



Thursday, September 17, 2020
2:00 p.m. – 4:00 p.m.
Board of Directors Teleconference Meeting

Call-in: 16699006833
Meeting ID: 918 503 431
Join Zoom Meeting <https://zoom.us/j/918503431>

1. Introduction
 - a. Welcome/Roll Call
 - b. Additions to Agenda

2. Consent Items 2:05 p.m.
 - a. Approval of Minutes from August 27, 2020
 - b. Financial Reports from August 2020
 - c. Executive Committee Meeting Agenda

3. Discussion/Action Items 2:15 p.m.
 - a. Steps Challenge Update/Sponsor Recognition (Steve Heide)
 - b. 2021 Draft Budget (Melissa Manchester)
 - c. Nominating Committee (Steve Heide)
 - d. Management Ad Hoc Report (Margaret Moggia)
 - e. Closed Session Updates (Steve Heide)

4. Committee Reports 3:00 p.m.
 - a. Administration (Scott Catlett)
 - b. Career Development (Laura Nomura)
 - c. Communications (Karla Romero)
 - d. Membership (Jennifer Wakeman)
 - e. Professional Standards (Jason Al-Imam)
 - f. Program (Margaret Moggia)
 - g. Recognition (Yolanda Rodriguez)
 - h. Student Engagement (Craig Boyer)
 - i. Technology (Matt Pressey)
 - j. Management Contract Ad Hoc Report (Margaret Moggia)
 - k. CalPERS Ad Hoc (Richard Lee)

5. Chapter Roundtable 3:30 p.m.
6. Director Roundtable 3:40 p.m.
8. Officer Reports 3:50 p.m.
 - a. President (Steve Heide)
 - b. Past President (Margaret Moggia)
 - c. President-Elect (Marcus Pimentel)
10. Other Discussion Items
11. Future Topics
12. Upcoming Meeting:
Board Planning Session, October 4-6
13. Adjournment 4:00 p.m.



Thursday, August 27, 2020
2:00 p.m. – 4:00 p.m.
Board of Directors Meeting

Steve Heide
Marcus Pimentel
Margaret Moggia
Stephen Parker
Richard Lee
Ernie Reyna
Will Fuentes
Carrie Guarino
Karla Romero
June Overholt
Scott Catlett
Craig Boyer
Jennifer Wakeman

Karan Reid
Jason Al-Imam
Kim Scott
Veronica Bustillos
Yolanda Rodriguez
Matt Pressey
John Adams
David Cain
Janet Salvetti
Teri Anticevich
Catherine Smith
Melissa Manchester

Introduction

The California Society of Municipal Finance Officers (CSMFO) Board of Directors via teleconference on Thursday, August 27, 2020. President Steve Heide convened the meeting and confirmed a quorum was in attendance at 2:03 p.m. There were no additions to the agenda.

Consent Calendar

The Board addressed the consent calendar, which included the minutes from the July meeting, the July 2020 financial reports, and the Executive Committee meeting agenda. Director Ernie Reyna moved to approve the consent calendar; Director Richard Lee seconded. The motion passed unanimously.

2021 Conference Host Committee Update

President-Elect Marcus Pimentel provided an update on the 2021 Annual Conference and actions of the Host Committee. The committee is keeping its options open for now regarding an in-person, virtual or hybrid event, but has established new subcommittees to fully vet the possibilities of an online conference. The recommendation if a virtual event is decided upon is

three half-days (afternoons of Tuesday, Wednesday, Thursday), with mornings available for vendor time, virtual CalPERS actuary meetings and chapter get-togethers.

Cvent Contract/Deposits

Executive Director Melissa Manchester shared with the Board that the deposit was due to Cvent for the 2021 Annual Conference, and staff received permission to pay it. Should the event go virtual, Cvent is willing to amend the current contract to cancel 2021 and extend through 2023, or apply the deposit to the use of its virtual platform, should that be the way the committee decides to go. Meeting Planner Teri Anticevich was asked to renegotiate venue contracts for 2022 and 2023 to broaden the force majeure clauses.

Annual Membership Tracking

Membership Committee Chair Jennifer Wakeman shared with the Board the template that the Membership Committee will be using to consistently track membership counts going forward. Director Lee moved to approve the template, and Past President Margaret Moggia seconded. The motion passed unanimously.

Cohorts Concept

Membership Committee Chair Wakeman reported that in response to a strategic planning directive regarding increasing member-to-member communications, the committee developed the concept of creating Cohorts, each of which would have a maximum of 10 and in which participation would be optional. Cohorts would meet virtually and periodically, based on members' availability. The Past Presidents Advisory Committee (PPAC) would be utilized to help lead the Cohorts. The committee will move forward with a pilot program of this concept in conjunction with the 2021 Annual Conference.

Budget Awards – Physical Awards Options

Recognition Committee Chair Yolanda Rodriguez shared with the Board the results of the membership survey requesting information on whether members would want physical awards for the budget review process, and whether they would be willing to pay an additional fee to obtain them. There were 182 responses, with 49% agreeing they would pay an additional \$50 for a physical award. The committee will move forward with giving members the option of requesting the physical award and paying the additional \$50 upon submission.

Student Listserv Policy

Student Engagement Committee Chair Craig Boyer presented to the Board a policy for use on a new listserv being created to foster student member engagement. Past President Moggia moved to approve the policy and include it in the policy manual, with a small edit to reflect preferred "local government" terminology. Director Lee seconded and the motion passed unanimously. It was suggested the policy also be posted in the library within the Knowledge Base.

Executive Committee Action Plan Items

Executive Director Manchester presented to the Board draft verbiage to include in the policy manual addressing two action plan items assigned to the Executive Committee regarding

pathways to leadership and Executive Committee roles and responsibilities. The drafts were directed for policy manual inclusion as written.

Staff Change

Executive Director Manchester shared with the Board that Eddie Moore was no longer with Smith Moore & Associates, and Wesley Lee had taken his place as the Account Assistant for CSMFO. It was suggested an introduction of the new staff member be included in an upcoming issue of the CSMFO News.

Committee Reports

Administration

Chair Scott Catlett reported that the committee had completed a number of contract executions, and would be working on updating the policy manual with changes approved at this meeting.

Career Development

Chair Laura Nomura shared that there was a webinar held earlier in the day, that the core courses are being redesigned to be online and that the online budget course being held in September was already sold out.

Communications

Chair Karla Romero shared that the CSMFO News was back in full swing, with “getting to know the leadership” features and articles on chapter meetings. She would be doing an update on the Board meeting for the News as well.

Membership

Chair Jennifer Wakeman shared that the committee had been reaching out to individuals who were members but did not engage with the association, and reminded everyone of the upcoming virtual Steps Challenge.

Professional Standards

Chair Jason Al-Imam reported the committee published a highlight on a court ruling with the City of San Francisco, and they’re planning another regarding exposure drafts.

Program

Chair Margaret Moggia shared that the committee was beginning to select sessions. They had received 100 submissions and will be choosing 48 for inclusion in the conference.

Recognition

Chair Rodriguez shared that the committee is working on a recognition gift for the reviewers, a press release template for the CAFR award, and a new Transparency award.

Student Engagement

Chair Boyer shared that the student listserv was nearly ready to launch, and that they had their first meeting in front of a virtual classroom at Cal State Dominguez Hills for roughly 30 participants.

Technology

Chair Matt Pressey shared with the Board that the Knowledge Base has had 16,222 total logins to date, with 8709 documents loaded to the site and 595 individual threads. They will be working with the Professional Standards Committee to post that committee's highlights.

Management Contract Ad Hoc

Chair Moggia shared that the Board memo and report would be finalized and brought to the Board at the September meeting.

CSMFO COVID Advisory Team

Chair Pimentel shared that the CCAT has suspended its activity.

Chapter Roundtable

No reports.

Director Reports

Director Lee shared that the CalPERS ad hoc group secured an interview with the PERS CEO, interim chief investment officer and public relations director for September 1.

Director Stephen Parker shared that the Orange County Chapter had held its first online meeting, with about 40 people in attendance.

Officer Reports

President Heide shared that he had participated in the webinar with Fiona Ma. He also reminded the Board of the role of the Nominating Committee, indicating that he would be working on making appointments.

Past President Moggia shared that she had been contacted by the City of South Pasadena regarding an article written by Josh Betta that had been not-favorable to the city and referenced some individuals from CSMFO. The City was requesting comment from CSMFO. Executive Director Manchester was directed to follow up. Moggia further shared that she was working with the chapter chairs to schedule their virtual meetings, and had a discussion with Michael Coleman regarding his remaining chapter speaking engagements wherein he indicated his \$600 per-meeting fee may be reduced for virtual events.

President-Elect Pimentel expressed his sincere appreciation for the Host Committee members putting in extraordinary efforts to research and potentially plan a new virtual event. He also reminded the group that the planning session would be virtual this year which, while disappointing, would enable increased attendance.

The next meeting will be held via teleconference on Thursday, September 17 from 2:00-4:00pm.

Meeting adjourned at 4:22 p.m.

