West 161H-WD97-3KFL 19WX-FQJN-VRMK 1XLR-94TN-9NP3	10/1/2023 10/1/2023 9/1/2023	0.00 0.00 0.00	E000007198	10/30/2023	100.57 341.30 10.82	452.69	
							Vendor Amazon Capital Services Total:	452.69
Vendor Number: AMCL1 Amber Clue								
C	Bank of the West 013	10/12/2023	0.00	E000007169	10/19/2023	81.00	81.00	
							Vendor Amber Clue Total:	81.00
Vendor Number: AMEX1 American Express								
C	Bank of the West 092823STMT	9/28/2023	0.00	E000007143	10/12/2023	12,953.91	12,953.91	
							Vendor American Express Total:	12,953.91
Vendor Number: ANSA1 Anderson Food Sales/Marketing								
C	Bank of the West CAC102023	10/1/2023	0.00	E000007144	10/12/2023	8,100.00	8,100.00	
							Vendor Anderson Food Sales/Marketing Total:	8,100.00
Vendor Number: FRASA1 Angela Fraser								
C	Bank of the West 04	10/22/2023	0.00	E000007182	10/26/2023	1,301.97	1,301.97	
							Vendor Angela Fraser Total:	1,301.97
Vendor Number: ANRO1 ANN MARTIN ROLKE								
C	Bank of the West 101223 STMT	10/12/2023	0.00	E000007199	10/30/2023	1,107.05	1,107.05	
							Vendor ANN MARTIN ROLKE Total:	1,107.05
Vendor Number: AVMA1 Avocado Marketing Services Inc								
C	Bank of the West 049513-2023010A 09512-2023-010B	10/1/2023 10/1/2023	0.00 0.00	E000007145	10/12/2023	225.00 40.00	265.00	
C	Bank of the West 049513-2023011A	10/30/2023	0.00	E000007200	10/30/2023	225.00	225.00	
							Vendor Avocado Marketing Services Inc Total:	490.00
Vendor Number: BARO1 Ballard, Rosenberg, Golper, Sav								
C	Bank of the West 127039	9/12/2023	0.00	E000007136	10/6/2023	54.00	54.00	
C	Bank of the West 127623	10/12/2023	0.00	E000007201	10/30/2023	3,996.00	3,996.00	
							Vendor Ballard, Rosenberg, Golper, Sav Total:	4,050.00
Vendor Number: BAWE1 Bank of the West								
C	Bank of the West			NC1522	10/30/2023		42.89	Manual

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	OCT 2023 BANK FEES	10/30/2023	0.00			42.89		
						Vendor Bank of the West Total:	42.89	
Vendor Number: BEMA1 Beneficial Maintenance Service								
C	Bank of the West			E000007179	10/26/2023		446.00	
	155004	10/1/2023	0.00			446.00		
						Vendor Beneficial Maintenance Service Total:	446.00	
Vendor Number: BLT11 Blade & Tide Culinary Consulting, LLC								
C	Bank of the West			E000007147	10/12/2023		3,823.80	
	1376	10/3/2023	0.00			3,823.80		
						Vendor Blade & Tide Culinary Consulting, LLC Total:	3,823.80	
Vendor Number: CAAV3 California Avocado Society								
C	Bank of the West			E000007170	10/19/2023		1,000.00	
	14724	8/23/2023	0.00			1,000.00		
						Vendor California Avocado Society Total:	1,000.00	
Vendor Number: CBEO1 CBE Office Solutions								
C	Bank of the West			E000007148	10/12/2023		14.84	
	IN2666191	10/5/2023	0.00			14.84		
C	Bank of the West			E000007180	10/26/2023		23.99	
	IN2670464	10/20/2023	0.00			23.99		
						Vendor CBE Office Solutions Total:	38.83	
Vendor Number: DEOF3 CDFA Cashier								
C	Bank of the West			0000031782	10/30/2023		13,288.57	Auto
	31006 - 0123	10/18/2023	0.00			6,399.34		
	31006 - 1222	10/18/2023	0.00			6,889.23		
						Vendor CDFA Cashier Total:	13,288.57	
Vendor Number: CBE1 Cell Business Equipment								
C	Bank of the West			E000007202	10/30/2023		627.47	
	5026055883DM	7/26/2023	0.00			-434.23		
	80764032B	10/20/2023	0.00			543.19		
	81239494	10/21/2023	0.00			518.51		
						Vendor Cell Business Equipment Total:	627.47	
Vendor Number: CBE2 Cell Business Equipment								
C	Bank of the West			E000007203	10/30/2023		434.23	
	5027234894	10/26/2023	0.00			434.23		
						Vendor Cell Business Equipment Total:	434.23	
Vendor Number: ROBC1 Cindy Roberts								
C	Bank of the West			0000031788	10/30/2023		45.30	Auto
	CR-102523	10/25/2023	0.00			45.30		
						Vendor Cindy Roberts Total:	45.30	
Vendor Number: CICA1 Citi Cards								
C	Bank of the West			NC1516	10/12/2023		175.22	Manual
	091823STMT	9/18/2023	0.00			175.22		
						Vendor Citi Cards Total:	175.22	
Vendor Number: BECKC1 CL Marketing LLC								
C	Bank of the West			E000007146	10/12/2023		12,500.00	
	CAC-I092023	10/2/2023	0.00			12,500.00		
						Vendor CL Marketing LLC Total:	12,500.00	
Vendor Number: MILD1 Daryn Miller								
C	Bank of the West			E000007158	10/12/2023		487.69	
	DMER09152023	9/15/2023	0.00			487.69		
C	Bank of the West			E000007189	10/26/2023		550.49	
	DMER101923	10/19/2023	0.00			550.49		
						Vendor Daryn Miller Total:	1,038.18	

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Vendor Number: DELL1 Dell Marketing LP								
C	Bank of the West 10690203822	9/19/2023	0.00	E000007149	10/12/2023	474.79	474.79	
							Vendor Dell Marketing LP Total:	474.79
Vendor Number: DENN1 Denny's, Inc.								
C	Bank of the West 1449	9/25/2023	0.00	E000007150	10/12/2023	26,750.00	26,750.00	
							Vendor Denny's, Inc. Total:	26,750.00
Vendor Number: DOMC1 Douglas-McCarty Insurance								
C	Bank of the West 10012023 STMT 11012023 STMT	10/1/2023 11/1/2023	0.00 0.00	E000007204	10/30/2023	11,909.51 12,796.97	24,706.48	
							Vendor Douglas-McCarty Insurance Total:	24,706.48
Vendor Number: DRBO1 Dropbox, Inc.								
C	Bank of the West 30047547	10/3/2023	0.00	E000007181	10/26/2023	1,910.76	1,910.76	
							Vendor Dropbox, Inc. Total:	1,910.76
Vendor Number: DWVA1 Dwight Valley Photography								
C	Bank of the West 144078	10/23/2023	0.00	E000007205	10/30/2023	2,045.77	2,045.77	
							Vendor Dwight Valley Photography Total:	2,045.77
Vendor Number: EDFI1 Edelman Financial Engines, LLC								
C	Bank of the West INV130350 INV130351	10/17/2023 10/17/2023	0.00 0.00	E000007206	10/30/2023	1,964.93 1,865.92	3,830.85	
							Vendor Edelman Financial Engines, LLC Total:	3,830.85
Vendor Number: EREC1 ERA Economics, LLC								
C	Bank of the West CAC23A.01	10/4/2023	0.00	E000007151	10/12/2023	2,896.25	2,896.25	
C	Bank of the West CAC23A.01	10/4/2023	0.00	E000007151	10/12/2023	-2,896.25	2,896.25-	
							Vendor ERA Economics, LLC Total:	0.00
Vendor Number: FEEX1 FedEx								
C	Bank of the West 8-254-32501 8-254-32502 8-261-32803 8-261-32804	9/13/2023 9/13/2023 9/20/2023 9/20/2023	0.00 0.00 0.00 0.00	E000007137	10/6/2023	10.16 23.78 22.05 34.01	90.00	
C	Bank of the West 8-269-49692 8-276-27346 8-276-27347 8-283-29191 8-290-89869 8-290-89870 8-298-24530 8-298-24531	9/27/2023 10/4/2023 10/4/2023 10/11/2023 10/18/2023 10/18/2023 10/25/2023 10/25/2023	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	E000007207	10/30/2023	15.77 73.75 16.36 35.34 52.46 10.15 195.66 22.28	421.77	
							Vendor FedEx Total:	511.77
Vendor Number: FOOJA1 Foodja								
C	Bank of the West 1759724 1759756	10/11/2023 10/11/2023	0.00 0.00	E000007208	10/30/2023	416.01 493.09	909.10	
							Vendor Foodja Total:	909.10
Vendor Number: FOW1 Fox Weather, LLC								

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C	Bank of the West 18419	10/14/2023	0.00	E000007171	10/19/2023	110.00	110.00	
Vendor Fox Weather, LLC Total:							110.00	
Vendor Number: FRPRO1 Frasco Profiles								
C	Bank of the West 2023090143	9/30/2023	0.00	E000007152	10/12/2023	304.94	304.94	
Vendor Frasco Profiles Total:							304.94	
Vendor Number: FRON1 Frontier Communications Corp.								
C	Bank of the West 092223 STMT	9/22/2023	0.00	NC1518	10/17/2023	291.50	291.50	Manual
Vendor Frontier Communications Corp. Total:							291.50	
Vendor Number: GING1 GINGERROOT LLC								
C	Bank of the West 2309	10/2/2023	0.00	E000007184	10/26/2023	1,820.00	1,820.00	
Vendor GINGERROOT LLC Total:							1,820.00	
Vendor Number: MOHH1 Hooman Mohammadpour								
C	Bank of the West 2023-06	10/1/2023	0.00	E000007159	10/12/2023	1,050.00	1,050.00	
Vendor Hooman Mohammadpour Total:							1,050.00	
Vendor Number: HYVE1 HY-VEE, INC.								
C	Bank of the West 3355	10/1/2023	0.00	0000031783	10/30/2023	2,500.00	2,500.00	Auto
Vendor HY-VEE, INC. Total:							2,500.00	
Vendor Number: IRR1 Irvine Ranch Water District								
C	Bank of the West 100323STMT	9/30/2023	0.00	NC1521	10/25/2023	52.74	52.74	Manual
Vendor Irvine Ranch Water District Total:							52.74	
Vendor Number: JASH1 James Shafer								
C	Bank of the West JSER10122023	10/12/2023	0.00	0000031784	10/30/2023	311.12	311.12	Auto
Vendor James Shafer Total:							311.12	
Vendor Number: OBERJ1 Jeff Oberman								
C	Bank of the West JOER090923 JOER090923-HAB JOER091623 JOER092323	9/9/2023 9/9/2023 9/16/2023 9/23/2023	0.00 0.00 0.00 0.00	E000007139	10/6/2023	369.97 297.97 289.24 447.93	1,405.11	
Vendor Jeff Oberman Total:							1,405.11	
Vendor Number: CORNJ1 John Cornell								
C	Bank of the West JCER10172023	10/17/2023	0.00	0000031781	10/30/2023	225.06	225.06	Auto
Vendor John Cornell Total:							225.06	
Vendor Number: KASO1 Kahn, Soares & Conway								
C	Bank of the West 73876 73877	9/30/2023 9/30/2023	0.00 0.00	E000007154	10/12/2023	16,177.50 8,505.00	24,682.50	
Vendor Kahn, Soares & Conway Total:							24,682.50	
Vendor Number: MELBK1 Kenneth Melban								
C	Bank of the West EXP983 EXP984	10/18/2023 10/18/2023	0.00 0.00	E000007188	10/26/2023	1,833.42 1,707.94	3,541.36	
C	Bank of the West EXP985	10/20/2023	0.00	E000007215	10/30/2023	359.94	1,020.42	

Payment History Report
Sorted By Vendor Name
Activity From: 10/1/2023 to 10/31/2023

California Avocado Commission (CAC)

Bank Code	Description/ Invoice Number	Invoice Date	Discount	Check Number	Check Date	Invoice Amount	Check Amount	Check Type
	EXP986	10/20/2023	0.00			660.48		
Vendor Kenneth Melban Total:							4,561.78	
Vendor Number: JOHnk1 KNJPR LLC								
C	Bank of the West			E000007186	10/26/2023		4,000.00	
	11-2023KNJ	10/3/2023	0.00			4,000.00		
Vendor KNJPR LLC Total:							4,000.00	
Vendor Number: KRRA1 Kroger RASC 092								
C	Bank of the West			E000007210	10/30/2023		41,783.20	
	MERCH #2023-11	10/27/2023	0.00			28.52		
	MERCH #2023-12	10/27/2023	0.00			3.16		
	MERCH #2023-13	10/27/2023	0.00			5.82		
	MERCH #2023-14	10/27/2023	0.00			5.82		
	MERCH #2023-15	10/27/2023	0.00			28.52		
	MERCH #2023-16	10/27/2023	0.00			14.22		
	MERCH #2023-17	10/27/2023	0.00			9.56		
	MERCH #2023-18	10/27/2023	0.00			64.28		
	MERCH #2023-19	10/27/2023	0.00			21,396.36		
	MERCH #2023-20	10/27/2023	0.00			69.02		
	MERCH #2023-21	10/27/2023	0.00			205.60		
	MERCH #2023-22	10/27/2023	0.00			28.02		
	MERCH #2023-23	10/27/2023	0.00			14,617.20		
	MERCH #2023-24	10/27/2023	0.00			8.98		
	MERCH #2023-25	10/27/2023	0.00			7.90		
	MERCH #2023-26	10/27/2023	0.00			16.88		
	MERCH #2023-27	10/27/2023	0.00			17.96		
	MERCH #2023-28	10/27/2023	0.00			5,149.20		
	MERCH #2023-29	10/27/2023	0.00			3.74		
	MERCH #2023-30	10/27/2023	0.00			102.44		
Vendor Kroger RASC 092 Total:							41,783.20	
Vendor Number: KUCO1 Kurata Communications LLC								
C	Bank of the West			E000007155	10/12/2023		9,550.00	
	KC 23 446	9/1/2023	0.00			9,550.00		
Vendor Kurata Communications LLC Total:							9,550.00	
Vendor Number: LAIQ1 Land IQ, LLC								
C	Bank of the West			E000007156	10/12/2023		71,112.50	
	5676	10/4/2023	0.00			71,112.50		
Vendor Land IQ, LLC Total:							71,112.50	
Vendor Number: SERV1 Leaseweb USA, Inc.								
C	Bank of the West			E000007164	10/12/2023		147.05	
	91599400	10/2/2023	0.00			147.05		
Vendor Leaseweb USA, Inc. Total:							147.05	
Vendor Number: LORSM1 Lori Small								
C	Bank of the West			E000007212	10/30/2023		742.22	
	LSER101423	10/14/2023	0.00			683.42		
	LSER10212023	10/21/2023	0.00			58.80		
Vendor Lori Small Total:							742.22	
Vendor Number: MAIN1 Market Insight LLC dba Fusion								
C	Bank of the West			E000007138	10/6/2023		1,590.00	
	IFPA-23	9/11/2023	0.00			1,590.00		
C	Bank of the West			E000007187	10/26/2023		18,454.34	
	CAC-0923	10/5/2023	0.00			18,454.34		
Vendor Market Insight LLC dba Fusion Total:							20,044.34	
Vendor Number: MAEX1 Matrex Exhibits, Inc								
C	Bank of the West			E000007213	10/30/2023		303.75	
	4-23-173	10/16/2023	0.00			303.75		

Payment History Report
Sorted By Vendor Name
Activity From: 10/1/2023 to 10/31/2023

California Avocado Commission (CAC)

Bank Code	Description/ Invoice Number	Invoice Date	Discount	Check Number	Check Date	Invoice Amount	Check Amount	Check Type
Vendor Matrex Exhibits, Inc Total:							303.75	
Vendor Number: MCWI1 McDermott, Will & Emery LLP								
C	Bank of the West 3812881	9/26/2023	0.00	E000007157	10/12/2023	2,750.00	2,750.00	
Vendor McDermott, Will & Emery LLP Total:							2,750.00	
Vendor Number: MTQL1 MTQ Logistics Inc								
C	Bank of the West CAC-20231013	10/13/2023	0.00	E000007190	10/26/2023	1,760.00	1,760.00	
Vendor MTQ Logistics Inc Total:							1,760.00	
Vendor Number: MULL1 MullenLowe U.S.,Inc.								
C	Bank of the West DG09-315445	9/22/2023	0.00	E000007160	10/12/2023	2,627.72	16,674.77	
	IN09-315446	9/22/2023	0.00			18,332.42		
	IN09-315447 CREDIT	9/22/2023	0.00			-4,285.37		
C	Bank of the West 5001316389	9/26/2023	0.00	E000007174	10/19/2023	112,464.20	122,904.54	
	5001318232	9/27/2023	0.00			655.79		
	5001318233	9/27/2023	0.00			1,330.00		
	5001318234	9/27/2023	0.00			8,454.55		
C	Bank of the West 5001330951	10/16/2023	0.00	E000007216	10/30/2023	750.00	14,915.50	
	DG10-315627	10/24/2023	0.00			-490.78		
	IN10-315628	10/24/2023	0.00			14,656.28		
Vendor MullenLowe U.S.,Inc. Total:							154,494.81	
Vendor Number: NEEEX1 Newport Exterminating								
C	Bank of the West 920033	10/10/2023	0.00	0000031785	10/30/2023	295.00	295.00	Auto
Vendor Newport Exterminating Total:							295.00	
Vendor Number: OPBA1 Optum Bank, Inc.								
C	Bank of the West 101723 STMT	10/13/2023	0.00	NC1519	10/13/2023	1,291.67	1,291.67	Manual
Vendor Optum Bank, Inc. Total:							1,291.67	
Vendor Number: PADEL1 Paden PR LLC								
C	Bank of the West 11-2023LP	10/3/2023	0.00	E000007191	10/26/2023	4,000.00	4,000.00	
Vendor Paden PR LLC Total:							4,000.00	
Vendor Number: PAQU1 Parcel Quest								
C	Bank of the West 25683	10/12/2023	0.00	E000007217	10/30/2023	2,399.00	2,399.00	
Vendor Parcel Quest Total:							2,399.00	
Vendor Number: PANE1 Paychex of New York LLC								
C	Bank of the West 2023100501	10/5/2023	0.00	NC1513	10/10/2023	150.00	150.00	Manual
C	Bank of the West 4081909	10/5/2023	0.00	NC1520	10/20/2023	112.50	112.50	Manual
C	Bank of the West 2023102701	10/27/2023	0.00	NC1523	10/31/2023	166.50	166.50	Manual
C	Bank of the West 2023101101	10/11/2023	0.00	NC1525	10/13/2023	166.50	166.50	Manual
Vendor Paychex of New York LLC Total:							595.50	
Vendor Number: PRLI1 Provident Life & Accident Ins.								
C	Bank of the West 11012023 STMT	10/18/2023	0.00	0000031786	10/30/2023	40.60	40.60	Auto
Vendor Provident Life & Accident Ins. Total:							40.60	

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Bank Code	Description/ Invoice Number	Invoice Date	Discount	Check Number	Check Date	Invoice Amount	Check Amount	Check Type
Vendor Number: MAFI1 Quadient Leasing USA								
C	Bank of the West			E000007214	10/30/2023		370.29	
	P1023437	10/10/2023		0.00		76.10		
	Q1043168	10/26/2023		0.00		294.19		
Vendor Quadient Leasing USA Total:							<u>370.29</u>	
Vendor Number: QUMA1 Quality Maintenance, Inc.								
C	Bank of the West			E000007163	10/12/2023		325.00	
	14633	10/1/2023		0.00		325.00		
Vendor Quality Maintenance, Inc. Total:							<u>325.00</u>	
Vendor Number: QUICO1 Quinn Cotter								
C	Bank of the West			E000007175	10/19/2023		90.40	
	QCBM081623	9/28/2023		0.00		90.40		
C	Bank of the West			E000007193	10/26/2023		148.03	
	QCER10172023	10/17/2023		0.00		148.03		
Vendor Quinn Cotter Total:							<u>238.43</u>	
Vendor Number: LAER1 Rachael Laenen								
C	Bank of the West			E000007211	10/30/2023		283.48	
	ER10102023	10/27/2023		0.00		283.48		
Vendor Rachael Laenen Total:							<u>283.48</u>	
Vendor Number: RASU1 Raley's								
C	Bank of the West			0000031787	10/30/2023		15,000.00	Auto
	092523AVO	9/26/2023		0.00		15,000.00		
Vendor Raley's Total:							<u>15,000.00</u>	
Vendor Number: GRETR1 Robert Grether								
C	Bank of the West			E000007173	10/19/2023		1,519.06	
	RGER08242023	9/30/2023		0.00		124.06		
	RGER08312023	9/30/2023		0.00		1,232.16		
	RGER09122023	9/12/2023		0.00		29.87		
	RGER09212023	9/21/2023		0.00		43.36		
	RGER09262023	9/26/2023		0.00		29.87		
	RGER10042023	10/4/2023		0.00		59.74		
C	Bank of the West			E000007185	10/26/2023		384.88	
	RGER101323	10/13/2023		0.00		384.88		
C	Bank of the West			E000007209	10/30/2023		107.60	
	ER10212023	10/30/2023		0.00		107.60		
Vendor Robert Grether Total:							<u>2,011.54</u>	
Vendor Number: ROMO1 Rockwell Morrow								
C	Bank of the West			E000007194	10/26/2023		12,297.00	
	231002	10/2/2023		0.00		12,297.00		
Vendor Rockwell Morrow Total:							<u>12,297.00</u>	
Vendor Number: SHBE1 Shanghai Beauty Commune Pub Relations Consulting								
C	Bank of the West			E000007165	10/12/2023		13,801.00	
	CAC-CHPR-07-2023	10/4/2023		0.00		13,801.00		
Vendor Shanghai Beauty Commune Pub Relations Consulting Total:							<u>13,801.00</u>	
Vendor Number: SOPA1 Sierra Pacific Farms, Inc.								
C	Bank of the West			E000007167	10/12/2023		1,760.81	
	9001490023	9/30/2023		0.00		1,760.81		
Vendor Sierra Pacific Farms, Inc. Total:							<u>1,760.81</u>	
Vendor Number: SIAN1 Signature Analytics, LLC								
C	Bank of the West			E000007166	10/12/2023		8,756.63	
	INV0022349	9/30/2023		0.00		2,275.00		
	INV0022380	9/30/2023		0.00		6,481.63		
C	Bank of the West			E000007176	10/19/2023		8,476.25	
	INV0022468	10/15/2023		0.00		1,192.50		

Payment History Report
Sorted By Vendor Name
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California Avocado Commission (CAC)

Bank Code	Description/ Invoice Number	Invoice Date	Discount	Check Number	Check Date	Invoice Amount	Check Amount	Check Type
	INV0022484	10/15/2023	0.00			7,283.75		
Vendor Signature Analytics, LLC Total:							17,232.88	
Vendor Number: SOCA1 Southern California Edison								
C	Bank of the West 101723 STMT	10/17/2023	0.00	0000031789	10/30/2023	1,523.09	1,523.09	Auto
Vendor Southern California Edison Total:							1,523.09	
Vendor Number: SPAG1 Spann Ag Research & Consulting, LLC								
C	Bank of the West 2023011	10/2/2023	0.00	E000007168	10/12/2023	8,000.00	8,000.00	
Vendor Spann Ag Research & Consulting, LLC Total:							8,000.00	
Vendor Number: SUME1 Supermercado Mi Tierra, LLC								
C	Bank of the West SMTCACPROMOTION	9/19/2023	0.00	0000031790	10/30/2023	3,500.00	3,500.00	Auto
Vendor Supermercado Mi Tierra, LLC Total:							3,500.00	
Vendor Number: SWTE1 SWK Technologies, Inc.								
C	Bank of the West 595877	10/18/2023	0.00	E000007195	10/26/2023	150.00	150.00	
Vendor SWK Technologies, Inc. Total:							150.00	
Vendor Number: TEWA1 Temra Wald Consulting, Inc.								
C	Bank of the West 23008B	10/17/2023	0.00	E000007196	10/26/2023	12,500.00	12,500.00	
Vendor Temra Wald Consulting, Inc. Total:							12,500.00	
Vendor Number: SPLAT1 Terry Splane								
C	Bank of the West TSER093023 TSER100723	9/30/2023 10/7/2023	0.00 0.00	E000007177	10/19/2023	97.09 110.86	207.95	
Vendor Terry Splane Total:							207.95	
Vendor Number: THFR1 The Fresh Market, Inc								
C	Bank of the West INV0239338	10/23/2023	0.00	0000031791	10/30/2023	4,000.00	4,000.00	Auto
Vendor The Fresh Market, Inc Total:							4,000.00	
Vendor Number: GDRG1 The GDR Group, Inc.								
C	Bank of the West 108262 108389 108390 108391	10/1/2023 9/30/2023 9/30/2023 9/30/2023	0.00 0.00 0.00 0.00	E000007153	10/12/2023	2,364.17 185.00 400.00 100.00	3,049.17	
C	Bank of the West 108416	10/1/2023	0.00	E000007172	10/19/2023	92.50	92.50	
C	Bank of the West 108541	10/18/2023	0.00	E000007183	10/26/2023	1,745.43	1,745.43	
Vendor The GDR Group, Inc. Total:							4,887.10	
Vendor Number: THRE1 U.S. The Retirement Plan Company								
C	Bank of the West 0227049	10/3/2023	0.00	NC1514	10/10/2023	387.13	387.13	Manual
C	Bank of the West 0227052	10/3/2023	0.00	NC1515	10/10/2023	470.29	470.29	Manual
C	Bank of the West 10/15 CONT	10/13/2023	0.00	NC1517	10/13/2023	3,726.67	3,726.67	Manual
C	Bank of the West 10/31 CONT	10/31/2023	0.00	NC1524	10/31/2023	3,726.67	3,726.67	Manual
Vendor U.S. The Retirement Plan Company Total:							8,310.76	
Vendor Number: UCRE8 UC REGENTS								
C	Bank of the West		0.00	0000031792	10/30/2023	22,407.00	22,407.00	Auto

Payment History Report
Sorted By Vendor Name
Activity From: 10/1/2023 to 10/31/2023

California Avocado Commission (CAC)

Bank Code	Description/ Invoice Number	Invoice Date	Discount	Check Number	Check Date	Invoice Amount	Check Amount	Check Type
	87837-003	10/12/2023	0.00			22,407.00		
Vendor UC REGENTS Total:							22,407.00	
Vendor Number: USDA1 USDA Agricultural Mktg Svc								
C	Bank of the West			E000007140	10/6/2023		6,781.04	
	CAC FY-2023AUG	9/15/2023	0.00			6,781.04		
C	Bank of the West			E000007218	10/30/2023		6,180.32	
	CAC FY-2023 SEP	10/27/2023	0.00			5,457.41		
	CAC-FY-2022 FINAL	10/20/2023	0.00			722.91		
Vendor USDA Agricultural Mktg Svc Total:							12,961.36	
Vendor Number: PAPR1 V Media LLC								
C	Bank of the West			E000007162	10/12/2023		5,211.73	
	4513	9/27/2023	0.00			3,735.00		
	4514	9/27/2023	0.00			948.75		
	4515	10/2/2023	0.00			527.98		
C	Bank of the West			E000007192	10/26/2023		4,596.99	
	4525	10/20/2023	0.00			2,363.00		
	4526	10/20/2023	0.00			2,233.99		
Vendor V Media LLC Total:							9,808.72	
Vendor Number: NELE1 Verne Cloud, Inc								
C	Bank of the West			E000007161	10/12/2023		1,483.94	
	4152866	10/1/2023	0.00			1,483.94		
Vendor Verne Cloud, Inc Total:							1,483.94	
Vendor Number: WAIL1 Water Illumination, Inc								
C	Bank of the West			0000031793	10/30/2023		24,865.90	Auto
	2023-01	10/9/2023	0.00			24,865.90		
Vendor Water Illumination, Inc Total:							24,865.90	
Vendor Number: WEPA2 West Pak Avocado								
C	Bank of the West			E000007197	10/26/2023		212.25	
	413569	10/1/2023	0.00			28.00		
	414601	10/1/2023	0.00			21.50		
	415328	10/19/2023	0.00			26.50		
	417170	10/1/2023	0.00			35.00		
	422795	10/18/2023	0.00			101.25		
Vendor West Pak Avocado Total:							212.25	
Report Total:							<u>720,489.52</u>	

California Avocado Commission
Payment History Report by Vendor
November 2023

Summary by Vendor

Ag. Food. Consulting AFC	\$ 5,400.00
Allied Packaging Corporation	\$ 10,571.56
American Express	\$ 24,767.03
Anderson Food Sales/Marketing	\$ 7,800.00
April Aymami	\$ 68.98
Ballard, Rosenberg, Golper, Sav	\$ 540.00
Beneficial Maintenance Services	\$ 565.45
Breakaway Press, Inc.	\$ 631.45
Cal Poly Pomona Foundation	\$ 4,871.78
California State University Northridge	\$ 520.00
CBE Office Solutions	\$ 28.55
Champ Publishing	\$ 12,495.00
CL Marketing LLC	\$ 11,825.63
David Cruz	\$ 1,393.97
ERA Economics, LLC	\$ 9,726.25
FedEx	\$ 52.43
Fox Weather, LLC	\$ 110.00
Frontier Communications Corp.	\$ 298.36
GINGERROOT LLC	\$ 1,600.00
Hooman Mohammadpour	\$ 1,200.00
Irvine Ranch Water District	\$ 52.74
Jason Cole	\$ 454.82
Kahn, Soares & Conway	\$ 18,768.98
Kenneth Melban	\$ 381.64
KNJPR LLC	\$ 4,000.00
Kurata Communications LLC	\$ 26,409.66
Laguna Canyon Group, LLC	\$ 25,648.66
Land IQ, LLC	\$ 37,175.00
Law Offices of Edward M. Ruckert	\$ 3,262.50
Lori Small	\$ 128.18
Market Insight LLC dba Fusion	\$ 31,420.66
Maureen Cottingham	\$ 150.12
McDermott, Will & Emery LLP	\$ 1,287.50
MTQ Logistics Inc	\$ 1,760.00
MullenLowe U.S., Inc.	\$ 122,305.82
Musick, Peeler & Garrett LLP	\$ 2,079.00
Noel Barnhurst Photographer	\$ 24,400.00
Paden PR LLC	\$ 4,000.00
Paychex of New York LLC	\$ 459.50
Rockwell Morrow	\$ 12,965.00
Shanghai Beauty Commune Pub Relations Consulting	\$ 2,076.00
Sierra Pacific Farms, Inc.	\$ 3,200.33
Signature Analytics, LLC	\$ 20,588.75
Spann Ag Research & Consulting, LLC	\$ 8,000.00
Sundance Press	\$ 14,786.25
The GDR Group, Inc.	\$ 4,742.36
The Office Express / Foodja	\$ 979.29
U.C. Regents	\$ 98,481.00
U.S. The Retirement Plan Company (Matrix Trust)	\$ 97,449.81
University of California Davis	\$ 21,141.00
Zachary Benedict	\$ 201.60
	<u>\$ 683,222.61</u>

California Avocado Commission
Payment History Report by Vendor
December 2023

Summary by Vendor

Ag. Food. Consulting AFC	\$ 5,400.00
Amazon Business	\$ 430.53
Anderson Food Sales/Marketing	\$ 7,400.00
Angela Fraser	\$ 1,301.98
Avocado Marketing Services Inc	\$ 225.00
Beneficial Maintenance Services	\$ 446.00
Canyon Catering	\$ 489.77
CBE Office Solutions	\$ 55.54
CDFA Cashier	\$ 8,201.87
Cell Business Equipment CBE1	\$ 520.46
Cell Business Equipment CBE2	\$ 434.23
CL Marketing LLC	\$ 12,500.00
Curious Plot	\$ 40,916.25
David Cruz	\$ 1,148.97
Douglas-McCarty Insurance	\$ 12,796.97
Dwight Valley Photography	\$ 775.00
Enterprise Rent-A-Car	\$ 1,001.24
Farm Bureau of Ventura County	\$ 5,000.00
FedEx	\$ 69.15
Fox Weather, LLC	\$ 110.00
GINGERROOT LLC	\$ 3,720.00
Hooman Mohammadpour	\$ 900.00
International Fresh Produce Association	\$ 13,580.00
Irvine Ranch Water District	\$ 51.86
John Cornell	\$ 112.35
Johnson Controls Security Solutions, LLC	\$ 1,198.98
Kahn, Soares & Conway	\$ 9,327.12
KNJPR LLC	\$ 8,300.00
Kurata Communications LLC	\$ 22,036.73
Laguna Canyon Group, LLC	\$ 12,999.59
Leaseweb USA, Inc.	\$ 294.10
Market Insight LLC dba Fusion	\$ 11,237.66
McDermott, Will & Emery LLP	\$ 3,537.50
Moss Adams, LLP	\$ 19,950.00
Museum of Ventura County	\$ 610.00
Musick, Peeler & Garrett LLP	\$ 1,353.00
Paden PR LLC	\$ 8,300.00
Paychex of New York LLC	\$ 472.00
Quality Maintenance, Inc.	\$ 325.00
Ready Refresh by Nestle	\$ 589.44
Rockwell Morrow	\$ 10,750.00
Shanghai Beauty Commune Pub Relations Consulting	\$ 2,076.00
Sierra Pacific Farms, Inc.	\$ 1,884.89
Signature Analytics, LLC	\$ 21,871.25
Southern California Edison	\$ 1,685.27
Spann Ag Research & Consulting, LLC	\$ 8,000.00
Staples Business Credit	\$ 135.32
Terry Splane	\$ 153.80
The GDR Group, Inc.	\$ 6,682.64
U.S. The Retirement Plan Company (Matrix Trust)	\$ 7,438.34
University of California Davis	\$ 73,900.00
V Media LLC	\$ 544.14
Verve Cloud, Inc.	\$ 1,327.88
Will Carleton	\$ 439.87
Zachary Benedict	\$ 318.83
	\$ 355,326.52

