

BIZPAC

A Political Action Committee affiliated with the
Orange County Business Council

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April 25, 2012

Ms. Lisa Hughes
Hughes and Hughes
660 W. First Street
Tustin, CA 92780

Dear Lisa:

On behalf of the 2012 BIZPAC Board of Trustees and the Orange County Business Council, please accept my sincere thanks for your participation in the 4th Annual BIZPAC Tribute and Roast honoring Sandra Hutchens, Orange County Sheriff.

The event was a great success with the gathering of more than 150 friends and family of Sheriff Hutchens. With much spirited exchange, we all got to participate in celebrating a trailblazing local leader. Through the generous donation of your time, you supported not only the Tribute and Roast, but have contributed to the success of BIZPAC, a leading political action committee that supports candidates for elected office who are advocates for the business community.

Thank you once again for your participation of the Tribute and Roast honoring Sheriff Hutchens and for your continued support of Orange County Business Council.

Sincerely,

BIZPAC
Treasurer


Lucy Dunn
President and CEO
Orange County Business Council

BIZPAC
Master of Ceremonies


Kate Klimow
Vice President of Government Affairs
Orange County Business Council

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1. The first part of the document discusses the importance of maintaining accurate records of all transactions.

2. It is essential to ensure that all entries are supported by appropriate evidence and are clearly dated.

3. The second part of the document outlines the procedures for handling discrepancies and errors.

4. It is important to identify the cause of any errors and take steps to prevent them from recurring.

5. The third part of the document describes the methods for reconciling accounts and ensuring that the books are balanced.

6. Regular reconciliation is necessary to detect any unauthorized transactions or misstatements.

7. The final part of the document provides a summary of the key points and offers some concluding remarks.

8. It is hoped that this document will be helpful to all those concerned with the proper management of financial records.

9. The document is intended to serve as a guide and should be read carefully.

10. Any questions or queries should be directed to the appropriate authority.

11. The document is subject to change without notice.

12. It is the responsibility of the user to ensure that the information is used correctly.

13. The document is prepared in accordance with the relevant standards and regulations.

14. The document is the property of the organization and should be kept confidential.