Respectfully submitted,

Melissa Manchester

Summary of Action Items

The Board of Directors made the following actions:

- Approved the minutes from the July meetings
- Approved the July 2020 financial reports
- Approved the template for consistent membership tracking
- Approved the new student listserv policy

California Society of Municipal Finance Officers
Statement of Net Assets
As of August 31, 2020

	<u>Aug 31, 20</u>	<u>Aug 31, 19</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1005 · Bank of America				
1050 · Chapter Fund Balances				
1050.10 · Central Coast	1,277.78	1,351.60	-73.82	-5.46%
1050.13 · Central Los Angeles	525.74	577.21	-51.47	-8.92%
1050.06 · Central Valley	367.51	1,265.29	-897.78	-70.95%
1050.11 · Channel Counties	1,611.64	4,644.92	-3,033.28	-65.3%
1050.18 · Coachella Valley	0.00	-2,309.75	2,309.75	100.0%
1050.15 · Desert Mountain	0.00	-255.00	255.00	100.0%
1050.05 · East Bay (SF)	3,522.19	1,086.10	2,436.09	224.3%
1050.17 · Inland Empire	892.38	10,597.87	-9,705.49	-91.58%
1050.08 · Monterey Bay	2,953.99	5,741.73	-2,787.74	-48.55%
1050.03 · North Coast	0.00	-664.35	664.35	100.0%
1050.01 · Northwest Counties	0.00	-1,998.57	1,998.57	100.0%
1050.02 · Northeast Counties	0.00	22.37	-22.37	-100.0%
1050.16 · Orange County	2,033.42	4,079.25	-2,045.83	-50.15%
1050.07 · Peninsula	693.74	2,306.01	-1,612.27	-69.92%
1050.04 · Sacramento Valley	3,010.67	3,262.02	-251.35	-7.71%
1050.19 · San Diego County	662.82	2,479.91	-1,817.09	-73.27%
1050.12 · San Gabriel Valley	390.00	-384.59	774.59	201.41%
1050.14 · South Bay (LA)	2,364.54	4,246.52	-1,881.98	-44.32%
1050.09 · South San Joaquin	-250.00	197.45	-447.45	-226.61%
Total 1050 · Chapter Fund Balances	<u>20,056.42</u>	<u>36,245.99</u>	<u>-16,189.57</u>	<u>-44.67%</u>
1005 · Bank of America - Other	<u>9,629.16</u>	<u>75,191.17</u>	<u>-65,562.01</u>	<u>-87.19%</u>
Total 1005 · Bank of America	<u>29,685.58</u>	<u>111,437.16</u>	<u>-81,751.58</u>	<u>-73.36%</u>
1040 · Investments LAIF	<u>664,224.10</u>	<u>650,725.84</u>	<u>13,498.26</u>	<u>2.07%</u>
Total Checking/Savings	<u>693,909.68</u>	<u>762,163.00</u>	<u>-68,253.32</u>	<u>-8.96%</u>
Accounts Receivable				
1100 · Accounts receivable	<u>0.00</u>	<u>270.00</u>	<u>-270.00</u>	<u>-100.0%</u>
Total Accounts Receivable	<u>0.00</u>	<u>270.00</u>	<u>-270.00</u>	<u>-100.0%</u>
Other Current Assets				
1120 · Accounts Receivable- YM	25,280.00	27,495.00	-2,215.00	-8.06%
1250 · Prepaid Expense - General				
1251 · Pre-Paid Expense Insurance	1,512.00	0.00	1,512.00	100.0%
1252 · Prepaid Admin/DataBase Fees	49,021.24	76,620.60	-27,599.36	-36.02%
1250 · Prepaid Expense - General - Other	6,899.00	10,467.85	-3,568.85	-34.09%
Total 1250 · Prepaid Expense - General	<u>57,432.24</u>	<u>87,088.45</u>	<u>-29,656.21</u>	<u>-34.05%</u>
1260 · Prepaid Expense Conference				
1261 · Guest Speakers	0.00	32,250.00	-32,250.00	-100.0%
1262 · Facilities Deposits	97,104.00	33,000.00	64,104.00	194.26%
1264 · Conference Services	0.00	5,807.10	-5,807.10	-100.0%
1260 · Prepaid Expense Conference - Other	2,095.14	26,234.99	-24,139.85	-92.01%
Total 1260 · Prepaid Expense Conference	<u>99,199.14</u>	<u>97,292.09</u>	<u>1,907.05</u>	<u>1.96%</u>

California Society of Municipal Finance Officers
Statement of Net Assets
 As of August 31, 2020

	<u>Aug 31, 20</u>	<u>Aug 31, 19</u>	<u>\$ Change</u>	<u>% Change</u>
Total Other Current Assets	181,911.38	211,875.54	-29,964.16	-14.14%
Total Current Assets	875,821.06	974,308.54	-98,487.48	-10.11%
Other Assets				
1500 · CSMFO/SMA Database AR	59,353.56	57,256.04	2,097.52	3.66%
Total Other Assets	59,353.56	57,256.04	2,097.52	3.66%
TOTAL ASSETS	<u>935,174.62</u>	<u>1,031,564.58</u>	<u>-96,389.96</u>	<u>-9.34%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts payable	327.77	18,150.61	-17,822.84	-98.19%
Total Accounts Payable	327.77	18,150.61	-17,822.84	-98.19%
Other Current Liabilities				
2003 · A/P Other- SMA Conference	16,430.88	15,875.20	555.68	3.5%
2010 · Deferred Revenue - Conference	0.00	3,000.00	-3,000.00	-100.0%
Total Other Current Liabilities	16,430.88	18,875.20	-2,444.32	-12.95%
Total Current Liabilities	16,758.65	37,025.81	-20,267.16	-54.74%
Total Liabilities	16,758.65	37,025.81	-20,267.16	-54.74%
Equity				
3102 · Conference reserve	424,264.00	364,860.00	59,404.00	16.28%
3101 · Operating reserve	170,380.00	144,139.00	26,241.00	18.21%
3020 · Retained earnings	181,381.76	359,270.95	-177,889.19	-49.51%
3100 · Net Assets-Chapters	26,288.69	33,705.65	-7,416.96	-22.01%
Net Income	116,101.52	92,563.17	23,538.35	25.43%
Total Equity	918,415.97	994,538.77	-76,122.80	-7.65%
TOTAL LIABILITIES & EQUITY	<u>935,174.62</u>	<u>1,031,564.58</u>	<u>-96,389.96</u>	<u>-9.34%</u>

California Society of Municipal Finance Officers
Summary of Financial Income and Expense
January through August 2020

	<u>Chapters</u>	<u>Conference</u>	<u>Education</u>	<u>Unclassified</u>	<u>TOTAL</u>
Ordinary Income/Expense					
Income					
4000 · OPERATING REVENUES					
4100 · Membership Dues	0.00	0.00	0.00	241,890.00	241,890.00
4200 · Interest Income	0.00	0.00	0.00	7,883.16	7,883.16
4302 · Magazine Advertising	0.00	0.00	0.00	1,400.00	1,400.00
4303 · Job Board Post - Member	0.00	0.00	0.00	82,875.00	82,875.00
4490 · Budget/CAFR Fees	0.00	0.00	0.00	2,850.00	2,850.00
Total 4000 · OPERATING REVENUES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>336,898.16</u>	<u>336,898.16</u>
Total Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>336,898.16</u>	<u>336,898.16</u>
Gross Profit	0.00	0.00	0.00	336,898.16	336,898.16
Expense					
6100 · OPERATING EXPENSES					
6105 · Marketing/Membership	0.00	0.00	0.00	10,136.33	10,136.33
6106 · Storage Expense	0.00	0.00	0.00	695.89	695.89
6110 · President's Expense	0.00	0.00	0.00	2,314.04	2,314.04
6115 · Board of Directors	0.00	0.00	0.00	3,192.43	3,192.43
6120 · Committee/Chapter Support	0.00	0.00	0.00	8,211.80	8,211.80
6125 · Board Planning Session-Retreat	0.00	0.00	0.00	6,000.00	6,000.00
6140 · Management Services	0.00	0.00	0.00	153,415.11	153,415.11
6150 · Office Supplies	0.00	0.00	0.00	220.69	220.69
6155 · Merchant Fees/Bank Chgs.	0.00	0.00	0.00	17,687.65	17,687.65
6160 · Awards	0.00	0.00	0.00	4,551.32	4,551.32
6165 · Printing	0.00	0.00	0.00	21,724.87	21,724.87
6170 · Magazine	0.00	0.00	0.00	18,043.55	18,043.55
6175 · Postage	0.00	0.00	0.00	669.78	669.78
6185 · Telephone/Bridge Calls	0.00	0.00	0.00	599.51	599.51
6190 · Web and Technology	0.00	0.00	0.00	23,346.86	23,346.86
6200 · Travel/Staff Expenses	0.00	0.00	0.00	0.00	0.00
6220 · Audit & Tax Filing	0.00	0.00	0.00	9,320.00	9,320.00
6230 · Insurance	0.00	0.00	0.00	3,271.00	3,271.00
6240 · Taxes	0.00	0.00	0.00	22,325.00	22,325.00
6250 · Miscellaneous	0.00	0.00	0.00	3,150.00	3,150.00
6255 · GFOA Reception	0.00	0.00	0.00	6,500.00	6,500.00
Total 6100 · OPERATING EXPENSES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>315,375.83</u>	<u>315,375.83</u>
6900 · OTHER EXPENSES					
6970 · One-Time Budgeted Expenses	0.00	0.00	0.00	4,136.73	4,136.73
Total 6900 · OTHER EXPENSES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,136.73</u>	<u>4,136.73</u>
Total Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>319,512.56</u>	<u>319,512.56</u>
Net Ordinary Income	0.00	0.00	0.00	17,385.60	17,385.60
Other Income/Expense					
Other Income					
4501 · Chapter Income	8,919.22	0.00	0.00	0.00	8,919.22
4500 · PROGRAM REVENUES					
8000 · Conference Revenue	0.00	1,378,818.27	0.00	0.00	1,378,818.27

**California Society of Municipal Finance Officers
 Summary of Financial Income and Expense
 January through August 2020**

	<u>Chapters</u>	<u>Conference</u>	<u>Education</u>	<u>Unclassified</u>	<u>TOTAL</u>
4503 · Contributions and Donations	0.00	167.00	0.00	0.00	167.00
4504 · Education income					
4591 · California Local Budgeting	0.00	0.00	8,850.00	0.00	8,850.00
4505 · Webinar	0.00	0.00	5,156.00	0.00	5,156.00
4540 · Fundamentals of Rates, Fees	0.00	0.00	0.00	0.00	0.00
4570 · Intro to Government	0.00	0.00	19,501.00	0.00	19,501.00
4590 · Intermediate Government Acct	0.00	0.00	8,100.00	0.00	8,100.00
4595 · Revenue Fundamentals	0.00	0.00	0.00	0.00	0.00
4597 · Developing Supervisory Skills	0.00	0.00	0.00	0.00	0.00
Total 4504 · Education income	0.00	0.00	41,607.00	0.00	41,607.00
Total 4500 · PROGRAM REVENUES	0.00	1,378,985.27	41,607.00	0.00	1,420,592.27
8999 · YM Import Items	0.00	0.00	0.00	0.00	0.00
Total Other Income	8,919.22	1,378,985.27	41,607.00	0.00	1,429,511.49
Other Expense					
6401 · Chapter Expenses	14,217.33	0.00	0.00	0.00	14,217.33
6400 · PROGRAM EXPENSES					
9000 · Conference Expenses	0.00	1,306,531.33	0.00	0.00	1,306,531.33
6404 · Education Expenses					
6430 · Intro to Government	0.00	0.00	4,102.27	0.00	4,102.27
6480 · Intermediate Governmental Acct.	0.00	0.00	3,817.19	0.00	3,817.19
6494 · Webinar Expenses	0.00	0.00	2,250.00	0.00	2,250.00
6594 · CMTA/CSMFO Course Exp	0.00	0.00	-122.55	0.00	-122.55
Total 6404 · Education Expenses	0.00	0.00	10,046.91	0.00	10,046.91
Total 6400 · PROGRAM EXPENSES	0.00	1,306,531.33	10,046.91	0.00	1,316,578.24
Total Other Expense	14,217.33	1,306,531.33	10,046.91	0.00	1,330,795.57
Net Other Income	-5,298.11	72,453.94	31,560.09	0.00	98,715.92
Net Income	-5,298.11	72,453.94	31,560.09	17,385.60	116,101.52