California Avocado Commission

Payment History Report by Vendor

January 2024

Summary by Vendor

Ag. Food. Consulting AFC	\$ 5,400.00
Alliance for Food and Farming	\$ 12,000.00
Anderson Food Sales/Marketing	\$ 7,000.00
April Aymami	\$ 49.00
Avocado Marketing Services Inc	\$ 265.00
Beneficial Maintenance Services	\$ 446.00
Brown & Brown of California	\$ 60,497.73
Cal. Agric. Export Council	\$ 23,750.00
California Center for the Arts, Escondido Foundation	\$ 5,441.47
CBE Office Solutions	\$ 6.38
Cell Business Equipment CBE1	\$ 543.19
Cell Business Equipment CBE2	\$ 434.23
Citi Cards	\$ 3.38
CL Marketing LLC	\$ 12,500.00
Curious Plot	\$ 89,431.27
Daryn Miller	\$ 334.06
DJ's California Catering, Inc	\$ 3,692.17
Douglas-McCarty Insurance	\$ 14,820.52
FedEx	\$ 67.22
Fox Weather, LLC	\$ 110.00
Fresh Produce & Floral Council	\$ 695.00
GINGERROOT LLC	\$ 1,640.00
Hooman Mohammadpour	\$ 900.00
i2b Networks	\$ 579.18
Irvine Ranch Water District	\$ 54.45
Kahn, Soares & Conway	\$ 1,300.00
Kenneth Melban	\$ 2,880.43
Kurata Communications LLC	\$ 26,451.32
Market Insight LLC dba Fusion	\$ 14,855.56
Moss Adams, LLP	\$ 18,900.00
MTQ Logistics Inc	\$ 3,590.00
MullenLowe U.S.,Inc.	\$ 61.50
Museum of Ventura County	\$ 610.00
Optum Bank, Inc.	\$ 14,525.00
Paychex of New York LLC	\$ 911.00
Provident Life & Accident Ins.	\$ 81.20
Rockwell Morrow	\$ 10,750.00
San Luis Obispo County	\$ 100.00
Shanghai Beauty Commune Pub Relations Consulting	\$ 2,076.00
Sierra Pacific Farms, Inc.	\$ 2,729.17
Signature Analytics, LLC	\$ 18,638.79
Southern California Edison	\$ 901.79
Spann Ag Research & Consulting, LLC	\$ 8,000.00
Terry Splane	\$ 88.69
The GDR Group, Inc.	\$ 9,528.52
The Hartford	\$ 1,443.00
Travelers	\$ 4,541.00
U.S. The Retirement Plan Company (Matrix Trust)	\$ 8,226.84
USDA Agricultural Mktg Svc	\$ 11,609.96
Verve Cloud, Inc.	\$ 1,484.87
West Coast Energy	\$ 272.00
	\$ 405,216.89

California Avocado Commission
Payment History Report by Vendor
February 2024

Summary by Vendor

American Express	\$ 979.89
Anderson Food Sales/Marketing	\$ 7,900.00
April Aymami	\$ 560.84
Avocado Marketing Services Inc	\$ 530.00
Axon Underwriting Services, LLC	\$ 30,613.00
Ballard, Rosenberg, Golper, Sav	\$ 540.00
Beneficial Maintenance Services	\$ 627.87
CBE Office Solutions	\$ 48.72
CDFA Cashier	\$ 13,398.20
Cell Business Equipment CBE1	\$ 518.51
Cell Business Equipment CBE2	\$ 434.23
CL Marketing LLC	\$ 12,500.00
Curious Plot	\$ 209,742.90
Douglas-McCarty Insurance	\$ 14,820.52
Driver's License Guide Company	\$ 36.58
Employers Preferred Insurance Co	\$ 3,548.00
Enterprise Rent-A-Car	\$ 43.83
FedEx	\$ 112.04
GINGERROOT LLC	\$ 2,280.00
Hooman Mohammadpour	\$ 1,125.00
Irvine Ranch Water District	\$ 52.74
Jill S. England	\$ 90.00
Kahn, Soares & Conway	\$ 14,400.00
Kathleen Norris Johnson	\$ 16,600.00
Kurata Communications LLC	\$ 32,417.50
Laguna Canyon Group, LLC	\$ 27,493.16
Laura Rice Paden	\$ 16,600.00
Leaseweb USA, Inc.	\$ 1,413.56
Market Insight LLC dba Fusion	\$ 39,021.70
Matrex Exhibits, Inc	\$ 303.75
Maureen Cottingham	\$ 270.63
Michael Craviotto	\$ 1,943.48
Moss Adams, LLP	\$ 18,322.00
Paychex of New York LLC	\$ 472.00
Quadient Finance USA, Inc.	\$ 168.44
Quadient Leasing USA	\$ 294.19
Ready Refresh by Nestle	\$ 84.36
Robert Grether	\$ 29.87
Rockwell Morrow	\$ 10,750.00
Sierra Pacific Farms, Inc.	\$ 1,617.16
Signature Analytics, LLC	\$ 15,357.71
Southern California Edison	\$ 1,033.90
Spann Ag Research & Consulting, LLC	\$ 8,000.00
Stacia Kierulff	\$ 166.16
Terry Splane	\$ 1,103.93
The GDR Group, Inc.	\$ 8,068.95
The Office Express / Foodja	\$ 465.14
U.S. The Retirement Plan Company (Matrix Trust)	\$ 8,208.98
Unum Life Insurance	\$ 40.60
US Agricultural Export Development Council	\$ 750.00
V Media LLC	\$ 484.88
Verve Cloud, Inc.	\$ 1,484.87
West Pak Avocado - Vendor	\$ 104.00
	\$ 527,973.79



COMMITTEE ACTION

ITEM 4.c: REVIEW OF CORPORATE INSURANCE

SUMMARY:

As part of its fiduciary role, the Board is required to ensure that CAC is adequately insured against various liabilities and potential losses. The Finance Committee is tasked to review CAC's schedule of corporate insurance for the current year and bring its recommendation for next year's coverage to the Board for approval. The current schedule of insurance was approved by the 2022-23 Finance Committee and is very similar to prior year's schedule. Management believes that the current insurance schedule provides CAC with adequate coverage against potential liability and loss.

FISCAL ANALYSIS:

- The total premium for all CAC corporate liability insurance policies is \$97,092 which is \$4,200 higher than prior year and approximately \$1,100 higher than budget.

COMMITTEE OPTIONS:

- Recommend approval to renew CAC's current corporate insurance schedule for 2025
- Modify CAC's corporate insurance portfolio or coverage amounts
- Direct management to obtain more information or modify the corporate insurance information
- Take no action

STAFF RECOMMENDATION:

- Recommend approval to renew CAC's current corporate insurance schedule for 2025

EXHIBITS / ATTACHMENTS:

- Premium comparison 2023-24 vs. 2022-23
- CAC's current schedule of corporate insurance

CALIFORNIA AVOCADO COMMISSION

CORPORATE INSURANCE PREMIUMS

PREMIUM COMPARISON – 2023-24 vs. 2022-23

	2023-24	2022-23	Difference Over (Under)
BUDGET	\$96,000.00	\$96,800.00	(\$800.00)

ACTUAL

Commercial General Liability – Property, Auto (Fireman’s Fund Co)	\$24,348.00	\$19,944.00	(\$4,404.00)
Umbrella Liability (Fireman’s Fund Co)	\$6,265.00	\$6,440.00	\$175.00
Crime Liability (Travelers Casualty & Surety)	\$4,541.00	\$4,483.00	(\$58.00)
Travel Accident (Hartford Life & Accident Co)	\$1,443.00	\$1,443.00	\$0.00
Directors & Officers Coverage (Great American Insurance Co)	\$39,923.00	\$39,919.00	(\$4.00)
Fiduciary Liability (U.S. Specialty Insurance Co)	\$2,488.00	\$2,488.00	\$0.00
Errors & Omissions / Professional Liability-Media (Lloyd’s of London)	\$13,674.73	\$13,505.69	(\$169.04)
Foreign Package (Ace American Insurance Company)	\$2,500.00	\$2,700.00	\$200.00
Cyber Liability (At-Bay Specialty Insurance Company)	\$1,909.00	\$1,969.71	\$60.71
Total	\$97,091.73	\$92,892.40	\$4,199.33
Over (Under) Budget	\$1,091.73	(\$3,907.60)	



January 3, 2024

California Avocado Commission
Ken Melban
12 Mauchly Building L
Irvine, CA 92618

RE: Policy Period: 1/1/2024 to 1/1/2025

<u>Policy</u>	<u>Writing Company</u>	<u>Policy #</u>
Package	Fireman’s Fund Insurance Company	AXMP24000142-00
Umbrella	Fireman’s Fund Insurance Company	AXEX24000071-00
Foreign Package	Ace American Insurance Company	PHFD95044098001
D&O / EPLI	Great American Company	EPP9427767
Prof. Liab – Media	Lloyds of London (EmerginRisk)	CR168933
Fiduciary Liability	US Specialty Insurance Company	U72453328
Business Travel	Hartford Life and Accident Insurance Co.	ETB200507
Accident Crime	Travelers Casualty and Surety Co. of Am.	105727123
Cyber	At-Bay Specialty Insurance Company	AB660472205

Dear Ken:

We have requested the insurance companies to bind your insurance coverages based on the limits as set forth in the attached binders/declarations for a total premium of \$97,091.73. Higher limits may be available, please let us know should you require an alternative quotation. Enclosed please find the following items regarding these policies:

1. Insurance Binders / declarations as evidence of insurance for the above policies.
2. Renewal Invoices for the Cyber, International Package, D&O/EPLI, Media E&O and Fiduciary Liability. **Please make your check payable to Brown & Brown Insurance Services of California, Inc.** We would appreciate your payment **as soon as possible**. Epay is available. Epay – There is a 3.5% fee if using a credit card and a \$3 fee for ACH. <https://bbsocal.epaypolicy.com/>
3. The Package, Umbrella, Business Travelers Accident and Crime are all direct bill policies so the companies will send you invoice directly and all premiums will be handled directly by the insurance company.
4. Certificate of Insurance Request Form - Please use this form when requesting all certificates of insurance.

Thank you for allowing us to provide this coverage for you. If you have any questions, please do not hesitate to contact me at (714)221-1844 or Mark Zahoryin at (714)221-1827.

Sincerely,

Account Manager
Enclosure

CERTIFICATE OF INSURANCE REQUEST FORM

(Please copy and complete as needed, and e-mail or fax us.)

DATE: _____

TO: _____

FROM: California Avocado Commission

Policy Holder Name (Insured)

Phone Number

Contact Name

Fax Number

SUBJECT: Please issue a Certificate of Insurance to the following Certificate Holder:

Contact Name: _____

Business Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Event(s) Date(s): _____

Date Required: _____

E-Mail Fax Number : _____

Mail

Additional Insured Required? Yes No If yes, for what activity, event or purpose:
Loss Payee Required? Yes No

Additional Requirements or Special Wording:

**Please return the completed form to Katia Thomas at Katia.Thomas@bbrown.com.
If you have any questions, please call (714)221-1844.
Thank you.**



INSURANCE BINDER

DATE (MM/DD/YYYY)

1/4/2024

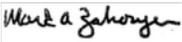
THIS BINDER IS A TEMPORARY INSURANCE CONTRACT, SUBJECT TO THE CONDITIONS SHOWN ON PAGE 2 OF THIS FORM.

AGENCY Brown & Brown Insurance Services of California, Inc P.O. Box 743182 Irvine CA 90074-3182		COMPANY Fireman's Fund Insurance Company		BINDER # B241428436	
PHONE (A/C, No, Ext): (714) 221-1800		FAX (A/C, No): (714) 221-4196		THIS BINDER IS ISSUED TO EXTEND COVERAGE IN THE ABOVE NAMED COMPANY PER EXPIRING POLICY #: IN PROCESS	
AGENCY CUSTOMER ID: 00620111		DESCRIPTION OF OPERATIONS / VEHICLES / PROPERTY (Including Location)			
INSURED AND MAILING ADDRESS California Avocado Commission 12 Mauchly Building L Irvine CA 92618					

COVERAGES**LIMITS**

TYPE OF INSURANCE	COVERAGE / FORMS	DEDUCTIBLE	COINS %	AMOUNT
PROPERTY CAUSES OF LOSS <input type="checkbox"/> BASIC <input type="checkbox"/> BROAD <input checked="" type="checkbox"/> SPEC	Blanket Business Personal Property Blanket Business Income/Extra Expense	2500 24 Hrs		910,800 250,000
<input checked="" type="checkbox"/> Inland Marine	Mobile Equipment (Laptops; Displays)	500		56,150
GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	RETRO DATE FOR CLAIMS MADE:	EACH OCCURRENCE		\$ 1,000,000
		DAMAGE TO RENTED PREMISES		\$ 1,000,000
		MED EXP (Any one person)		\$ 5,000
		PERSONAL & ADV INJURY		\$ 1,000,000
		GENERAL AGGREGATE		\$ 2,000,000
		PRODUCTS - COMP/OP AGG		\$ 2,000,000
VEHICLE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		COMBINED SINGLE LIMIT		\$ 1,000,000
		BODILY INJURY (Per person)		\$
		BODILY INJURY (Per accident)		\$
		PROPERTY DAMAGE		\$
		MEDICAL PAYMENTS		\$
		PERSONAL INJURY PROT		\$
		UNINSURED MOTORIST		\$
				\$
VEHICLE PHYSICAL DAMAGE DED <input type="checkbox"/> COLLISION: _____ <input type="checkbox"/> OTHER THAN COL: _____	<input type="checkbox"/> ALL VEHICLES <input type="checkbox"/> SCHEDULED VEHICLES	ACTUAL CASH VALUE		\$
		STATED AMOUNT		
GARAGE LIABILITY <input type="checkbox"/> ANY AUTO		AUTO ONLY - EA ACCIDENT		\$
		OTHER THAN AUTO ONLY:		
		EACH ACCIDENT		\$
		AGGREGATE		\$
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input checked="" type="checkbox"/> OTHER THAN UMBRELLA FORM	RETRO DATE FOR CLAIMS MADE:	EACH OCCURRENCE		\$ 10,000,000
		AGGREGATE		\$ 10,000,000
		SELF-INSURED RETENTION		\$
WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY		PER STATUTE		
		E.L. EACH ACCIDENT		\$
		E.L. DISEASE - EA EMPLOYEE		\$
		E.L. DISEASE - POLICY LIMIT		\$
SPECIAL CONDITIONS / OTHER COVERAGES		FEES		\$
		TAXES		\$
		ESTIMATED TOTAL PREMIUM		\$

NAME & ADDRESS

	<input type="checkbox"/> MORTGAGEE	ADDITIONAL INSURED
	<input type="checkbox"/> LOSS PAYEE	
	LOAN #:	
	AUTHORIZED REPRESENTATIVE Mark Zahoryin/KATTHO 	

CONDITIONS

This Company binds the kind(s) of insurance stipulated on page 1 of this form. The Insurance is subject to the terms, conditions and limitations of the policy(ies) in current use by the Company.

This binder may be cancelled by the Insured by surrender of this binder or by written notice to the Company stating when cancellation will be effective. This binder may be cancelled by the Company by notice to the Insured in accordance with the policy conditions. This binder is cancelled when replaced by a policy. If this binder is not replaced by a policy, the Company is entitled to charge a premium for the binder according to the Rules and Rates in use by the Company.

Applicable in Arizona

Binders are effective for no more than ninety (90) days.

Applicable in California

When this form is used to provide insurance in the amount of one million dollars (\$1,000,000) or more, the title of the form is changed from "Insurance Binder" to "Cover Note".

Applicable in Colorado

With respect to binders issued to renters of residential premises, home owners, condo unit owners and mobile home owners, the insurer has thirty (30) business days, commencing from the effective date of coverage, to evaluate the issuance of the insurance policy.

Applicable in Delaware

The mortgagee or Obligee of any mortgage or other instrument given for the purpose of creating a lien on real property shall accept as evidence of insurance a written binder issued by an authorized insurer or its agent if the binder includes or is accompanied by: the name and address of the borrower; the name and address of the lender as loss payee; a description of the insured real property; a provision that the binder may not be canceled within the term of the binder unless the lender and the insured borrower receive written notice of the cancellation at least ten (10) days prior to the cancellation; except in the case of a renewal of a policy subsequent to the closing of the loan, a paid receipt of the full amount of the applicable premium, and the amount of insurance coverage.

Chapter 21 Title 25 Paragraph 2119

Applicable in Florida

Except for Auto Insurance coverage, no notice of cancellation or nonrenewal of a binder is required unless the duration of the binder exceeds 60 days. For auto insurance, the insurer must give 5 days prior notice, unless the binder is replaced by a policy or another binder in the same company.

Applicable in Maryland

The insurer has 45 business days, commencing from the effective date of coverage to confirm eligibility for coverage under the insurance policy.

Applicable in Michigan

The policy may be cancelled at any time at the request of the insured.

Applicable in Nevada

Any person who refuses to accept a binder which provides coverage of less than \$1,000,000.00 when proof is required: (A) Shall be fined not more than \$500.00, and (B) is liable to the party presenting the binder as proof of insurance for actual damages sustained therefrom.

Applicable in Oklahoma

All policies shall expire at 12:01 a.m. standard time on the expiration date stated in the policy.

Applicable in Oregon

Binders are effective for no more than ninety (90) days. A binder extension or renewal beyond such 90 days would require the written approval by the Director of the Department of Consumer and Business Services.

Applicable in the Virgin Islands

This binder is effective for only ninety (90) days. Within thirty (30) days of receipt of this binder, you should request an insurance policy or certificate (if applicable) from your agent and/or insurance company.



GENERAL DECLARATIONS

INTERNATIONAL ADVANTAGE® COMMERCIAL INSURANCE POLICY

COMPANY NAME:
ACE AMERICAN INSURANCE COMPANY

POLICY SYMBOL AND NUMBER:

PHF

D95044098 001

NAMED INSURED AND MAILING ADDRESS:

California Avocado Commission 12 Mauchly Ste L Irvine, CA 92618-2306
--

NAMED INSURED IS: Not for profit

POLICY PERIOD:

When Coverage Begins: **01/01/2024**

When Coverage Ends: **01/01/2025**

12:01 A.M. Standard Time at your mailing address shown above

CURRENCY: **U.S. DOLLARS**

PREMIUM:	2,500 Due When Coverage Begins
-----------------	---------------------------------------

In return for the payment of premium indicated above, we agree with you to provide insurance in accordance with the terms and conditions of this policy. If the Coverage Declarations indicate that this insurance is subject to audit or if there is a reporting condition endorsement, the premium stated is an estimate and subject to adjustment.

These Declarations apply for the policy period shown above. Together with the policy sections for Coverage, Common Policy Conditions and Endorsements, these Declarations complete your policy. For renewal policy periods, all Coverage Forms and Endorsements for the expiring policy period are continued in full force and effect unless specifically deleted.

PRODUCER: Katia Thomas

Code / Office: 279403

NAME AND MAILING ADDRESS:

BROWN & BROWN INSURANCE SERVICES OF CALIFORNIA INC 2 PARK PLAZA STE 440
--

IRVINE, CA 92614

Katia.thomas@bbrown.com



301 E. Fourth Street, Cincinnati, OH 45202

ExecProsm
DECLARATIONS
for
Nonprofit Solution
Insurance Policy

Insurance is afforded by the company indicated below: (Each a capital stock corporation)

[X] Great American Insurance Company

Policy Number: EPP9427767

Policy Form Number:

D16100-G

Item 1. Name of Organization: CALIFORNIA AVOCADO COMMISSION

Mailing Address: 12 MAUCHLY STE L

City, State, Zip Code: IRVINE, CA 92618

Attn: Executive Director/President

Item 2. Policy Period: From 1/1/2024 To 1/1/2025
(Both dates at 12:01 a.m. Standard Time at the address of the Organization as stated in Item 1)

Item 3. Aggregate Limit(s) of Liability for each Policy Year:

- (a) \$5,000,000 for all Claims other than Claims for Employment Practices Wrongful Acts.
(b) \$10,000 Donor Data Loss Crisis Fund Sublimit of Liability. This limit is part of and not in addition to the Limit of Liability provided for in 3(a).
(c) \$5,000,000 for all Claims for Employment Practices Wrongful Acts. This limit is:
[X] part of and not in addition to the Limit of Liability provided for in 3(a).
[] separate from and in addition to the Limit of Liability provided for in 3(a).
(d) \$150,000 FLSA Defense Sublimit of Liability. This limit is part of and not in addition to the Limit of Liability provided for in 3(c).

Item 4. Retentions:
Insuring Agreement A: \$ 0 Each Claim
Insuring Agreements B and/or C: \$25,000 Each Claim

Item 5. Premium: Payable as follows:
\$39,923

Item 6. Endorsements Attached:
D16535 D16548 D16707 D16712 (13) D16734 DTCOV IL7324

Item 7. Notices: All notices required to be given to the Insurer under this Policy shall be addressed to:
Great American Insurance Companies
Executive Liability Division
P.O. Box 66943
Chicago, Illinois 60666

Item 8. Prior & Pending Litigation Date: 3/11/1987

These Declarations along with the completed and signed Proposal Form and Nonprofit Solution Insurance Policy, shall constitute the contract between the Insureds and the Insurer.

THIS IS A CLAIMS MADE POLICY. READ IT CAREFULLY.



**CONVERG[IN] RISK LIABILITY BINDER OF INSURANCE
BINDER NUMBER - 530561**

Insured: California Avocado Commission
12 Mauchly, Suite L
Irvine, CA 92618

Policy Form: General Terms and Conditions - (ERCR002 7/23)
Multimedia Liability Coverage Part - (ERCR003 7/23)
Policy Number: CR-168933
Insurer: Certain Underwriters as per the attached Schedule of Participating Underwriters
Filed Status: Non-admitted.

Binder Period: From: 1/1/2024 To: 3/1/2024
Policy Period: From: 1/1/2024 To: 1/1/2025

<u>Coverage Parts</u>	<u>Self-Insured Retention</u>	<u>Limit of Liability Per Claim</u>	<u>Limit of Liability Aggregate</u>
Liability Coverage Parts			
Coverage Part A. – Multimedia Liability	Included	\$25,000	\$1,000,000
Coverage Type: Occurrence			
Retro Date: 1/1/2019			
Covered Content: As defined in the policy.			
Coverage Part B. - Professional Services Liability	Not Included		
Coverage Part C. - Network Security & Privacy Liability (including regulatory coverage)	Not Included		
Total Aggregate Limit of Liability for all Liability Coverage Parts:			\$1,000,000
Total Policy Premium:			\$12,601
Policy Fee:			\$150.00

Endorsements:

- California Notice - (SN-CA 0612)
- Additional Insured Endorsement - (ERCR104 7/23) - (in replace of TRUA014)
- False Advertising Defense Costs Sublimit Endorsement - (ERCR142 7/23) - (in replace of TRUA185)
- Merger or Acquisition Threshold Amendatory Endorsement - (ERCR153 7/23) - (in replace of TRUA103)
- Prior Acts Endorsement - (ERCR169 7/23) - (12/1/2011)
- General Service Of Suit Endorsement - (ERCR277 7/23)
- Sanctions Clause - LMA3100 - (LMA3100)
- Several Liability Clause - LSW 1001 - (LSW 1001)
- Data Privacy Notice – LSW1135B - (LSW1135B)
- Lloyd's Certificate - (SLC-3 (USA) NMA2868)
- Schedule Of Participating Underwriters - (ERCR-SPUW)
- Financial Interest Clause Endorsement - (ERCR-FINC (11/21))



- Completed Surplus Lines Statement



BINDER OF INSURANCE

DATE: December 29, 2023

On behalf of U.S. Specialty Insurance Company (hereinafter: "Insurer"), I am pleased to confirm the binding coverage in accordance with our agreement as set forth below and subject to the conditions set forth herein. Please review said Binder for accuracy and contact the Insurer prior to the Effective Date of policy coverage of any inaccuracy(ies) found within the issued Binder. If the Insurer does not hear from you prior to the Effective Date of policy coverage, it will be understood that the Binder has been accepted as an accurate description of the agreed upon terms of coverage.

IMPORTANT POLICY ISSUANCE VERIFICATION

A policy will be issued in the name and with the address of the Insured exactly as referenced in the "Policy Information" section of the Binder. If this information is inaccurate, please advise us immediately.

POLICY INFORMATION

- Insured: **California Avocado Commission**
- Insured Address: 12 Mauchly, Suite L
Irvine, CA 92618-3105
- Type of Policy: Corporate Fiduciary Liability Insurance FL0002 (10/01)
- Insurance Company: U.S. Specialty Insurance Company

- Policy Number: **U724-53328**
- Policy Period: **January 01, 2024 - January 01, 2025**
- Premium: **\$ 2,488.00**

LIMIT OF LIABILITY
(in the aggregate for all

INSURING AGREEMENTS

RETENTION
(each and every claim)



BINDER OF INSURANCE

Insuring Agreements)
\$ 1,000,000 Corporate Fiduciary Liability \$ 2,500

Extended Reporting Period: 365 days for 75 % of the Annual Premium

Pending and Prior Litigation Exclusion Date: May 12, 2000

Subject to our standard policy form Corporate Fiduciary Liability Insurance FL0002 (10/01) and is inclusive of the following:

Endorsements:

FL0005	Plans Covered
FL0006	Split Deductible Wording
FL0007	Nuclear Incident Excl. Clause - Liability Direct (Broad)
FL0010	Amendment of Exclusion C
FL0011	Defense Costs in Addition to Limit of Liability End
FL0014	Punitive and Exemplary Damages Coverage Endorsement
FL0039	California Amendatory Endorsement
FL2017	Severability of Exclusions Endorsement
FL2023	Administrative Duties Endorsement
FL2027	State Amendatory Inconsistency Clause Endorsement
FL2035	Domestic, Common Law and Civil Union Partner Endorsement
FL2036	Amend Claims Notice
	Amend Clause III Definitions H. Insured Plan L. Sponsored Plan M. Wrongful Act and
FL2039	Clause IV Exclusions Settlor Definition
FL2063	Revised Definition of ERISA
FLMANU03	FL Manuscript Endorsement 3
ETRIA	Terrorism Premium Notice

Footnote to Endorsements

FL0005 - Plans Covered:

1. California Avocado Commission Money Purchase Pension Plan and California Avocado Commission Profit Sharing Plan (merged 10/1/10.)
 2. California Avocado Commission 457(b) Deferred Compensation Plan.
- FL0011 - Defense Costs in Addition - \$1,000,000. Limit.
3. FLMANU03 - Amend Section V., OTHER CONDITIONS AND AGREEMENTS, G. SETTLEMENT OF CLAIM (Carried forward from expiring Endorsement #15).

This binder is subject to receipt and acceptance within 30 days of binding the following information:

- 1 All Subjectivities Have Been Satisfied

CONDITIONS OF BINDER

When signed by the Insurer, the coverage described above is in effect from 12:01 AM of the Effective Date listed above to 12:01 AM of the Expiration Date listed above, pursuant to the terms, conditions



BINDER OF INSURANCE

and exclusions of the policy form listed above, any policy endorsements described herein, and any modifications of such term as described in this Binder section. Unless otherwise indicated, this Binder may be canceled prior to the Effective Date by the Insured or by the Broker on behalf of the Insured, by written notice to the Insurer or by surrender of this Binder stating when thereafter such cancellation shall be effective. Unless otherwise indicated, this Binder may be canceled by the Insurer prior to the Effective Date by sending written notice to the Insured at the address shown above stating when not less than thirty days thereafter, such cancellation shall be effective. Unless otherwise indicated, this Binder may be canceled by the Insurer or by the Insured on or after the Effective Date in the same manner and upon the same terms and conditions applicable to cancellation of the policy form listed above. Issuance by the Insurer and acceptance by or on the behalf of the Insured of the policy shall render this Binder void except as indicated below.

A condition precedent to coverage afforded by this Binder is that no material change in the risk occurs and no submission is made to the Insurer of a claim or circumstances that might give rise to a claim between the date of this Binder indicated above and the Effective Date.

Please note this Binder contains only a general description of coverages provided. For a detailed description of terms of a policy you must refer to the policy itself and endorsements bound herein.

HARTFORD LIFE AND ACCIDENT INSURANCE COMPANY

Hartford Plaza
Hartford, Connecticut
(A stock insurance company)



Will pay benefits according to the conditions of this policy.

Policyholder Name: CALIFORNIA AVOCADO COMMISSION

Policyholder Address: 12 MAUCHLY
BUILDING L
IRVINE, CA 92618

Policy Number: ETB-200507*

Place of Delivery: IRVINE, CA

Policy Effective Date: January 1, 2024

Policy Expiration Date: January 1, 2025

TABLE OF CONTENTS

- Schedule
- Participating Firms (if any)
- Contract Provisions
- Definitions
- Determination of Individual Coverage
- Exclusions
- Hazards
- Benefits
- Claims
- Riders (if any)

***This policy replaces the prior policy bearing the above number as of the effective date of this policy.**

Signed for the Company

Kevin Barnett, Secretary

Jonathan Bennett, President

**Travelers Casualty and Surety Company of America
Hartford, Connecticut**
(A Stock Insurance Company, herein called the Company)

<p>ITEM 1</p>	<p>NAMED INSURED:</p> <p>CALIFORNIA AVOCADO COMMISSION</p> <p>D/B/A:</p> <p>Principal Address: 12 MAUCHLY STE L IRVINE, CA 92618-6305</p>
<p>ITEM 2</p>	<p>POLICY PERIOD:</p> <p>Inception Date: January 1, 2024 Expiration Date: January 1, 2025 12:01 A.M. standard time both dates at the Principal Address stated in ITEM 1.</p>
<p>ITEM 3</p>	<p>ALL NOTICES OF CLAIM OR LOSS MUST BE SENT TO THE COMPANY BY EMAIL, FACSIMILE, OR MAIL AS SET FORTH BELOW:</p> <p>Email: BSIclaims@travelers.com Fax: 1-888-460-6622</p> <p>Mail: Travelers Bond & Specialty Insurance Claim P.O. Box 2989 Hartford, CT 06104-2989</p> <p>Overnight Mail: Travelers Bond & Specialty Insurance Claim One Tower Square, MN06 Hartford, CT 06183</p> <p>For questions related to claim reporting or handling, please call 1-800-842-8496.</p>
<p>ITEM 4</p>	<p>COVERAGE INCLUDED AS OF THE INCEPTION DATE IN ITEM 2:</p> <p>Crime</p>

ITEM 5	CRIME		
	Insuring Agreement	Single Loss Limit of Insurance	Single Loss Retention
A. Fidelity			
1. Employee Theft	\$1,000,000	\$5,000	
2. ERISA Fidelity	\$1,000,000	\$0	
3. Employee Theft of Client Property	Not Covered		
B. Forgery or Alteration			
	\$1,000,000	\$5,000	
C. On Premises			
	\$1,000,000	\$5,000	
D. In Transit			
	\$1,000,000	\$5,000	
E. Money Orders and Counterfeit Money			
	\$1,000,000	\$5,000	
F. Computer Crime			
1. Computer Fraud	\$1,000,000	\$5,000	
2. Computer Program and Electronic Data Restoration Expense	\$100,000	\$5,000	
G. Funds Transfer Fraud			
	\$1,000,000	\$5,000	
H. Personal Accounts Protection			
1. Personal Accounts Forgery or Alteration	\$1,000,000	\$5,000	
2. Identity Fraud Expense Reimbursement	Not Covered		
I. Claim Expense			
	\$25,000	\$0	

<p>ITEM 5. (Cont'd)</p>	<p>If "<i>Not Covered</i>" is inserted above opposite any specified Insuring Agreement, or if no amount is included in the Limit of Insurance, such Insuring Agreement and any other reference thereto is deemed to be deleted from this Crime Policy.</p> <p>Policy Aggregate Limit of Insurance: <input type="checkbox"/> Applicable <input checked="" type="checkbox"/> Not Applicable</p> <p>If a Policy Aggregate Limit of Insurance is applicable, then the Policy Aggregate Limit of Insurance for each Policy Period for Insuring Agreements A through H, inclusive, is: Not Applicable</p> <p>If a Policy Aggregate Limit of Insurance is not included, then this Crime Policy is not subject to a Policy Aggregate Limit of Insurance as set forth in Section V. CONDITIONS B. PROVISIONS AFFECTING LOSS ADJUSTMENT AND SETTLEMENT 1. <u>Limit of Insurance</u> a. <u>Policy Aggregate Limit of Insurance</u>.</p> <p>Cancellation of Prior Insurance: By acceptance of this Crime Policy, the Insured gives the Company notice canceling prior policies or bonds issued by the Company that are designated by policy or bond numbers Not Applicable, such cancellation to be effective at the time this Crime Policy becomes effective.</p> <p>INSURED'S PREMISES COVERED:</p> <p>All Premises of the Insured in the United States of America, its territories and possessions, Canada, or any other country throughout the world, except: Not Applicable</p>
<p>ITEM 6</p>	<p>PREMIUM FOR THE POLICY PERIOD:</p> <p>\$4,541.00 Policy Premium</p> <p>N/A Annual Installment Premium</p>
<p>ITEM 7</p>	<p>FORMS AND ENDORSEMENTS ATTACHED AT ISSUANCE: ACF-7006-0511; CRI-3001-0109; CRI-19060-0713; CRI-19072-0315; CRI-19101-1117; CRI-19115-0519; CRI-19085-0919; CRI-19122-1120; CRI-19134-0623; CRI-5005-0810</p>

THE DECLARATIONS, THE APPLICATION, THE CRIME TERMS AND CONDITIONS, ANY PURCHASED INSURING AGREEMENTS, AND ANY ENDORSEMENTS ATTACHED THERETO, CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE COMPANY AND THE NAMED INSURED.