**California Society of Municipal Finance Officers
Profit & Loss Budget Performance
August 2020**

	<u>Aug 20</u>	<u>Jan - Aug 20</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense						
Income						
4000 · OPERATING REVENUES						
4100 · Membership Dues						
4110 · Dues - Municipal	2,350.00	191,544.00	160,710.00	30,834.00	119.19%	160,710.00
4115 · Dues NewMem-Municipal	0.00	0.00	22,500.00	-22,500.00	0.0%	22,500.00
4120 · Dues - Other Gov	50.00	4,305.00	3,500.00	805.00	123.0%	3,500.00
4125 · Dues NewMem-OtherGov	0.00	0.00	4,250.00	-4,250.00	0.0%	4,250.00
4130 · Dues - Commercial	660.00	44,880.00	37,400.00	7,480.00	120.0%	37,400.00
4135 · Dues NewMem-Commercial	0.00	0.00	4,180.00	-4,180.00	0.0%	4,180.00
4140 · Dues - Retired	0.00	1,161.00	1,320.00	-159.00	87.96%	1,320.00
4150 · Dues - Education	0.00	0.00	0.00	0.00	0.0%	0.00
4155 · Dues NewMem-Education	0.00	0.00	16.00	-16.00	0.0%	16.00
Total 4100 · Membership Dues	3,060.00	241,890.00	233,876.00	8,014.00	103.43%	233,876.00
4200 · Interest Income	269.25	7,883.16	13,790.00	-5,906.84	57.17%	20,000.00
4302 · Magazine Advertising	0.00	1,400.00	4,200.00	-2,800.00	33.33%	4,200.00
4303 · Job Board Post - Member	14,325.00	82,875.00	87,600.00	-4,725.00	94.61%	131,400.00
4490 · Budget/CAFR Fees	2,100.00	2,850.00	15,000.00	-12,150.00	19.0%	15,000.00
Total 4000 · OPERATING REVENUES	19,754.25	336,898.16	354,466.00	-17,567.84	95.04%	404,476.00
Total Income	19,754.25	336,898.16	354,466.00	-17,567.84	95.04%	404,476.00
Gross Profit	19,754.25	336,898.16	354,466.00	-17,567.84	95.04%	404,476.00
Expense						
6100 · OPERATING EXPENSES						
6105 · Marketing/Membership	0.00	10,136.33	10,000.00	136.33	101.36%	10,000.00
6106 · Storage Expense	0.00	695.89	666.68	29.21	104.38%	1,000.00
6110 · President's Expense						
6111 · Presidents CSMFO- Gifts	0.00	0.00	0.00	0.00	0.0%	0.00
6112 · Presidents CSMFO-Dinner	0.00	22.95	0.00	22.95	100.0%	0.00
6110 · President's Expense - Other	0.00	2,291.09	5,000.00	-2,708.91	45.82%	5,000.00
Total 6110 · President's Expense	0.00	2,314.04	5,000.00	-2,685.96	46.28%	5,000.00
6115 · Board of Directors						
6116 · Board Meeting Expenses	0.00	2,664.83	3,400.00	-735.17	78.38%	5,100.00
6115 · Board of Directors - Other	0.00	527.60	0.00	527.60	100.0%	0.00
Total 6115 · Board of Directors	0.00	3,192.43	3,400.00	-207.57	93.9%	5,100.00
6120 · Committee/Chapter Support						
6121 · Committee Support	0.00	573.59	10,000.00	-9,426.41	5.74%	10,000.00
6122 · Chapter Support	500.00	7,479.22	10,000.00	-2,520.78	74.79%	10,000.00
6120 · Committee/Chapter Support - Other	0.00	158.99	0.00	158.99	100.0%	0.00
Total 6120 · Committee/Chapter Support	500.00	8,211.80	20,000.00	-11,788.20	41.06%	20,000.00
6125 · Board Planning Session-Retreat	0.00	6,000.00	9,000.00	-3,000.00	66.67%	45,500.00
6140 · Management Services						
6143 · Management Services	13,751.89	110,015.11	113,333.36	-3,318.25	97.07%	170,000.00
6146 · Consultants						
6146.10 · Coleman Services	0.00	4,200.00	14,533.36	-10,333.36	28.9%	21,800.00
6146 · Consultants - Other	0.00	39,200.00	0.00	39,200.00	100.0%	0.00

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Total 6146 · Consultants	0.00	43,400.00	14,533.36	28,866.64	298.62%	21,800.00
6470 · Webinar Program Services	0.00	0.00	46,666.64	-46,666.64	0.0%	70,000.00
Total 6140 · Management Services	13,751.89	153,415.11	174,533.36	-21,118.25	87.9%	261,800.00
6150 · Office Supplies	0.00	220.69	332.00	-111.31	66.47%	500.00
6155 · Merchant Fees/Bank Chgs.	1,059.29	17,687.65	20,000.00	-2,312.35	88.44%	30,000.00
6160 · Awards	0.00	4,551.32	500.00	4,051.32	910.26%	5,000.00
6165 · Printing						
6166 · Printing, copying, and admin	1.24	1,015.89	1,333.36	-317.47	76.19%	2,000.00
6167 · Directory	0.00	20,051.98	12,000.00	8,051.98	167.1%	12,000.00
6165 · Printing - Other	0.00	657.00	0.00	657.00	100.0%	0.00
Total 6165 · Printing	1.24	21,724.87	13,333.36	8,391.51	162.94%	14,000.00
6170 · Magazine	0.00	18,043.55	20,000.00	-1,956.45	90.22%	20,000.00
6175 · Postage	12.40	669.78	2,000.00	-1,330.22	33.49%	3,000.00
6185 · Telephone/Bridge Calls	55.22	599.51	1,066.68	-467.17	56.2%	1,600.00
6190 · Web and Technology						
6191 · DataBase Expense	0.00	0.00	0.00	0.00	0.0%	0.00
6192 · Web site	179.97	2,679.97	0.00	2,679.97	100.0%	0.00
6195 · Web Site Hosting Fee	814.99	8,582.89	0.00	8,582.89	100.0%	0.00
6190 · Web and Technology - Other	0.00	12,084.00	16,666.68	-4,582.68	72.5%	25,000.00
Total 6190 · Web and Technology	994.96	23,346.86	16,666.68	6,680.18	140.08%	25,000.00
6200 · Travel/Staff Expenses	0.00	0.00	0.00	0.00	0.0%	0.00
6220 · Audit & Tax Filing	1,450.00	9,320.00	9,000.00	320.00	103.56%	9,000.00
6230 · Insurance	0.00	3,271.00	5,000.00	-1,729.00	65.42%	5,000.00
6240 · Taxes						
6242 · Current Year Taxes	0.00	18,175.00	40,000.00	-21,825.00	45.44%	40,000.00
6246 · Prior Year Taxes	0.00	4,150.00	0.00	4,150.00	100.0%	0.00
Total 6240 · Taxes	0.00	22,325.00	40,000.00	-17,675.00	55.81%	40,000.00
6250 · Miscellaneous	3,150.00	3,150.00				
6255 · GFOA Reception	0.00	6,500.00	0.00	6,500.00	100.0%	0.00
Total 6100 · OPERATING EXPENSES	20,975.00	315,375.83	350,498.76	-35,122.93	89.98%	501,500.00
6900 · OTHER EXPENSES						
6970 · One-Time Budgeted Expenses	0.00	4,136.73	25,000.00	-20,863.27	16.55%	25,000.00
Total 6900 · OTHER EXPENSES	0.00	4,136.73	25,000.00	-20,863.27	16.55%	25,000.00
9950 · Prior Period Adjustment	0.00	0.00	0.00	0.00	0.0%	0.00
Total Expense	20,975.00	319,512.56	375,498.76	-55,986.20	85.09%	526,500.00
Net Ordinary Income	-1,220.75	17,385.60	-21,032.76	38,418.36	-82.66%	-122,024.00
Other Income/Expense						
Other Income						
4501 · Chapter Income						
4501.01 · Northwest Counties	0.00	1,998.57				
4501.02 · Northeast Counties	0.00	467.10				
4501.03 · North Coast	0.00	664.35	0.00	664.35	100.0%	0.00
4501.04 · Sacramento Valley	0.00	0.00	0.00	0.00	0.0%	0.00
4501.05 · East Bay (SF)	0.00	480.00	0.00	480.00	100.0%	0.00
4501.06 · Central Valley	0.00	0.00	0.00	0.00	0.0%	0.00

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4501.07 · Peninsula	0.00	-25.00	0.00	-25.00	100.0%	0.00
4501.08 · Monterey Bay	0.00	-95.00	0.00	-95.00	100.0%	0.00
4501.09 · South San Joaquin	0.00	336.55	0.00	336.55	100.0%	0.00
4501.10 · Central Coast	0.00	0.00	0.00	0.00	0.0%	0.00
4501.11 · Channel Counties	0.00	0.00	0.00	0.00	0.0%	0.00
4501.12 · San Gabriel Valley	0.00	1,192.49	0.00	1,192.49	100.0%	0.00
4501.13 · Central Los Angeles	-25.00	-25.00	0.00	-25.00	100.0%	0.00
4501.14 · South Bay (LA)	0.00	240.00	0.00	240.00	100.0%	0.00
4501.15 · Desert Mountain	0.00	275.00	0.00	275.00	100.0%	0.00
4501.16 · Orange County	0.00	925.00	0.00	925.00	100.0%	0.00
4501.17 · Inland Empire	0.00	50.00	0.00	50.00	100.0%	0.00
4501.18 · Coachella Valley	0.00	2,435.16	0.00	2,435.16	100.0%	0.00
4501.19 · San Diego County	0.00	0.00	0.00	0.00	0.0%	0.00
4501 · Chapter Income - Other	0.00	0.00	66,668.00	-66,668.00	0.0%	100,000.00
Total 4501 · Chapter Income	-25.00	8,919.22	66,668.00	-57,748.78	13.38%	100,000.00
4500 · PROGRAM REVENUES						
8000 · Conference Revenue						
8100 · Government Registrations						
8105 · Govt Non-Memb Full Early	0.00	34,520.00	34,520.00	0.00	100.0%	34,520.00
8106 · Govt Non-Memb-Full Regular	0.00	23,865.00	23,865.00	0.00	100.0%	23,865.00
8108 · Govt Non-Memb Daily Early	0.00	3,780.00	3,780.00	0.00	100.0%	3,780.00
8109 · Govt Non-Memb-Daily-Regular	0.00	6,210.00	6,210.00	0.00	100.0%	6,210.00
8110 · Govt Memb - Full Conf-Early	0.00	379,640.00	380,190.00	-550.00	99.86%	380,190.00
8115 · Conf-Gov-Full-Norm-Mem	0.00	60,835.00	61,255.00	-420.00	99.31%	61,255.00
8120 · Govt Memb Daily-Early	0.00	8,970.00	8,740.00	230.00	102.63%	8,740.00
8125 · Govt Memb-Daily Regular	0.00	3,500.00	3,725.00	-225.00	93.96%	3,725.00
8150 · Govt Non-Memb Full Onsite	0.00	2,295.00	2,295.00	0.00	100.0%	2,295.00
8155 · Govt Memb-Full Regular	0.00	5,445.00	5,445.00	0.00	100.0%	5,445.00
Total 8100 · Government Registrations	0.00	529,060.00	530,025.00	-965.00	99.82%	530,025.00
8200 · Commercial Registrations						
8225 · Conf-Com-Exhibitor-Addn Full	-1,250.00	70,950.00	72,800.00	-1,850.00	97.46%	72,800.00
8227 · Conf-Com-Exhibitor Daily	0.00	9,660.00	9,660.00	0.00	100.0%	9,660.00
8230 · Comm Non-Memb-Full-Early	0.00	13,090.00	13,090.00	0.00	100.0%	13,090.00
8231 · Comm Non-Memb-Full-Reg	0.00	18,820.00	18,820.00	0.00	100.0%	18,820.00
8235 · Comm Memb-Full-Early	0.00	12,395.00	13,070.00	-675.00	94.84%	13,070.00
8236 · Comm Memb-Full-Regular	0.00	12,290.00	12,290.00	0.00	100.0%	12,290.00
8245 · Comm Memb-Daily-Early	0.00	930.00	930.00	0.00	100.0%	930.00
8250 · Comm-Memb Daily-Regular	0.00	1,840.00	1,840.00	0.00	100.0%	1,840.00
8260 · Comm Non-Memb Daily Early	0.00	4,100.00	4,100.00	0.00	100.0%	4,100.00
8265 · Comm Non-Memb Daily Regular	0.00	8,570.00	8,570.00	0.00	100.0%	8,570.00
8200 · Commercial Registrations - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 8200 · Commercial Registrations	-1,250.00	152,645.00	155,170.00	-2,525.00	98.37%	155,170.00
8300 · Pre-Conference Registrations						
8376 · PreConference-Session D	0.00	4,650.00	4,650.00	0.00	100.0%	4,650.00
8371 · PreConference-Session A	0.00	8,700.00	8,700.00	0.00	100.0%	8,700.00

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8373 · PreConference-Session B	0.00	8,250.00	8,250.00	0.00	100.0%	8,250.00
8375 · PreConference-Session C	0.00	4,650.00	4,650.00	0.00	100.0%	4,650.00
Total 8300 · Pre-Conference Registrations	0.00	26,250.00	26,250.00	0.00	100.0%	26,250.00
8500 · Extra Meals						
8565 · Hosted Evening Event	0.00	21,375.00	21,500.00	-125.00	99.42%	21,500.00
Total 8500 · Extra Meals	0.00	21,375.00	21,500.00	-125.00	99.42%	21,500.00
8600 · Event Registrations						
8610 · Golf	0.00	30,525.00	30,700.00	-175.00	99.43%	30,700.00
8630 · Tennis	0.00	1,960.00	1,960.00	0.00	100.0%	1,960.00
Total 8600 · Event Registrations	0.00	32,485.00	32,660.00	-175.00	99.46%	32,660.00
8700 · Exhibitors Fees						
8702 · Featured Exhibitor/Sponsor	0.00	30,000.00	30,000.00	0.00	100.0%	30,000.00
8703 · Sapphire Exhibitor	0.00	126,000.00	126,000.00	0.00	100.0%	126,000.00
8715 · Gold Package	0.00	288,000.00	288,000.00	0.00	100.0%	288,000.00
8725 · Silver Package	0.00	31,200.00	31,200.00	0.00	100.0%	31,200.00
8735 · Diamond Package	0.00	72,000.00	72,000.00	0.00	100.0%	72,000.00
8736 · Top Sponsor	0.00	0.00	0.00	0.00	0.0%	0.00
Total 8700 · Exhibitors Fees	0.00	547,200.00	547,200.00	0.00	100.0%	547,200.00
8800 · Sponsorships						
8830 · Non-Exhibitor Sponsor 8830	0.00	36,000.00	36,000.00	0.00	100.0%	36,000.00
8860 · Non-Booth Silver	0.00	0.00	0.00	0.00	0.0%	0.00
8870 · President's Dinner Sponsorship	0.00	0.00	0.00	0.00	0.0%	0.00
8872 · Additional Sponsorship Monies	0.00	6,500.00	6,500.00	0.00	100.0%	6,500.00
Total 8800 · Sponsorships	0.00	42,500.00	42,500.00	0.00	100.0%	42,500.00
8900 · Conference Miscellaneous						
8915 · Hotel Rebate for Convention Ctr	0.00	26,478.27	26,478.27	0.00	100.0%	26,478.27
8905 · Misc Conference Income	0.00	0.00	0.00	0.00	0.0%	0.00
8910 · Cancellation Fees	0.00	825.00	825.00	0.00	100.0%	825.00
8900 · Conference Miscellaneous - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 8900 · Conference Miscellaneous	0.00	27,303.27	27,303.27	0.00	100.0%	27,303.27
8000 · Conference Revenue - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 8000 · Conference Revenue	-1,250.00	1,378,818.27	1,382,608.27	-3,790.00	99.73%	1,382,608.27
4503 · Contributions and Donations						
4503.75 · Robert O'Dell Scholarship	0.00	167.00	0.00	167.00	100.0%	0.00
4503 · Contributions and Donations - Other	0.00	0.00				
Total 4503 · Contributions and Donations	0.00	167.00	0.00	167.00	100.0%	0.00
4504 · Education income						
4591 · California Local Budgeting	1,500.00	8,850.00				
4505 · Webinar	0.00	5,156.00	0.00	5,156.00	100.0%	0.00
4520 · Weekend Training						
4525 · Training Event Income	0.00	0.00	0.00	0.00	0.0%	0.00
4520 · Weekend Training - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 4520 · Weekend Training	0.00	0.00	0.00	0.00	0.0%	0.00
4540 · Fundamentals of Rates, Fees	0.00	0.00	0.00	0.00	0.0%	0.00
4570 · Intro to Government	225.00	19,501.00	11,475.00	8,026.00	169.94%	11,475.00

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4580 · Presentation/Fiscal Policy	0.00	0.00	0.00	0.00	0.0%	0.00
4590 · Intermediate Government Acct	2,550.00	8,100.00	0.00	8,100.00	100.0%	0.00
4594 · CMTA/CSMFO Course	0.00	0.00	0.00	0.00	0.0%	0.00
4595 · Revenue Fundamentals	0.00	0.00	4,800.00	-4,800.00	0.0%	5,100.00
4596 · Revenue Fundamentals II	0.00	0.00	0.00	0.00	0.0%	0.00
4597 · Developing Supervisory Skills	0.00	0.00	200.00	-200.00	0.0%	200.00
4598 · Leadership Skills	0.00	0.00	0.00	0.00	0.0%	0.00
Total 4504 · Education income	4,275.00	41,607.00	16,475.00	25,132.00	252.55%	16,775.00
Total 4500 · PROGRAM REVENUES	3,025.00	1,420,592.27	1,399,083.27	21,509.00	101.54%	1,399,383.27
8999 · YM Import Items	0.00	0.00	0.00	0.00	0.0%	0.00
Total Other Income	3,000.00	1,429,511.49	1,465,751.27	-36,239.78	97.53%	1,499,383.27
Other Expense						
6401 · Chapter Expenses						
6401.79 · Current Year Chapter Expenses						
6401.01 · Northwest Counties	0.00	0.00	0.00	0.00	0.0%	0.00
6401.02 · Northeast Counties	0.00	0.00	0.00	0.00	0.0%	0.00
6401.03 · North Coast	0.00	0.00	0.00	0.00	0.0%	0.00
6401.04 · Sacramento Valley	0.00	0.00	0.00	0.00	0.0%	0.00
6401.05 · East Bay (SF)	0.00	0.00	0.00	0.00	0.0%	0.00
6401.06 · Central Valley	0.00	0.00	0.00	0.00	0.0%	0.00
6401.07 · Peninsula	0.00	3,981.52	0.00	3,981.52	100.0%	0.00
6401.08 · Monterey Bay	0.00	0.00	0.00	0.00	0.0%	0.00
6401.09 · South San Joaquin	0.00	250.00	0.00	250.00	100.0%	0.00
6401.10 · Central Coast	0.00	0.00	0.00	0.00	0.0%	0.00
6401.11 · Channel Counties	0.00	0.00	0.00	0.00	0.0%	0.00
6401.12 · San Gabriel Valley	-352.20	0.00	0.00	0.00	0.0%	0.00
6401.13 · Central Los Angeles	0.00	0.00	0.00	0.00	0.0%	0.00
6401.14 · South Bay (LA)	0.00	0.00	0.00	0.00	0.0%	0.00
6401.16 · Orange County	0.00	8,719.31	0.00	8,719.31	100.0%	0.00
6401.17 · Inland Empire	-750.00	67.00	0.00	67.00	100.0%	0.00
6401.18 · Coachella Valley	0.00	0.00	0.00	0.00	0.0%	0.00
6401.19 · San Diego County	0.00	1,199.50	0.00	1,199.50	100.0%	0.00
6401.79 · Current Year Chapter Expenses - Otf	0.00	0.00	66,668.00	-66,668.00	0.0%	100,000.00
Total 6401.79 · Current Year Chapter Expenses	-1,102.20	14,217.33	66,668.00	-52,450.67	21.33%	100,000.00
6401 · Chapter Expenses - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6401 · Chapter Expenses	-1,102.20	14,217.33	66,668.00	-52,450.67	21.33%	100,000.00
6400 · PROGRAM EXPENSES						
9000 · Conference Expenses						
9100 · Food & Beverage						
9105 · Registration Prep-Lunch	0.00	0.00	0.00	0.00	0.0%	0.00
9115 · Wednesday-Breakfast	0.00	19,869.13	19,869.13	0.00	100.0%	19,869.13
9125 · Wednesday-Lunch	0.00	81,249.33	81,249.33	0.00	100.0%	81,249.33
9135 · Wednesday-Food-Exhibitor Recept	0.00	34,891.51	34,981.51	-90.00	99.74%	34,981.51
9138 · Wednesday-Beverage-Exhibitor Re	0.00	12,680.48	12,680.48	0.00	100.0%	12,680.48
9140 · Thursday-Breakfast-Chapter Chai	0.00	2,124.97	2,124.97	0.00	100.0%	2,124.97