Countersigned By

IN WITNESS WHEREOF, the Company has caused this policy to be signed by its authorized officers.



President



Corporate Secretary



Cyber Insurance Policy Declarations

Insurance coverage underwritten by At-Bay Specialty Insurance Company | 1209 Orange Street | Wilmington, DE 19001

This Cyber Insurance **Policy** is issued and delivered as surplus lines coverage pursuant to applicable surplus lines statutes. The surplus lines broker responsible for placement of this coverage is responsible for compliance with applicable surplus lines laws and regulations including completion of any declarations/affidavits and payment of any taxes.

This **Policy** contains one or more Insuring Agreements, some of which provide liability for **Claims** first made against any **Insured** during the **Policy Period**, or any applicable Extended Reporting Period, and reported to us pursuant to the terms of this **Policy**. **Claim Expenses** shall reduce the applicable **Aggregate Limit of Insurance** and Sub-Limits of Insurance and are subject to the applicable **Retentions**. Please read the entire **Policy** carefully.

Policy Number: AB-6604722-05
Policy Issue Date: 12/19/2023
Home State: CA
Licensed Surplus Lines Producer: CRC ExecPro
515 South Figueroa Street, Suite 600
Los Angeles, CA 90071

This Declaration is attached to and forms part of the **Policy**.

ITEM 1: **Named Insured:** California Avocado Commission
DBA: Not Applicable
12 Mauchly, Suite L
Irvine, CA 92618

ITEM 2: **Policy Period:**
Effective Date: 01/01/2024 at 12:01 AM local time of the **Named Insured**
Expiration Date: 01/01/2025 at 12:01 AM local time of the **Named Insured**

ITEM 3: **Policy** Premium: \$1,909.00
Embedded Security Fee: \$80.00 **Surplus Lines Tax:** \$59.67
Total Policy Cost: \$1,989.00 **Stamping Office Fee:** \$3.58

ITEM 4: **Aggregate Limit of Insurance:** \$1,000,000.

ITEM 5: Notice of **Claim** or **Cyber Event:** claims@at-bay.com
At-Bay Insurance Services, LLC
1 Post Street, 14th Floor
San Francisco, California 94104

If the amount for ITEM 3, Embedded Security Fee is displayed as "N/A", there is no charge and no **Embedded Security** applicable to this **Policy**. **Embedded Security** includes access to At-Bay Stance™ Exposure Manager and At-Bay Stance™ Managed Security as described in the Embedded Security endorsement.



ITEM 6: Insuring Agreements, Sub-Limits of Insurance, and **Retentions** included:

Insuring Agreements:	Inclusion:	Sub-Limits of Insurance:	Retentions
A. Information Privacy			
A.1. Information Privacy Liability	Included	\$1,000,000.	\$5,000.
A.2. Regulatory Liability	Included	\$1,000,000.	\$5,000.
A.3. Event Response and Management	Included	\$1,000,000.	\$5,000.
A.4. PCI-DSS Liability	Included	\$1,000,000.	\$5,000.
B. Network Security			
B.1. Network Security Liability	Included	\$1,000,000.	\$5,000.
B.2. Event Response and Recovery	Included	\$1,000,000.	\$5,000.
C. Business Interruption			
C.1. Direct Business Interruption	Included	\$1,000,000.	\$5,000.
C.2. Contingent Business Interruption	Included	\$1,000,000.	\$5,000.
D. Cyber Extortion			
D.1. Cyber Extortion	Included	\$1,000,000.	\$5,000.
E. Financial Fraud			
E.1. Social Engineering	Included	\$250,000.	\$5,000.
E.2. Computer Fraud	Included	\$250,000.	\$5,000.
F. Media Content			
F.1. Media Liability	Not Included	\$0.	\$0.
F.2. Media Event Response	Not Included	\$0.	\$0.

If any Inclusion field for an Insuring Agreement is displayed as "Not Included," there is no coverage for such Insuring Agreement.

ITEM 6: Continued

Insuring Agreement:	Inclusion:	Sub-Limit of Insurance:	Retention:
G. Reputational Harm			
G.1. Reputational Harm	Included	\$1,000,000.	\$5,000.

If, in ITEM 6 Continued, the Inclusion field for the G.1. Reputational Harm Insuring Agreement is displayed as "Not Included," there is no coverage for such Insuring Agreement.

Reputational Harm Indemnity Period:
180 days.

System Failure Enhancement to Business Interruption Insuring Agreements I.C.1. and I.C.2.

System Failure Policy Form:	Inclusion:
Contingent and Direct System Failure:	Included
System Failure Coverage Details:	Value:
Direct System Failure Limit:	\$1,000,000.
Contingent System Failure Limit:	\$1,000,000.
System Failure Waiting Period:	8 hours.

If the Inclusion field for the Contingent and Direct System Failure **Policy** Form is displayed as "Not Included," it is not included as part of this **Policy**.

Ransomware Event Coverage Details:	Value:
Ransomware Event Sub-Limit Endorsement	
Ransomware Sublimit	Full Limit



ITEM 7: Claims Made Dates:

Claims Made Dates:	Date:
Retroactive Date:	Not Applicable
Continuity Date:	12/01/2011
Prior and Pending Litigation Date:	05/29/2020

ITEM 8: **Policy** Forms:

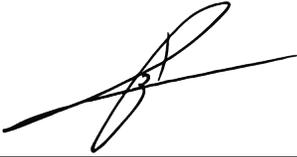
Form Title:	Form Identification:	Form Edition Date:
Cyber Insurance Policy Declarations	AB-CYB-004	09/2023
Cyber Insurance Policy	AB-CYB-001.2	08/2023
Terrorism Risk Insurance Act Disclosure	AB-CYB-002	03/2022
Service of Process Endorsement	AB-CYB-029.2	08/2023
Reputational Harm Insuring Agreement	AB-CYB-034	03/2022
CRC Amendatory Endorsement	AB-CYB-CRC_001	03/2022
California Punitive Damages Amendatory Endorsement	AB-CYB-CA	03/2022
War & Cyber Terrorism Enhancement	AB-CYB-064	03/2022
California Consumer Privacy Act Enhancement	AB-CYB-062	03/2022
Law Enforcement Cooperation Enhancement	AB-CYB-066	03/2022
Voluntary & Preventative Shutdown Coverage	AB-CYB-063	03/2022
Social Engineering Forged Instruments Carveback	AB-CYB-065	03/2022
Affirmative Pay-On-Behalf Intent (1st Party)	AB-CYB-058	03/2022
PCI-DSS Betterment Coverage (\$25,000)	AB-CYB-081	03/2022



Contingent Bodily Injury Coverage (Sub-Limit)	AB-CYB-068	03/2022
Invoice Manipulation Coverage	AB-CYB-059	03/2022
Funds Transfer Fraud Coverage	AB-CYB-061	03/2022
CryptoJacking & Utility Coverage (Full Limits)	AB-CYB-067	03/2022
Breach Costs Outside (Additional Limit)	AB-CYB-069	03/2022
OFAC Exclusion Endorsement	AB-CYB-095	03/2022
Government Action & Licensing Exclusion	AB-CYB-096	03/2022
Amendment to Pollution and Nuclear, Biological, and Chemical Contamination Exclusions Endorsement	AB-CYB-097	03/2022
Biometric Privacy Violation Exclusion	AB-CYB-098	08/2023
Business Interruption Waiting Period Endorsement	AB-CYB-084	05/2023
Contingent and Direct System Failure (for use with Business Interruption Waiting Period Endorsement)	AB-CYB-085	05/2023
Embedded Security Endorsement	AB-CYB-111	05/2023



Authorized Signature: At-Bay Specialty Insurance Company

	
Rotem Iram President	Roman Itskovich Chief Risk Officer

In witness whereof, At-Bay Specialty Insurance Company has caused this **Policy** to be signed by its authorized officers.



COMMITTEE ACTION

ITEM 4.d: CONSIDER APPROVAL OF BUDGET AMENDMENT #1

SUMMARY:

Commission management has prepared Budget Amendment #1, which revises the 2023-24 beginning reserve balance to \$7,425,954 as obtained from the October 31, 2023 ending Net Position balance reported on CAC's 2022-23 audited financial statements. In addition, details of the breakdown of spending by line items for the consumer marketing budget has been included now that Curious Plot, CAC's new agency of record, is in place.

Budget amendment #1 also reflects an increase in the Production Research budget of \$32,500 for industry research support for the sponsorship of Jesse Landesman in the Foundation for Food and Agriculture Research (FFAR) Fellowship program. This item had been approved by the Board at the February 22, 2024, however funding was contingent upon Ms. Landesman's acceptance into the program. CAC has been notified of Ms. Landesman being offered a fellowship and notified that the full first year's sponsorship amount of \$32,500 will be due in the 2023-24 fiscal year, therefore management has included the amount in Budget Amendment #1.

FISCAL ANALYSIS:

- The presented 2023-24 CAC Budget Amendment #1 increases CAC's beginning net position by \$765,313 and increases expenses by \$32,500, resulting in an estimated ending reserve balance of approximately \$6,145,000. For reference, the original 2023-24 CAC Budget approved in October 2023 estimated 2023-24 ending reserves at just over \$5,400,000.

COMMITTEE OPTIONS:

- Recommend approval of the 2023-24 CAC Budget Amendment #1 to the CAC Board, as presented
- Modify the proposed budget and recommend approval to the CAC Board as modified by the Committee

STAFF RECOMMENDATION:

- Recommend approval of the 2023-24 CAC Budget Amendment #1 to the CAC Board, as presented

EXHIBITS / ATTACHMENTS:

- 2023-24 CAC Budget Amendment #1

**CALIFORNIA AVOCADO COMMISSION
2023-24 BUDGET
AMENDMENT #1**

ACCT CODE	REVENUES:	2023-24		2023-24		ORIGINAL vs. AMEND #1		COMMENT
		AMEND #1	%	BUDGET	%	INCREASE (DECREASE)	PERCENT CHANGE	
40001	CAC Assessment Revenue	\$5,045,625	53.1%	\$5,045,625	53.1%	\$0	0.00%	Assessment rate 2.25%, crop size 200 MM lbs, price \$1.15
40011	HAB 85% Rebate Assessment Revenue	\$3,952,500	41.6%	\$3,952,500	41.6%	\$0	0.00%	
	Subtotal Assessment Revenues	\$8,998,125	94.7%	\$8,998,125	94.7%	\$0	0.00%	
42001	Administration & Accounting Fee Revenue (AIP)	\$61,000	0.6%	\$61,000	0.6%	\$0	0.00%	
46010	Grant Funding	\$300,000	3.2%	\$300,000	3.2%	\$0	0.00%	
48001	Interest Income	\$6,000	0.1%	\$6,000	0.1%	\$0	0.00%	
48009	From the Grove Income	\$60,000	0.6%	\$60,000	0.6%	\$0	0.00%	
48003	Other Income	\$75,000	0.8%	\$75,000	0.8%	\$0	0.00%	
47000	California Avocado Merchandise Shop Income	\$0	0.0%	\$0	0.0%	\$0	100.00%	
	Subtotal Other Revenues	\$502,000	5.3%	\$502,000	5.3%	\$0	0.00%	
	Total Revenues	\$9,500,125	100.0%	\$9,500,125	100.0%	\$0	0.00%	

ACCT CODE	EXPENDITURES: Marketing Programs	2023-24		2023-24		ORIGINAL vs. AMEND #1		COMMENT
		AMEND #1	%	BUDGET	%	INCREASE (DECREASE)	PERCENT CHANGE	
51000 & 55000	Consumer Marketing	\$3,200,000	29.7%	\$3,200,000	29.8%	\$0	0.00%	
54000	Consumer Public Relations	\$190,000	1.8%	\$190,000	1.8%	\$0	0.00%	
54000	Consumer/Trade Living Well	\$0	0.0%	\$0	0.0%	\$0	0.00%	
52000	Trade Marketing - Retail	\$2,061,000	19.1%	\$2,061,000	19.2%	\$0	0.00%	
53000	Trade Marketing - Foodservice	\$507,500	4.7%	\$507,500	4.7%	\$0	0.00%	
59000	Marketing Activities Support	\$177,500	1.6%	\$177,500	1.7%	\$0	0.00%	
57000	California Avocado Merchandise Shop	\$0	0.0%	\$0	0.0%	\$0	0.00%	
	Subtotal Marketing Programs	\$6,136,000	56.9%	\$6,136,000	57.1%	\$0	0.00%	
	EXPENDITURES: Non-Marketing Programs							
64000 & 65000	Industry Affairs & Production Research	\$1,477,918	13.7%	\$1,445,418	13.4%	\$32,500	2.25%	See details below
66010	Grant Programs	\$300,000	2.8%	\$300,000	2.8%	\$0	0.00%	
70000	Operations	\$2,867,339	26.6%	\$2,867,339	26.7%	\$0	0.00%	
	Subtotal Non-Marketing Programs	\$4,645,257	43.1%	\$4,612,757	42.9%	\$32,500	0.70%	
	Total Expenditures	\$10,781,257	100.0%	\$10,748,757	100.0%	\$32,500	0.30%	
	Excess Of Revenues Over (Under) Expenditures	(\$1,281,132)	-13.5%	(\$1,248,632)	-13.1%	(\$32,500)	2.60%	
	Estimated Beginning Reserves - Nov. 1	\$7,425,954		\$6,660,642		\$765,313	11.49%	Updated Beginning Reserves based on 10/31/23 Audited Financials
	Estimated Ending Reserves - Oct. 31	\$6,144,822		\$5,412,010		\$732,813	13.54%	

**CALIFORNIA AVOCADO COMMISSION
2023-24 BUDGET
AMENDMENT #1**

Department: Marketing

ACCT CODE	DEPT/ACTIVITY	2023-24		2023-24		ORIGINAL vs. AMEND #1		COMMENT
		AMEND #1	%	BUDGET	%	INCREASE (DECREASE)	PERCENT CHANGE	
	<u>Consumer Marketing:</u>							Line item budget detail updated
51001	Media	\$1,390,000	22.7%	TBD	0.0%	N/A	0.00%	
51002	Production	\$410,000	6.7%	TBD	0.0%	N/A	0.00%	
51004	Consumer Marketing - Retail	\$800,000	13.0%	TBD	0.0%	N/A	0.00%	
55XXX	Online Marketing	\$410,000	6.7%	TBD	0.0%	N/A	0.00%	
51801 & 57002	Program Administration	\$190,000	3.1%	TBD	0.0%	N/A	0.00%	
	Consumer Marketing Subtotal	\$3,200,000	52.2%	\$3,200,000	52.2%	\$0	0.00%	
	<u>Consumer Public Relations:</u>							
5400X & 5420X	Brand Advocates	\$115,000	1.9%	\$115,000	1.9%	\$0	0.00%	
5400X & 541XX	Public Relations	\$75,000	1.2%	\$75,000	1.2%	\$0	0.00%	
5480X	Program Administration	\$0	0.0%	\$0	0.0%	\$0	0.00%	
	Consumer Public Relations Subtotal	\$190,000	3.1%	\$190,000	3.1%	\$0	0.00%	
	<u>Consumer/Trade Living Well:</u>							
54206	Living Well Brand Advocates	\$0	0.0%	\$0	0.0%	\$0	0.00%	
54201	Industry Partnerships	\$0	0.0%	\$0	0.0%	\$0	0.00%	
54802	Program Administration	\$0	0.0%	\$0	0.0%	\$0	0.00%	
	Consumer/Trade Living Well Subtotal	\$0	0.0%	\$0	0.0%	\$0	0.00%	
	<u>Trade - Retail:</u>							
520XX	Trade Relations	\$685,300	11.2%	\$685,300	11.2%	\$0	0.00%	
521XX & 523XX	Retail & Consumer Promotions	\$1,047,500	17.1%	\$1,047,500	17.1%	\$0	0.00%	
522XX	Data, Research & Analysis	\$262,200	4.3%	\$262,200	4.3%	\$0	0.00%	
524XX	Administration & Other	\$66,000	1.1%	\$66,000	1.1%	\$0	0.00%	
	Trade - Retail Subtotal	\$2,061,000	33.6%	\$2,061,000	33.6%	\$0	0.00%	
	<u>Trade - Foodservice:</u>							
53001	Media	\$0	0.0%	\$0	0.0%	\$0	0.00%	
53101	Public Relations & Collateral Materials	\$103,300	1.7%	\$103,300	1.7%	\$0	0.00%	
53103	Foodservice Events	\$164,100	2.7%	\$164,100	2.7%	\$0	0.00%	
53104	Chain Promotions	\$193,600	3.2%	\$193,600	3.2%	\$0	0.00%	
53105	Education Programs	\$2,000	0.0%	\$2,000	0.0%	\$0	0.00%	
5380X	Program Administration	\$44,500	0.7%	\$44,500	0.7%	\$0	0.00%	
	Trade - Foodservice Subtotal	\$507,500	8.3%	\$507,500	8.3%	\$0	0.00%	
	<u>Marketing Activities Support:</u>							
51803	Marketing Planning & Export Program	\$177,500	2.9%	\$177,500	2.9%	\$0	0.00%	
51003	Buy California Marketing Agreement	\$0	0.0%	\$0	0.0%	\$0	0.00%	
	Marketing Activities Support Subtotal	\$177,500	2.9%	\$177,500	2.9%	\$0	0.00%	
	<u>California Avocado Merchandise Shop:</u>							
57XXX	Cost of Goods Sold	\$0	0.0%	\$0	0.0%	\$0	0.00%	
577XX & 57900	Expenses - Variable	\$0	0.0%	\$0	0.0%	\$0	0.00%	
5780X	Expenses - Fees	\$0	0.0%	\$0	0.0%	\$0	0.00%	
	California Avocado Merchandise Shop Subtotal	\$0	0.0%	\$0	0.0%	\$0	0.00%	
	Total Marketing	\$6,136,000	100.0%	\$6,136,000	100.0%	\$0	0.00%	

**CALIFORNIA AVOCADO COMMISSION
2023-24 BUDGET
AMENDMENT #1**

Department: Industry Affairs & Production Research

ACCT CODE	DEPT/ ACTIVITY	2023-24		2023-24		ORIGINAL vs. AMEND #1		COMMENT
		AMEND #1	%	BUDGET	%	INCREASE (DECREASE)	PERCENT CHANGE	
	<u>Industry Statistics And Information:</u>							
64001	AMRIC Operation	\$27,000	2.2%	\$27,000	2.2%	\$0	0.00%	
64002	Crop Forecasting and Analysis	\$80,000	6.6%	\$80,000	6.6%	\$0	0.00%	
64003	Grower Database	\$1,500	0.1%	\$1,500	0.1%	\$0	0.00%	
64004	Grove Identification GIS Project Development	\$11,500	0.9%	\$11,500	0.9%	\$0	0.00%	
	Industry Statistics And Information Subtotal	\$120,000	9.9%	\$120,000	9.9%	\$0	0.00%	
	<u>Grower Communications:</u>							
64105	Online Information	\$31,000	2.6%	\$31,000	2.6%	\$0	0.00%	
64106	Publications	\$108,500	9.0%	\$108,500	9.0%	\$0	0.00%	
64107	Annual Meeting	\$20,000	1.7%	\$20,000	1.7%	\$0	0.00%	
64108	Annual Report	\$15,000	1.2%	\$15,000	1.2%	\$0	0.00%	
	Grower Communications Subtotal	\$174,500	14.4%	\$174,500	14.4%	\$0	0.00%	
	<u>Issues Management:</u>							
64201	Water Issues	\$100,000	8.3%	\$100,000	8.3%	\$0	0.00%	
64202	Field/Technical Support	\$100,000	8.3%	\$100,000	8.3%	\$0	0.00%	
64204	Research Program Coordination & Outreach	\$120,000	9.9%	\$120,000	9.9%	\$0	0.00%	
64206	Legislative & Regulatory Advocacy	\$125,000	10.3%	\$125,000	10.3%	\$0	0.00%	
64208	Product Registrations	\$5,000	0.4%	\$5,000	0.4%	\$0	0.00%	
64211	Sustainability Project	\$50,000	4.1%	\$50,000	4.1%	\$0	0.00%	
	Issues Management Subtotal	\$500,000	41.3%	\$500,000	41.3%	\$0	0.00%	
	<u>Legal/Governance:</u>							
64301	Elections	\$10,000	0.8%	\$10,000	0.8%	\$0	0.00%	
64302	Legal Support	\$100,000	8.3%	\$100,000	8.3%	\$0	0.00%	
64303	Governance Support	\$55,000	4.5%	\$55,000	4.5%	\$0	0.00%	
	Legal/Governance Subtotal	\$165,000	13.6%	\$165,000	13.6%	\$0	0.00%	
	<u>Demonstration Grove:</u>							
64401	Pine Tree - Rent	\$24,900	2.1%	\$24,900	2.1%	\$0	0.00%	
64402	Pine Tree - Grove Management	\$52,000	4.3%	\$52,000	4.3%	\$0	0.00%	
64403	Pine Tree - Utilities	\$5,400	0.4%	\$5,400	0.4%	\$0	0.00%	
64404	Pine Tree - Property Tax & Insurance	\$2,520	0.2%	\$2,520	0.2%	\$0	0.00%	
64405	Pine Tree - Improvements & Misc Expenses	\$5,000	0.4%	\$5,000	0.4%	\$0	0.00%	
64406 - 64409	Pine Tree - Harvesting, Hauling, CAC & HAB Assessments	\$15,155	1.3%	\$15,155	1.3%	\$0	0.00%	
	Demonstration Grove Subtotal	\$104,975	8.7%	\$104,975	8.7%	\$0	0.00%	
	<u>Education & Outreach:</u>							
64501	Field Meetings, Seminars & Workshops	\$15,000	1.2%	\$15,000	1.2%	\$0	0.00%	
64502	Pine Tree Ranch Field Days	\$2,000	0.2%	\$2,000	0.2%	\$0	0.00%	
64503	Grower Outreach	\$4,000	0.3%	\$4,000	0.3%	\$0	0.00%	
	Education & Outreach Subtotal	\$21,000	1.7%	\$21,000	1.7%	\$0	0.00%	
	<u>Other:</u>							
64801	Dues, Sponsorships, & Reports	\$41,000	3.4%	\$41,000	3.4%	\$0	0.00%	
64802	Grant Writing	\$2,500	0.2%	\$2,500	0.2%	\$0	0.00%	
64803	Travel	\$60,000	5.0%	\$60,000	5.0%	\$0	0.00%	
64804	Office Expense	\$10,000	0.8%	\$10,000	0.8%	\$0	0.00%	
64805	Committee Meeting Expense	\$5,000	0.4%	\$5,000	0.4%	\$0	0.00%	
64901	Anti-Theft Reward Program	\$7,500	0.6%	\$7,500	0.6%	\$0	0.00%	
	Other Industry Affairs Subtotal	\$126,000	10.4%	\$126,000	10.4%	\$0	0.00%	
	Total Industry Affairs	\$1,211,475	100.0%	\$1,211,475	100.0%	\$0	0.00%	

**CALIFORNIA AVOCADO COMMISSION
2023-24 BUDGET
AMENDMENT #1**

Department: Industry Affairs & Production Research

ACCT CODE	DEPT/ ACTIVITY	2023-24		2023-24		ORIGINAL vs. AMEND #1		COMMENT
		AMEND #1	%	BUDGET	%	INCREASE (DECREASE)	PERCENT CHANGE	
<u>Pest & Disease Projects:</u>								
65131	Phenology and ecology of avocado lace bug in Southern Calif	\$30,572	11.5%	\$30,572	13.1%	\$0	0.00%	
65132	PLACEHOLDER: Avocado Branch Canker	\$30,000	11.3%	\$30,000	12.8%	\$0	0.00%	
	Pest & Disease Project Subtotal	\$60,572	22.7%	\$60,572	25.9%	\$0	0.00%	
<u>Breeding, Varieties, Genetics Projects:</u>								
65215	Commercial-Scale Field Testing and Potential Release of Roc	\$89,628	33.6%	\$89,628	38.3%	\$0	0.00%	
65217	CAL POLY Commercial scale field testing and potential rele;	\$16,690	6.3%	\$16,690	7.1%	\$0	0.00%	
	Breeding, Varieties, Genetics Projects Subtotal	\$106,318	39.9%	\$106,318	45.4%	\$0	0.00%	
<u>Cultural Management Projects:</u>								
653XX	Chloride Mitigation Strategies	\$0	0.0%	\$0	0.0%	\$0	0.00%	
65323	Develop tools and info on crop water use	\$67,053	25.2%	\$67,053	28.7%	\$0	0.00%	
	Cultural Management Projects Subtotal	\$67,053	25.2%	\$67,053	28.7%	\$0	0.00%	
<u>Industry Research Support:</u>								
65403	Foundation for Food and Agriculture Research (FFAR) Fellow Sponsor - Jesse Landesman	\$32,500	12.2%	\$0	0.0%	\$32,500	100.00%	Approved by the Board 2/22/24
	Industry Research Subtotal	\$32,500	12.2%	\$0	0.0%	\$32,500	100.00%	
	Total Production Research	\$266,443	100.0%	\$233,943	100.0%	\$32,500	13.89%	

Department: Grant Programs

ACCT CODE	DEPT/ ACTIVITY	2023-24		2023-24		ORIGINAL vs. AMEND #1		COMMENT
		AMEND #1	%	BUDGET	%	INCREASE (DECREASE)	PERCENT CHANGE	
66020-91	USDA Grant-FAS MAP South Korea	\$160,000	53.3%	\$160,000	53.3%	\$0	0.00%	
66021-92	USDA Grant-FAS MAP China	\$140,000	46.7%	\$140,000	46.7%	\$0	0.00%	
	Total Grant Programs	\$300,000	100.0%	\$300,000	100.0%	\$0	0.00%	

**CALIFORNIA AVOCADO COMMISSION
2023-24 BUDGET
AMENDMENT #1**

Department: Operations

ACCT CODE	DEPT/ACTIVITY	2023-24		2023-24		ORIGINAL vs. AMEND #1		COMMENT
		AMEND #1	%	BUDGET	%	INCREASE (DECREASE)	PERCENT CHANGE	
<u>Office Expense:</u>								
71101 & 71102	Office Rent & Property Tax	\$155,705	5.4%	\$155,705	5.4%	\$0	0.00%	
71104	Offsite Storage	\$9,300	0.3%	\$9,300	0.3%	\$0	0.00%	
71111	Corporate Insurance	\$96,000	3.3%	\$96,000	3.3%	\$0	0.00%	
71121 - 71123	Office Expense, Supplies & Janitorial	\$27,650	1.0%	\$27,650	1.0%	\$0	0.00%	
71131	Utilities	\$14,600	0.5%	\$14,600	0.5%	\$0	0.00%	
71141	Bank & Payroll Fees	\$16,000	0.6%	\$16,000	0.6%	\$0	0.00%	
71151	Equipment Maintenance & Expense	\$20,000	0.7%	\$20,000	0.7%	\$0	0.00%	
71161 - 71181	Telephone, Cell Phone, Postage & Courier Service	\$29,420	1.0%	\$29,420	1.0%	\$0	0.00%	
	Office Expense Subtotal	\$368,675	12.9%	\$368,675	12.9%	\$0	0.00%	
<u>Professional Fees:</u>								
71201	CPA-Financial Audits	\$40,000	1.4%	\$40,000	1.4%	\$0	0.00%	
71203	CPA-Assessment Audits	\$28,500	1.0%	\$28,500	1.0%	\$0	0.00%	
71207	CDFA Fiscal and Compliance Audit	\$14,500	0.5%	\$14,500	0.5%	\$0	0.00%	
71211	CDFA Charges	\$81,960	2.9%	\$81,960	2.9%	\$0	0.00%	
71221	USDA-AMS Charges	\$60,000	2.1%	\$60,000	2.1%	\$0	0.00%	
71231 - 71235	Legal & Other Professional	\$7,500	0.3%	\$7,500	0.3%	\$0	0.00%	
712XX	Outsourced Accounting	\$150,000	5.2%	\$150,000	5.2%	\$0	0.00%	
78301	Pension Admin & Legal	\$52,300	1.8%	\$52,300	1.8%	\$0	0.00%	
	Professional Fees Subtotal	\$434,760	15.2%	\$434,760	15.2%	\$0	0.00%	
<u>Personnel Expenses:</u>								
71301 & 71321	Payroll Expense (Wages, Tax & Wrkrs Comp) - Ops & IA	\$645,680	22.5%	\$645,680	22.5%	\$0	0.00%	
	Payroll Expense (Wages, Tax & Wrkrs Comp) - Marketing	\$766,280	26.7%	\$766,280	26.7%	\$0	0.00%	
71311	Pension Expense	\$117,625	4.1%	\$117,625	4.1%	\$0	0.00%	
71331	Benefits Expense	\$236,432	8.2%	\$236,432	8.2%	\$0	0.00%	
	Personnel Expenses Subtotal	\$1,766,017	61.6%	\$1,766,017	61.6%	\$0	0.00%	
<u>Commissioner Expenses:</u>								
71401	District Meetings & Expenses	\$5,000	0.2%	\$5,000	0.2%	\$0	0.00%	
71402 & 71403	Travel, Lodging, Mileage, Meals & Entertainment	\$58,000	2.0%	\$58,000	2.0%	\$0	0.00%	
71404	Board Meeting Expenses	\$31,000	1.1%	\$31,000	1.1%	\$0	0.00%	
714XX	HAB BOLD Participation	\$18,000	0.6%	\$18,000	0.6%	\$0	0.00%	
	Commissioner Expenses Subtotal	\$112,000	3.9%	\$112,000	3.9%	\$0	0.00%	
<u>Information Technology:</u>								
73001 & 73002	Network Maint., Hardware, Software & Licenses	\$66,937	2.3%	\$66,937	2.3%	\$0	0.00%	
73003 & 73005	IT Support, Consulting & IT Service	\$56,500	2.0%	\$56,500	2.0%	\$0	0.00%	
73004	Accounting & Assessment System	\$11,500	0.4%	\$11,500	0.4%	\$0	0.00%	
	Information Technology Subtotal	\$134,937	4.7%	\$134,937	4.7%	\$0	0.00%	
<u>Depreciation, Interest & Other Operations:</u>								
78101	Operations Staff Travel	\$5,000	0.2%	\$5,000	0.2%	\$0	0.00%	
78201	Depreciation Expense	\$0	0.0%	\$0	0.0%	\$0	0.00%	
78401 & 78501	Dues & Reg., Education, Training, Recruitment, Other	\$20,950	0.7%	\$20,950	0.7%	\$0	0.00%	
78601	Temporary Help	\$25,000	0.9%	\$25,000	0.9%	\$0	0.00%	
	Depreciation, Interest & Other Admin Subtotal	\$50,950	1.8%	\$50,950	1.8%	\$0	0.00%	
	Total Operations	\$2,867,339	100.0%	\$2,867,339	100.0%	\$0	0.00%	



COMMITTEE INFORMATION

ITEM 4.e: REVISED INTERNAL CONTROL POLICIES & PROCEDURES

SUMMARY:

Due to Commission restructuring and modernization of systems that has occurred over the past two years, CAC's Internal Control Policies and Procedures (ICPPs) needed to be updated to align with current structure, processes and procedures. In addition to these administrative updates, below are revisions made due to specific direction from Board and management:

- At the October 11, 2023 meeting, the CAC Board took action to approve a revised Authorization Limit Matrix and directed staff to update the ICPPs to align with the revised authorization limits.
- At the November 2023 Board meeting, action was taken to approve a Code of Conduct and Ethic, specifically for Board Members and Alternates, and to minimize confusion, direction was given to staff to remove reference to Board Members and Alternates in the Code of Conduct included in the ICPPs.
- As a result of the January 2024 USDA management review, Commission management developed a formalized process for securing USDA approval to ensure marketing materials developed with federal funds obtain approval from USDA prior to use. Management recommended these procedures be added to CAC's ICPPs as a formalized process.

The attached redlined version of the ICPPs incorporates the revisions identified above. Per Section 12.02 of the ICPPs, CAC management is informing the Finance Committee, as the Board's designee, that these changes have been made and will go into effect immediately.

FISCAL ANALYSIS:

- Not applicable

COMMITTEE OPTIONS:

- Discussion item only

STAFF RECOMMENDATION:

- Not applicable

EXHIBITS / ATTACHMENTS:

- CAC Internal Control Policies and Procedures v. 1.06 with redline revisions



INTERNAL CONTROL POLICIES AND PROCEDURES

Effective Date: ~~November 1, 2019~~ May 15, 2024
Revision Number: ~~1.65~~
Approved By: ~~Thomas Bellamore — CAC President~~ Ken Melban, CAC Vice President of Industry Affairs and Operation
Supersedes: ~~1.54~~
Approval Date: ~~November 1, 2019~~ XXXXXX XX, XXX

REVISION POLICY: The President/Vice President of Industry Affairs and Operations approves all revisions to this California Avocado Commission (CAC) procedure in line with 11.0 COMPLIANCE AND CHANGES TO POLICIES AND PROCEDURES. The Director of Industry Affairs and Operations ~~Vice President of Finance and Administration~~ maintains the master copy of CAC Internal Control Policies and Procedures.



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1.00 CASH AND INVESTMENT

OBJECTIVE: To safeguard CAC's cash and investments

1.01 INVESTMENT

RESPONSIBILITIES:

- Vice President of ~~Finance and Administration~~ Industry Affairs and Operations: Performs investment policy compliance reviews.