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9143 · Thursday-Breakfast	0.00	63,620.93	63,620.93	0.00	100.0%	63,620.93
9145 · Thursday-Coffee Service	0.00	19,516.18	19,516.18	0.00	100.0%	19,516.18
9147 · Thursday-Lunch	0.00	92,896.62	92,896.62	0.00	100.0%	92,896.62
9148 · Thursday-PM Break	0.00	26,287.62	26,287.62	0.00	100.0%	26,287.62
9150 · Friday-Breakfast	0.00	53,024.02	53,024.02	0.00	100.0%	53,024.02
9155 · Friday-Lunch	0.00	2,656.64	2,656.64	0.00	100.0%	2,656.64
9170 · Staff Room Beverage Service	0.00	0.00	0.00	0.00	0.0%	0.00
9195 · Water for Sessions	0.00	0.00	0.00	0.00	0.0%	0.00
9197 · Food&Beverage-Other	0.00	0.00	0.00	0.00	0.0%	0.00
9100 · Food & Beverage - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9100 · Food & Beverage	0.00	408,817.43	408,907.43	-90.00	99.98%	408,907.43
9200 · President's Dinners						
9210 · President's Dinner - Food & Bev	0.00	47,433.67	47,433.67	0.00	100.0%	47,433.67
9220 · Entertain-Transport-Decor-Favor	0.00	828.50	828.50	0.00	100.0%	828.50
9250 · Pres Dinner-Out of State Guest	0.00	16,236.72	16,236.72	0.00	100.0%	16,236.72
Total 9200 · President's Dinners	0.00	64,498.89	64,498.89	0.00	100.0%	64,498.89
9300 · Hosted Event						
9310 · Event Entertainment	0.00	43,665.00	43,665.00	0.00	100.0%	43,665.00
9320 · Event Food	0.00	134,138.08	134,138.08	0.00	100.0%	134,138.08
9321 · Event Bar	0.00	15,084.46	15,084.46	0.00	100.0%	15,084.46
9330 · Event Decor	0.00	0.00	0.00	0.00	0.0%	0.00
9340 · Event Other	0.00	12,669.68	12,669.68	0.00	100.0%	12,669.68
Total 9300 · Hosted Event	0.00	205,557.22	205,557.22	0.00	100.0%	205,557.22
9400 · Meetings and Training						
9410 · Speakers-Honorarium	0.00	85,300.00	85,300.00	0.00	100.0%	85,300.00
9420 · Speaker-Expenses-Lodging	0.00	3,563.61	3,563.61	0.00	100.0%	3,563.61
9430 · Speaker-Expenses-Transportation	0.00	2,612.37	2,612.37	0.00	100.0%	2,612.37
9400 · Meetings and Training - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9400 · Meetings and Training	0.00	91,475.98	91,475.98	0.00	100.0%	91,475.98
9450 · Comps						
9462 · Comps - Other	0.00	3,348.54	3,634.02	-285.48	92.14%	3,634.02
9451 · Transportation Shuttle Expense	0.00	0.00	0.00	0.00	0.0%	0.00
9460 · Other Guests Lodging (OOS)	0.00	3,711.24	3,711.24	0.00	100.0%	3,711.24
9465 · Board Scholarships	0.00	4,350.00	3,850.00	500.00	112.99%	3,850.00
9450 · Comps - Other	0.00	285.48				
Total 9450 · Comps	0.00	11,695.26	11,195.26	500.00	104.47%	11,195.26
9475 · Meetings						
9476 · Audio Visual and Lighting	0.00	165,772.31	165,772.31	0.00	100.0%	165,772.31
9478 · General Session - Addl' product	0.00	6,480.68	6,480.68	0.00	100.0%	6,480.68
9479 · WiFi Internet	0.00	12,500.00	12,500.00	0.00	100.0%	12,500.00
9480 · Electric Power/Rigging	0.00	19,692.40	19,692.40	0.00	100.0%	19,692.40
9481 · Reg/Attendance Tracking	0.00	34,924.32	34,924.32	0.00	100.0%	34,924.32
9485 · Convention/Hotel Other Costs	0.00	825.00	825.00	0.00	100.0%	825.00
Total 9475 · Meetings	0.00	240,194.71	240,194.71	0.00	100.0%	240,194.71
9490 · Pre-Conference Workshop						

**California Society of Municipal Finance Officers
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August 2020**

	<u>Aug 20</u>	<u>Jan - Aug 20</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
9494 · Food & Beverage	0.00	9,176.02	9,176.02	0.00	100.0%	9,176.02
9495 · Speaker Fees	0.00	0.00	0.00	0.00	0.0%	0.00
9496 · Pre-Conference-Other	0.00	94.91	94.91	0.00	100.0%	94.91
9490 · Pre-Conference Workshop - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9490 · Pre-Conference Workshop	0.00	9,270.93	9,270.93	0.00	100.0%	9,270.93
9500 · Exhibits						
9550 · Sponsor Branded Items	0.00	10,063.91	10,063.91	0.00	100.0%	10,063.91
9510 · Decorator Booth Fee	0.00	15,198.25	15,198.25	0.00	100.0%	15,198.25
9520 · Signage-Exhibit Hall	0.00	0.00	8,286.83	-8,286.83	0.0%	8,286.83
9540 · Security	0.00	3,161.00	3,161.00	0.00	100.0%	3,161.00
9545 · Exhibit hall game	0.00	0.00	0.00	0.00	0.0%	0.00
9599 · Exhibits-Other	0.00	8,286.83	0.00	8,286.83	100.0%	0.00
Total 9500 · Exhibits	0.00	36,709.99	36,709.99	0.00	100.0%	36,709.99
9600 · Entertainment/Gifts						
9610 · Conference Gifts/Attendees	0.00	57,895.77	57,895.77	0.00	100.0%	57,895.77
9620 · Speaker/Board/Committee Memento	0.00	3,347.86	3,347.86	0.00	100.0%	3,347.86
9630 · Gift Baskets (VIPs)	0.00	1,107.00	1,107.00	0.00	100.0%	1,107.00
Total 9600 · Entertainment/Gifts	0.00	62,350.63	62,350.63	0.00	100.0%	62,350.63
9700 · Other Activities						
9732 · Golf Tournament Expenses	0.00	32,819.58	32,819.58	0.00	100.0%	32,819.58
9750 · Other Event Expenses	0.00	3,670.00	3,670.00	0.00	100.0%	3,670.00
Total 9700 · Other Activities	0.00	36,489.58	36,489.58	0.00	100.0%	36,489.58
9800 · Administration - Conference						
9805 · Conference Marketing	0.00	5,236.00	5,236.00	0.00	100.0%	5,236.00
9810 · Conference Contract Services	0.00	76,622.52	76,622.52	0.00	100.0%	76,622.52
9815 · Printing/Copy/Conference Media	0.00	2,307.22	2,307.22	0.00	100.0%	2,307.22
9818 · Office/Telephones/Printer	0.00	0.00	0.00	0.00	0.0%	0.00
9820 · President Expenses	0.00	673.17	673.17	0.00	100.0%	673.17
9831 · Supplies-Badges-Ribbons-Etc	0.00	666.20	666.20	0.00	100.0%	666.20
9840 · Postage & Shipping	0.00	11.60	11.60	0.00	100.0%	11.60
9845 · Speaker Packets	0.00	0.00	0.00	0.00	0.0%	0.00
9875 · Signage	0.00	3,967.45	3,967.45	0.00	100.0%	3,967.45
9880 · Bank Merchant Fees	0.00	339.85	339.85	0.00	100.0%	339.85
9890 · Conference Committee Expenses	0.00	24,664.11	24,664.11	0.00	100.0%	24,664.11
9895 · Staff Exp Inc. Lodging & Travel	0.00	20,082.59	20,082.59	0.00	100.0%	20,082.59
9800 · Administration - Conference - Other	700.00	4,900.00	2,100.00	2,800.00	233.33%	2,100.00
Total 9800 · Administration - Conference	700.00	139,470.71	136,670.71	2,800.00	102.05%	136,670.71
9000 · Conference Expenses - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9000 · Conference Expenses	700.00	1,306,531.33	1,303,321.33	3,210.00	100.25%	1,303,321.33
6404 · Education Expenses						
6420 · Weekend Training	0.00	0.00	0.00	0.00	0.0%	0.00
6430 · Intro to Government						
6430.10 · Intro to Govt Account - Reimbur	0.00	4,102.27				
6430 · Intro to Government - Other	0.00	0.00	4,102.27	-4,102.27	0.0%	4,102.27
Total 6430 · Intro to Government	0.00	4,102.27	4,102.27	0.00	100.0%	4,102.27

California Society of Municipal Finance Officers
Profit & Loss Budget Performance
August 2020

	<u>Aug 20</u>	<u>Jan - Aug 20</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
6445 · Fundamentals of Rates Expense	0.00	0.00	0.00	0.00	0.0%	0.00
6450 · Presentation/Fiscal Policy						
6450.10 · Pres. Fiscal Policy Reim. Exp.	0.00	0.00	0.00	0.00	0.0%	0.00
6450 · Presentation/Fiscal Policy - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6450 · Presentation/Fiscal Policy	0.00	0.00	0.00	0.00	0.0%	0.00
6480 · Intermediate Governmental Acct.	2,951.93	3,817.19	149.67	3,667.52	2,550.4%	149.67
6494 · Webinar Expenses	0.00	2,250.00				
6594 · CMTA/CSMFO Course Exp	0.00	-122.55	0.00	-122.55	100.0%	0.00
6595 · Revenue Fundamental Expense	0.00	0.00	0.00	0.00	0.0%	0.00
6596 · Revenue Fundamental Expense II	0.00	0.00	0.00	0.00	0.0%	0.00
6597 · Developing Supervisory Skills						
6597.10 · Dev. Sup. Skills reimbursement	0.00	0.00	0.00	0.00	0.0%	0.00
6597 · Developing Supervisory Skills - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6597 · Developing Supervisory Skills	0.00	0.00	0.00	0.00	0.0%	0.00
6598 · Leadership Skills	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6404 · Education Expenses	2,951.93	10,046.91	4,251.94	5,794.97	236.29%	4,251.94
Total 6400 · PROGRAM EXPENSES	3,651.93	1,316,578.24	1,307,573.27	9,004.97	100.69%	1,307,573.27
Total Other Expense	2,549.73	1,330,795.57	1,374,241.27	-43,445.70	96.84%	1,407,573.27
Net Other Income	450.27	98,715.92	91,510.00	7,205.92	107.87%	91,810.00
Net Income	-770.48	116,101.52	70,477.24	45,624.28	164.74%	-30,214.00

California Society of Municipal Finance Officers
Statement of Financial Income and Expense
January through August 2020

	<u>Jan - Aug 20</u>	<u>Jan - Aug 19</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
4000 · OPERATING REVENUES			
4100 · Membership Dues			
4110 · Dues - Municipal	191,544.00	191,155.00	389.00
4120 · Dues - Other Gov	4,305.00	3,200.00	1,105.00
4130 · Dues - Commercial	44,880.00	56,100.00	-11,220.00
4140 · Dues - Retired	1,161.00	1,160.00	1.00
4150 · Dues - Education	0.00	160.00	-160.00
Total 4100 · Membership Dues	<u>241,890.00</u>	<u>251,775.00</u>	<u>-9,885.00</u>
4200 · Interest Income	7,883.16	12,081.60	-4,198.44
4302 · Magazine Advertising	1,400.00	11,657.50	-10,257.50
4303 · Job Board Post - Member	82,875.00	100,975.00	-18,100.00
4490 · Budget/CAFR Fees	2,850.00	3,150.00	-300.00
Total 4000 · OPERATING REVENUES	<u>336,898.16</u>	<u>379,639.10</u>	<u>-42,740.94</u>
Total Income	<u>336,898.16</u>	<u>379,639.10</u>	<u>-42,740.94</u>
Gross Profit	336,898.16	379,639.10	-42,740.94
Expense			
6100 · OPERATING EXPENSES			
6105 · Marketing/Membership	10,136.33	13,151.26	-3,014.93
6106 · Storage Expense	695.89	681.17	14.72
6110 · President's Expense			
6111 · Presidents CSMFO- Gifts	0.00	324.57	-324.57
6112 · Presidents CSMFO-Dinner	22.95	101.00	-78.05
6110 · President's Expense - Other	2,291.09	3,350.59	-1,059.50
Total 6110 · President's Expense	<u>2,314.04</u>	<u>3,776.16</u>	<u>-1,462.12</u>
6115 · Board of Directors			
6116 · Board Meeting Expenses	2,664.83	1,680.00	984.83
6115 · Board of Directors - Other	527.60	2,279.52	-1,751.92
Total 6115 · Board of Directors	<u>3,192.43</u>	<u>3,959.52</u>	<u>-767.09</u>
6120 · Committee/Chapter Support			
6121 · Committee Support	573.59	2,221.40	-1,647.81
6122 · Chapter Support	7,479.22	6,728.00	751.22
6120 · Committee/Chapter Support - Other	158.99	23.70	135.29
Total 6120 · Committee/Chapter Support	<u>8,211.80</u>	<u>8,973.10</u>	<u>-761.30</u>
6125 · Board Planning Session-Retreat	6,000.00	8,459.30	-2,459.30
6140 · Management Services			
6143 · Management Services	110,015.11	106,294.88	3,720.23
6146 · Consultants			
6146.10 · Coleman Services	4,200.00	1,024.13	3,175.87
6146 · Consultants - Other	39,200.00	14,622.58	24,577.42
Total 6146 · Consultants	<u>43,400.00</u>	<u>15,646.71</u>	<u>27,753.29</u>
6470 · Webinar Program Services	0.00	43,321.00	-43,321.00
Total 6140 · Management Services	<u>153,415.11</u>	<u>165,262.59</u>	<u>-11,847.48</u>
6150 · Office Supplies	220.69	48.75	171.94
6155 · Merchant Fees/Bank Chgs.	17,687.65	16,038.71	1,648.94
6160 · Awards	4,551.32	393.25	4,158.07

**California Society of Municipal Finance Officers
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	<u>Jan - Aug 20</u>	<u>Jan - Aug 19</u>	<u>\$ Change</u>
6165 · Printing			
6166 · Printing, copying, and admin	1,015.89	2,290.81	-1,274.92
6167 · Directory	20,051.98	12,026.21	8,025.77
6165 · Printing - Other	657.00	0.00	657.00
Total 6165 · Printing	21,724.87	14,317.02	7,407.85
6170 · Magazine	18,043.55	7,123.00	10,920.55
6175 · Postage	669.78	1,827.62	-1,157.84
6185 · Telephone/Bridge Calls	599.51	386.54	212.97
6190 · Web and Technology			
6192 · Web site	2,679.97	3,085.00	-405.03
6195 · Web Site Hosting Fee	8,582.89	6,000.00	2,582.89
6190 · Web and Technology - Other	12,084.00	21,799.00	-9,715.00
Total 6190 · Web and Technology	23,346.86	30,884.00	-7,537.14
6200 · Travel/Staff Expenses	0.00	2,145.17	-2,145.17
6220 · Audit & Tax Filing	9,320.00	8,120.00	1,200.00
6230 · Insurance	3,271.00	1,769.00	1,502.00
6240 · Taxes			
6242 · Current Year Taxes	18,175.00	26,175.00	-8,000.00
6246 · Prior Year Taxes	4,150.00	0.00	4,150.00
Total 6240 · Taxes	22,325.00	26,175.00	-3,850.00
6250 · Miscellaneous	3,150.00	0.00	3,150.00
6255 · GFOA Reception	6,500.00	52,250.16	-45,750.16
Total 6100 · OPERATING EXPENSES	315,375.83	365,741.32	-50,365.49
6900 · OTHER EXPENSES			
6970 · One-Time Budgeted Expenses	4,136.73	19,436.25	-15,299.52
Total 6900 · OTHER EXPENSES	4,136.73	19,436.25	-15,299.52
9950 · Prior Period Adjustment	0.00	-550.00	550.00
Total Expense	319,512.56	384,627.57	-65,115.01
Net Ordinary Income	17,385.60	-4,988.47	22,374.07
Other Income/Expense			
Other Income			
4501 · Chapter Income			
4501.01 · Northwest Counties	1,998.57	0.00	1,998.57
4501.02 · Northeast Counties	467.10	0.00	467.10
4501.03 · North Coast	664.35	925.00	-260.65
4501.04 · Sacramento Valley	0.00	1,245.00	-1,245.00
4501.05 · East Bay (SF)	480.00	2,660.00	-2,180.00
4501.06 · Central Valley	0.00	1,269.00	-1,269.00
4501.07 · Peninsula	-25.00	2,660.00	-2,685.00
4501.08 · Monterey Bay	-95.00	3,625.00	-3,720.00
4501.09 · South San Joaquin	336.55	2,700.00	-2,363.45
4501.10 · Central Coast	0.00	684.00	-684.00
4501.11 · Channel Counties	0.00	3,290.00	-3,290.00
4501.12 · San Gabriel Valley	1,192.49	4,220.00	-3,027.51
4501.13 · Central Los Angeles	-25.00	1,225.00	-1,250.00
4501.14 · South Bay (LA)	240.00	3,495.00	-3,255.00
4501.15 · Desert Mountain	275.00	0.00	275.00

**California Society of Municipal Finance Officers
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January through August 2020**