DEFINITIONS: None

REPORTS/DOCUMENTS: Investment Review Form

RELEVANT SYSTEMS: None

REFERENCE MATERIALS: Investment Policies of United States Department of Agriculture (USDA) and California Department of Food and Agriculture (CDFA)

PROCEDURE:

1. CAC strictly adheres to Investment policies of United States Department of Agriculture (USDA) and California Department of Food & Agriculture (CDFA).
2. The Vice President of ~~Finance and Administration~~ Industry Affairs and Operations, in conjunction with Outsourced Accounting, reviews Investment policies of USDA and CDFA at least once a year usually before fiscal year-end to ensure CAC is in compliance with Investment policies of USDA and CDFA as evidenced by signature/date on Investment Review Form. (1.01.C1)



1.02 BANK RECONCILIATION

RESPONSIBILITIES:

- Outsourced Accounting Vice President of Finance and Administration: Performs bank reconciliations for all cash accounts
- Director of Industry Affairs and Operations President: Reviews bank reconciliations

DEFINITIONS: None

REPORTS/DOCUMENTS: Month-End Close Workbook~~Bank Reconciliation Worksheet~~

RELEVANT SYSTEMS:

- SAGE 100 QuickBooks Online
- MS Excel
- Bank Website: ~~To print Bank Statements~~

REFERENCE MATERIALS: Bank Statements

PROCEDURE:

1. After month-end, Vice President of Finance and Administration Outsourced Accounting ~~prints out~~obtains Bank Statements from the bank websites and the Balance Sheet from SAGE 100 Quickbooks Online.
2. Vice President of Finance and Administration Outsourced Accounting prepares bank reconciliation ~~prior to~~as part of the financial month-end close, usually by the 5th work day of the following month. Director of Industry Affairs and Operations President reviews and approves all bank reconciliation as evidenced by signature/date on bank reconciliation the month-end close workbook. (1.02.C1)
3. Vice President of Finance and Administration Outsourced Accounting identifies outstanding ~~checks transactions that are 5-6 months old and instructs the Accounting Clerk to investigate~~s them. Comments explaining the reason for outstanding transactions are provided in the month-end close workbook for all outstanding transactions. If a check is determined to be lost in the mail, a stop payment would be placed on the check and the check would be voided per Check Voiding Policy.
4. Vice President of Finance and Administration keeps the aApproved bank reconciliations are kept as part of the approved month-end close workbook saved on CAC's servers in the corresponding month-end folders in the file.



2.00 ASSESSMENT COLLECTION AND CASH RECEIPT

OBJECTIVE: To ensure timely, accurate and complete collection and recording of assessment collection and cash receipt

2.01 ASSESSMENT COLLECTION AND MISCELLANEOUS CASH RECEIPT

RESPONSIBILITIES:

- ~~Office Manager~~ Operations Staff: Opens and logs cash receipts. Mails monthly assessment reports to handlers.
- ~~Accounting Clerk~~ Outsourced Accounting: Records cash receipts ~~on SAGE 100~~ in Quickbooks Online.
- ~~Director of Industry Affairs and Operations~~ Vice President of Finance and Administration: Reviews ~~daily~~ cash receipt transactions.

DEFINITIONS: None

REPORTS/DOCUMENTS:

- Month-End Close Workbook
- ~~Daily Cash Receipt Logs (DCRL)~~
- ~~Daily Transaction Register (DTR)~~
- ~~Daily Cash Flows (DCF)~~

RELEVANT SYSTEMS:

- MS Excel
- SAGE 100 QuickBooks Online
- Handler Assessment System (HAS)
- Bank Website: ~~To print reports~~

REFERENCE MATERIALS:

- ~~Previous Day Report (PDR)~~
- Lockbox Report
- Avocado Marketing Research and Information Center (AMRIC) reports
- Avocado Inspection Program (AIP) reports

PROCEDURE:

Assessment Collection:



1. ~~Accounting Clerk~~Operations Staff sends blank assessment reports to the Handlers on record by the 25th of each month.
2. The assessment forms direct handlers to send reports and payments to CAC's lockbox. **CAC established a lockbox to minimize the number of checks mailed to CAC's office and mitigate the risk of deposits being lost or misappropriated by having them go straight to CAC's bank account. (2.01.C1)**
3. For assessments received through lockbox, wire transfer or over-the-counter deposits, ~~Accounting Clerk~~Outsourced Accounting checks the Lockbox Reports ~~and PDR~~ on the bank website and ~~prints~~ saves them to the CAC server ~~them for as~~ supporting documents.
4. For assessments received at CAC's office:
 - 4.1. ~~Office Manager~~Operations Staff opens all mail addressed to Accounting including assessment checks. ~~Office Manager~~Operations Staff ~~scans in a copy of the logs~~ the assessments received ~~on DCRL~~ and emails to Director of Industry Affairs and Operations. Director of Industry Affairs and Operations Vice President of Finance and Administration ~~compares the DCRL with the deposits listed on the PDR and/or DCF to make sure~~ reviews bank transactions to ensure all cash monies received at CAC's office are deposited within 5 business days. (2.01.C2)
 - 4.2. Operations Staff ~~Office Manager~~ submits mails the assessment deposits received at CAC's office to Accounting Clerk ~~who mails them to the CAC~~ lockbox.
5. ~~Accounting Clerk~~Outsourced Accounting checks the assessment calculation on the reports and enters the deposit to HAS.
6. Outsourced Accounting ~~Accounting Clerk~~ enters the deposit into the SAGE 100 AR module. QuickBooks Online.
7. ~~Accounting Clerk~~ prints the DTR, which Director of Industry Affairs and Vice President of Finance and Administration ~~reviews~~ deposits entered into HAS and QuickBooks Online and compares against DCF for accuracy and completeness. (2.01.C3)
8. Monthly, Outsourced Accounting ~~Accounting Clerk~~ reviews the HAS reports to identify late payments (per **2.02 Late Assessment Payment** procedure).
9. ~~Vice President of Finance and Administration~~ reviews the total cash receipts during bank reconciliation. Outsourced Accounting ~~Vice President of Finance and Administration~~ prepares bank reconciliation prior to as part of the financial month-end close process, usually by the 5th work day of the following month. President Director of Industry Affairs and Operations reviews and approves all bank reconciliation as evidenced by signature/date on the month-end close workbook ~~bank reconciliation. (1.02.C1)~~
10. ~~After month-end close, Accounting Clerk gives the Office Manager all the DTRs for the month and their supporting documents for scanning.~~
11.10. Monthly, Accounting Clerk Periodically, Director of Industry Affairs and Operations compares CAC assessment summary to various sources including AMRIC and AIP, investigates any major discrepancies, and identifies late assessment payments. **(2.01.C4)**
11. 12.11. CAC conducts annual handler/assessment audit to ensure accurate reporting and payment of assessments by handlers.



Miscellaneous (Non-Assessment) Cash Receipt:

1. For deposits received at CAC's office:
 - ~~11.1. Office Manager Operations Staff~~ opens all mail to Accounting including non-assessment cash receipts.
 - ~~11.2. Operations Staff scans in a copy of the non-assessment checks received and emails to Director of Industry Affairs and Operations. Director of Industry Affairs and Operations reviews bank transactions to ensure monies received at CAC's office are deposited within 5 business days. (2.01.C2)~~
 - ~~1.1. Office Manager logs the assessments received on DCRL. Vice President of Finance and Administration compares the DCRL with the deposits listed on the PDR and/or DCF to make sure all cash received is deposited within 5 business days. (2.01.C2)~~
 - ~~1.1. Operations Staff mails the non-assessment deposits received at CAC's office to the CAC lockbox.~~
 - ~~1.2. Office Manager submits the non-assessment cash receipts to Accounting Clerk who codes them based on the supporting documents or instructions from the managers and mails them to the lockbox.~~
2. For non-assessment deposits received through lockbox, wire transfer or over-the-counter deposits:
 - ~~2.1. Accounting Clerk Outsourced Accounting~~ checks the Lockbox Reports ~~and PDR~~ on the bank website and ~~prints them for supporting documentation~~ saves them to the CAC server as supporting documents, along with any other relevant documentation, instructions or account numbers provided by Department heads.
3. Accounting Clerk prints the DTR, which Vice President of Finance and Administration Director of Industry Affairs and Operations reviews non-assessment deposits entered into QuickBooks and compares against DCF for accuracy and completeness. (2.01.C3)
4. Vice President of Finance and Administration reviews the total cash receipts during bank reconciliation. Vice President of Finance and Administration Outsourced Accounting prepares bank reconciliation as part of prior to the financial month-end close, usually by the 5th work day of the following month. President Director of Industry Affairs and Operations reviews and approves all bank reconciliation as evidenced by signature/date on on the month-end close workbook Bank Reconciliation. (1.02.C1)
- ~~5. After month-end close, Accounting Clerk gives the Office Manager all the DTRs for the month and their supporting documents for scanning.~~



2.02 LATE ASSESSMENT PAYMENT

RESPONSIBILITIES:

- Accounting Clerk Director of Industry Affairs and Operations: Identifies and sends notices to late handlers

DEFINITIONS: None

REPORTS/DOCUMENTS: 1st and 2nd Notices to Handlers

RELEVANT SYSTEMS:

- MS Word
- Handlerass Assessment System (HAS)

REFERENCE MATERIALS:

- Avocado Marketing Research and Information Center (AMRIC) reports
- Avocado Inspection Program (AIP) reports

PROCEDURE:

1. ~~Monthly, Accounting Clerk~~ Periodically, Director of Industry Affairs and Operations compares CAC assessment summary to various sources including AMRIC and AIP, investigates any major discrepancies, and identifies late assessment payments. (2.01.C4)
2. If no payment is received by the 15th of the month following the month assessment is due, Director of Industry Affairs and Operations Accounting Clerk sends a written 1st notice to the handler.
3. If no payment is received by the 10th of the month following the month the Director of Industry Affairs and Operations Accounting Clerk sent the 1st notice, Director of Industry Affairs and Operations Accounting Clerk sends the 2nd notice.
4. If no payment is received by the end of the month CAC sends the 2nd notice, CAC will forward the matter to CAC's legal counsel.
5. Due to the self-reporting nature of CAC assessment, there is a possibility that CAC does not immediately find out about a late assessment payment. In this case, the late penalty and monthly interest are still incurred per the policy set by CAC Board. As soon as the delinquency becomes evident, Director of Industry Affairs and Operations Accounting Clerk will send a written notice to the handler, followed by steps 3 and 4 above.
6. Written 2nd notices will be delivered by means that can be confirmed.
7. Whenever CAC's legal counsel is involved, ~~he or she~~ they will be directed to take steps in timely manner.



3.0 PURCHASING

OBJECTIVE: To ensure that purchases are for legitimate CAC business

POLICY:

1. CONTRACT POLICY

- 1.1. A formal contract is required for purchase commitments with the following vendors:
 - 1.1.1. Advertising, online marketing, foodservice, and merchandising agencies (or agents),
 - 1.1.2. Independent external auditors,
 - 1.1.3. Legal advisors,
 - 1.1.4. Information technology support provider, and
 - 1.1.5. Other vendors as deemed necessary by management.
- 1.2. Contracts can be in the form of Independent Contractor Agreements, Letters of Engagement, Memoranda of Understanding, or other writings that constitute binding commitments.
- 1.3. All contracts ~~in the amount of \$1,000 and above~~ shall be approved by the President or Chair.
- 1.4. Contracts with vendors that are anticipated to provide services over a multi-year period shall be reviewed annually. These contracts may include a provision for automatic extension year to year unless notice is given at least 30 days prior to the end of the contract period. These contracts shall include a cancellation provision in the event that CAC terminates operations in accordance with procedures specified in statute or judicial order.
- 1.5. Material changes to the terms of an approved contract require amendment to the contract.

EXCEPTION: Due to the unique nature of certain expenses such as utility, delivery services, and bank fees, etc., a contract is not required; however, the invoices/ statements/ bills for these expenses will still be thoroughly reviewed and approved as explained in **4.0 AP Invoicing Processing**.

2. PURCHASE ORDER POLICY

- 2.1. A purchase order must be created and approved for all appropriate purchases in the amount of \$500 and over, prior to the purchase. Appropriate purchases are defined as those standalone purchases of tangible assets such as promotional materials, computer equipment and office supplies.
- 2.2. Purchase Order must be approved in accordance with the Authorization Limit Matrix.
- 2.3. Revising a purchase order after the purchase order has been issued and/or approved requires a ~~Change Order~~ resubmission with new approvals obtained.

3. BID POLICY

All purchases, purchase commitments, and contracts in the amount of \$25,000 and over (spent over a fiscal year) shall be bid competitively using a formal, open Request for Proposal process unless a formal sole source procurement request is approved. The President or Vice Presidents may at their own discretion require that certain purchase commitments under \$25,000 be bid competitively.



Contracts with certain vendors such as advertising and public relations agencies, information technology service providers, research institutions, and technical specialists may be exempt from the above requirements because of the strategic and long-term nature of the relationship. To ensure public accountability, transparency and ethics and to eliminate favoritism, fraud and corruption in awarding of contracts, CAC implements the following policies:

- 3.1. Contracts in the amount of \$25,000 and above shall be presented to CAC Board or its designee (i.e. Finance Committee) on an annual basis for informational purposes. Upon review, the CAC Board or its designee may investigate the justification for and terms of any contract
- 3.2. CAC staff conducts periodic and formal reviews of its strategic vendors and determines if a change is warranted. The formal reviews assess a comprehensive list of vendors' attributes including capability/competency, efficiency, production quality, financial conformance, and rate competitiveness.
- 3.3. CAC has a Code of Conduct and Ethic Policy, specifically section 12.067, which addresses staff's relationship with suppliers including rules regarding accepting gifts.

4. CORPORATE CREDIT CARD ~~AND PURCHASE CARD~~ POLICY

The CAC ~~C~~ corporate credit card is an allowed method of payment. However, prior approval from the Vice President of ~~Finance and Administration~~ Industry Affairs and Operations or President/Chair/Treasurer (if Vice President of ~~Finance and Administration~~ Industry Affairs and Operations is the requestor) must be obtained prior to using CAC's credit card. CAC's credit card should be the least preferred method after considering other types of payments.

~~Corporate purchase card (P-card) is an allowed method of payment for CAC related travel. To ensure adequate control on the usage of CAC's P-card, the Vice President of Finance and Administration and President determine the transaction types and vendors allowed as well as maximum balance on each P-card. Only a few employees (cardholders) selected by the President may obtain CAC's corporate P-card. Cardholders are required to substantiate the P-card charges they incur with receipts and other supporting documents as soon as they return from the trip. Any charges not adequately substantiated by the time they are due to be paid are considered personal charges and will be deducted from cardholders' payroll.~~

No personal use of CAC's corporate credit card ~~and P-card~~ is allowed under any circumstances. No exception to this policy may be justified and any violations—intentional or not—are subject to disciplinary action including up to termination.

5. GIFT CARD ORDERS FOR RETAIL PROMOTION CONTESTS

All gift card orders for retail promotion contest winners are to be approved by the Vice President of Marketing before they are placed by the Vice President of ~~Finance and Administration~~ Industry Affairs and Operations. Gift cards orders that are in excess of \$2,500 will be split into multiple orders to be placed on separate days.



3.01 CONTRACT

RESPONSIBILITIES:

- President /-Chair~~Vice President of Finance and Administration~~: Has authority to approve contracts.
- Vice Presidents/Department Heads/Staff: Performs negotiation and bidding process (when necessary).
- ~~Department Staff: Facilitate through the contract process and files fully executed contracts.~~

DEFINITIONS: None

REPORTS/DOCUMENTS:

- Scope of Work
- Internal Control Policies and Procedures
- Contract

RELEVANT SYSTEMS:

- MS Word
- DocuSign

REFERENCE MATERIALS: Approved Budget

PROCEDURE:

1. Department Staff facilitates the completion of a contract for each vendor and ensures adequate review by the Department Heads, Vice Presidents and President/Chair. A contract shall include the following details when applicable:
 - 1.1. Total not-to-exceed amounts that match the approved budget,
 - 1.2. Completed Scope of Work from the agencies/vendors that stipulates required performance such as deliverables expected, milestones requirements, etc.,
 - 1.3. Method of assessing or reviewing performance,
 - 1.4. Approved budget line item,
 - 1.5. Rate schedule (for vendors that are not on retainer) or billing schedules (for vendors that are on retainer),
 - 1.6. CAC Travel, Meeting and Other Related Expenses policy,
 - 1.7. Code of Conduct Policy,
 - 1.8. Fraud Policy, and
 - 1.9. Other details deemed necessary by management.
2. **A contract must be fully executed before the work can begin and vendors can start billing CAC. Any deviations to this control must be explained and approved in writing by**



President/Chair. Contract must be properly approved per Authorization Limit Matrix.
(3.01.C1)

3. Once the contract has been finalized and approved, it shall be sent through DocuSign to obtain verified electronic signatures.
- ~~3.4.~~ Once the contract has been fully executed, Accounting Staff scans the contract is saved to a shared network drive on the CAC server and file the original.



3.02 PURCHASE ORDER

RESPONSIBILITIES:

- Department Heads and Staff: Create purchase orders (Requester) and obtain necessary approvals.
- Accounting Clerk Director of Industry Affairs and Operations: Reviews GL Account on PO, assigns PO numbers and obtains appropriate approvals saves final approved POs on CAC servers.
- Vice Presidents/President/Chair/Treasurer Vice President of Finance and Administration: Have authority to approve purchases.

DEFINITIONS:

Purchase Order (PO): An Excel Document showing requester and approver's signatures and dates is submitted to vendor to initiate purchase

REPORTS/DOCUMENTS: Purchase Order

RELEVANT SYSTEMS:

- MS Excel
- DocuSign

REFERENCE MATERIALS:

- Chart of Accounts
- Authorization Limit Matrix

PROCEDURE:

Purchase Orders are to be completed by requester, ~~entered and~~ assigned a unique PO# ~~in Excel~~ by Accounting Clerk Director of Industry Affairs and Operations and approved (per Authorization Limit Matrix) prior to placing order for which PO is required (3.02.C1).

1. To initiate a purchase order, a requester requests a PO # from the Director of Industry Affairs and Operations by providing the vendor name, short description of what is being purchased and amount.
2. The requester ~~fills out~~ completes a CAC Purchase Order ~~Excel~~ Form and obtains necessary approvals utilizing DocuSign.
- 1.3. Purchase Order amounts under \$3,000 require the approval of a Vice President. Purchase Orders amounts of \$3,000 and greater require approval by both a Vice President and the President/Chair/Treasurer of CAC. This also applies to all purchase orders requested by Vice Presidents. Purchase Order amounts of \$25,000 and greater require at least 3 bids as explained in 3.03 Bidding Process.



- ~~2.4.~~ The completed form is sent to the Accounting Clerk Director of Industry Affairs and Operations for review and filing and assignment of PO # with supporting documentation.
- ~~3.5.~~ If the purchase is for a new vendor, **prior to vendor setup and payment, Accounting Clerk or requester must obtain W-9 Request for Taxpayer Identification verifying vendor identity (3.02.C2). Check requests/invoices may not be entered into AP SAGE 100QuickBooks until vendor has been set up and vendor number has been assigned (3.02.C3). Access to vendor Setup screen within AP SAGE 100QuickBooks is restricted to authorized accounting personnel (3.02.C4).**
- ~~4.~~ The requester obtains a PO number from Accounting Clerk and prints the PO and signs it. Accounting Clerk and Vice President of Finance and Administration review the PO for accuracy and completeness.
- ~~5.~~ Excel printout is used as the original purchase order and must be approved by the Vice President of Finance and Administration with a signature/date on the purchase order for purchases under \$1,000.
- ~~6.~~ Purchase Order amounts of \$1,000 and greater require approval by both the Vice President of Finance and Administration and the President of CAC. This also applies to all purchase orders requested by Vice President of Finance and Administration. Purchase Order amounts of \$25,000 and greater require at least 3 bids as explained in **3.03 Bidding Process.**
- ~~7.~~ All approved purchase orders are sent back to the Accounting Clerk who forwards them to the Office Manager, who scans them into an electronic folder accessible by department heads for reference and future review.
- ~~8.~~ The Office Manager notifies the Requester that the PO is approved.
- ~~9.~~ Once approved, the PO is then copied and sent to the vendor by the Requester.
- ~~10.~~ If there is a response back from the vendor not agreeing with the PO then changes are made as explained in **3.05 Changes to Existing PO.**
- ~~11.~~ The original PO is returned back to the Accounting Clerk, who files PO and any other supporting documents in the PO binder.



3.03 BIDDING PROCESS

RESPONSIBILITIES:

- Department Heads and Staff: Obtain minimum of 3 bids and create purchase orders (Requester).
- Accounting Clerk Director of Industry Affairs and Operations: Assigns PO numbers and saves final approved Pos on CAC servers. Reviews GL Account on PO & assigns PO #.
- Vice Presidents/President/Chair/Treasurer: Has authority to approve purchases.

DEFINITIONS: None

Bid Summary – A document that summarizes the bidding results with the following attachment:

- Minimum of 3 bids
- Explanation for selecting the winning bid if it is not the lowest

REPORTS/DOCUMENTS:

- Authorization Limit Matrix
- Bid Summary

RELEVANT SYSTEMS: None

REFERENCE MATERIALS: Chart of Accounts

PROCEDURE:

Purchase amounts of \$31,000 and greater require approval by President/Chair/Treasurer. Purchase amounts of \$25,000 and over require at least 3 bids and an explanation for the chosen bid (3.03.C1). An explanation of why bidding is not done must be clearly documented.

1. Prior to placing an order for purchases in the amount of \$25,000 and over, Department Heads and Staff ~~or their designee~~ shall obtain a minimum of 3 bids from different vendors.
2. Department Heads and Staff make a selection from submitted bids based on appropriate criteria including but not limited to the followings:
 - Quality
 - Cost
 - Delivery time
3. For the requesting bids, Department Heads and Staff ensure that there may not be any qualifications in the specifications for any contract that will work to the advantage of any particular bidder or any class of bidders.
4. If the lowest bid is not chosen, documentation shall be provided explaining reasons for the acceptance of the chosen bid.



3.04 AMENDMENTS TO EXISTING CONTRACT

RESPONSIBILITIES:

- ~~Vice Presidents/Department Heads/Staff~~Department Heads: ~~Inform Vice President of Finance and Administration for Determine if material changes to a contract have occurred and any changes that may~~ require contract amendment. (Requester)
- ~~Accounting Staff~~: ~~Facilitates the amendment to the existing contracts.~~
- President/Chair: Has authority to approve amendedment to contracts.

DEFINITIONS: None

REPORTS/DOCUMENTS: Contract

RELEVANT SYSTEMS:

- MS Word
- DocuSign

REFERENCE MATERIALS: None

PROCEDURE:

1. **Material changes to the terms of existing contracts require amendment. Changes are considered material if they increase the total amount of the contract. Other changes such as reallocation of line item budgets, changes in required performance, modification of rate schedule, etc. may be considered material by management. (3.04.C1)**
- ~~2.~~ Upon determining that material changes to the terms of a contract have occurred Vice Presidents/Department Heads/Staff complete a contract amendment~~Department Heads notify Vice President of Finance and Administration of the amendment needed.~~
- ~~3.2.~~ Vice President of Finance and Administration makes changes to the contract and circulates the amended contract to the vendors, Department Heads and President for their review.~~associated parties for review.~~
- ~~4.~~ Once the amended contract has been fully executed, Vice President of Finance and Administration scans the contract to the shared drive and files the original.
- ~~3.~~ Once the contract amendment has been finalized and approved, it shall be sent through DocuSign to obtain verified electronic signatures.
- ~~5.4.~~ Once the contract amendment has been fully executed, the contract amendment is saved to a shared network drive on the CAC server.



3.05 CHANGES TO EXISTING PURCHASE ORDER

RESPONSIBILITIES:

- Department Heads and Staff: Determine if material changes to a PO have occurred and Will create the change order for any require a revised purchase orders that need to be revised. (Requester)
- Accounting Clerk: Review GL Account on PO and assigns PO number.
- Director of Industry Affairs and Operations: Assigns PO numbers and saves final approved POs on CAC servers.
- Vice Presidents/President/Chair/Treasurer: Has authority to approve changes.

DEFINITIONS: None

REPORTS/DOCUMENTS: Purchase Order (PO)

RELEVANT SYSTEMS:

- MS Excel
- DocuSign

REFERENCE MATERIALS: CAC Chart of Accounts

PROCEDURE:

1. PO Change may only be made with the proper approval (per **Expense Authority Authorization Limits Matrix**) as evidenced by approver signature and date **obtained through DocuSign on hardcopy Purchase Order (3.05.C1)**
2. If changes to PO are considered material then the Department Head will make changes to the existing PO- **and obtain necessary approvals through DocuSign on a separate PO Form and submit it to the Accounting Clerk.**
3. Purchase Order amounts under \$3,000 require the approval of a Vice President. Purchase Orders amounts of \$3,000 and greater require approval by both a Vice President and the President/Chair/Treasurer of CAC. This also applies to all purchase orders requested by Vice Presidents. Purchase Order amounts of \$25,000 and greater require at least 3 bids as explained in **3.03 Bidding Process.**
4. The completed form is sent to the Director of Industry Affairs and Operations for review and filing with supporting documentation.
2. The Accounting Clerk validates changes to PO and assigns a new PO number.
3. Excel print out is used as the original purchase order and must be approved by the Vice President of Finance and Administration or President with a signature on the purchase order for purchases under \$1,000.



4. Purchase amounts of \$1,000 and greater and those purchase orders requested by the Vice President of Finance and Administration require approval by the President. Purchase orders in the amount of \$25,000 or more require at least 3 bids as explained in **3.03 Bidding Process**.
5. All approved purchase orders are sent back to the Accounting Clerk who forwards them to the Office Manager.
6. The Office Manager scans all approved PO into an electronic folder accessible by Department Heads for reference and future review.
7. The Office Manager notifies the Requester that the PO is approved.
8. The PO is then copied and sent to the vendor by the Initiator.
9. The changed PO is returned back to the Accounting Clerk, who files PO and any other supporting documents in the PO binder.



3.06 CORPORATE CREDIT CARD ~~AND P-CARD~~ PURCHASES

RESPONSIBILITIES:

- ~~Approver: Vice President of Finance and Administration for expenses under \$1,000 and President for expenses greater than \$1,000 on credit card request form~~
- ~~Accounting Clerk/Outsourced Accounting: reconciles month-end credit card charges to monthly statement from credit card vendor~~
- ~~Vice President of Finance and Administration/Industry Affairs and Operations: maintains control of the CAC corporate credit card and authorizes use of credit card for approved purchases a control sheet of CAC Credit Cards, showing cardholders, balance limits, and other control information~~

DEFINITIONS: None

~~P-card is a type of credit card that allows more transactional controls such as allowed vendors and transaction types. The words Credit Card and P-card are used interchangeably in this section. Distinctions between the two will be noted when applicable.~~

REPORTS/DOCUMENTS:

- Invoices, packing slips, and Credit Card sales receipts
- Credit Card Request Form
- Monthly Credit Card Statement
- ~~CAC Credit Cards Control Sheet~~

RELEVANT SYSTEMS: ~~SAGE 100~~

- ~~MS Word~~
- ~~QuickBooks Online~~
- ~~DocuSign~~

REFERENCE MATERIALS: None

PROCEDURE:

~~For the purpose of this procedure section, CAC credit card and P-Card usage is categorized into the followings:~~

- ~~CAC's P-Card usage by employees when travelling on CAC business. In this category, CAC employee carries CAC's P-Card when travelling and uses it to pay for various travel expenses~~
- ~~Credit card usage to pay vendors for online transactions, event registration, lodging reservation, meeting room rental, meals, and other pre-approved expenses. In this category, CAC's credit card is not physically moved out of the office~~



CAC's P-Card usage by employees when traveling on CAC business:

- ~~1. Certain CAC employees are authorized to carry CAC's P-Cards when travelling on CAC business and use them to pay for various travel expenses. Those employees (cardholders) are required to submit receipts and other supporting documents to Accounting Clerk immediately after returning from the trip. Cardholders are advised to keep copies of the supporting documents in case there is a dispute about whether the documents have been submitted.~~
- ~~2. Upon receiving the P-Card statement, Accounting Clerk matches the charges to the supporting documentations supplied by the cardholders and attaches them to the statement. Accounting Clerk works with the cardholders to categorize the charges with account numbers. (3.06.C1).~~
- ~~3. Accounting Clerk submits the statement along with the supporting documents to Vice President of Finance and Administration for review.~~
- ~~4. Approved P-Card statement is returned to the Accounting Clerk for payment processing.~~

Credit card usage to pay vendors for online transactions, event registration, lodging reservation, meeting room rental, meals, and other pre-approved expenses.

- ~~1. Credit Card vendor statement is reconciled to all receipts, packing list and invoices and must be accompanied by Credit Card Request Form approved by Vice President of ~~Finance and Administration~~ Industry Affairs and Operations as evidenced by signature/date on credit card request form. The signatures of any two bank signatories, Vice President, President or Treasurer, must approve all expenses ~~of greater than~~ \$31,000 or more as evidenced by signature/date on Credit Card Request ~~Form~~ prior to payment processing (3.06.C2).~~
- ~~2. All employees requesting the use of the corporate credit card must ~~fill complete the out~~ Credit Card Request Form and obtain necessary approvals through DocuSign prior to use of the corporate credit card. ~~provide appropriate account numbers.~~~~
- ~~3. Vice President of ~~Finance and Administration~~ Industry Affairs and Operations reviews the Credit Card Request ~~Form~~ and approves it with a signature and date if it is in compliance with CAC policy and procedures. The signatures of any two bank signatories, Vice President, President or Treasurer, ~~President~~ must approve expenses ~~of greater than~~ \$31,000 or more with signature and date on the form.~~
- ~~4. All approved Credit Card Request forms are submitted to ~~the Accounting Clerk~~ Outsourced Accounting.~~
- ~~5. Receipts, Packing Lists and Invoices related to Credit Card charges are provided to ~~the Accounting Clerk~~ Outsourced Accounting who ~~combines~~ attaches them to the approved Credit Card Request forms.~~
- ~~6. ~~Accounting Clerk~~ Outsourced Accounting receives monthly statements from Credit Card vendor and reconciles them to the approved credit card request forms.~~



7. ~~Accounting Clerk~~ Outsourced Accounting enters the ~~statement,~~ along with approved ~~Credit Card Request Forms,~~ as a Bill in QuickBooks for payment processing.
~~to Vice President of Finance and Administration.~~
8. ~~The Vice President of Finance and Administration~~ Industry Affairs and Operations is responsible for review and approval of the Bill in QuickBooks prior to payment processing.
~~reviews the report and ensures that each expense is accompanied by an approved credit card request.~~
9. ~~Approved Credit Card statement is returned to the Accounting Clerk for payment processing.~~



4.00 AP INVOICE PROCESSING

OBJECTIVE: To ensure that expenditures are recorded to the proper categories and right period

4.01 RECEIVING

RESPONSIBILITIES:

- Office Manager Operations Staff: Matches goods to packing list

DEFINITIONS: None

REPORTS/DOCUMENTS: Vendors' Packing Lists

RELEVANT SYSTEMS: None

REFERENCE MATERIALS: None

PROCEDURE:

1. **The person that receives the goods must be independent of the person ordering them, except for office supplies ordered and received by Office Manager (4.01.C1).**
2. When goods are purchased and a delivery is made, the Office Manager Operations Staff verifies the goods received against the packing slip. **The Office Manager Operations Staff contacts the vendor if packing slip does not match the goods received and resolves the issue with the vendor by either acquiring a revised packing list when packing list is understated or having the vendor send in additional items when the packing list is overstated (4.01.C2).**
3. ~~The packing slip is emailed forwarded to the Accounting Clerk Outsourced Accounting as supporting documentation for invoicing. who files the slip. If a purchase is made and the goods are delivered directly to a location other than CAC's office, the packing slip must be forwarded to Accounting Clerk.~~

Note: CAC has a very small percentage of purchases that are for tangible goods; most purchases are for services.



4.02 PROCESSING INVOICE WITH CONTRACT

RESPONSIBILITIES:

- ~~Accounting Clerk~~ Outsourced Accounting – ~~Matches invoice to Purchase Order (PO) and packing list. Reviews invoice for accuracy and enters as a Bill in QuickBooks for processing.~~
- Vice Presidents/Department Heads and Staff – Review and approve invoices before payment.

DEFINITIONS: None.

REPORTS/DOCUMENTS: Vendor Invoices

RELEVANT SYSTEMS:

- ~~SAGE 100~~ QuickBooks Online
- ~~DocLink~~

REFERENCE MATERIALS: Contract

PROCEDURE:

1. Invoices and corresponding backup are sent electronically to the Accounts Payable email address (accountspayable@avocado.org) in a single pdf file for processing. Any hard copy invoices that are received via the mail are opened by ~~the Office Manager~~ Operations Staff, date-stamped, and ~~directed to the Accounting Department which are then scanned and emailed by the Accounting Clerk to the Accounts Payable email address. The Accounts Payable email address automatically uploads the invoices to the DocLink workflow system.~~
2. ~~Accounting Clerk~~ Outsourced Accounting monitors Accounts Payable email address, enters invoices as Bills in QuickBooks Online, including all available ~~stamps the invoice in DocLink and fills in the~~ vendor and invoice information.
3. **After invoice is entered in QuickBooks Online, it is automatically routed to the assigned Vice President/Department Head or Staff for is then forwarded to the Department Heads for approval.** ~~Department Heads~~ Approvers are responsible for reviewing the invoice and ensuring accuracy and reasonableness of the charges. ~~Department Heads~~ Approvers are also responsible for verifying the following (when applicable):
 - 3.1. Check that all information entered by Outsourced Accounting is correct,
 - 3.1.3.2. Check the billing rates against the rates schedule on the contract,
 - 3.2.3.3. Check the billing amount against the retainer billing schedule,
 - 3.3.3.4. Check the supporting documents
 - 3.4.3.5. Check other terms
4. **All invoices must be marked as "Approved" in QuickBooks online prior to payment processing, which At this point an "approve" signature stamp is required by Department Heads in DocLink that verifies the accounts to be charged and amount to be paid. If the assigned approver is unavailable, the Vice Presidents/President/Chair/Treasurer are**



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authorized to-of Finance and Administration and/or President are responsible for approving other departments if the Department Heads are unavailable Commission invoices if necessary to meet due dates (4.02.C1).

5. The approved invoice is sent to the "Approved" status in DocLink.



4.03 PROCESSING INVOICE WITH PURCHASE ORDER

RESPONSIBILITIES:

- ~~Accounting Clerk~~ Outsourced Accounting – Matches invoice to Purchase Order (PO) and packing list, enters as a Bill in QuickBooks Online for processing.
- Vice Presidents/Department Heads and Staff – Review and approve invoices before payment.

DEFINITIONS: None.

REPORTS/DOCUMENTS: Vendor Invoices

RELEVANT SYSTEMS:

- ~~SAGE 100~~ QuickBooks Online
- DocLink

REFERENCE MATERIALS: Purchase Order, Packing List

PROCEDURE:

1. Invoices and corresponding backup are sent electronically to the Accounts Payable email address (accountspayable@avocado.org) in a single pdf file for processing. Any hard copy invoices that are received via the mail are opened by ~~the Office Manager~~ Operations Staff, date-stamped, ~~and directed to the Accounting Department which are then scanned and emailed by the Accounting Clerk~~ to the Accounts Payable email address. ~~The Accounts Payable email address automatically uploads the invoices to the DocLink workflow system.~~
2. **Accounting Clerk ~~Outsourced Accounting~~ matches the invoices to PO and packing list if applicable (4.03.C1).**
 - 2.1 ~~Accounting Clerk~~ Outsourced Accounting emails PO requester if invoice and PO do not match and contacts vendor if packing list and invoice do not match.
 - 2.2 If an error was made on PO, the PO requester will request a PO revision according to the **3.03 Change to Existing PO**; if requester wishes to dispute, Accounting Clerk ~~Outsourced Accounting~~ will email vendor and advise staff accordingly. If an error was made on vendor's invoice, a corrected invoice is requested from the vendor.
 - 2.3 Depending on ~~dispute~~ the dispute outcome, invoice will either be short paid or Accounting Clerk ~~Outsourced Accounting~~, requester and vendor will sort out the discrepancies until they are resolved.
 - 2.4 Correspondence is systematically attached to the invoice.
3. Outsourced Accounting monitors Accounts Payable email address, enters invoices as Bills in QuickBooks Online, including all available Accounting Clerk stamps the invoice in DocLink and fills in the vendor and invoice information and attaches the packing list if applicable.



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4. ~~After an invoice is entered in QuickBooks Online, it is automatically routed to the assigned Vice President/Department Head or Staff for is then forwarded to the Department Heads for approval.~~ Department Heads Approvers are responsible for reviewing the invoice and ensuring accuracy and reasonableness of the charges.
5. ~~All invoices must be marked as "Approved" in QuickBooks online prior to payment processing, which At this point an "approve" signature stamp is required by Department Heads in DocLink that verifies the accounts to be charged and amount to be paid. If the assigned approver is unavailable, the Vice Presidents/President/Chair/Treasurer are authorized to approve Commission invoices if necessary to meet due dates. Vice President of Finance and Administration and/or President are responsible for approving other departments if the Department Heads are unavailable (4.02.C1).~~
6. ~~The approved invoice is sent to the "Approved" status in DocLink.~~



4.04 PROCESSING CHECK REQUEST

RESPONSIBILITIES:

- ~~Accounting Clerk~~ Outsourced Accounting: Reviews check request for accuracy and approvals Approves Check Request in line with Authorization Limit Matrix and in compliance with CAC policies and procedures. Enters check request as a Bill in QuickBooks for processing.
- Vice Presidents/Department Heads and Staff: Create, Rreview and obtain approvals fore check requests before payments.

DEFINITIONS:

Check Request: Internally-generated document that serves as a request for cash disbursements. A Check Request is typically generated when the external source document for cash disbursement (e.g. vendor invoice or expense report) cannot be obtained.

REPORTS/DOCUMENTS: Check Request Form

RELEVANT SYSTEMS:

- ~~SAGE 100~~ QuickBooks Online
- ~~DocLink~~

REFERENCE MATERIALS: None

PROCEDURE:

1. On occasion, a check request is needed when there is no invoice from outside vendors including restaurant bill, advance on future services or delivery of goods, petty cash replenishment and travel advances to CAC board members and employees.
2. Requester completed the Check Rrequest Fform is filled out by the requester and obtains necessary approvals. ~~Check request form is available on CAC server under folder "Forms & Publications" within "Corp_Permanent" folder or in Accounting Clerk's office.~~
3. **Check request must be signed by the requester and approved by Vice Presidents/Department Heads through DocuSign (4.04.C1).**
4. Once approved, the check request is submitted to the Accounts Payable email address for payment processing.
5. Check Request Forms are processed by Outsourced Accounting as invoices, with Rrelevant and applicable procedures explained in **4.01 Receiving, 4.02 Invoice from Vendors with Contract** and **4.03 Invoice, Packing List and Purchase Order Matching** ~~shall be followed when processing check requests.~~



4.05 PROCESSING EXPENSE REPORT

RESPONSIBILITIES:

- ~~Accounting Clerk~~Outsourced Accounting: Reconciles expense reports to the attached receipts and ensure expenses are within the CAC Travel, Entertainment and Related Expenses policy. Reviews for accuracy, approval signature within authority, and validates receipts.
- ~~Supervisor~~Vice President of Industry Affairs and Operations: Reviews and approves Industry Affairs and Operations staff expense reports.
- Vice President of Marketing: Reviews and approves Marketing staff expense reports.
- President: Reviews and approves Vice President expense reports.
- Chair/Treasurer: Reviews and approves President, Vice President and Board Member expense reports.

DEFINITIONS:

Expense Report: A source document prepared by ~~CAC's vendor, board members or staff~~ and board members typically to request for reimbursement for CAC expenses incurred by the requester.

REPORTS/DOCUMENTS: Expense Report

RELEVANT SYSTEMS:

- ~~SAGE 100~~QuickBooks Online
- ~~DocLink~~ DocuSign

REFERENCE MATERIALS: None

PROCEDURE:

1. All expense claims are required to be properly itemized on a CAC Expense Report ~~Form~~ for Staff and Board Members ~~and on an expense report within the Expense Report module in DocLink for CAC staff~~. Expense Reports are required to be accompanied by the necessary documentation including original receipts, travel itinerary, meeting agenda, etc.
2. For staff's expense report, the requester's supervisor reviews and approves the expense report before it is ~~emailed submitted to the Accounts Payable email address~~ (accountspayable@avocado.org)ing. ~~Please refer to the Authorization Limit Matrix for proper approval.~~
3. ~~Accounting Clerk~~Outsourced Accounting reconciles expense reports to the attached receipts and ensures expenses are within the **6.0 CAC Travel, Entertainment and Related Expenses** policy, related contract or purchase order.
4. ~~The Accounting Clerk~~Outsourced Accounting ensures the appropriate level of authority has ~~approved signed the~~ expense reports through DocuSign ~~for proper approval.~~ for proper approval.



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5. ~~Accounting Clerk~~ Outsourced Accounting enters the expense report as a Bill in QuickBooks and ~~-processes the expense reports for~~ payment.



4.06 PROCESSING INVOICE WITHOUT CONTRACT OR PURCHASE ORDER

RESPONSIBILITIES:

- Accounting Clerk/Outsourced Accounting: Reviews invoice for accuracy and enters as a Bill in QuickBooks for processing.
- Vice Presidents/Department Heads and Staff – Review and approve invoices before payment.
- Process for payment
- Department Heads: Review and approve invoices before payments.

DEFINITIONS: None

REPORTS/DOCUMENTS: None

RELEVANT SYSTEMS:

- SAGE 100 QuickBooks Online
- DocLink

REFERENCE MATERIALS: None

PROCEDURE:

1. Invoices and corresponding backup are sent electronically to the Accounts Payable email address (accountspayable@avocado.org) in a single pdf file for processing. Any hard copy invoices that are received via the mail are opened by ~~the Office Manager/Operations Staff~~, date-stamped, ~~and directed to the Accounting Department which are then scanned by the Accounting Clerk and sent~~ to the Accounts Payable email address. ~~The Accounts Payable email address automatically uploads the invoices to the DocLink workflow system.~~
2. Outsourced Accounting monitors Accounts Payable email address, enters invoices as Bills in QuickBooks Online, including all available Accounting Clerk stamps the invoice in DocLink and fills in the vendor and invoice information.
3. After invoice is entered in QuickBooks Online, it is automatically routed to the assigned Vice President/Department Head or Staff for approval. Invoice is then forwarded to the Department Heads for approval. ~~Department Heads Approvers~~ are responsible for reviewing the invoice and ensuring accuracy and reasonableness of the charges.
4. All invoices must be marked as "Approved" in QuickBooks online prior to payment processing, which At this point an "approve" signature stamp is required by Department Heads in DocLink that verifies the accounts to be charged and amount to be paid. If the assigned approver is unavailable, the Vice Presidents/President/Chair/Treasurer are authorized to approve Commission invoices if necessary to meet due dates. ~~Vice President of Finance and Administration and/or President are responsible for approving other departments if the Department Heads are unavailable (4.02.C1).~~



POLICIES AND PROCEDURES

AP INVOICE PROCESSING

5. The approved invoice is sent to the "Approved" status in DocLink.



4.07 — PETTY CASH

RESPONSIBILITIES:

- ~~Vice President of Finance and Administration:~~ Verifies that all expenses are in compliance with CAC policies and procedures. Ensures that receipts and cash total to \$200 in Petty Cash box at all times. Request replenishment of Petty Cash at month end or when cash balance is below \$50.
- ~~President:~~ Performs surprise audits
- ~~Accounting Clerk:~~ Processes Petty Cash check request for payment

DEFINITIONS:

~~Petty Cash:~~ Small balance of cash that CAC maintains to pay for small operating expenditures. CAC maintains its Petty Cash under an imprest fund system, where expenses are recorded in CAC's books only when Petty Cash is replenished. Currently, CAC maintains a balance of \$200 in its Petty Cash.

REPORTS/DOCUMENTS: Petty Cash Log

RELEVANT SYSTEMS: SAGE 100

REFERENCE MATERIALS: None

PROCEDURE:

1. ~~Petty Cash box is in possession of Vice President of Finance and Administration who keeps it in a locked File Cabinet (4.07.C1).~~
2. A receipt is turned in by the requester to Vice President of Finance and Administration for the reimbursement of expenses in cash.
3. Vice President of Finance and Administration reviews the expense and ensures that it is in compliance with CAC policies and procedures and delivers the cash to the requester.
4. Vice President of Finance and Administration completes a Petty Cash Voucher form that indicates the date, amount, purpose of expenditure, GL account number of the expense.
5. At month end or when the cash balance is below \$50, Vice President of Finance and Administration fills out a check request for replenishment of Petty Cash. There are some months when Petty Cash is not used at all in which case replenishment is not necessary.
6. At month end, the Vice President of Finance and Administration counts and reconciles the Petty Cash.
7. Check request for Petty Cash replenishment must be approved by the President.
8. Approved check request is submitted to the Accounting Clerk for payment processing.
9. Vice President of Finance and Administration cashes the check at the Bank and uses the cash to replenish Petty Cash back to \$200.
10. ~~President or his/her designee performs a surprise count on the Petty Cash at least once annually (4.07.C2).~~



5.00 CASH DISBURSEMENTS

OBJECTIVE: To ensure that cash is disbursed within proper authorization and for legitimate expenses

5.01 CHECK RUN

RESPONSIBILITIES:

- ~~Accounting Clerk~~ Outsourced Accounting: Ensures all invoices/check requests/expense reports have been entered as Bills in QuickBooks online. Obtains necessary approvals on the Payment Approval Register. Prints checks
- ~~Vice President~~ Director of Industry Affairs and Operations of Finance and Administration: Reviews payment approval registers for completeness and schedules payments through QuickBooks Online Bill Payment system, imports invoices from DocLink to SAGE 100. Prepares Positive Pay Export Report in SAGE 100. Signs checks and uploads Positive Pay file to Bank's website.
- Vice Presidents/President/Treasurer: Signs checks At least two authorized bank signers must sign the Payment Approval Register prior to payment processing (per the Authorization Limit Matrix).
- ~~Office Manager~~: Primary custodian of blank AP check stock. Mails checks and scans the check stubs.
- ~~Human Resources~~: Secondary (backup) custodian of blank AP check stock

DEFINITIONS:

- Check Run: A series of procedures to generate payments for ~~certain~~ invoices requiring a physical printed check selected based on their due dates
- ~~Blank Check Stock~~: A stock of CAC blank checks. These blank checks are pre-numbered to enable tracking
- ~~Positive Pay~~: Account reconciliation method where CAC uploads check information (check numbers, check dates, amounts and payee) in a flat text file to the Bank. Any checks drawn on CAC's checking account shall be matched to the uploaded Positive Pay file before they can be cleared
- ~~Invoice Payment Selection~~ Payment Approval Register: SAGE 100 QuickBooks Online report that shows invoices selected due for payment

REPORTS/DOCUMENTS:

- ~~Invoice Payment Selection~~ Payment Approval Register
- ~~Positive Pay File~~

RELEVANT SYSTEMS:



- SAGE 100 QuickBooks Online
- QuickBooks Online Bill Payment
- DocLinkDocuSign
- Bank website

REFERENCE MATERIALS: None

PROCEDURE:

1. Check ~~runs~~ are generally processed ~~every Wednesday~~ once a week.
2. ~~The Accounting Clerk~~ Outsourced Accounting ensures all Bills entered in QuickBooks have been approved and runs a ~~sends~~ Payment Approval Register for all Bills due within 14 days of the check run date and sends to the Director of Industry Affairs and Operations for review. ~~all Approved invoices in DocLink to the "Final Invoice Review" status.~~
3. Director of Industry Affairs and Operations **Vice President of Finance and Administration** verifies that there are no unusual items, samples and checks the coding and approvals on the invoices. Once completed, Director of Industry Affairs and Operations advises Outsourced Accounting that the Payment Approval Register can be sent for approval through DocuSign (per the Authorization Limit Matrix). If everything looks good, Vice President of Finance and Administration sends the invoices to the "Ready for Import" status in DocLink which automatically imports the invoices into SAGE 100 (5.01.C1). In SAGE 100, the Vice President of Finance and Administration posts the invoice batch to the Accounts Payable ledger.
4. Upon receipt of signature approvals on the Payment Approval Registers via DocuSign, the Director of Industry Affairs and Operations identifies physical check vendors and schedules for payment through the QuickBooks Online Bill Payment system within QuickBooks Online.
4. ~~Physical checks processed through QuickBooks Online Bill Payment system are issued, printed and mailed directly from QuickBooks/Intuit.~~ Accounting Clerk generates an "Invoice Payment Selection Listing" within SAGE 100 based on certain criteria (i.e. invoice due date) for invoices that are to be paid via check.
5. Accounting Clerk notifies the Office Manager of the number of checks needed to complete the check run. The Office Manager has a spreadsheet to keep track of the checks requested each week by date and check number, blank checks are pre-numbered. The Office Manager will retrieve the number of checks needed from a lockbox located in a locked file cabinet and hands them to Accounting Clerk. **Custody of blank check stock is held by Office Manager who is independent of cash disbursement processing (5.01.C2).**
6. ~~The Accounting Clerk prints the checks. Printed checks and the Invoice Payment Selection Listing is provided to the Vice President of Finance and Administration for~~



~~review and signature. Checks \$1,000 and over require two authorized signatures (5.01.C3).~~

- ~~7. Once all checks have been signed, Vice President of Finance and Administration exports the Positive Pay Report, prints the report and compares it to Invoice Payment Selection Listing. Once everything is verified, Vice President of Finance and Administration uploads the Positive Pay Report file to the Bank's website (5.01.C4).~~
- ~~8. Vice President of Finance and Administration hands the checks and the invoices to the Office Manager for mailing and scanning.~~
- ~~9. Office Manager scans checks and all supporting documentation attached to them. Original checks are mailed out and check stubs are stamped "Scanned" prior to returning it back to the Accounting Clerk.~~



5.02 AUTOMATED CLEARING HOUSE (ACH)

RESPONSIBILITIES:

- ~~Accounting Clerk~~ Outsourced Accounting: Ensures all invoices/check requests/expense reports have been entered as Bills in QuickBooks online. Obtains necessary approvals on the Payment Approval Register. Runs Invoice Payment Selection report, processes ACH, prepares and uploads ACH payment information to the bank, and sends payment advices to ACH beneficiaries
- Director of Industry Affairs and Operations: Enters ACH payments on Bank website and marks Bills as paid in QuickBooks Online.
- ~~Vice President of Finance and Administration~~ Industry Affairs and Operations: Reviews and approves imports invoices from DocLink to SAGE 100. Reviews and approves ACH payments on Bank's website
- Vice Presidents/President/Treasurer: At least two authorized bank signers must sign the Payment Approval Register prior to payment processing (per the Authorization Limit Matrix).
- ~~President:~~ Approves ACH

DEFINITIONS: None

REPORTS/DOCUMENTS: ~~Invoice Payment Selection~~ Payment Approval Register

RELEVANT SYSTEMS:

- ~~SAGE 100~~ QuickBooks Online
- ~~DocLink~~
- Bank website

REFERENCE MATERIALS: None

PROCEDURE:

1. ACHs are generally processed ~~every Wednesday~~ once a week.
2. Outsourced Accounting ensures all Bills entered in QuickBooks have been approved and runs a Payment Approval Register for all Bills due within 14 days of the check run date and sends to the Director of Industry Affairs and Operations for review. The Accounting Clerk sends all Approved invoices in DocLink to the "Final Invoice Review" status.
3. Director of Industry Affairs and Operations ~~Vice President of Finance and Administration~~ verifies that there are no unusual items, samples and checks the coding and approvals on the invoices. Once completed, Director of Industry Affairs and Operations advises Outsourced Accounting that the Payment Approval Register can be sent for approval through DocuSign (per the Authorization Limit Matrix). If everything



~~looks good, Vice President of Finance and Administration sends the invoices to the “Ready for Import” status in DocLink which automatically imports the invoices into SAGE 100 (5.01.C1). In SAGE 100, the Vice President of Finance and Administration posts the invoice batch to the Accounts Payable ledger.~~

- ~~4. Upon receipt of signature approvals on the Payment Approval Registers via DocuSign, the Director of Industry Affairs and Operations identifies ACH vendors and Accounting Clerk generates an “Invoice Payment Selection Listing” within SAGE 100 based on certain criteria (i.e. invoice due date) for invoices that are to be paid via ACH (Direct Deposit).~~
- ~~4. Accounting Clerk inputs payment amounts on a the vendor ACH payment template on the Bank’s website and advises the Vice President of Industry Affairs and Operations that the ACH payments have been entered for approval.~~
- ~~5. Vice President of Industry Affairs and Operations approves the ACH payments on Bank’s website (5.02.C3).~~
- ~~6.~~
- ~~7. If new ACH vendors are identified the Director of Industry Affairs and Operations Accounting Clerk enters any new ACH vendors on bank’s website and the Vice President of Finance and Administration Industry Affairs and Operations has to approve any changes to ACH vendors on the bank ACH database.~~
- ~~5.8. All ACH transactions, such as vendor maintenance and payments, require dual control (5.02.C1).~~
- ~~6. The Accounting Clerk prints the ACH remittance sheet. ACH remittance sheets and the Invoice Payment Selection Listing is provided to the Vice President of Finance and Administration for review and signature. Vice President of Finance and Administration then obtains 2nd signature (President’s) for all ACHs \$1,000 and over (5.02.C2).~~
- ~~7.9. Once all ACHs have been signed, Vice President of Finance and Administration compares the ACH batch payment uploaded by Accounting Clerk to the approved Invoice Payment Selection Listing. If everything looks good, Vice President of Finance and Administration releases the ACH payment information online on Bank’s website (5.02.C3).~~
- ~~8. Accounting Clerk notifies the vendors that payments have been sent. Signed ACHs are given to the Office Manager for scanning.~~
- ~~9. Office Manager then scans all ACH remittance sheets. Each ACH is stamped “Scanned” prior to returning it back to the Accounting Clerk.~~
- ~~10. Accounting Clerk files the ACH remittance sheets by vendor.~~



5.03 WIRE TRANSFERS

RESPONSIBILITIES:

~~None~~

- Outsourced Accounting: Ensures all invoices/check requests/expense reports have been entered as Bills in QuickBooks online. Obtains necessary approvals on the Payment Approval Register.
- Director of Industry Affairs and Operations: Enters Wire Transfer payments on Bank website and marks Bills as paid in QuickBooks Online.
- Vice President of Industry Affairs and Operations: Reviews and approves Wire Transfer payments on Bank website.
- Vice Presidents/President/Treasurer: At least two authorized bank signers must sign the Payment Approval Register prior to payment processing (per the Authorization Limit Matrix).

DEFINITIONS: None

REPORTS/DOCUMENTS: Payment Approval Register~~Non-Check Payment form~~

RELEVANT SYSTEMS:

- QuickBooks Online
- Bank Website

REFERENCE MATERIALS: ~~Daily Cash Flows~~None

PROCEDURE:

Vendor Payment:

1. Wire Transfer payments are generally processed once a week.
2. Outsourced Accounting ensures all Bills entered in QuickBooks have been approved and runs a Payment Approval Register for all Bills due within 14 days of the check run date and sends to the Director of Industry Affairs and Operations for review.
3. Director of Industry Affairs and Operations verifies that there are no unusual items, samples and checks the coding and approvals on the invoices. Once completed, Director of Industry Affairs and Operations advises Outsourced Accounting that the Payment Approval Register can be sent for approval through DocuSign (per the Authorization Limit Matrix).



4. Upon receipt of signature approvals on the Payment Approval Registers via DocuSign, the Director of Industry Affairs and Operations identifies Wire Transfer vendors and inputs payment amounts on the vendor Wire Transfer payment template on the Bank website and advises the Vice President of Industry Affairs and Operations that the Wire Transfer payments have been entered for approval.
5. Vice President of Industry Affairs and Operations approves the Wire Transfer payments on Bank's website (5.02.C3).
6. If new Wire Transfer vendors are identified the Director of Industry Affairs and Operations enters any new Wire Transfer vendors on bank website and the Vice President of Industry Affairs and Operations approves any changes to Wire Transfer vendors on the bank ACH database.
7. All Wire Transfer transactions, such as vendor maintenance and payments, require dual control (5.02.C1).

- ~~1.—When an invoice or check request requires a wire transfer, Accounting Clerk prepares a Non-Check Payment form.~~
- ~~2.—Vice President of Finance and Administration reviews and approves the wire transfer request, signified by a signature on the WTR form. Wire transfers in the amount of \$1,000 and above require two signatures as explained in the Expense Limits Authority Matrix.~~
- ~~3.—Accounting Clerk initiates the wire transfer on the bank website. The Vice President of Finance and Administration releases wire on the bank website.~~
- ~~4.—Accounting Clerk posts the wire transfer into SAGE 100.~~
- ~~5.—Office Manager scans these documents for retention purposes.~~



5.04 BANK TRANSFER BETWEEN CAC ACCOUNTS

RESPONSIBILITIES:

- Outsourced Accounting: Record transfer of funds between bank accounts in QuickBooks Online.
- Director of Industry Affairs and Operations: Monitors CAC bank balances and identifies if a transfer between CAC's accounts is necessary. Performs bank transfer between accounts.
- Vice President of Industry Affairs and Operations: Reviews and approves Transfer Between Accounts Form.

DEFINITIONS: None

REPORTS/DOCUMENTS: Transfer Between Accounts Form

RELEVANT SYSTEMS:

- QuickBooks Online
- DocuSign
- Bank Website

REFERENCE MATERIALS: None

PROCEDURE:

Transfer between CAC accounts:

1. ~~Vice President of Finance and Administration~~ Director of Industry Affairs and Operations monitors the balance of CAC's checking account using the Daily Cash Flows and determines if a transfer between accounts is needed. If it is, ~~Vice President of Finance and Administration~~ Director of Industry Affairs and Operations will prepare a Transfer Between Accounts Form and sends to Vice President of Industry Affairs and Operations for signature approval through DocuSign.
- 1.2. Upon receipt of approval through DocuSign, the Director of Industry Affairs and Operations completes the transfer on the Bank website, saves transaction confirmation and attaches it to the signed Transfer Between Accounts Form and saves in the appropriate month-end folder on the CAC servers, and perform the transfer. The Transfer between Accounts form is signed by the President.
- 2.3. ~~Vice President of Finance and Administration~~ Outsourced Accounting records the bank transfer in ~~SAGE 100~~ QuickBooks Online as part of the month-end close bank reconciliation and attaches the Transfer ~~b~~etween Accounts form as supporting documentation.



6.0 TRAVEL, ENTERTAINMENT AND RELATED EXPENSES

OBJECTIVE: To ensure that travel, entertainment and related expenses are in conformity with CDFA guidelines, for legitimate CAC's business purposes, and properly authorized

POLICY:

1. TRAVEL:

1.1. Eligibility

- 1.1.1. Persons shall be responsible for expenses not explicitly covered. Eligible expenses for the current fiscal year must be received for reimbursement prior to the end of the current fiscal year. Once the fiscal year has been closed, expenses will not be reimbursed. All claims for reimbursement require a CAC Expense Report Form to be ~~filled out~~completed for approval and payment processing.
- 1.1.2. The Commission requires its representatives to travel and submit expenses for reimbursement on the "honor system." Any person requesting reimbursement for travel expenses from the Commission where the person was not exclusively representing the Commission should prorate their expenses appropriately.

1.2. Expense Report

- 1.2.1. All expense claims are required to be properly itemized on a CAC Expense Report Fform for CAC Staff and Board Members ~~and on an expense report within the Expense Report module in DocLink for CAC staff~~. Expense Reports are required to be accompanied by the necessary documentation including original receipts, travel itinerary, meeting agenda, etc. Receipts are required for all expenses above \$15.00 and recommended but not mandatory for expenses \$15.00 and below. ~~Expense reports must be signed by the person submitting the expenses and approved by his/her supervisor.~~ Expense reports for each week is filled out separately showing expenses incurred for each day of the week ~~since CAC expense reports are based on weekly basis~~ with Sunday being the first day of the week. ~~Required Approval levels for expense reports is always a level above with the exception of the Members of the Board, whose expense reports are approved by President and a member of the Executive Committee independent of the person submitting the expenses. Please refer to outlined in the~~ Authorization Limit Matrix ~~for more information on proper approval.~~
- 1.2.2. Hour of departure and hour of return should be included for each trip when expenses other than mileage are claimed.
- 1.2.3. For foreign travel, the currency exchange rate should be noted for all foreign travel on expense reports and converted to U.S. dollars. An authoritative website ~~screenshot print out~~ for exchange rate of the day or a copy of the credit card



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statement showing the exchange rate charge must be attached to the expense report.

- 1.2.4. Reimbursement for expenses above \$15.00 other than mileage (except as explained in **Travel Policy 1.3.1**) shall be accompanied by original receipts. Expenses without receipts may be reimbursed if they are occasional, unintentional, adequately explained, and approved by the Vice Presidents/President (Chair/Treasurer) if the expenses are submitted by the Vice Presidents/President, member of the Board/Treasurer if the expenses are submitted by the Chairman.
- 1.2.5. Claimants should only be reimbursed for expenses that they have actually paid or agreed to pay. Any exception has to be properly explained and approved. For example, when claimants submit meals for reimbursements during travel to attend events that provide meals, an explanation must be provided.

1.3. Personal Expense

- 1.3.1. Personal expenses shall not be allowed. However, the following shall be considered as allowable business expenses:
 - Charges by common carriers or terminal stations for the handling or transporting of necessary personal or official baggage. For charges in excess of \$25.00, a receipt is required.
 - Laundry and valet reimbursement if business stays are longer than 3 consecutive days.
- 1.3.2. Travel for family members is not reimbursable and shall be paid directly by the person. Expenses associated with spouses attending business functions are strongly discouraged but may be allowed if it serves a business purpose and if the person receives prior written approval from the Department Head and the Vice Presidents/President/Chair/Treasurer.

1.4. Lodging

- 1.4.1. Lodging expenses shall be reasonable and should be at rates comparable to a standard, single-occupancy room at a national business-class hotel chain such as, but not limited to Marriott, Hyatt, Sheraton, Hilton Hotels in the same vicinity. When attending an event held at a hotel, a stay at the same or different hotel where arrangements have been made by the event organizer to maximize participation and efficiency is allowed. Many hotels offer a government rate that is significantly lower than regular rates. Whenever possible, these rates should be used.
- 1.4.2. Lodging expenses associated with attending board of director or committee meetings should not exceed \$235.00 per night (excluding tax).
- 1.4.3. An additional night's lodging will be reimbursed only in instances where a Saturday night stay-over results in a lower airfare. One night before and after the meeting are eligible for reimbursement if the person cannot reasonably arrive or return on the day of the meeting.



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- 1.4.4. Trips requiring expenses exceeding the above limits shall have written documentation noting the reason why higher expenses were necessary and be approved in advance, when feasible, by the Vice Presidents/President or, in the case of the Vice Presidents/President, the Chair/~~Treasurer~~ or, in the case of the Chair~~man~~, a member of the Executive Committee besides the Chair~~man~~.
- 1.4.5. Original hotel receipt attached to Expense Report for reimbursement of Lodging Expenses shall indicate all of the following:
 - Occupant's name
 - Date receipt is issued
 - Arrival and departure date
 - Rate per day including any fee for parking

1.5. Meals and Incidentals

- 1.5.1 Meals and incidentals shall be reimbursed at typical mid-level business rates for the geographical area where business is being conducted not to exceed maximum allowable as listed below unless they are justified with full documentation regarding why the person was not able to stay within the allowable amounts for meals and incidentals. The Vice President/President shall approve extraordinary expenses of staff. Chair/~~Treasurer~~ shall approve extraordinary expenses by the Vice Presidents/President and Board Members. Member of the Executive Committee shall approve extraordinary expenses incurred by the Chair~~man~~. Reimbursable allowance for meals is as follows:

Breakfast – excluding tax & tip	\$30.00
Lunch – excluding tax & tip	\$45.00
Dinner – excluding tax & tip	\$80.00
Incidentals	\$15.00

- 1.5.2. Breakfast should not be claimed unless business required leaving personal residence prior to 7:00 a.m. Reimbursement for dinner should be allowed only if return to personal residence is after 7:00 p.m.
- 1.5.3. Meals expenses above \$15.00 submitted for reimbursement shall be supported by itemized receipts. Any exception to the above procedure must be approved by Vice Presidents/President (for staff expenses) or member of the executive committee independent of the expense (for Vice Presidents/President and Board members' expenses).

1.6. Transportation

- 1.6.1. Airfares to and from the meeting are reimbursed at coach fares for domestic travel, Canada and Mexico unless there are no reasonable alternatives. International travel may be reimbursed at business class, if approved by the Chair~~man~~. All reasonable efforts must be made to obtain the lowest cost fare. All extraordinary expenses must



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be justified with full documentation regarding why the person was not able to obtain the lowest possible coach fare. The Vice Presidents/President shall approve extraordinary expenses of staff. Chair/~~Treasurer~~ shall approve extraordinary expenses by the Vice Presidents/President and Board Members. Member of the Board-executive committee shall approve extraordinary expenses incurred by the Chair~~man~~.

- 1.6.2. Necessary parking, taxi and other incidental expenses shall be reimbursed.
- 1.6.3. Mileage traveled using personal vehicle for CAC business shall be reimbursed at the Internal Revenue Service rates per mile effective at the time of travel. Mileage reimbursement for employees is to cover only those actual miles traveled above and beyond the employee's normal commute to his/her place of business. For the purpose of verifying the appropriateness of mileage claimed, each person that submits Expense Reports shall have his/her residence address on file with CAC.

1.7. Travel Advance

- 1.7.1. Travel advance request must be accompanied by a detailed breakdown of anticipated expenses and approved by the requester's supervisor. Travel advance requests of \$500.00 or more require Vice Presidents'/President's approval.
- 1.7.2. Travel advance request must be submitted to accounting department at least 2 weeks before the advance payment is needed to allow enough time to process the request. Travel advance payment made payable to the requester is made no sooner than one week prior to the date of travel.
- 1.7.3. All travel advances must be substantiated by an expense report (including required receipts and other supporting documents) within 30 days of the return date. Any amount advanced in excess of actual expenses is to be paid back to CAC within 30 days of completing the trip. Any money outstanding longer than 30 days is considered income to the requester and will be reported to the Internal Revenue Service as so. If the requester is an employee, any money outstanding longer than 30 days is also considered as an advance payment of the requester's salary and will therefore be deducted from the requester's payroll.

1.8. Other

- 1.8.1. Conference registration fees will not be reimbursed unless attendance at the conference is required as part of Commission business. A copy of registration form and an original receipt substantiating payment must be attached to the CAC Expense Report.
- 1.8.2. If the person chooses to arrive early or stay beyond the time necessary for attendance at a function where the person is a participant, meals and lodging for the additional time will not be reimbursed, with the exception noted in **Travel Policy 1.5**.
- 1.8.3. Travel and meal reimbursement should be submitted individually whenever practical. Staff or board members should refrain from paying for and submitting expenses of other staff members or Board members.



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1.8.4. Individual telephone calls above \$15.00 shall be accompanied by a copy of the invoice. A bill listing the phone call and the number called is sufficient. For telephone calls above \$30.00, the name of the person called and justification for the call shall also be indicated.