	<u>Jan - Aug 20</u>	<u>Jan - Aug 19</u>	<u>\$ Change</u>
4501.16 · Orange County	925.00	8,740.00	-7,815.00
4501.17 · Inland Empire	50.00	10,410.00	-10,360.00
4501.18 · Coachella Valley	2,435.16	1,960.00	475.16
4501.19 · San Diego County	0.00	2,840.00	-2,840.00
Total 4501 · Chapter Income	8,919.22	51,948.00	-43,028.78
4500 · PROGRAM REVENUES			
8000 · Conference Revenue			
8100 · Government Registrations			
8105 · Govt Non-Memb Full Early	34,520.00	0.00	34,520.00
8106 · Govt Non-Memb-Full Regular	23,865.00	0.00	23,865.00
8108 · Govt Non-Memb Daily Early	3,780.00	0.00	3,780.00
8109 · Govt Non-Memb-Daily-Regular	6,210.00	0.00	6,210.00
8110 · Govt Memb - Full Conf-Early	379,640.00	0.00	379,640.00
8115 · Conf-Gov-Full-Norm-Mem	60,835.00	316,850.00	-256,015.00
8120 · Govt Memb Daily-Early	8,970.00	0.00	8,970.00
8125 · Govt Memb-Daily Regular	3,500.00	8,100.00	-4,600.00
8150 · Govt Non-Memb Full Onsite	2,295.00	0.00	2,295.00
8155 · Govt Memb-Full Regular	5,445.00	0.00	5,445.00
Total 8100 · Government Registrations	529,060.00	324,950.00	204,110.00
8200 · Commercial Registrations			
8225 · Conf-Com-Exhibitor-Addn Full	70,950.00	41,735.00	29,215.00
8227 · Conf-Com-Exhibitor Daily	9,660.00	6,480.00	3,180.00
8230 · Comm Non-Memb-Full-Early	13,090.00	0.00	13,090.00
8231 · Comm Non-Memb-Full-Reg	18,820.00	0.00	18,820.00
8235 · Comm Memb-Full-Early	12,395.00	48,655.00	-36,260.00
8236 · Comm Memb-Full-Regular	12,290.00	0.00	12,290.00
8245 · Comm Memb-Daily-Early	930.00	6,515.00	-5,585.00
8250 · Comm-Memb Daily-Regular	1,840.00	0.00	1,840.00
8260 · Comm Non-Memb Daily Early	4,100.00	0.00	4,100.00
8265 · Comm Non-Memb Daily Regular	8,570.00	0.00	8,570.00
Total 8200 · Commercial Registrations	152,645.00	103,385.00	49,260.00
8300 · Pre-Conference Registrations			
8376 · PreConference-Session D	4,650.00	0.00	4,650.00
8371 · PreConference-Session A	8,700.00	6,300.00	2,400.00
8373 · PreConference-Session B	8,250.00	8,550.00	-300.00
8375 · PreConference-Session C	4,650.00	6,450.00	-1,800.00
Total 8300 · Pre-Conference Registrations	26,250.00	21,300.00	4,950.00
8500 · Extra Meals			
8565 · Hosted Evening Event	21,375.00	2,645.00	18,730.00
Total 8500 · Extra Meals	21,375.00	2,645.00	18,730.00
8600 · Event Registrations			
8610 · Golf	30,525.00	11,155.00	19,370.00
8630 · Tennis	1,960.00	2,070.00	-110.00
Total 8600 · Event Registrations	32,485.00	13,225.00	19,260.00
8700 · Exhibitors Fees			
8702 · Featured Exhibitor/Sponsor	30,000.00	25,000.00	5,000.00
8703 · Sapphire Exhibitor	126,000.00	112,000.00	14,000.00

California Society of Municipal Finance Officers
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 January through August 2020

	<u>Jan - Aug 20</u>	<u>Jan - Aug 19</u>	<u>\$ Change</u>
8715 · Gold Package	288,000.00	292,000.00	-4,000.00
8725 · Silver Package	31,200.00	48,000.00	-16,800.00
8735 · Diamond Package	72,000.00	60,000.00	12,000.00
8736 · Top Sponsor	0.00	0.00	0.00
Total 8700 · Exhibitors Fees	547,200.00	537,000.00	10,200.00
8800 · Sponsorships			
8830 · Non-Exhibitor Sponsor 8830	36,000.00	16,000.00	20,000.00
8860 · Non-Booth Silver	0.00	0.00	0.00
8870 · President's Dinner Sponsorship	0.00	18,000.00	-18,000.00
8872 · Additional Sponsorship Monies	6,500.00	0.00	6,500.00
Total 8800 · Sponsorships	42,500.00	34,000.00	8,500.00
8900 · Conference Miscellaneous			
8915 · Hotel Rebate for Convention Ctr	26,478.27	10,410.00	16,068.27
8905 · Misc Conference Income	0.00	14,427.58	-14,427.58
8910 · Cancellation Fees	825.00	0.00	825.00
8900 · Conference Miscellaneous - Other	0.00	0.00	0.00
Total 8900 · Conference Miscellaneous	27,303.27	24,837.58	2,465.69
Total 8000 · Conference Revenue	1,378,818.27	1,061,342.58	317,475.69
4503 · Contributions and Donations			
4503.75 · Robert O'Dell Scholarship	167.00	0.00	167.00
4503 · Contributions and Donations - Other	0.00	0.00	0.00
Total 4503 · Contributions and Donations	167.00	0.00	167.00
4504 · Education income			
4591 · California Local Budgeting	8,850.00	0.00	8,850.00
4505 · Webinar	5,156.00	10,175.00	-5,019.00
4520 · Weekend Training			
4525 · Training Event Income	0.00	0.00	0.00
Total 4520 · Weekend Training	0.00	0.00	0.00
4540 · Fundamentals of Rates, Fees	0.00	6,750.00	-6,750.00
4570 · Intro to Government	19,501.00	19,837.50	-336.50
4580 · Presentation/Fiscal Policy	0.00	450.00	-450.00
4590 · Intermediate Government Acct	8,100.00	13,350.00	-5,250.00
4594 · CMTA/CSMFO Course	0.00	3,750.00	-3,750.00
4595 · Revenue Fundamentals	0.00	0.00	0.00
4597 · Developing Supervisory Skills	0.00	4,000.00	-4,000.00
Total 4504 · Education income	41,607.00	58,312.50	-16,705.50
Total 4500 · PROGRAM REVENUES	1,420,592.27	1,119,655.08	300,937.19
8999 · YM Import Items	0.00	0.00	0.00
Total Other Income	1,429,511.49	1,171,603.08	257,908.41
Other Expense			
6401 · Chapter Expenses			
6401.79 · Current Year Chapter Expenses			
6401.01 · Northwest Counties	0.00	1,998.57	-1,998.57
6401.03 · North Coast	0.00	690.00	-690.00
6401.04 · Sacramento Valley	0.00	601.38	-601.38
6401.05 · East Bay (SF)	0.00	4,042.82	-4,042.82
6401.06 · Central Valley	0.00	564.76	-564.76

California Society of Municipal Finance Officers
Statement of Financial Income and Expense
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	<u>Jan - Aug 20</u>	<u>Jan - Aug 19</u>	<u>\$ Change</u>
6401.07 · Peninsula	3,981.52	1,157.70	2,823.82
6401.08 · Monterey Bay	0.00	4,783.84	-4,783.84
6401.09 · South San Joaquin	250.00	1,938.60	-1,688.60
6401.10 · Central Coast	0.00	1,145.49	-1,145.49
6401.11 · Channel Counties	0.00	1,677.15	-1,677.15
6401.12 · San Gabriel Valley	0.00	3,090.70	-3,090.70
6401.13 · Central Los Angeles	0.00	1,099.23	-1,099.23
6401.14 · South Bay (LA)	0.00	500.00	-500.00
6401.16 · Orange County	8,719.31	12,550.25	-3,830.94
6401.17 · Inland Empire	67.00	9,997.42	-9,930.42
6401.18 · Coachella Valley	0.00	1,971.88	-1,971.88
6401.19 · San Diego County	1,199.50	2,773.10	-1,573.60
Total 6401.79 · Current Year Chapter Expenses	14,217.33	50,582.89	-36,365.56
6401 · Chapter Expenses - Other	0.00	0.00	0.00
Total 6401 · Chapter Expenses	14,217.33	50,582.89	-36,365.56
6400 · PROGRAM EXPENSES			
9000 · Conference Expenses			
9100 · Food & Beverage			
9105 · Registration Prep-Lunch	0.00	157.66	-157.66
9115 · Wednesday-Breakfast	19,869.13	0.00	19,869.13
9125 · Wednesday-Lunch	81,249.33	58,395.49	22,853.84
9135 · Wednesday-Food-Exhibitor Recept	34,891.51	25,496.88	9,394.63
9138 · Wednesday-Beverage-Exhibitor Re	12,680.48	8,873.32	3,807.16
9140 · Thursday-Breakfast-Chapter Chai	2,124.97	1,761.98	362.99
9143 · Thursday-Breakfast	63,620.93	49,864.92	13,756.01
9145 · Thursday-Coffee Service	19,516.18	7,218.72	12,297.46
9147 · Thursday-Lunch	92,896.62	61,510.36	31,386.26
9148 · Thursday-PM Break	26,287.62	28,004.85	-1,717.23
9150 · Friday-Breakfast	53,024.02	27,656.64	25,367.38
9155 · Friday-Lunch	2,656.64	5,198.88	-2,542.24
9170 · Staff Room Beverage Service	0.00	0.00	0.00
9195 · Water for Sessions	0.00	879.68	-879.68
9197 · Food&Beverage-Other	0.00	0.00	0.00
9100 · Food & Beverage - Other	0.00	0.00	0.00
Total 9100 · Food & Beverage	408,817.43	275,019.38	133,798.05
9200 · President's Dinners			
9210 · President's Dinner - Food & Bev	47,433.67	24,291.52	23,142.15
9220 · Entertain-Transport-Decor-Favor	828.50	7,142.80	-6,314.30
9250 · Pres Dinner-Out of State Guest	16,236.72	6,147.86	10,088.86
Total 9200 · President's Dinners	64,498.89	37,582.18	26,916.71
9300 · Hosted Event			
9310 · Event Entertainment	43,665.00	22,145.68	21,519.32
9320 · Event Food	134,138.08	118,961.40	15,176.68
9321 · Event Bar	15,084.46	0.00	15,084.46
9330 · Event Decor	0.00	13,909.20	-13,909.20
9340 · Event Other	12,669.68	3,150.00	9,519.68
Total 9300 · Hosted Event	205,557.22	158,166.28	47,390.94

**California Society of Municipal Finance Officers
Statement of Financial Income and Expense
January through August 2020**