2. ENTERTAINMENT:

- 2.1. A person shall be reimbursed only for entertainment expenses directly related to Commission business.
- 2.2. Entertainment shall be limited to instances in which invited business clients (i.e. retailers) are being entertained, is necessary for the business transaction and is properly documented. A clear benefit to the business must be demonstrated in a summary report of the meeting.
- 2.3. Expenses submitted for reimbursement shall be supported by itemized receipts and list of attendees. Any exception to the above procedure must be approved by Vice Presidents/President for staff expenses or member of the Executive Committee independent of the expense for Board member expenses.

3. MEETING & OTHER RELATED EXPENSES

3.1. Meeting Expenses

Meetings such as Board Meetings, ~~M~~meetings with the ~~g~~Growers and ~~m~~Member of the ~~i~~Industry etc. are billed directly to CAC. Prior to meeting set up, meeting organizer must submit the meeting agenda, attendees name and affiliation and location to Vice President of ~~Finance and Administration~~Industry Affairs and Operations so that a billing arrangement can be made where the meeting is being held. Meals expenses must follow the Group Meals expense guideline outlined in **6.3.2 Entertainment**. On rare occasions, some meetings might require additional expenses for meals; in this case, a written explanation for these extraordinary expenses must be submitted by the meeting organizers prior to meeting date. In either case, all meetings must abide by the **6.3.4 Alcohol Purchases** policy as outlined below.

3.2. Master Billing (Group) Meals

CAC may arrange to have group meals and lodging for CAC business functions billed directly to CAC (instead of paid by individuals attending the functions).

- 3.2.1. For such arrangement, group meals shall be reimbursed at typical mid-level business rates for the geographical area where business is being conducted not to exceed maximum allowable as listed below unless they are justified with full documentation explaining why the maximum allowance was exceeded. The Vice Presidents/President shall approve extraordinary expenses for CAC staff. ~~Chair/Treasurer~~man shall approve extraordinary expenses by the Vice Presidents/President and Board Members. Member of the ~~Board~~executive



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committee shall approve extraordinary expenses incurred by the Chairman. Reimbursable allowance for group meals is as follows:

Breakfast – excluding tax & tip	\$30.00 / person
Lunch – excluding tax & tip	\$45.00 / person
Dinner – excluding tax & tip	\$80.00 / person

Maximum group meal allowance is inclusive of Alcohol purchases. Alcohol reimbursement for CAC meetings and other function is outlined under **6.3.4 Alcohol Purchases**.

- 3.2.2. All lodging and meal expenses to be paid under such arrangement shall be accompanied by supporting documentation indicating the nature of the meeting, a list of persons lodged and their positions, and/or served meals.
- 3.2.3. Incidental expenses connected with the meeting shall be segregated on the function invoice and should not be included in determining the above group meal allowances. Examples of incidental expenses include: audio/visual equipment charges, meeting room rental, and morning/afternoon coffee break service.

3.3. Personalized Mementos

Purchases of personalized mementos such as flowers or plaques in an amount not to exceed \$250.00 in value per occasion are allowed for extraordinary events where normal expectations in CAC business culture are that such an action should be taken. These include, but are not limited to career milestones, recognition of a significant professional accomplishment by a Board member or an employee of CAC or death of a board member or employee of CAC. Such mementos should not be allowed for annual events such as birthdays or anniversaries.

3.4. Alcohol Purchases for Entertainment

Alcohol shall be reimbursed when charges are incurred to entertain business clients who open markets, talent or key guests, or other outside industry or business representatives involved in enhancing or maintaining CAC’s business. CAC policy is in compliance with alcohol consumption policy of CAC insurance carriers. The limit for each event must not exceed \$30.00 per person for CAC sponsored meals and events. Alcohol reimbursement shall be limited by the custom and course of dealing for the guest. This shall be determined by the person responsible for the entertainment and shall require approval from a Department Head and Vice Presidents/President before reimbursement occurs. Whenever practical, alcohol purchases should show preference to California origin. The CAC Chair/Treasurer shall approve Vice Presidents/President’s charges. Please refer to Authorization Limit Matrix for proper approval. Notwithstanding the above per-person limit, expenditures for alcohol to be consumed with a meal shall be included as part of the allowable meal limits.



3.5. Alcohol Purchases by CAC Board Members and Alternates~~Commissioners~~ while on CAC Business

Alcohol purchases by CAC ~~Commissioners~~ Board members and alternates while ~~in~~ traveling on CAC business status are permitted, with the following conditions:

- No more than two (2) alcoholic beverages may be purchased in conjunction with allowable meals.
- Alcohol purchases shall be included as part of applicable meal limits defined in subpart 1.5.1 of this section 6.0.

6.01 TRAVEL AND ENTERTAINMENT EXPENSES PROCESSING

RESPONSIBILITIES:

- ~~Vice President of Finance and Administration/Accounting Clerk~~ Outsourced Accounting: Ensure that ~~staff~~ expense reports are in compliance with CAC Travel & Entertainment Policy.
- Vice President of Industry Affairs and Operations: Ensures compliance with relevant tax laws, as well as state and federal rules and regulations.

DEFINITIONS: None

REPORTS/DOCUMENTS: Expense Report Form

RELEVANT SYSTEMS: N/A: Manual Process

REFERENCE MATERIALS: None

PROCEDURE:

1. All expense claims are required to be properly itemized on a CAC Expense Report ~~f~~Form for CAC Staff and Board Members ~~and on an expense report within the Expense Report module in DocLink for CAC staff.~~ Expense Reports are required to be accompanied by the necessary documentation including original receipts, travel itinerary, meeting agenda, etc.
2. ~~Accounting Clerk~~ Outsourced Accounting reviews the expenses submitted by CAC staff and Board members and ensures that all expenses are allowed under the 6.0 Travel, Entertainment & Related Expenses policy and obtains approvals as explained in the Policy. ~~Vice President of Finance and Administration reviews expenses submitted by Accounting Clerk (6.01.C1).~~
3. At least annually, Vice President of ~~Finance and Administration~~ Industry Affairs and Operations consults with a Tax CPA firm to make sure that all taxable fringe benefits are reported on employees' W2s. Vice President of ~~Finance and Administration~~ Industry Affairs and Operations also consults with State and Federal regulatory agencies to ensure CAC's compliance with their rules and regulations (6.01.C2).



6.02 MEETING AND OTHER RELATED EXPENSES

RESPONSIBILITIES:

- ~~Vice President of Finance and Administration/Accounting Clerk~~Outsourced Accounting:
Ensure that expenses submitted are in compliance with CAC Meeting and Other Related Expenses Policy.

DEFINITIONS: None

REPORTS/DOCUMENTS: None

RELEVANT SYSTEMS: N/A: Manual Process

REFERENCE MATERIALS: None

PROCEDURE:

Meeting & Other Related Expenses are generally invoiced to CAC and processed following compliance with procedures explained in **3.0 Purchasing** and **4.0 AP Invoice Processing**. ~~Vice President of Finance and Administration and Accounting Clerk~~Outsourced Accounting reviews the invoices to make sure that expenses submitted are allowed under 6.0 Travel, Entertainment & Related Expenses (6.02.C1).



7.0 FIXED ASSETS

OBJECTIVE: To ensure that fixed assets are properly recorded

POLICY:

1. Fixed asset expenditures for the acquisition of furniture, office equipment, software, or leasehold improvements with an original cost of \$10,000 or more and of a relatively permanent nature—defined as having a useful life of one year or longer—shall be capitalized. Generally, if major repair expenditure materially extends the life of an existing asset, it will also be capitalized as fixed asset.
2. The cost of most purchases will be inclusive of the price charged by the vendor plus sales tax, freight and installation plus any other costs of acquiring the asset such as commissions, architect fees or engineering costs.
3. Donated or contributed assets shall be valued at estimated fair market value at the date of acquisition.
4. If an asset is purchased through a lease-purchase or a sales contract arrangement, it will be recorded at the cost, non-inclusive of interest or service charges on the lease.
5. The amount will be capitalized at the inception of the lease.
6. Purchase orders shall be required for all purchases of fixed assets. Refer to the **3.0 Purchasing Policy**.

7.01 CAPITALIZATION AND AMORTIZATION

RESPONSIBILITIES:

- ~~Vice President of Finance and Administration~~Outsourced Accounting: Properly capitalizes fixed assets and records monthly depreciation expense.
- ~~President~~Director of Industry Affairs and Operations: Reviews and approves fixed asset journal entries ~~and maintained~~

DEFINITIONS: None

REPORTS/DOCUMENTS: ~~Fixed Asset List~~Month-End Close Workbook

RELEVANT SYSTEMS: MS Excel

REFERENCE MATERIALS: None

PROCEDURE:



1. ~~Accounting Department~~The Commission shall maintain a listing of all fixed assets. Detailed records of these assets are recorded and kept as part of the month-end close workbook prepared by Outsourced Accounting and shall be kept for the historical record and for ease of information retrieval.
2. Depreciation is calculated using the straight line method, no salvage value. Depreciation starts in the month the asset is acquired and placed in service.

Useful Life:

Furniture	5 years
Office Equipment	3 years
Software	3 years
Leasehold Improvements	Lesser of 5 years or Term of Lease
Land Improvements	Remaining Term of Lease

3. Journal entries to record fixed asset transactions are prepared by ~~Vice President of Finance and Administration~~ Outsourced Accounting and reviewed and approved by ~~President~~ Director of Industry Affairs and Operations (7.01.C1).



7.02 DISPOSAL OF FIXED ASSETS

RESPONSIBILITIES:

- Vice President of Finance and Administration Operations Staff: Determines when-if an item is to be designated as surplus property. Controls and disposes of surplus and obsolete property.
- Vice Presidents/President: Approves disposal of all fixed assets. disposal forms

DEFINITIONS:

Surplus Property: Property becomes surplus through one of the following means:

- Significant design or product change
- Significant reduction in usage
- Poor condition
- Obsolescence

REPORTS/DOCUMENTS: Disposal of Fixed Assets Form

RELEVANT SYSTEMS: MS Excel

REFERENCE MATERIALS: None

PROCEDURE:

1. Surplus, obsolete, lost or stolen fixed asset property is sold directly to the public, staff, or another program; or written off the general ledger if un-repairable, obsolete, lost or stolen.
2. **A Disposal of Fixed Asset Form is to be filled out with the description of the item and the CAC Fixed Asset number (if applicable), estimated value and a brief explanation for the proposed disposition of the asset. The form must then be submitted for Vice Presidents'/President's approval before the item can be disposed (7.02.C1).**
3. Vice Presidents/President is ultimately responsible to select the method of disposition that brings the greatest value to CAC, considering all factors such as time and effort involved with the method. The followings are examples of disposition method that can be selected:
 - Return for cash or credit - An item may be returned to the original vendor for cash or credit. However, there is usually a restocking charge and, therefore, full value payment is seldom attainable. This method may be used when appropriate and practicable.
 - Trade-in on serviceable assets - Certain types of items have trade-in values such as cars, trucks, copy machines, etc. Such items may be included as a trade-in when bidding for new or replacement assets. If a greater return can be realized by



offering the item for sale then the means may be recommended to the [Vice Presidents/President](#).

- Sale to public/employees - This provides a quick and convenient means of disposing of surplus assets and can generate revenue and savings for the Commission. Surplus items shall be offered for sale on a competitive basis. Offers will be actively solicited. A copy of the ad or notice must be attached to the Disposal of Fixed Asset Form. Employees are eligible to provide offers. If after reasonable effort, no offers are received, the [Vice Presidents/President](#) is authorized to dispose of said property for its highest scrap value, cause its destruction or seek other disposition.
- Sale as scrap or salvage - If surplus goods cannot be used or competitive bids were not received when the item was offered for sale, then the item may be disposed of for the highest scrap or salvage value that can be obtained.
- Obsolete or un-repairable items - If an item is obsolete or repairs cannot be made in a practicable manner then the item shall be disposed of in the most equitable interest of the CAC.
- Lost or stolen items - If an item is lost or stolen, every reasonable effort to locate the property shall be made. If the item cannot be located then all facts and circumstances relating to the loss shall be reported to the [Vice Presidents/President](#). The police and insurance companies shall be notified when appropriate. All circumstances shall be documented on the Disposal of Fixed Asset Form.



8.00 PAYROLL

OBJECTIVE: To ensure that payroll is properly authorized

8.01 TIME ENTRY AND AUTHORIZATION

RESPONSIBILITIES:

- Supervisors: Approve timecard entries on Paychex Flex
- Human Resources Manager: Reviews and checks all time entries after they have been approved by supervisors

DEFINITIONS: None

REPORTS/DOCUMENTS: Online ~~time card~~timecard report

RELEVANT SYSTEMS: Paychex Flex

REFERENCE MATERIALS: None

PROCEDURE:

1. CAC utilizes timesheet software called Paychex Flex to manage employees' time entries as well as time-off bookings and accruals. Compared to manual time tracking, this software provides more effective enforcement of the approval policy, more accurate vacation and sick time accrual and deduction calculations, and better reporting.
2. Employees enter their working hours and book their time-off hours on Paychex Flex.
3. **Supervisors review and approve their direct reports' hours and time-off bookings on Paychex Flex. Vice Presidents'/President's time-off bookings shall be approved by Chairman of the Board (8.01.C1).**



8.02 PAYROLL SUBMISSION AND APPROVAL

RESPONSIBILITIES:

- Human Resources Manager: Reviews and checks all time entries and enters them to 3rd-party payroll processing software through Paychex Flex. Prepares payroll journal entries for Outsourced Accounting to enter into QuickBooks Online.
- Vice President of Industry Affairs and Operations/President: Approves payroll entries prior to processing.
- Director of Industry Affairs and Operations: Reviews and approves payroll journal entries prepared by Human Resources Manager.
- Outsourced Accounting: Enters approved payroll journal entries into QuickBooks Online.

DEFINITIONS: None

REPORTS/DOCUMENTS:

- Payroll Register from Paychex Flex
- Payroll Journal Entry Form

RELEVANT SYSTEMS:

- Paychex Flex
- DocuSign
- QuickBooks Online

REFERENCE MATERIALS: None

PROCEDURE:

1. Employees are paid semi-monthly on the 15th and last day of each month.
2. If the above days fall on a holiday or weekend, payment is made on the last working day before the holiday or weekend.
3. CAC processes its payroll through an outside payroll service provider Paychex, which calculates all the payroll tax deductions, files all necessary payroll reports and submits all taxes.
4. Human Resources Manager enters the hours into Paychex payroll worksheet and prints out provides a preview payroll register for Vice President of ~~Finance and Administration's~~ Industry Affairs and Operations/President review. Human Resources Manager also attaches the timesheets, change authorization forms and other backups to support the payroll. **New employee addition requires President's or Executive**



- Committee's written approval (e.g. offer letter, etc.) which should also be attached as payroll backup (8.02.C1).
5. Vice President of ~~Finance and Administration~~ Industry Affairs and Operations reviews the preview payroll registers and makes sure the pay rates, hours entered and deductions are correct. Vice President of ~~Finance and Administration~~ Industry Affairs and Operations refers to the rates authorized by the President or ~~Board of Directors~~ Executive Committee (for President's rate) (8.02.C2).
 6. Upon Vice President of ~~Finance and Administration's~~ Industry and Operation's approval, Human Resources Manager submits the payroll to Paychex for processing.
 7. CAC paystubs are paperless and employees have access to their paystubs online. If there are any paychecks and/or paycheck stubs printed, ~~Vice President of Finance and Administration~~ Human Resources Manager distributes them to the employees. For employees enrolled in direct deposit, funds are wired to their bank accounts on record.
 8. **By the 5th of the following month, Human Resources Manager prepares payroll journal entries. ~~Vice President of Finance and Administration~~ Director of Industry Affairs and Operations reviews them for correct coding and period and provides signature approval through DocuSign to Outsourced Accounting for entry into QuickBooks Online. ~~If journal entries are accurate, Vice President of Finance and Administration enters them into SAGE 100~~ (8.02.C3).**

Note: CAC encourages all of its employees to take advantage of direct deposit for payroll for better security and efficiency.



8.03 VACATION AND SICK TIME ACCOUNTING

RESPONSIBILITIES:

- Human Resources Manager: Reconciles vacation and sick time for each employee. Provides quarterly vacation balances to Outsourced Accounting for short-term liability vacation accrual.
- Outsourced Accounting: Prepares and enters quarterly short-term liability vacation journal entry.
-

DEFINITIONS: None

REPORTS/DOCUMENTS:

- Payroll Register from Paychex Flex
- Vacation and Sick Time Balance Reports from Paychex Flex
- Month-End Close Workbook

RELEVANT SYSTEMS:

- Paychex Flex
- SAGE 100QuickBooks Online
- DocuSign

REFERENCE MATERIALS: None

PROCEDURE:

1. Refer to Employee Handbook for policies on vacation and sick time.
2. **Employees enter time-off bookings to Paychex Flex. Supervisors approve them before they become final (8.03.C1).**
3. Paychex Flex calculates vacation and sick time accruals monthly. Paychex Flex also automatically reconciles vacation and sick time for each employee based on the final and approved time-off bookings.
4. Quarterly, Human Resources Manager provides a summary of accrued vacation balances to Outsourced Accounting.
5. Outsourced Accounting prepares quarterly short-term liability vacation journal entry and submits to Director of Industry Affairs and Operations for approval through DocuSign.
6. Upon receipt of approved short-term liability vacation journal entry, Outsourced Accounting enters into QuickBooks Online, truing up the Commission's current short-term liability balance.



- ~~3.7.~~ At the end of year, Human Resources ~~Manager prints out~~ provides a report of unused but accrued vacation and sick time ~~reports for to~~ each employee. Each employee is required to review and sign the report ~~through DocuSign~~ if ~~he/she/they~~ agrees with ~~the report totals~~ (8.03.C2).
- ~~4.~~ Human Resources prepares a summary of accrued vacation payable and prints it out for Vice President of Finance and Administration's review. If accurate, Vice President of Finance and Administration will enter the accrual journal entry into SAGE 100.



9.0 BUDGET

OBJECTIVE: To ensure adequate and proper planning and monitoring of budget and activities

9.01 BUDGET PREPARATION

RESPONSIBILITIES:

- ~~Vice President of Finance and Administration~~ Industry Affairs and Operations: Coordinates company-wide expenditure budgeting and works with President/Chair/Treasurer to project revenue.
- Department Heads: Prepare departmental budgets.
- Vice Presidents/President: Works with ~~Vice President of Finance and Administration~~ Executive Committee to project revenue.

DEFINITIONS:

- The term budget applies to expenditures whereas projection applies to revenue and other income.
- Reserves are estimated by determining the revenue projection and expenditure budget. CAC management must adhere to the Board-approved Reserve Policy which may decide to determine the defines the target ending reserves at year-end, which will and may affect the planning and budgeting processes.

REPORTS/DOCUMENTS: Budget Template

RELEVANT SYSTEMS: MS Excel

REFERENCE MATERIALS: None

PROCEDURE:

- ~~1.~~ ~~Vice President of Finance and Administration~~ prepares annual administrative budget.
- ~~2.1.~~ Department Heads are responsible for preparing and presenting their departmental budgets. Formats for these budgets and the Budget Template are provided by the ~~Vice President of Finance and Administration~~ Director of Industry Affairs and Operations.
- ~~3.2.~~ There are four major departments: Marketing, Industry Affairs, Production Research, and ~~Operations~~ Administration.
- ~~4.3.~~ ~~Vice President of Industry Affairs and Operations/President and Vice President of Finance and Administration~~ estimate assessment revenues based on inputs from ~~€~~ crop ~~E~~ estimating surveys, M ~~meetings~~ discussion with industry stakeholders and other sources.



- 5.4. Vice Presidents of Industry Affairs and Operations/President and Vice President of Finance and Administration present a revenue projection, business plan, budget and target ending reserves to be considered by the Board to determine the annual assessment rate.
- 6.5. The Board approves the business plan and budget, and sets the assessment rate before the November 1 each year beginning of fiscal year.



9.02 BUDGET UPDATE AND CHANGE DURING THE YEAR

RESPONSIBILITIES:

- ~~Vice President of Finance and Administration~~ Director of Industry Affairs and Operations:
Prepares revised budgets and budget amendments.

DEFINITIONS: None

REPORTS/DOCUMENTS: Budget Amendment

RELEVANT SYSTEMS: MS Excel

REFERENCE MATERIALS: None

PROCEDURE:

1. Any budget changes/transfers ~~between accounts within departmental budget sections~~ must be submitted to the Vice President of ~~Finance and Administration~~ Industry Affairs and Operations. The Vice President of Industry Affairs and Operations will keep the Board apprised of budget changes that do not require new money requests.
2. New money requests and any other changes/transfers of budget funds from one department section to another or from one department to another, must be submitted to ~~Vice President of Finance and Administration~~ Director of Industry Affairs and Operations who prepares a budget amendment for Board approval.
3. Vice President of Industry Affairs and Operations/President determines if non-major changes and intra-departmental changes/transfers ~~as explained in #1 above~~ need to be included as part of a budget amendment.



9.03 BUDGET SUBMISSION TO THE BOARD AND REGULATORY AGENCIES

RESPONSIBILITIES:

- ~~Vice President of Finance and Administration~~ Director of Industry Affairs and Operations: Prepare and submit budgets and budget amendments to the Board of Directors and regulatory agencies.

DEFINITIONS: None

REPORTS/DOCUMENTS: None

RELEVANT SYSTEMS: MS Excel

REFERENCE MATERIALS: None

PROCEDURE:

1. Preliminary outlines of the budget and business plan are presented to the Board two to three months prior to the start of CAC's new fiscal year, that is November 1st.
2. Proposed, detailed budget and business plan are presented to the Board one to two months prior to the start of CAC's new fiscal year.
3. Finance Committee and Marketing Committee review the draft budget and business plan and provide comments, recommendation and input to staff.
4. Draft budget and business plan are presented to the Board and the Board approves the final budget prior to the start of CAC's new fiscal year.
5. ~~Vice President of Finance and Administration~~ Director of Industry Affairs and Operations submits the Board-approved business plan, budget and budget amendments to United States Department of Agriculture (USDA) for review and approval.
6. Director of Industry Affairs and Operations ~~Vice President of Finance and Administration~~ submits the Board-approved business plan, budget and budget amendments to California Department of Food & Agricultural (CDFA) for informational purpose only.



9.04 BUDGET MONITORING

RESPONSIBILITIES:

- Department Heads: Review expenditures and monthly financial statements to ensure ~~Make sure that all expenditures are~~ spending is within the approved budget. Provide commentary for major variances in monthly financial statements.
- Outsourced Accounting: Prepare monthly financial statements for Department Heads to review. Perform correcting entries as requested by Department Heads.

DEFINITIONS: None

REPORTS/DOCUMENTS: Income Statements

RELEVANT SYSTEMS: ~~SAGE 100~~ QuickBooks Online

REFERENCE MATERIALS: Budget Tracker

PROCEDURE:

1. Department Heads are responsible for ensuring that actual expenses are spent within the board-approved budget.
2. The board-approved budget must govern how all expenses are committed or spent (with or without contracts and purchase orders). Before incurring an expense, Department Heads must be consulted and their consent as well as approval must be obtained.
3. **On a monthly basis, ~~Vice President of Finance and Administration~~ Outsourced Accounting distributes the income statements with budget comparison to all Department Heads. Department Heads must review the income statements and investigate any discrepancies with budget trackers or other documents. Department Heads must also perform variance analysis and investigate any major variances. Variances exceeding the greater of 10% of total budget or \$10,000 must be satisfactorily explained. (9.04.C1)**
4. Management is required to report its financial statements to the Finance Committee and Board of Directors at every board meeting. The financial statements need to show variance analysis between actual and budgeted expenditures. Finance Committee also receives the financial reports in months where no Board meetings are scheduled.



10.0 MARKETING SUBMISSIONS TO USDA

OBJECTIVE: To ensure that marketing materials developed with federal funds obtain approval from USDA prior to use

POLICY: Assessment revenues that are received by Hass Avocado Board and are rebated to CAC are restricted for use on USDA-approved marketing programs.

10.01 SECURING USDA APPROVAL OF MARKETING MATERIALS

RESPONSIBILITIES:

- Marketing Agencies and Staff: Develop marketing materials following USDA guidelines and provide substantiation for USDA approvals.
- Marketing Staff: Prepares materials and substantiation for Vice President of Marketing and USDA approval, documents subsequent approvals and saves to CAC's servers.
- Vice President of Marketing: Reviews and approves developed marketing materials prior to USDA submission.

DEFINITIONS: None

REPORTS/DOCUMENTS: None

RELEVANT SYSTEMS:

- MS Word
- MS Outlook

REFERENCE MATERIALS: USDA Guidelines for AMS Oversight of Commodity Research and Promotion Programs

PROCEDURE:

1. DETERMINE FUNDING SOURCE

- Determine whether the program materials are funded by CAC or HAB 85% Rebate funds
- If funded by CAC, the materials do not require USDA approval, but messaging should still follow the same standards
- If funded by HAB 85% funds, USDA approval is required
 - USDA must review and approve all program materials developed using the HAB 85% funds [all accounts with "-50" (e.g., 51002-50)] prior to use



2. PREPARE COPY FOLLOWING USDA GUIDELINES, INCLUDING

- Use only true statements or depictions and follow the Federal Trade Commission guidelines for advertising, internet and other marketing materials
- Do not use false, misleading or deceptive statements
- Do not sure any statement or depiction that disparages other origins, another commodity or product

3. PROVIDE SUPPORTING DOCUMENTATION IF NEEDED

- Agencies and staff must secure internal and all third-party approvals (as needed) prior to submitting to CAC for approval, including approvals for any image/photo that is going to accompany the document
- Data must be from a reputable, third-party source
- Nutrition and health facts must be supported by a reputable government source (i.e., Dietary Guidelines, Medline Plus, NIH, FDA, Let's Move, etc.) or USDA-approved Nutrition Copy Points
- It is OK to submit an email showing previous approval by USDA. However, just because a statement was approved in the past does not mean it will automatically be approved again. USDA may request the original documentation provided for the original approval

4. PREPARE COPY DOCUMENT FOR USDA SUBMISSION

Copy Document

- Use a Word document so the tracked changes feature can be utilized
- Copy requiring support to be highlighted in yellow
- Support references to be bolded in red and with brackets (no highlight)
- Final copy document to include "FINAL" with the date

Supporting Document/Files

- All documents containing nutrition copy must include supporting documentation
- If the document mentions claims or statistics, attach proper substantiation
- Highlight only copy that provides the support
- Support references to be in in red with brackets (no highlight)
- Support reference to be close to the copy requiring support
- If multiple support documents, number each as "A, B, C" or "1, 2, 3"
- The support file to be the same name as the document file with "SUPPORT" and date at the end
- If using nutrition copy points, it is OK to delete "full pages" that are not being used
 - DO NOT pull-out single nutrition messages and make your support



5. SUBMISSION

- Requests for review should be sent to the CAC marketing staff member who manages the program with a cc to the Vice President of Marketing
- The above contacts will review, route and secure internal approvals. After securing the Vice President of Marketing approval, it can be submitted to USDA by the CAC marketing staff contact
- When sending the final request for USDA approval, include a Setup which includes the following information:
 - Exactly what the request is
 - Date approval is needed by
 - What email includes and how the materials will be used (e.g., release distribution, ad placement, in-store POS, placement on CAC's websites, etc.)
 - Details and/or documentation of any contracts and/or pre-approvals
 - File attachments must not exceed 12 MB (USDA's email maximum)
 - If your documents exceed that maximum, convert them to pdf files
 - For video review links, use Hightail or Google Drive; USDA cannot use/access Dropbox

NOTE: USDA standard approval time is 2-3 days.

After USDA approval of the copy is received, the submitter will forward the email to all people copied on the original request.

- After the creative has completed (e.g., graphics, video, etc., the final file will be sent to USDA for their files/final approval)

6. FILING

- The email of the copy will be saved in Outlook Message format in the CAC SharePoint location in a folder of the current year: CAC-Corporate - Merchandising/USDA (includes all marketing correspondence – files stored indefinitely in the cloud)
 - File name format: e.g., USDA Approval of 2024 CAC Display Bin Copy (3-13-24)
- Email approval of the creative to be saved in the same location
 - File name format: e.g., USDA Approval of 2024 CAC Display Bin Creative (3-20-24)



110.0 FINANCIAL REPORTING AND PERIOD-END CLOSE

OBJECTIVE: To ensure that financial reporting is relevant, timely, and free of material errors

POLICY:

1. CAC uses full accrual accounting
2. To ensure timely annual financial statements reporting, all vendors, board members and employees are required to submit invoices and expense reports for all expenses incurred in the fiscal year, at the latest, one month after the fiscal-year-end.

110.01 MONTH-END CLOSE

RESPONSIBILITIES:

- ~~Vice President of Finance and Administration~~ Outsourced Accounting: Develop and maintain Month-End Close Workbook. Checklist
- Director of Industry Affairs and Operations: Reviews and approves Month-End Close Workbook.

DEFINITIONS: None

REPORTS/DOCUMENTS:

- Month-End Close Checklist

RELEVANT SYSTEMS:

- MS Excel
- ~~SAGE 100~~ QuickBooks Online

REFERENCE MATERIALS: None

PROCEDURE:

1. ~~Vice President of Finance and Administration~~ Outsourced Accounting develops and maintains a Month-end Close Workbook Checklist, which is saved on the shared drive. The checklist-workbook will be used to ensure all steps in closing the month are completed.
2. ~~Accounting Clerk~~ Outsourced Accounting goes through the checklist-workbook and performs all the necessary steps before closing the AP module in SAGE 100 locking the current period in QuickBooks Online. Once Accounting Clerk closes the AP module the current period in QuickBooks Online is locked, it may only be reopened by use of a passcode. and prints all the month-end reports, only Vice President of Finance and



~~Administration can reopen the periods.~~ This control ensures the integrity of all the balances and reports.

3. ~~Upon locking the current period in QuickBooks online closing AP, the Accounting Clerk Outsourced Accounting will save all relevant reports to the month-end close workbook and on CAC servers. prints out the GL Trial Balance, AP Trial Balance, AP Aged Invoice Report and Check History Report. Vice President of Finance and Administration Director of Industry Affairs and Operations reviews the reports month-end close workbook and monthly financial reports and investigates any unusual entries (10.01.C1).~~
4. ~~The Vice President of Finance and Administration goes through the checklist and performs all the necessary steps before closing the AR module in SAGE 100. Upon closing AR, the Vice President of Finance and Administration prints out the Daily Deposit Summary from HAS and the GL account detail for the revenue accounts. A reconciliation is performed between the two reports and any discrepancies are investigated and corrected.~~
5. ~~Vice President of Finance and Administration goes through the checklist and performs all the necessary steps before he/she closes the GL.~~
6. ~~The current listing of month-end close activities that governs the month-end close process and workbook is included below. Month-End Close Checklist is attached here. All the steps must be documented. Outsourced Accounting documents completion of tasks with entry of a completion date and the final listing is sent to the Director of Industry Affairs and Operations for review and approval through DocuSign. and all reports must be initialed and dated by Accounting Clerk and/or Vice President of Finance and Administration.~~



California Avocado Commission

Month-end Checklist

Timing	Tasks	CAC	AIP	Performed By	Date Completed
Day 0	Post Payroll JEs through month end	✓	✓	VPFA	
Day 1	Close AP	✓	✓	AC	
Day 1	Print AP Aged Invoice Report, AP Expense by GL Account Report, AP Trial Balance, GL Trial Balance, and Check History Report	✓	✓	AC	
Day 1	email Check History report for prior month	✓		AC	
Day 1	Book BOW Interest Income	✓	✓	VPFA	
Day 1	Qrtly - Record interest income from LAIF (book in month following qtr end - Jan, Apr, July, Oct)			VPFA	
Day 1	Bank Reconciliations	✓	✓	VPFA	
Day 1	Save Cash Book copy			VPFA	
Day 1	Petty Cash Review/Reconciliation			VPFA	
Day 1	Post AIP checking account balance changes on CAC's GL	✓		VPFA	
Day 2	Update Prepaid Deposits Schedules	✓	✓	VPFA	
Day 2	Update Prepaid Expenses Schedules	✓	✓	VPFA	
Day 2	Record depreciation expenses	✓		VPFA	
Day 2	CAC receivable from AIP (previous month)	✓		VPFA	
Day 2	AIP administration & accounting fees paid to CAC (upcoming month)	✓		VPFA	
Day 4	Accrue Assessment Revenue Estimates	✓		VPFA	
Day 4	Email HAB CA Hass estimated volume for current month & request US Aggregate Avocado Volume by Month chart (prior month)	✓		VPFA	
Day 4	Accrue USDA & CDFA User Fees	✓		VPFA	
Day 4	Review Administration Income Statement	✓		VPFA	
Day 5	Accrue department expenses - Marketing & Industry Affairs	✓		VPFA	
Day 5	Email Kurata Communications, Golin, Mullen & Laura Paden Income Statement and GL Detail	✓		VPFA	
Day 5	Distribute financials to departments for review	✓		VPFA	
Day 6	Compare and reconcile Assessment Revenues & Penalties between HAS and Pounds Packed Report (from AIP) - prior month		✓	AC	
Day 6	Close AR	✓	✓	VPFA	
Day 7	Review AIP GL detail		✓	VPFA	
Day 10	Update Pounds and Dollars for Revenue Accruals report	✓		VPFA	
Day 10	Reconcile Revenue GL detail to actuals & accrue additional revenue for prior month (if necessary)	✓		VPFA	
Day 10	Update US Aggregate Avocado Volume by Month chart	✓		VPFA	
Day 10	Email Pounds & Dollars by Variety report	✓		VPFA	
Day 10	Compare HAS lbs & dollars report to lbs & dollars accruals wkbk for discrepancies in reporting	✓		VPFA	
Day 10	Update 85% Rebate Balances and Interest Calculation worksheet	✓		VPFA	
Day 11	Review Trial Balance and balance sheets accounts (investigate any outstanding accruals, receivables, due to/due from, etc.)	✓	✓	VPFA	
Day 11	Check various suspense accounts to make sure they're 0	✓	✓	VPFA	
Day 11	Print reports and save in Financial Reports folder	✓		VPFA	
Day 12	Send Balance Sheet, PY Income Stmt (1st page), Budget Income Stmt, and Lbs and Dollars by Variety to Finance Committee	✓	✓	VPFA	
Day 12	Close GL. Print financial reports (MAS) for binders.	✓	✓	VPFA	
Day 12	Qrtly - Send Balance Sheet, Budget Income Stmt, & 85% Income Stmt to USDA (3 months ending Jan, Apr, July, Oct)	✓		VPFA	
Day 12	Qrtly - Send Financial Statements to Bank of the West (3 months ending Jan, Apr, July, Oct)	✓		VPFA	
Day 12	Email AIP IS and Pounds Packed Report	✓		VPFA	



POLICIES AND PROCEDURES

FINANCIAL REPORTING AND PERIOD-END CLOSE

Timing	Schedules	CAC	AIP	Performed By	Date Completed
Day 2	Prepaid Expenses	✓	✓	VPFA	
Day 2	Prepaid Deposits	✓	✓	VPFA	
Day 2	Misc Receivables	✓	✓	VPFA	
Day 2	Grant Receivable	✓		VPFA	
Day 3	Misc Payable	✓	✓	VPFA	
Day 5	Research Contract Payable	✓		VPFA	
Day 5	Employee Advances	✓	✓	VPFA	
Day 10	Accrued Expenses	✓	✓	VPFA	
Day 12	Update Cash Flow projection	✓		VPFA	
Day 12	Update ending reserves projection	✓		VPFA	



POLICIES AND PROCEDURES

FINANCIAL REPORTING AND PERIOD-END CLOSE

CA Avocado Commission

Month-End Checklist

Timing	Tasks	CAC	Source	Performed By	Date Completed
	Save as PDF: A/P Aging Summary and A/P Aging Detail	✓	QBO	SA	
	Save as PDF: A/R Aging Summary and A/R Aging Detail, send notes to April for collections	✓	QBO	SA	
	Save as PDF: Check Detail by Vendor Report (mainly delivered to the Board)	✓	QBO	SA	
	Save as PDF: Check Detail by Date Report	✓	QBO	SA	
	MEC Delivery: Email CAC Staff and Vendor Financial Reports (YTD)	✓	QBO	SA	
Day 12	Update Cash Flow projection and Ending Reserves Projection (on the CFF)	✓	GL	SA	
Day 4	Compare and Reconcile pounds reported to AIP and CAC, compare to AMRIC estimate and HAS	✓	AMRIC, HAS	AA	
Day 16	Lock Accounting Period in QBO with password	✓	QBO	SA	
Day 13	Final Review of MEC Workbook (investigate any outstanding accruals, receivables, suspense accounts, due to/due from, etc.)	✓	QBO	SA	
Day 11	Send Financial Package to April to review	✓	QBO	SA	
Day 16	Send Financial Package through DocuSign to April, Ken, and Terry	✓	QBO	SA	
Day 12	Send Financial Package to Finance Committee	✓	QBO	AA	

Timing	Month-End Close Journal Entries	CAC	Source	Performed By	Date Completed
Day 2	MEC JE for 10001-000 Petty Cash	✓	Cash	SA	
Day 2	MEC JE for 10010-000 BMO Checking (5241) - Record Missing Bank Transactions & Payroll Entries	✓	Cash	SA	
Day 2	MEC JE for 10110-000 BMO Money Market (5407) - Record Interest Income	✓	Cash	SA	
Day 2	MEC JE for 13002-000 Prepaid Expenses	✓	Assets	SA	
Day 5	MEC JE for 16002-000 Mauchly Amortization	✓	Assets	SA	
Day 5	MEC JE for 16004-000 Pine Tree Amortization	✓	Assets	SA	
Day 5	MEC JE for 16102-000 Quadient Amortization	✓	Assets	SA	
Day 5	MEC JE for 16106-000 CBE 2022 Sharp Amortization	✓	Assets	SA	
Day 5	MEC JE for 16110-000 CBE 2022 Ricoh Amortization	✓	Assets	SA	
Day 5	MEC JE for 12004-000 Due from AIP - Book transfer amount due from AIP	✓	AP / AR	AA	
Day 5	MEC JE for 40011-000 Revenue for CAC - Accrue income for HAB Assessment Revenue	✓	Accruals		
Day 10	MEC JE for 20101-000 Accrued Expenses - Record additional MEC JE's from CAC Staff	✓	Accruals		

Timing	Schedules	CAC	Source	Performed By	Date Completed
Day 5	MEC Schedule Update for Restricted Cash Balance - 85% Rebate, relates to 11002 Assessment Receivable	✓		SA	

Timing	Quarterly	CAC	Source	Performed By	Date Completed
Day 5	QEC JE: 21021-000 Vacation Payable - Short Term	✓		SA	
Day 12	Qrtly - Send Balance Sheet, Budget Income Stmt, & 85% Income Stmt to USDA (3 months ending Jan, Apr, July, Oct)	✓	LAIF website	SA	

Timing	Year-End	CAC	Source	Performed By	Date Completed
Day 2	Year-End - Record interest income from LAIF (book in month following qtr end - Jan, Apr, July, Oct)	✓	LAIF website	SA	
Day 2	Year-End - Record Net Assets Roll Forward	✓		SA	
Day 2	Year-End - Review Net Position	✓		SA	
Day 5	Year-End - Calculate Interest for Restricted Cash Balance	✓			

Approved:	Signature	April Aymami	Dir of Industry Affairs and Operations	Date
Approved:	Signature	Owen McCollum	Accounting Manager	Date

VPFA-SA = Vice President of Finance and Administration Outsourced Accounting

AAC = Accounting Clerk Director of Industry Affairs and Operations



110.02 YEAR-END CLOSE

RESPONSIBILITIES:

- ~~Vice President of Finance and Administration~~ Director of Industry Affairs and Operations: Perform year-end procedures
- ~~Accounting Clerk~~ Outsourced Accounting: Perform year-end procedures

DEFINITIONS:

Prepared-by-Client schedules: Schedules prepared by management to support the balances on the financial reports. Usually the auditors require that these schedules be prepared before the audit field work as part of the requirements set in the engagement letter.

REPORTS/DOCUMENTS: None

RELEVANT SYSTEMS: ~~SAGE 100~~

- QuickBooks Online
- DocuSign
- MS Excel

REFERENCE MATERIALS: None

PROCEDURE:

1. ~~The Accounting Clerk~~ Outsourced Accounting categories all invoices (including expense reports) that need to be accrued and enters in ~~SAGE 100~~ QuickBooks Online in the year expenses were incurred.
2. For accrual of expenses without invoices, the Department Heads prepare estimates for expenses incurred but not yet invoiced. The Outsourced Accounting prepares accrual journal entries for these estimates and obtains Director of Industry Affairs and Operations approval through DocuSign prior to entry. ~~Vice President of Finance and Administration accrues all of these estimates using journal entries.~~
3. ~~Vice President of Finance and Administration~~ Director of Industry Affairs and Operations and ~~Accounting Clerk~~ Outsourced perform the following steps:
 - ~~Replenish Petty Cash and submit expenses through AP if necessary~~
 - Request Operations Staff to Refill postage and record accrued postage expenses
 - Investigate old outstanding receivables and accruals
 - Adjust LAIF balance to fair market value
 - Accrue vacation payable balance
 - ~~Calculate and reclass short term and long term portions of vacation payables~~
 - Accrue payroll and payroll tax expense



POLICIES AND PROCEDURES

FINANCIAL REPORTING AND PERIOD-END CLOSE

- Write off any uncollectable grant receivables and accrue any pending grant reimbursements
- Reconcile assessment revenues between HAS and [SAGE 100 QuickBooks Online](#)
- Prepare Prepared-by-Client schedules as requested by auditors



110.03 FINANCIAL REPORTING

RESPONSIBILITIES:

- ~~Accounting Clerk~~ Outsourced Accounting: Prints out AP close reports ~~Locks periods in QuickBooks Online, prepares and distributes financial reports. Performs required journal entries.~~
- Director of Industry Affairs and Operations: Review and approves all journal entries prior to posting.
- ~~Vice President of Finance and Administration: Prepares and distributes financial reports~~
- Department Heads: Reviews and assign account codes on the invoices
- Vice President of Industry Affairs and Operations/President: Reviews variance analysis

DEFINITIONS: None

REPORTS/DOCUMENTS: None

RELEVANT SYSTEMS: MS Excel

REFERENCE MATERIALS: None

PROCEDURE:

1. ~~Invoices are forwarded to the Department Heads for approval through QuickBooks Online. An “approve” signature stamp is required by Department Heads approval in DocLink QuickBooks Online that verifies the accounts to be charged and amount to be paid. If the assigned approver is unavailable, the Vice Presidents/President/Chair/Treasurer are authorized to approve Commission invoices if necessary to meet due dates Vice President of Finance and Administration and/or President are responsible for approving other departments if the Department Heads are unavailable (4.02.C2).~~
2. ~~On a monthly basis, Vice President of Finance and Administration~~ Outsourced Accounting distributes the income statements with budget comparison to all Department Heads. Department Heads must review the income statements and investigate any discrepancies with budget trackers or other documents. Department Heads must also perform variance analysis and investigate any major variances. Variances exceeding the greater of 10% of total budget or \$10,000 must be satisfactorily explained and the explanation must be submitted in writing to Vice President of Industry Affairs and Operations/President by the end of the month (9.04.C1)
3. ~~Accounting Clerk~~ Outsourced Accounting locks the current period in QuickBooks Online and saves all relevant reports to the month-end close workbook and on CAC servers.. Director of Industry Affairs and Operations reviews the month-end close workbook and monthly financial reports and investigates any unusual entries ~~closes the AP module and prints out the GL Trial Balance, AP Trial Balance, AP Aged Invoice Report, and Check~~



Register History Report. Vice President of Finance and Administration reviews the reports and investigate any unusual entries (1110.01.C1).

4. All journal entries are prepared and posted by ~~Vice President of Finance and Administration only~~ Outsourced Accounting. Director of Industry Affairs and Operations President reviews and approves all journal entries prior to posting.
5. At every Finance Committee meeting, ~~Vice President of Finance and Administration presents~~ the Balance Sheet and Income Statement are presented to the committee. The committee reviews and discusses the reports with management.
6. Board members shall have access to CAC's ~~non-confidential~~ non-confidential records at any time to conduct a review or audit. Confidential records include:
 - Assessment data and grower database unless they are aggregated and do not show or potentially show the individual information.
 - Certain employee personal information file such as social security, medical record, etc. Payroll and performance review documents are not deemed as confidential in this context.



12.0 COMPLIANCE AND CHANGES TO POLICIES & PROCEDURES

OBJECTIVE: To ensure compliance to policies and procedures

12.01 COMPLIANCE

RESPONSIBILITIES:

- President, Vice Presidents and Director of Industry Affairs and Operations of Finance and Administration: Actively monitor and enforce compliance

DEFINITIONS: None

REPORTS/DOCUMENTS: None

RELEVANT SYSTEMS: None

REFERENCE MATERIALS: None

PROCEDURE:

1. Approved finance and accounting policies and procedures as well as any revisions are posted on the company's shared drive accessible to all employees. Any new policies and procedures as well as revisions will be announced via email by Director of Industry Affairs and Operations ~~Vice President of Finance and Administration~~ to all employees.
2. Any violation of the finance and accounting policies and procedures may be grounds for a disciplinary action including termination.



121.02 CHANGES TO POLICIES AND PROCEDURES

RESPONSIBILITIES:

- Department Heads: Communicate policies and procedural changes including control overrides if any to Director of Industry Affairs and Operations~~Vice President of Finance and Administration~~.
- Director of Industry Affairs and Operations~~Vice President of Finance and Administration~~: Coordinates the review of the documents by the Department Heads, collects and accumulates changes made to documents. Monitors changes for possible negative impact to control environment or control overrides. Prepares documents for President/Vice President of Industry Affairs and Operations and, if necessary, Board review. Ensures that final approved documents are posted to the shared drive.
- President/Vice President of Industry Affairs and Operations: Supervises the update process and communicates updates and changes to the Board of Directors. Reviews and approves revisions to CAC’s procedures.
- Board of Directors: Approves revisions to CAC’s policies.

DEFINITIONS:

Mitigating controls: Controls that should discover and prevent mistakes that may lead to uncorrected and/or unrecorded misstatements of CAC’s financials.

REPORTS/DOCUMENTS: None

RELEVANT SYSTEMS: None

REFERENCE MATERIALS: None

PROCEDURE:

1. There are two ways a Department Head can request changes to current policies and procedures:
 - a. Submit change to a current policy and/or procedure in writing to Director of Industry Affairs and Operations~~Vice President of Finance and Administration~~. A policy number, name and revision number must be included in the request, along with a detailed description as to why this change is necessary including but not limited to why the currently documented procedure is no longer followed.
 - b. Request a working copy on MS Word from Director of Industry Affairs and Operations ~~Vice President of Finance and Administration~~ and make changes to the working copy. Make sure that “Tracking” tool is turned on as you make your changes. Save and submit this file to Director of Industry Affairs and Operations~~Vice President of Finance and Administration~~ via e-mail with an



COMPLIANCE AND CHANGES TO POLICIES AND PROCEDURES

explanation as to why this change is necessary including but not limited to why the currently documented procedure is no longer followed.

2. The Director of Industry Affairs and Operations ~~Vice President of Finance and Administration~~ reviews changes for possible impact on controls. If the impact is too severe and no mitigating controls exist, then the changes are returned back to the Department Heads for further discussion.
3. The Director of Industry Affairs and Operations ~~Vice President of Finance and Administration~~ makes changes to existing documents and assigns it the next revision number when the changes are accepted.
4. The Director of Industry Affairs and Operations ~~Vice President of Finance and Administration~~ presents revised policy and procedure along with list of changes to previous version to the President/Vice President of Industry Affairs and Operations.
5. The Vice President of Industry Affairs and Operations ~~President~~ reviews the changes, reasons for changes and possible impact on existing controls. If the changes are accepted by the President/Vice President of Industry Affairs and Operations, they are incorporated to the active procedures. The Board or its designee (Finance Committee) will be informed of the changes.
6. Director of Industry Affairs and Operations ~~Vice President of Finance and Administration~~ will post revised policies on the shared drive once they have been finalized.



132.0 CODE OF CONDUCT AND ETHICS

132.01 INTRODUCTION AND GENERAL POLICY

This Code of Conduct and Ethics (Code) applies to ~~all Board members, committee members, and alternates (collectively “Board members”)~~ all employees of the California Avocado Commission (CAC). The purpose of this Code is to promote as well as to provide guidance with regard to ethical conduct, integrity, standards, and practices expected of ~~CAC Board members~~ Commission staff. Ethical conduct and loyalty are inherent obligations and ~~Board members~~ employees are expected to act in the best interests of CAC and to comply with CAC policies and procedures. Consequently, this policy is created to sustain a strong ethical culture on which CAC is built and is to be used as a foundation for conducting its activities.

This Code does not cover every issue that may arise, but is intended to provide a basic summary of the legal, ethical and regulatory principles that should guide the conduct of all ~~Board members~~ staff members. CAC expects every ~~Board member~~ employee to conduct themselves in strict compliance with all legal and ethical obligations, and to avoid even the appearance of impropriety. CAC’s philosophy can be implemented only if CAC ~~Board members~~ staff recognize their responsibilities and take care in following this policy.

CAC expects each ~~Board~~ staff member to read and become familiar with CAC’s policies and the ethical standards described in this Code. Compliance with this Code and the high standards of ethical conduct is mandatory for every ~~Board member~~ employee.

This Code requires at a minimum:

1. Honest, prudent and ethical conduct, including the ethical handling of actual or apparent conflicts of interest between professional and personal relationships;
2. Compliance with CAC’s policies and with applicable governmental laws, rules and regulations;
3. The prompt reporting of violations of this Code, including any illegal activity, to the appropriate person or persons identified in this Code;
4. Full, fair, accurate, timely and understandable disclosures in reports and documents; and
5. Accountability and enforceability for adherence to this Code.

~~Board members must also recognize that the Board acts only as a collective entity. Success depends on the contributions of all Board members and their ability to work well together. With the goal of embedding these core principles into the culture of the Board, this policy establishes standards of conduct expected of each Board member.~~



12.02 RESPONSIBILITIES OF BOARD MEMBERS

Code of Ethics and Conduct

Board members shall at all times abide by the following code of ethics and conduct in their capacity as Board members:

1.—Duty of Care.

- a.—Board members will abide in all respects by this code of conduct and all other CAC policies and procedures and will ensure that they remain in good standing at all times. Furthermore, each Board member will comply with applicable federal, state, and local laws and regulations and will provide their full cooperation when requested to do so.
- b.—When performing their duties on the board or any committee, Board members must act in good faith, in a manner reasonably believed to be in CAC's best interest, and with such care, including reasonable inquiry, as an ordinarily prudent person in like position would use under similar circumstances.

Board members should:

- a.—Be informed: Become and remain informed about the activities and goals of the organization — not the minutia, but at least as to its major activities, financial condition, and the procedures under which it operates.
- b.—Participate: Attend meetings; volunteer for committee assignments; participate in discussions, etc. Even if a Board member isn't there, he or she can still be held responsible for actions taken.
- c.—Act in good faith: Decisions are to be made with the best interests of CAC in mind, in a deliberate fashion, without undue haste or pressure from other sources; ask for independent evaluations on complex issues (legal counsel, accountants)—reasonable inquiry; appropriate paper trail (ensure good minutes are maintained, etc.).

2.—Duty of Loyalty.

- a.—Avoid Conflicts of Interest (a decision before the Board in which a Board member or his or her family may benefit financially).
 - i.—Disclose—If a board member thinks they have a conflict of interest on a particular agenda item before the board, the concern must be disclosed to the Chairman (preferably before the meeting) to determine whether a conflict actually exists (seek advice of legal counsel if necessary).
 - ii.—Abstain—If a board member does have a conflict, they should abstain from both discussion and voting on the matter.



- ~~iii. — Real, perceived, creating problems — Even if it's determined that an actual, legal conflict of interest does not exist, consider abstaining from the discussion and vote anyway if the perception of a conflict will cause problems for the organization.~~

- ~~b. — Avoid Corporate opportunity/self-dealing: Board members must not look for ways, or take advantage of opportunities, to make money from CAC (i.e. leasing its office space or equipment, persuade decisions affecting other organizations on which they serve, using corporate resources for personal gain, selling product for use by CAC, etc.). Additionally, board members must not attempt to persuade any employee of CAC to leave the employment of CAC or to become employed by the board member or a related entity. Furthermore, board members must refrain from attempting to persuade exhibitors, advertisers, sponsors, suppliers, contractors, or any other person or entity with an actual or potential relationship to CAC to terminate, curtail, or not enter into its relationship with CAC or to in any way reduce the monetary or other benefits to CAC of such a relationship.~~

- ~~c. — Confidentiality: Every Board member has a duty to maintain in confidence the proprietary and confidential information of CAC (unless otherwise required by law), and not to utilize confidential and proprietary information of CAC for his or her own personal gain or to the detriment of CAC.~~

- ~~d. — Duty to support the board publicly: When representing CAC in public, Board members should support the positions taken by the Board and should avoid stating personal opinions adverse to CAC. Board members can, of course, voice personal opinions when speaking on their own behalf and not on behalf of CAC.~~

- ~~e. — After Leaving Service: Upon termination of service for any reason, Board members must promptly return to CAC all documents, electronic and hard files, reference materials, and other property entrusted to the board member in his or her capacity as a Board member. Such return of materials does not abrogate the board member's duty of confidentiality with respect to the information contained in these materials and the Board member's duty of confidentiality continues after leaving the Board.~~

- ~~3. — Relations with Staff. The Board has a duty to select a President who will lead and guide CAC in its day to day activities with integrity and with the best interests of CAC and the avocado industry as his/her goal. The Board must use its best efforts to ensure that the President is in compliance with all federal, state, and local employment related laws and regulations and that employees are hired, promoted, and disciplined by the President in a fair and unbiased manner in accordance with CAC's Employee Handbook. The Board supervises the President and takes seriously any complaint from employees or third parties about the President's conduct, and will not tolerate retaliation against any employee who makes a good faith complaint against the President. Board members should refrain from intruding on administrative issues that are the responsibility of the President or other managers, and must abide by CAC's Communications Policy (set forth~~



~~later in this document). While it is the President who generally interacts with other staff, Board members who have permitted interaction with staff should treat employees courteously and professionally, recognizing that CAC has an obligation to provide its employees a workplace free from discrimination and harassment.~~

- ~~4. Relations among Board Members. Each Board member must foster an environment of respect, cooperation and collegiality. A Board member must not unduly disrupt the board from operating in an efficient and effective manner. Board members should treat each other with courtesy and allow other members of the board to express their views. A Board member should respect the differing opinions of others. Board members may disagree on issues, but disagreements should be directed at the issue — personal attacks are not acceptable. A Board member should never undermine, sabotage or falsely impugn another board member. This is not intended to preclude a Board member from filing or voicing a complaint against another Board member, but is to ensure that complaints are made only after thoughtful consideration and with the utmost good faith.~~

132.023 DISCLOSURE AND FINANCIAL INTEGRITY

CAC requires honest and accurate recording and reporting of information. CAC's policy is to provide full, fair, accurate, timely and understandable disclosure in reports and documents. All of CAC's books, records, accounts and financial statements must be maintained in reasonable detail, accurately and fairly reflect transactions, not contain false or misleading entries, comply with generally accepted accounting principles, be audited in accordance with generally accepted government auditing standards, and conform to applicable legal requirements and to CAC's internal control policies and procedures. CAC's internal control policies and procedures have been developed to provide reasonable assurance regarding the reliability of financial reporting and the preparation of financial statements for internal and external purposes. These internal control policies and procedures require CAC to:

1. Maintain records that, in reasonable detail, accurately and fairly reflect transactions and dispositions of assets;
2. Properly record transactions to permit the preparation of financial statements in accordance with generally accepted accounting principles, and make receipts and expenditures only in accordance with authorizations of management and the Members of the Board ; and,
3. Prevent or detect in a timely manner the unauthorized acquisition, use or disposition of assets.

CAC expects all ~~Board members and~~ staff to comply with the disclosure controls and procedures and report any:

1. Material information or unreported transactions that affect the disclosures made in the financial statements
2. Information concerning significant deficiencies and material weaknesses in the design or operation of CAC's internal control over financial reporting which are reasonably likely to adversely affect the ability to record, process, summarize and report financial information
3. Fraud, whether or not material, that involves Board members and staff members who have a significant role in internal control or financial reporting



132.034 USE OF CAC ASSETS

General

Protecting CAC's assets is a key fiduciary responsibility of every ~~Board member and~~ staff member. Care should be taken to ensure that assets are not misappropriated. All ~~Board members and~~ staff members are responsible for the proper use of CAC's assets, and must safeguard such assets against loss, damage, misuse or theft. ~~Board members and s~~Staff members must not use CAC identification, stationery, supplies, or equipment for personal or political matters. ~~Board members and s~~Staff members who violate any aspect of this policy or who demonstrate poor judgment in the manner in which they use any asset may be subject to disciplinary action, up to and including termination. CAC equipment and assets are to be used for CAC's purposes only and may not be used for personal use.

CAC Funds

~~Board members and s~~Staff members are personally responsible for all CAC funds over which they exercise control. CAC funds must be used only for CAC purposes and not for personal benefit. ~~Board members and s~~Staff members who have access to CAC funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in CAC's policies. When a ~~Board or~~ staff member's position requires spending CAC funds or incurring any reimbursable personal expenses, that individual must use good judgment on CAC's behalf to ensure that good value is received for every expenditure and that expense reports and invoices are accurate and submitted in a timely manner.

CAC imposes strict standards to prevent fraud and dishonesty. If anyone becomes aware of any evidence of fraud or dishonesty, that person should immediately advise the appropriate person so that CAC can promptly investigate further.

132.045 MANAGING CAC'S INFORMATION AND RECORDS

Maintaining and Managing Records

CAC has a legal requirement to manage its records and information, including all recorded information regardless of medium or characteristics. Records include but are not limited to paper documents, CDs, computer hard disks, email, floppy disks, microfiche, microfilm and all other media. CAC is required by laws, regulations, policies and guidelines to retain certain records and to follow specific guidelines in managing its records. Penalties may be incurred for failure to comply with such rules and disciplinary action may be taken by CAC to correct the situation. ~~Board members and s~~Staff members are required to manage and maintain records consistent with this Code and CAC's records management/retention policies.

Privacy and Confidentiality

It is imperative that the financial, business, or personal information belonging to CAC be kept confidential and not disclosed unless required by applicable laws or regulations. Confidential information is to be retained only for as long as necessary or as required by law. Anyone handling proprietary data must



protect the physical security of the information, and limit internal access to it to those with a legitimate reason for seeking that information. Only use the information for the purposes for which it was originally obtained. Confidential information includes all non-public information that might be of use to competitors, others, or be harmful to CAC, its personnel, or its related parties if disclosed.

132.056 PAYMENT PRACTICES

Accounting Practices

CAC's responsibility to its constituents and to the public requires that all transactions be fully and accurately recorded in CAC's books and records in compliance with all applicable laws. False or misleading entries, unrecorded funds or assets, or payments without appropriate supporting documentation and approval are strictly prohibited and violate CAC's policies and the law. Additionally, all documentation supporting a transaction should fully and accurately describe the nature of the transaction and be processed in a timely manner.

No Political Contributions

CAC funds or assets shall not under any circumstances to be used for or contributed to political campaigns, candidates, or political parties.

Prohibition of Inducements

Under no circumstances may ~~Board members or~~ staff members offer to pay, make payment, promise to pay, or issue authorization to pay any money, gift, or anything of value to employees, vendors, consultants, etc. that is perceived as intended, directly or indirectly, to improperly influence any CAC decision, any act or failure to act, or the commitment or commission of fraud. Inexpensive gifts and infrequent business meals, provided that they are not excessive or create an appearance of impropriety, do not violate this policy.

132.067 RESPONSIBILITIES TO CONSTITUENTS AND SUPPLIERS

Relationship with Constituents and Suppliers

~~Board members and s~~Staff members must avoid investing in or acquiring a financial interest in any business that has a contractual relationship with CAC, and/or that provides goods or services where such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of CAC.

Gift, Entertainment, and Favors

~~Board members and s~~Staff members must never accept entertainment, gifts or personal favors that would appear to undermine or influence their good business judgment or decisions. Similarly, employees must not accept any other preferential treatment under these circumstances because their position with CAC might be inclined to, or be perceived to, place them under obligation. On occasion, ~~Board members and~~ staff members may accept novelties, promotional items of a nominal value, or modest gifts if:



1. The gift complies with the giver's company's rules.
2. This happens only occasionally.
3. The gift was not solicited.
4. Open disclosure of the gift would not embarrass CAC or the people involved.
5. The value of the gift is \$50 (U.S.) or less.

Gifts to CAC instead of to specific ~~Board members or~~ staff members are allowed as long as they do not undermine or influence good business judgment or decisions. These gifts should meet the following criteria:

1. The gift complies with the giver's company's rules.
2. This happens only occasionally.
3. The gift was not solicited.
4. Open disclosure of the gift would not embarrass CAC or the people involved.
5. The value of the gift is \$50 (U.S.) or less.

Kickbacks and Secret Commissions

Regarding CAC's activities, ~~Board members and~~ staff members may not receive payment or compensation of any kind, except as authorized under CAC's policies. In particular, CAC strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will result in immediate termination for employees or, ~~in the case of Board members, removal from the Board.~~ ~~Board members and s~~Staff members who violate this practice will be prosecuted to the fullest extent of the law.

132.078 GOVERNMENT RELATIONS

It is CAC's policy to fully comply with all applicable laws and regulations governing contact and dealings with government employees and public officials, and to adhere to high ethical, moral and legal standards of conduct. This policy includes strict compliance with all local, state, federal, and other applicable laws, rules and regulations.

132.089 REPORTING VIOLATIONS

All ~~Board members and~~ staff members are individually responsible for carrying out and monitoring compliance with this Code. ~~Board members and s~~Staff members shall report all evidence of a violation of the Code to the appropriate person as follows:

- Board Members – refer the issue to the Board,
- President/Vice Presidents – refer the issue to the CAC Board Chairperson,
- Employees, Agents and Contractors – refer the issue to the President/Vice Presidents.

Reports of suspected violations will be taken seriously and investigated promptly and thoroughly. All reports will be treated confidentially to every extent possible, except where disclosure is required to investigate a report or by applicable law or legal process. ~~Board members and s~~Staff members will be protected from retaliation of any kind.



132.0910 DISCIPLINARY ACTIONS/TERMINATION/REMOVAL

The matters covered in this Code are of the utmost importance to CAC and are essential to the ability to conduct its activities in accordance with its stated values. ~~Board members and s~~Staff members are expected to adhere to these rules in carrying out their duties for CAC. Accordingly, a failure to fulfill one's responsibility under this Code may result in disciplinary action, up to and including immediate termination ~~for employees and removal for Board members.~~

Appropriate action will be taken against anyone whose actions are found to violate these policies or any other policies of CAC. Where CAC has suffered a loss, it may pursue its remedies against the individuals or entities responsible. Where laws have been violated, CAC will fully cooperate with the appropriate prosecuting authorities. Reprisal, threats, retribution or retaliation against any person who has in good faith reported a violation or a suspected violation of law, this Code or other CAC policies, or against any person who is assisting in any investigation or process with respect to such a violation, are prohibited.

With respect to employees, the discipline and termination policies contained in CAC's Employee Handbook will determine the disciplinary actions, termination, or removal of the employee from their position.

In the case of Board members, CAC may discipline or remove a Board member from the Board or any committee for cause, as determined by a two-thirds vote at any properly called and noticed Board meeting where a quorum is present. In the event of a removal from the Board, there is a vacancy which shall be filled in the manner provided in Food and Agricultural Code section 67053. In the event of a removal from a committee, the vacancy shall be filled in accordance with the CAC bylaws.

The procedure for disciplining a Board member or removing a Board member from the Board or any committee shall be as follows:

1. Complaints about a Board member must be in writing. If CAC receives a written complaint about a Board member from any source (whether from another Board member, staff member, industry member, or member of the public), the complaint shall be forwarded to the Executive Committee and to the President who shall determine whether the complaint merits formal process. (If the Board member who is the subject of the complaint is on the Executive Committee, he or she shall voluntarily absent himself/herself from any discussions and/or decision regarding what to do about the complaint.) If the complaint is one that can be resolved by the President, he or she will do so and will advise the Board of the complaint and the outcome. If the complaint is not one that can be informally resolved, the following process will be followed.
2. The Board member shall be sent written notice of the proposed discipline or removal and the reasons therefore. Any written notice sent pursuant to this section shall be by USPS certified mail or by express mail service with tracking (USPS priority mail, Federal Express, UPS overnight, or the like). Notice shall be deemed received on the date of delivery as confirmed by the carrier.



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3. The written notice to the Board member shall provide at least 21 calendar days for the Board member to respond. The Board member's response must be in writing and may be either or both of the following: a) a written statement and documentation detailing the Board member's arguments against removal, or b) a request for an in-person hearing before the Board.
4. If the Board member provides a response within the required time period, the Chairperson of the Commission shall call a special Board meeting (or utilize an already scheduled regular meeting) to hear the matter. If the Board member provided only a written statement, the Board shall consider the statement and render its decision based on the written statement and any documents provided. If the Board member requested an in-person hearing, the Board shall provide the Board member with a reasonable amount of time at the Board meeting to make his or her arguments against removal or discipline as applicable.
5. Whether to hold any in-person hearing or consideration of written documents in open or closed session shall be governed by the law based on the facts of the particular matter. If the law allows for a closed session, then whether to hold the hearing or consideration in open or closed session will be in the Chairperson's discretion, who shall also take into consideration the wishes of the Board member at issue.
6. After considering a written statement or conducting a hearing, the Board shall vote and make its decision, which may include written reprimand, temporary suspension from the Board or a committee, or removal from the Board and/or from a committee. The decision of the Board regarding discipline or removal shall be final.



143.0 FRAUD POLICY

143.01 INTRODUCTION

CAC Fraud Policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud. It is the intent of CAC to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

This policy applies to any irregularity, or suspected irregularity, involving employees as well as Board members, officers, consultants, vendors, and contractors (Associates), along with outside agencies doing business with Associates and/or any other parties that have a business relationship with CAC.

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to CAC.

143.02 POLICY

CAC management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation, or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the CAC management team will be familiar with the types of improprieties that might occur within his or her area of responsibility, and will be alert for any indication of irregularity.

Any irregularity that is detected or suspected must be reported immediately to the [Vice Presidents/President](#), who coordinates all investigations with California State Office of Attorney General and/or USDA's Office of General Counsel (OGC). Where fraud involves the [Vice Presidents/President](#), the ~~Chairperson of the Board~~ shall be consulted with guidance from California State Office of Attorney General and/or USDA's Office of General Counsel (OGC) prior to action being taken.

143.03 ACTIONS CONSTITUTING FRAUD

Actions constituting fraud refer to, but are not limited to:

1. Any dishonest or fraudulent act.
2. Misappropriation of funds, securities, supplies, or other assets.
3. Impropriety in the handling or reporting of money or financial transactions.
4. Profiteering as a result of insider knowledge of CAC activities.
5. Disclosing confidential and proprietary information to outside parties.
6. Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to CAC. (Exception: Gifts less than \$50 in value).



7. Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment; and/or
8. Any similar or related irregularity.

143.04 OTHER IRREGULARITIES

Irregularities concerning an employee's moral, ethical, or behavioral conduct should be resolved by the Vice Presidents/President. If there is any question as to whether an action constitutes fraud, California State Office of Attorney General and/or USDA's Office of General Counsel (OGC) shall be contacted for guidance.

143.05 INVESTIGATION RESPONSIBILITIES

The Vice Presidents/President has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. If the suspected fraudulent act involves the President, the ~~Chairperson of the Board~~ shall have the responsibility of the investigation. If the investigation substantiates that fraudulent activities have occurred, a report will be issued to the ~~Chairperson of the Board~~. The ~~Chairperson~~ will bring it to the attention of the Finance Committee and if appropriate and based on any confidentiality issues final notification should be given to the members of the Board.

143.06 CONFIDENTIALITY

All information received shall be held in strict confidence except where disclosure is expressly permitted by provisions of this policy or required by law. Any Associate who suspects dishonest or fraudulent activity will notify the Vice Presidents/President immediately, and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act (see Section 13.08 Reporting Procedures below).

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect CAC from potential civil liability.

143.07 AUTHORIZATION FOR INVESTIGATING SUSPECTED FRAUD

The Vice Presidents/President may appoint an Investigation Team that will have:

- Free and unrestricted access to all CAC records and premises, whether owned or rented; and



- The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of their investigation.

143.08 REPORTING PROCEDURES

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way. An Associate who discovers or suspects fraudulent activity will contact the [Vice Presidents/President](#) immediately. The complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the [Vice Presidents/President](#) or legal counsel.

No information concerning the status of an investigation will be given out. The proper response to any inquiry is, "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.

The reporting individual should be given the following direction:

- Do not contact the suspected individual in an effort to determine facts or demand restitution.
- Do not discuss the case, facts, suspicions, or allegations with *anyone* unless specifically asked to do so by the [Vice Presidents/President](#) or legal counsel.

143.09 TERMINATION

If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed by legal counsel before any such action is taken. The [Vice Presidents/President](#) does not have the authority to terminate an employee in such a situation without first seeking legal advice and counsel.



154.0 WHISTLEBLOWER PROTECTION POLICY

154.01 POLICY

CAC is committed to protecting employees and applicants for employment from interference with making a protected disclosure or retaliation for having made a protected disclosure or for having refused an illegal order as defined in this policy.

This policy is derived from the California Whistleblower Protection Act (Government Code Sections 8547 et seq.). Pursuant to this code section, a Commission employee may not:

1. Retaliate against an employee or applicant for employment who has made a protected disclosure or who has refused to obey an illegal order, nor
2. Directly or indirectly use or attempt to use the official authority or influence of his or her position or office for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the State Auditor, the employee’s immediate supervisor or other appropriate administrator about matters within the scope of this policy.

It is the intention of the Commission to take whatever action may be needed to prevent and correct activities that violate this policy.

154.02 SCOPE OF POLICY AND DEFINITIONS

This policy applies to protected disclosures and to complaints of retaliation or interference filed by employees or applicants for employment who have made or attempted to make a protected disclosure (“whistleblowers”) or refused to obey an illegal order, as defined below.

A. Improper Activity

Any activity undertaken by the Commission or by an employee that is undertaken in the performance of the employee’s official duties, whether or not that action is within the scope of his or her employment, and that (1) is in violation of any state or federal law or regulation, including, but not limited to, corruption, malfeasance, bribery, theft of Commission property, fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse of Commission property and facilities, or willful omission to perform duty, or (2) is economically wasteful, or involves gross misconduct, gross incompetence, or gross inefficiency.

B. Protected Disclosure



Any good faith communication that discloses or demonstrates an intention to disclose information that may evidence either (1) an improper governmental activity or (2) any condition that may significantly threaten the health or safety of employees or the public if the disclosure or intention to disclose was made for the purpose of remedying that condition.

C. Illegal Order

Any directive to violate or assist in violating an applicable federal, state, or local law, rule, or regulation or any order to work or cause others to work in conditions outside of their line of duty that would unreasonably threaten the health or safety of employees or the public.

D. Interference

Direct or indirect use of authority to obstruct an individual's right to make a protected disclosure.

E. Official Authority or Influence

Promising to confer, or conferring, any benefit; effecting, or threatening to effect, any reprisal; taking, or directing others to take, or recommending, processing, or approving, any personnel action, including, but not limited to, appointment, promotion, transfer, assignment, performance evaluation, suspension, or other disciplinary action.

154.03 DISCLOSING ILLEGAL ACTIVITY

A complaint regarding improper activity by the Commission or any Commission employee may be made by any Commission employee to his or her supervisor, to the Commission Vice President/President, or to the Chair~~person of the Commission~~. However, employees are not required to first report improper activity to a supervisor or Commission management and may proceed directly to the State Auditor's complaint process described below.

The California Whistleblower Protection Act authorizes the California State Auditor to receive complaints from state employees and members of the public who wish to report an improper governmental activity. The complaints received by the State Auditor shall remain confidential, and the identity of the complainant may not be revealed without the permission of the complainant, except to an appropriate law enforcement agency conducting a criminal investigation.

Upon receiving a complaint, the State Auditor may conduct an investigation into the facts alleged in the complaint to determine whether an improper governmental activity has occurred. Before launching an investigation, the State Auditor's staff will conduct a careful evaluation of the complaint to determine whether it has enough potential merit to warrant the expenditure of state resources to conduct an investigation. As such, the following should be provided when filing a complaint:



- A clear and concise statement of what the complainant is alleging is an improper act, why the complainant believes it is improper, and what evidence there is to confirm that what the complainant is saying is true.
- A name or other information that clearly identifies the person the complainant is alleging has acted improperly, and the department where that person works.
- Witnesses or documents that will support what the complainant is alleging.
- The complainant's name and full contact information so the Auditor is able to conduct an interview.
- Submitting copies of any documents that will support the complaint is extremely helpful to the evaluation process. However, please submit copies of the documents, rather than the original documents, as they cannot be returned.

Complaints may be submitted to the State Auditor in the following ways:

By Mail:

[Investigations California State Auditor](#)
[P.O. Box 1019](#)
[Sacramento, CA 95812](#)
[Investigations](#)
[Bureau of State Audits](#)
[555 Capitol Mall, Suite 300](#)
[Sacramento, California 95814](#)

As an alternative, the electronic version of the complaint form can be completed at <https://information.auditor.ca.gov/pdfs/other/adm-105.pdf><http://www.bsa.ca.gov/hotline/filecomp>, printed it out, and returned it by mail to the above address.

By Phone:

The complainant may call the State Auditor's Whistleblower Hotline at [at \(800\) 952-5665](tel:8009525665) and file a [complaint with one of the State Auditor's employees. The hotline is staffed Tuesdays and Thursdays from 11 a.m. to 5 p.m. If you call when the hotline is not staffed, or when staff is occupied with other calls, you may leave a voicemail message requesting a return call. 1-800-952-5665 to file a complaint by talking to one of the State Auditor's employees. The hotline is generally staffed Monday through Friday from 8:30 a.m. to 5:00 p.m. Calls received when the hotline is not being staffed will be answered by a machine that records messages.](#)

By Internet:



A complaint can be filed online at

https://information.auditor.ca.gov/contactus/state_auditor_staff_complaint

<https://www.bsa.ca.gov/contactus/complaint>

After the State Auditor receives a complaint, any investigation resulting from the complaint is confidential, so the State Auditor's staff cannot provide any updates about what is being done to investigate the complaint or what information has been uncovered. Information about the investigation will not be released until a report is issued by the State Auditor.

154.04 PROTECTION FROM RETALIATION

The Commission will not retaliate against any employee for making a good faith protected disclosure or complaint pursuant to this policy. The California Whistleblower Protection Act protects every state employee who files a complaint from suffering any retaliation by his or her state employer for having made the complaint. The Whistleblower Protection Act forbids every state official and employee from retaliating or attempting to retaliate against any employee or applicant for employment who reports an improper activity.

Retaliation includes intimidation, the denial of appointment or promotion, a threat of adverse action, a poor performance evaluation, involuntary transfer, or any form of disciplinary action.

As state employees, Commission employees may report retaliation by contacting the State Personnel Board (Attn: Appeals Division), in writing, at 801 Capitol Mall, ~~M553~~, Sacramento, CA 95814, or may call (916) 653-07991403.



CALIFORNIA AVOCADO COMMISSION
INTERNAL CONTROL POLICIES AND PROCEDURES

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the California Avocado Commission (CAC) Accounting-Internal Control Policies and Procedures (ICPPs~~P&P~~). I have read and familiarized myself with the contents and I understand that I will be responsible for adhering to the ICPPs~~P&P~~. I agree to abide by the policies and procedures as outlined in the P&P-ICPPs and understand that violations are subject to disciplinary action, up to and including termination.

P&P Revision No.: _____

Name: _____
(Print)

Title: _____

Signature: _____

Date: _____



INVESTMENT POLICY REVIEW FORM

DATE: _____

REVIEWER: _____

CHECKLIST:

	Yes	No	Comment
1. Have you obtained the most recent United States Department of Agriculture (USDA) investment policy?			
2. Have you obtained the most recent California Department of Food and Agriculture (CDFA) investment policy?			
3. Are all California Avocado Commission (CAC) investments in compliance with the USDA and CDFA investment policies?			



POLICIES AND PROCEDURES

EXHIBITS: AUTHORIZATION MATRIX

AUTHORIZATION LIMIT MATRIX		Department Heads	VP of Finance and Admin	President	Treasurer	VP of Finance and Admin AND President	Member of Executive Comm. Independent of the Expense	Two of VP of Finance and Admin, President, and Treasurer *	Full Board of Directors	Comment
Contracts	Contracts >= \$1,000	-	-	✓		-	-	-	-	-
-	Leases	-	-	✓		-	-	-	-	-
-	-	-	-	-		-	-	-	-	-
Loan	Line of Credit	-	-	-		-	-	-	✓	Signified by a motion and Treasurer's signature
-	-	-	-	-		-	-	-	-	-
Purchase Orders	Purchase Orders < \$1,000	-	✓	✓		-	-	-	-	-
-	Purchase Orders >= \$1,000	-	-	✓		-	-	-	-	-
-	-	-	-	-		-	-	-	-	-
Invoices	Invoices	✓	✓	✓		-	-	-	-	-
-	Staff Expense Reports	✓				-	-	-	-	-
-	Dept. Heads' Expense Reports			✓		-	-	-	-	-
-	President's Expense Reports					-	✓	-	-	-
-	Board Member's Expense Reports					-	✓	-	-	-
-	-					-	-	-	-	-
Cash Disbursements	Checks, ACH & Wire Transfer < \$1,000	-	✓	✓	✓	-	-	-	-	-
-	Checks, ACH & Wire Transfer >= \$1,000	-	-	-		-		✓	-	-
-	-					-	-	-	-	-
Banking	Change of Users Permission	-	-	-		-	-	✓	-	-
-	Transfer between accounts	-	✓	-		-	-	-	-	-



POLICIES AND PROCEDURES

EXHIBITS: AUTHORIZATION MATRIX

Payroll	New Hire	-	-	✓		-	-	-	-	-
-	Pay Rate Change other than President	-	-	✓		-	-	-	-	-
-	Pay Rate Change President	-	-	-		-	-	-	✓	-
-	Payroll Approval	-	✓	-		-	-	-	-	-
-	-	-	-	-		-	-	-	-	-
Accounting Close	Journal Entries	-	-	-		✓				
-	-	-	-	-		-	-	-	-	-
Sale of Assets	Sale of Assets	-	✓	✓		-	-	-	-	-
-	-	-	-	-		-	-	-	-	-
Receivable Write-off	Receivable write-off	-	✓	✓		-	-	-	-	-
-	-	-	-	-		-	-	-	-	-

** 2 of 3 authorized bank signers = Treasurer, President and Vice President of Finance and Administration*



POLICIES AND PROCEDURES

EXHIBITS: AUTHORIZATION MATRIX

AUTHORIZATION LIMIT MATRIX		Dept. Heads	Industry Affairs Director	Outsourced Accounting	VP(s)	President	Chairman	Treasurer	Treasurer and Chairman	Executive Committee	Member of Executive Comm. Independent of the Expense	Two of President, VP(s) or Treasurer *	Full Board of Directors	Comment
Contracts	Contracts					✓	✓							
	Leases					✓	✓							
Loan	Line of Credit												✓	Signified by a motion of the Board
Purchase Orders	Purchase Orders < \$3,000				✓	✓								
	Purchase Orders >= \$3,000					✓		✓						
Invoices	Invoices < \$3,000	✓												
	Invoices >= \$3,000	✓			✓									Invoices >= \$3,000 require approval of both Department Head and Corresponding VP
	Staff Expense Reports				✓									
	Dept. Heads' Expense Reports				✓									
	Vice Presidents' Expense Reports					✓			✓					
	President's Expense Reports						✓							
	Board Member's Expense Reports									✓				
Cash Disbursements	Approval of Cash Disbursements < \$3,000				✓	✓		✓						
	Approval of Cash Disbursements >= \$3,000											✓		
Banking	Change of Authorized Signatories												✓	
	Change of Users Permission					✓			✓					
	Perform Intra Bank Transfer between CAC accounts		✓		✓									
	Authorized Account Signatories				✓	✓	✓	✓						
	Authorized Online Banking Access		✓	✓	✓			✓						
Payroll	New Hire					✓				✓				
	Pay Rate Change-other than President					✓				✓				
	Pay Rate Change-President												✓	
	Payroll Approval					✓	✓	✓						
Accounting Close	Approval of Journal Entries		✓											
	Request Journal Entries & Budget Adjustments	✓		✓										
	Approval of Month End Financials		✓		✓	✓								Month end financials shall be approved by all CAC management designated here in this Authorization Matrix.
Sale of Assets	Sale of Assets			✓	✓									
Receivable Write-off	Receivable write-off				✓	✓								

* 2 authorized bank signatories = Treasurer, President and Vice President(s)



RISK CONTROL MATRIX						
Policy	Cycle	Sub Process	Risk	Risk Description	Control No.	Control Description
Cash and Investment	Financial Reporting	Bank Reconciliations	R1	Cash receipts and cash disbursements are not recorded completely and in the right period	1.02.C1	Vice President of Finance and Administration <u>Outsourced Accounting</u> prepares bank reconciliation prior to as part of the financial month-end close, usually by the 5 th work day of the following month. President <u>Director of Industry Affairs and Operations</u> reviews and approves all bank reconciliation as evidenced by signature/date on <u>the month-end close workbook</u> bank reconciliation
Cash and Investment	Financial Reporting	Investments	R2	CAC funds are invested in risky investment vehicles	1.01.C1	The Vice President of Finance and Administration <u>Industry Affairs and Operations</u> reviews Investment policies of USDA and CDFA at least once a year usually before fiscal year-end to ensure CAC is in compliance with Investment policies of USDA and CDFA as evidenced by signature/date on the Investment Policy Review Form
Assessment Collection & Cash Receipts	Cash Receipt	Assessment Collection and Misc. Cash Receipt	R1	Cash receipts and cash disbursements are not recorded completely and in the right period	2.01.C1	CAC established a lockbox to minimize the number of checks mailed to CAC's office and mitigate the risk of deposits being lost or misappropriated by having them go straight to CAC's bank account.
Assessment Collection & Cash Receipts	Cash Receipt	Assessment Collection and Misc. Cash Receipt	R1	Cash receipts and cash disbursements are not recorded completely and in the right period	1.02.C1	Outsourced Accounting prepares bank reconciliation as part of the financial month-end close, usually by the 5th work day of the following month. Director of Industry Affairs and Operations reviews and approves all bank reconciliation as evidenced by signature/date on the month-end close workbook Vice President of Finance and Administration prepares bank reconciliation prior to financial month-end close, usually by the 5th work day of the following month. President reviews and approves all bank reconciliation as evidenced by signature/date on bank reconciliation
Assessment Collection & Cash Receipts	Cash Receipt	Assessment Collection and Misc. Cash Receipt	R3	Cash receipts are not immediately deposited to CAC's account; instead used for personal gain	2.01.C2	Director of Industry Affairs and Operations reviews bank transactions to ensure monies received at CAC's office are deposited within 5 business days Vice President of Finance and Administration compares the DCRL with the deposits listed on the PDR and/or DCF to make sure all cash received is deposited within 5 business days
Assessment Collection & Cash Receipts	Cash Receipt	Assessment Collection and Misc. Cash Receipt	R4	Cash receipts are not recorded accurately	2.01.C3	Director of Industry Affairs and reviews deposits entered into HAS and QuickBooks Online and compares for accuracy and completeness Accounting Clerk prints the DTR, which Vice President of Finance and Administration reviews and compares against DCF for accuracy and completeness
Assessment Collection & Cash Receipts	Cash Receipt	Assessment Collection and Misc. Cash Receipt	R4	Cash receipts are not recorded accurately	2.01.C4	Monthly, Accounting Clerk <u>Periodically, Director of Industry Affairs and Operations</u> -compares CAC assessment summary to various sources including AMRIC and AIP, investigates any major discrepancies, and identifies late assessment payments



Assessment Collection & Cash Receipts	Cash Receipt	Late Assessment Payment	R5	Late assessments are not detected	2.01.C4	<u>Periodically, Director of Industry Affairs and Operations compares CAC assessment summary to various sources including AMRIC and AIP, investigates any major discrepancies, and identifies late assessment payments</u> Monthly, Accounting Clerk compares CAC assessment summary to various sources including AMRIC and AIP, investigates any major discrepancies, and identifies late assessment payments
Purchasing	Purchasing	Contract	R6	Purchases are not for legitimate CAC business	3.01.C1	A contract must be fully executed before the work can begin and vendors can start billing CAC. Any deviations to this control must be explained and approved in writing by President/ <u>Chair</u> . Contract must be properly approved per Authorization Limit Matrix
Purchasing	Purchasing	Contract	R6	Purchases are not for legitimate CAC business	3.04.C1	Material changes to the terms of existing contracts require amendment. Changes are considered material if they increase the total amount of the contract. Other changes such as reallocation of line item budgets, changes in required performance, modification of rates schedule, etc. may be considered material by management
Purchasing	Purchasing	Purchase Order	R6	Purchases are not for legitimate CAC business	3.02.C1	Purchase Orders are to be completed by requester, entered and assigned a unique PO# in Excel by <u>Accounting Clerk</u> Director of Industry Affairs and Operations and approved (per Authorization Limit Matrix) prior to placing order for which PO is required
Purchasing	Purchasing	Purchase Order	R6	Purchases are not for legitimate CAC business	3.02.C2	Prior to Vendor setup and payment <u>Accounting Clerk</u> requestor must obtain W-9 Request for Taxpayer Identification verifying Vendor identity
Purchasing	Purchasing	Purchase Order	R6	Purchases are not for legitimate CAC business	3.02.C3	Check requests/Invoices may not be entered into <u>AP-SAGE 100 QuickBooks Online</u> until Vendor has been set up and Vendor number has been assigned
Purchasing	Purchasing	Purchase Order	R6	Purchases are not for legitimate CAC business	3.02.C4	Access to Vendor Setup screen within <u>AP-SAGE 100 QuickBooks Online</u> is restricted to authorized accounting personnel
Purchasing	Purchasing	Purchase Order	R6	Purchases are not for legitimate CAC business	3.05.C1	PO Change may only be made with the proper approval (per Authorization Limit Matrix) as evidenced by approver signature and date <u>obtained through DocuSign</u> on hardcopy on Purchase Order
Purchasing	Purchasing	Credit Card Purchases	R6	Purchases are not for legitimate CAC business	3.06.C2	Upon receiving credit card statement, <u>Accounting Clerk</u> Outsourced Accounting matches the charges to the supporting documentations <u>and approved Credit Card Authorization Forms supplied by the cardholders</u> and and attaches them to the statement. <u>Accounting Clerk works with the cardholders to categorize the charges with account numbers. Cardholders sign the complete spreadsheet (3.06.C1).</u>



POLICIES AND PROCEDURES

Purchasing	Purchasing	Credit Card Purchases	R6	Purchases are not for legitimate CAC business	3.06.C2	<u>Credit Card vendor statement is reconciled to all receipts, packing list and invoices and must be accompanied by Credit Card Request Form approved by Vice President of Industry Affairs and Operations as evidenced by signature/date on credit card request form. The signatures of any two bank signatories, Vice President, President or Treasurer, must approve all expenses of \$3,000 or more as evidenced by signature/date on Credit Card Request Form prior to payment processing</u> Credit Card vendor statement is reconciled to all receipts, packing list and invoices and must be accompanied by credit request form approved by Vice President of Finance and Administration as evidenced by signature/date on credit card request form. The President must approve all expenses greater than \$1,000 as evidenced by signature/date on Credit Card Request form prior to payment processing
Purchasing	Purchasing	Bidding	R7	Purchases are not the most cost-effective and efficient	3.03.C1	<u>Purchase amounts of \$3,000 and greater require approval by President/Chair/Treasurer. Purchase amounts of \$25,000 and over require at least 3 bids and an explanation for the chosen bid</u> Purchase amounts \$1,000 and greater require approval by President. Purchase amounts of \$25,000 and over require at least 3 bids and an explanation for the chosen bid
AP Invoice Processing	Purchasing	Invoice from Vendors with Contract	R8	Purchases are not recorded and coded correctly and in the right period	4.02.C1	<u>All invoices must be marked as "Approved" in QuickBooks online prior to payment processing, which verifies the accounts to be charged and amount to be paid. If the assigned approver is unavailable, the Vice Presidents/President/Chair/Treasurer are authorized to approve Commission invoices if necessary to meet due dates</u> Invoices are forwarded to the Department Heads for approval. At this point an "Approve" signature stamp is required in DocLink that verifies the accounts to be charged and amount to be paid. Vice President of Finance and Administration and/or President is responsible for approving other departments if the Department Heads are unavailable
AP Invoice Processing	Purchasing	Receiving	R9	Requester approves payment for fictitious/incomplete delivery of purchased goods	4.01.C1	The person that receives the goods must be independent of the person ordering them, except for office supplies ordered and received by Office Manager
AP Invoice Processing	Purchasing	Receiving	R9	Requester approves payment for fictitious/incomplete delivery of purchased goods	4.01.C2	<u>Office Manager/Operations Staff</u> contacts the vendor or notifies the Requester if packing slip does not match the goods received to resolve the discrepancies
AP Invoice Processing	Purchasing	Invoice, Packing Slip and Purchase Order Matching	R6	Purchases are not for legitimate CAC business	4.03.C1	<u>Accounting Clerk/Outsourced Accounting</u> matches the invoices to PO and packing list if applicable
AP Invoice Processing	Purchasing	Invoice, Packing Slip and Purchase Order Matching	R6	Purchases are not for legitimate CAC business	4.02.C1	<u>All invoices must be marked as "Approved" in QuickBooks online prior to payment processing, which verifies the accounts to be charged and amount to be paid. If the assigned approver is unavailable, the Vice Presidents/President/Chair/Treasurer are authorized to approve Commission invoices if necessary to meet due dates</u> Invoices are forwarded to the Department Heads for approval. At this point an "Approve" signature stamp is required in DocLink that verifies the accounts to be charged and amount to be paid. Vice President of Finance and Administration and/or President is responsible for approving other departments if the Department Heads are unavailable



POLICIES AND PROCEDURES

AP Invoice Processing	Purchasing	Check Request	R6	Purchases are not for legitimate CAC business	4.04.C1	Check request must be signed by the requester and approved by <u>Vice Presidents/Department Heads through DocuSign</u>
AP Invoice Processing	Purchasing	Petty Cash	R10	Petty cash is stolen	4.07.C1	Petty Cash box is in possession of Vice President of Finance and Administration who keeps it in a locked File Cabinet
AP Invoice Processing	Purchasing	Petty Cash	R11	Petty cash is misappropriated	4.07.C2	President or his/her designee performs a surprise count on the Petty Cash at least once annually
Cash Disbursement	Purchasing	Check Run	R6	Purchases are not for legitimate CAC business	5.01.C1	Vice President of Finance and Administration <u>Director of Industry Affairs and Operations</u> verifies that there are no unusual items, sample-checks the coding and approvals. Once completed, Director of Industry Affairs and Operations advises Outsourced Accounting that the Payment Approval Register can be sent for approval through DocuSign (per the Authorization Limit Matrix). If everything looks good, Vice President of Finance and Administration sends the invoices to the "Ready for Import" status in DocLink which automatically imports the invoices into SAGE 100
Cash Disbursement	Purchasing	Check Run	R12	Blank checks are issued outside of company's system for illegitimate expenses	5.01.C2	Custody of blank check stock is held by somebody who is independent of cash disbursement processing
Cash Disbursement	Purchasing	Check Run	R6	Purchases are not for legitimate CAC business	5.01.C3	The Accounting Clerk prints the Printed checks and the Invoice Payment Selection Listing is provided to the Vice President of Finance and Administration for review and signature. Checks \$1,000 and over require President's signature
Cash Disbursement	Purchasing	Check Run	R13	CAC funds are withdrawn fraudulently using fake/forged checks	5.01.C4	Once all checks have been signed, Vice President of Finance and Administration exports the Positive Pay Report, prints the report and compares it to Invoice Payment Selection Listing. Once everything is verified, Vice President of Finance and Administration uploads the Positive Pay Report file to the Bank's website
Cash Disbursement	Purchasing	ACH	R14	CAC employee submits wrong bank information on the ACH database fraudulently or inadvertently	5.02.C1	Accounting Clerk <u>Director of Industry Affairs and Operations</u> enters any new ACH vendors on bank's website; Vice President of Finance and Administration Industry Affairs and Operations has to approve any changes to ACH vendors on the bank ACH database. All ACH transactions, such as vendor maintenance and payments, require dual control



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Cash Disbursement	Purchasing	ACH	R6	Purchases are not for legitimate CAC business	5.02.C2	ACH remittance sheets and the Invoice Payment Selection Listing <u>Payment Approval Registers</u> are provided to the Vice President of Finance and Administration <u>Director of Industry Affairs and Operations</u> for review and sent through DocuSign for approval per the <u>Authorization Limit Matrix</u> , and signature. At least two authorized bank signers must sign the <u>Payment Approval Register</u> prior to payment processing. Vice President of Finance and Administration then obtains 2nd signature (President's) for all ACHs \$1,000 and over
Cash Disbursement	Purchasing	ACH	R6	Purchases are not for legitimate CAC business	5.02.C3	<u>Vice President of Industry Affairs and Operations</u> approves the ACH payments on Bank's website. Once all ACHs have been signed, Vice President of Finance and Administration compares the ACH batch payment uploaded by <u>Accounting Clerk</u> to the approved <u>Invoice Payment Selection Listing</u> . If everything looks good, Vice President of Finance and Administration releases the ACH payment information online on Bank's website
Travel, Entertainment & Related Expenses	Purchasing	Travel & Entertainment Expenses Processing	R15	Illegitimate expenses are submitted	6.01.C1	Accounting Clerk <u>Outsourced Accounting</u> reviews the expenses submitted by CAC staff and Board members and ensures that all expenses are allowed under the 6.0 Travel, Entertainment and Related Expenses policy and obtains approvals as explained in the Policy. Vice President of Finance and Administration reviews expenses submitted by <u>Accounting Clerk</u>
Travel, Entertainment & Related Expenses	Purchasing	Travel & Entertainment Expenses Processing	R16	CAC is not compliant with IRS and/or other State & Federal regulatory agencies	6.01.C2	At least annually, Vice President of Finance and Administration <u>Industry Affairs and Operations</u> consults with a Tax CPA firm to make sure that all taxable fringe benefits are reported on employees' W2s. Vice President of Finance and Administration <u>Industry Affairs and Operations</u> also consults with State and Federal regulatory agencies to ensure CAC's compliance with their rules and regulations
Travel, Entertainment & Related Expenses	Purchasing	Meeting & Other Related Expenses	R15	Illegitimate expenses are submitted	6.02.C1	Vice President of Finance and Administration and Accounting Clerk <u>Outsourced Accounting</u> review the invoices to make sure that expenses submitted are allowed under 6.0 Travel, Entertainment and Related Expenses
Fixed Assets	Fixed Assets	Capitalization & Amortization	R17	Fixed Assets are not recorded properly	7.01.C1	Journal entries to record fixed asset transactions are prepared by Vice President of Finance and Administration <u>Outsourced Accounting</u> and reviewed and approved by <u>Director of Industry Affairs and Operations</u> President
Fixed Assets	Fixed Assets	Disposal of Fixed Assets	R18	Surplus, obsolete, lost or stolen fixed assets property is disposed of without proper authorization	7.02.C1	A Disposal of Fixed Asset form is to be filled out with the description of the item and the CAC Fixed Asset number (if applicable), estimated value and a brief explanation for the proposed disposition of the asset. The form must then be submitted for <u>Vice Presidents'/President's</u> approval before the item can be disposed
Payroll	Payroll	Time Entry and Authorization	R19	Payroll payments are not for correct time	8.01.C1	Supervisors review and approve their direct reports' hours and time-off bookings on <u>RWT Paychex Flex online system</u> . Vice Presidents'/President's time-off bookings shall be approved by <u>a member of executive committee</u> Chair



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Payroll	Payroll	Payroll Submission & Approval	R20	Payroll payments are for fictitious/unauthorized person	8.02.C1	New employee addition requires President's <u>or Executive Committee's</u> written approval (e.g. offer letter, etc.) which should also be attached as payroll backup
Payroll	Payroll	Payroll Submission & Approval	R21	Pay rates, hours and deductions are incorrect or unauthorized	8.02.C2	Vice President of <u>Industry Affairs and Operations</u> Finance and Administration reviews the preview payroll registers and make sure the pay rates, hours entered and deduction are correct. Vice President of Finance and Administration <u>Industry Affairs and Operations</u> refers to the rates authorized by the President or <u>Executive Committee</u> Board of Directors (for President's rate) .
Payroll	Payroll	Payroll Submission & Approval	R22	Payroll-related expenses are not recorded correctly and in the right period	8.02.C3	By the 5 th of the following month, Human Resources <u>Manager</u> prepares payroll journal entries. Vice President of Finance and Administration <u>Director of Industry Affairs and Operations</u> reviews them <u>and provides signature approval through DocuSign to Outsourced Accounting for entry into QuickBooks Online for correct coding and period. If everything looks good, Vice President of Finance and Administration enters them into SAGE 100</u>
Payroll	Payroll	Vacation & Sick Time Accounting	R23	Vacation and sick time are not accounted properly	8.03.C1	Employees enter time-off bookings to <u>Paychex Flex online system</u> RWF . Supervisors approve them before they become final
Payroll	Payroll	Vacation & Sick Time Accounting	R23	Vacation and sick time are not accounted properly	8.03.C2	At the end of year, Human Resources <u>Manager</u> prints out the <u>provides a report of</u> vacation and sick time <u>balances reports for</u> each employee. Each employee is required to review and sign the report <u>through DocuSign if he/she they agrees with the report totals</u> ;
Budget	Budgeting	Budget Monitoring	R24	Expenses incurred are not authorized, budgeted or correctly coded	9.04.C1	On a monthly basis, Vice President of Finance and Administration <u>Outsourced Accounting</u> distributes the income statements with budget comparison to all Department Heads. Department Heads must review the income statements and investigate any discrepancies with budget trackers or other documents. Department Heads must also perform variance analysis and investigate any major variances. Variances exceeding the greater of 10% of total budget or \$10,000 must be satisfactorily explained
Financial Reporting and Period End Close	Financial Reporting	Month-end Close	R25	Material errors and omissions occur on financial reports	11 <u>10</u> .01.C1	<u>Upon locking the current period in QuickBooks online, Outsourced Accounting will save all relevant reports to the month-end close workbook and on CAC servers. Director of Industry Affairs and Operations reviews the month-end close workbook and monthly financial reports and investigates any unusual entries. Upon closing AP, the Accounting Clerk prints out the GL Trial Balance, AP Trial Balance, AP Aged Invoice Report, and Check History Report. Vice President of Finance and Administration reviews the reports and investigates any unusual entries</u>



Financial Reporting and Period End Close	Financial Reporting	Month-end Close	R25	Material errors and omissions occur on financial reports	4.02.C1	<p><u>All invoices must be marked as "Approved" in QuickBooks online prior to payment processing, which verifies the accounts to be charged and amount to be paid. If the assigned approver is unavailable, the Vice Presidents/President/Chair/Treasurer are authorized to approve Commission invoices if necessary to meet due dates</u></p> <p><u>Invoices are forwarded to the Department Heads for approval. At this point an "Approved" signature stamp is required in DocLink that verifies the account to be charged and the amount to be paid. Vice President of Finance and Administration and/or President is responsible for approving other departments if the Department Heads are unavailable</u></p>
Financial Reporting and Period End Close	Financial Reporting	Month-end Close	R26	Material errors and omissions occur on financial reports	9.04.C1	<p>On a monthly basis, Vice President of Finance and Administration<u>Outsourced Accounting</u> distributes the income statements with budget comparison to all Department Heads. Department Heads must review the income statements and investigate any discrepancies with budget trackers or other documents. Department Heads must also perform variance analysis and investigate any major variances. Variances exceeding the greater of 10% of total budget or \$10,000 must be satisfactorily explained and the explanation must be submitted in writing to <u>Vice Presidents/President</u> by the end of the month</p>



CALIFORNIA AVOCADO COMMISSION
INTERNAL CONTROL POLICIES & PROCEDURES

REVISION HISTORY

Version No.	Effective Date
Original version	07/01/2010
Revision 1.0	04/01/2011
Revision 1.1	11/17/2011
Revision 1.2	03/14/2012
Revision 1.3	05/30/2013
Revision 1.4	01/01/2017
<u>Revision 1.5</u>	<u>11/01/2019</u>
<u>Revision 1.6</u>	<u>XX/XX/XXXX</u>