	<u>Jan - Aug 20</u>	<u>Jan - Aug 19</u>	<u>\$ Change</u>
9400 · Meetings and Training			
9410 · Speakers-Honorarium	85,300.00	57,900.00	27,400.00
9420 · Speaker-Expenses-Lodging	3,563.61	2,536.00	1,027.61
9430 · Speaker-Expenses-Transportation	2,612.37	4,894.05	-2,281.68
9400 · Meetings and Training - Other	0.00	3,800.00	-3,800.00
Total 9400 · Meetings and Training	<u>91,475.98</u>	<u>69,130.05</u>	<u>22,345.93</u>
9450 · Comps			
9462 · Comps - Other	3,348.54	0.00	3,348.54
9451 · Transportation Shuttle Expense	0.00	3,968.50	-3,968.50
9460 · Other Guests Lodging (OOS)	3,711.24	3,583.86	127.38
9465 · Board Scholarships	4,350.00	11,865.04	-7,515.04
9450 · Comps - Other	285.48	0.00	285.48
Total 9450 · Comps	<u>11,695.26</u>	<u>19,417.40</u>	<u>-7,722.14</u>
9475 · Meetings			
9476 · Audio Visual and Lighting	165,772.31	95,239.00	70,533.31
9478 · General Session - Addl' product	6,480.68	100.00	6,380.68
9479 · WiFi Internet	12,500.00	17,520.00	-5,020.00
9480 · Electric Power/Rigging	19,692.40	8,004.46	11,687.94
9481 · Reg/Attendance Tracking	34,924.32	42,907.72	-7,983.40
9485 · Convention/Hotel Other Costs	825.00	30,988.44	-30,163.44
Total 9475 · Meetings	<u>240,194.71</u>	<u>194,759.62</u>	<u>45,435.09</u>
9490 · Pre-Conference Workshop			
9494 · Food & Beverage	9,176.02	5,974.23	3,201.79
9495 · Speaker Fees	0.00	1,140.42	-1,140.42
9496 · Pre-Conference-Other	94.91	327.54	-232.63
9490 · Pre-Conference Workshop - Other	0.00	351.00	-351.00
Total 9490 · Pre-Conference Workshop	<u>9,270.93</u>	<u>7,793.19</u>	<u>1,477.74</u>
9500 · Exhibits			
9550 · Sponsor Branded Items	10,063.91	0.00	10,063.91
9510 · Decorator Booth Fee	15,198.25	12,467.00	2,731.25
9520 · Signage-Exhibit Hall	0.00	2,200.00	-2,200.00
9540 · Security	3,161.00	1,926.25	1,234.75
9545 · Exhibit hall game	0.00	316.15	-316.15
9599 · Exhibits-Other	8,286.83	12,692.41	-4,405.58
Total 9500 · Exhibits	<u>36,709.99</u>	<u>29,601.81</u>	<u>7,108.18</u>
9600 · Entertainment/Gifts			
9610 · Conference Gifts/Attendees	57,895.77	48,692.55	9,203.22
9620 · Speaker/Board/Committee Memento	3,347.86	3,377.54	-29.68
9630 · Gift Baskets (VIPs)	1,107.00	551.19	555.81
Total 9600 · Entertainment/Gifts	<u>62,350.63</u>	<u>52,621.28</u>	<u>9,729.35</u>
9700 · Other Activities			
9732 · Golf Tournament Expenses	32,819.58	10,607.92	22,211.66
9750 · Other Event Expenses	3,670.00	0.00	3,670.00
Total 9700 · Other Activities	<u>36,489.58</u>	<u>10,607.92</u>	<u>25,881.66</u>
9800 · Administration - Conference			
9805 · Conference Marketing	5,236.00	7,026.33	-1,790.33
9810 · Conference Contract Services	76,622.52	75,824.68	797.84

**California Society of Municipal Finance Officers
 Statement of Financial Income and Expense
 January through August 2020**

	<u>Jan - Aug 20</u>	<u>Jan - Aug 19</u>	<u>\$ Change</u>
9815 · Printing/Copy/Conference Media	2,307.22	10,784.00	-8,476.78
9820 · President Expenses	673.17	452.72	220.45
9831 · Supplies-Badges-Ribbons-Etc	666.20	965.79	-299.59
9840 · Postage & Shipping	11.60	2,344.71	-2,333.11
9845 · Speaker Packets	0.00	0.00	0.00
9875 · Signage	3,967.45	1,654.52	2,312.93
9880 · Bank Merchant Fees	339.85	0.00	339.85
9890 · Conference Committee Expenses	24,664.11	14,619.99	10,044.12
9895 · Staff Exp Inc. Lodging & Travel	20,082.59	22,785.74	-2,703.15
9800 · Administration - Conference - Other	4,900.00	0.00	4,900.00
Total 9800 · Administration - Conference	<u>139,470.71</u>	<u>136,458.48</u>	<u>3,012.23</u>
9000 · Conference Expenses - Other	0.00	0.00	0.00
Total 9000 · Conference Expenses	<u>1,306,531.33</u>	<u>991,157.59</u>	<u>315,373.74</u>
6404 · Education Expenses			
6420 · Weekend Training	0.00	0.00	0.00
6430 · Intro to Government			
6430.10 · Intro to Govt Account - Reimbur	4,102.27	0.00	4,102.27
6430 · Intro to Government - Other	0.00	2,358.57	-2,358.57
Total 6430 · Intro to Government	<u>4,102.27</u>	<u>2,358.57</u>	<u>1,743.70</u>
6445 · Fundamentals of Rates Expense	0.00	1,127.00	-1,127.00
6480 · Intermediate Governmental Acct.	3,817.19	18,371.96	-14,554.77
6494 · Webinar Expenses	2,250.00	0.00	2,250.00
6594 · CMTA/CSMFO Course Exp	-122.55	493.80	-616.35
6595 · Revenue Fundamental Expense	0.00	583.57	-583.57
6596 · Revenue Fundamental Expense II	0.00	3,200.00	-3,200.00
6597 · Developing Supervisory Skills	0.00	360.00	-360.00
6598 · Leadership Skills	0.00	5,816.06	-5,816.06
Total 6404 · Education Expenses	<u>10,046.91</u>	<u>32,310.96</u>	<u>-22,264.05</u>
Total 6400 · PROGRAM EXPENSES	<u>1,316,578.24</u>	<u>1,023,468.55</u>	<u>293,109.69</u>
Total Other Expense	<u>1,330,795.57</u>	<u>1,074,051.44</u>	<u>256,744.13</u>
Net Other Income	<u>98,715.92</u>	<u>97,551.64</u>	<u>1,164.28</u>
Net Income	<u><u>116,101.52</u></u>	<u><u>92,563.17</u></u>	<u><u>23,538.35</u></u>

California Society of Municipal Finance Officers
Chapter Income and Expense
 January through August 2020

	Central Los Angeles (Chapters)	Central Valley (Chapters)	Channel Counties (Chapters)	Coachella Valley (Chapters)	Desert Mountain (Chapters)	East Bay (Chapters)	Inland Empire (Chapters)	Monterey Bay (Chapters)	North Coast (Chapters)	NorthEast (Chapters)	NorthWest (Chapters)
Other Income/Expense											
Other Income											
4501 · Chapter Income	-25.00	0.00	0.00	2,435.16	275.00	480.00	50.00	-95.00	664.35	467.10	1,998.57
Total Other Income	-25.00	0.00	0.00	2,435.16	275.00	480.00	50.00	-95.00	664.35	467.10	1,998.57
Other Expense											
6401 · Chapter Expenses											
6401.79 · Current Year Chapter Expenses	0.00	0.00	0.00	0.00	0.00	0.00	817.00	0.00	0.00	0.00	0.00
Total 6401 · Chapter Expenses	0.00	0.00	0.00	0.00	0.00	0.00	817.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00	817.00	0.00	0.00	0.00	0.00
Net Other Income	-25.00	0.00	0.00	2,435.16	275.00	480.00	-767.00	-95.00	664.35	467.10	1,998.57
Net Income	-25.00	0.00	0.00	2,435.16	275.00	480.00	-767.00	-95.00	664.35	467.10	1,998.57

California Society of Municipal Finance Officers
Chapter Income and Expense
 January through August 2020

	Orange County (Chapters)	Peninsula (Chapters)	Sacramento Valley (Chapters)	San Diego (Chapters)	San Gabriel Valley (Chapters)	South San Joaquin Valley (Chapters)	SouthBay (LA) (Chapters)	Total Chapters	TOTAL
Other Income/Expense									
Other Income									
4501 · Chapter Income	925.00	-25.00	0.00	0.00	1,192.49	336.55	240.00	8,919.22	8,919.22
Total Other Income	925.00	-25.00	0.00	0.00	1,192.49	336.55	240.00	8,919.22	8,919.22
Other Expense									
6401 · Chapter Expenses									
6401.79 · Current Year Chapter Expenses	8,719.31	3,981.52	0.00	1,199.50	0.00	250.00	0.00	14,967.33	14,967.33
Total 6401 · Chapter Expenses	8,719.31	3,981.52	0.00	1,199.50	0.00	250.00	0.00	14,967.33	14,967.33
Total Other Expense	8,719.31	3,981.52	0.00	1,199.50	0.00	250.00	0.00	14,967.33	14,967.33
Net Other Income	-7,794.31	-4,006.52	0.00	-1,199.50	1,192.49	86.55	240.00	-6,048.11	-6,048.11
Net Income	-7,794.31	-4,006.52	0.00	-1,199.50	1,192.49	86.55	240.00	-6,048.11	-6,048.11

California Society of Municipal Finance Officers

Check Detail August 2020

Type	Num	Date	Name	Account	Paid Amount
Check	EFT	08/03/2020	Merchant Service	1005 · Bank of America	
				6155 · Merchant Fees/Bank Chgs.	(922.63)
TOTAL					<u>(922.63)</u>
Check	EFT	08/17/2020	Account Analysis Fee	1005 · Bank of America	
				6155 · Merchant Fees/Bank Chgs.	(80.86)
TOTAL					<u>(80.86)</u>
Bill Pmt -Check 6518		08/11/2020	Burke, Williams & Sorenson, LLP	1005 · Bank of America	
Bill	257256	08/05/2020		6250 · Miscellaneous	(3,150.00)
TOTAL					<u>(3,150.00)</u>
Bill Pmt -Check 6519		08/11/2020	Irwin B Bornstein [v]	1005 · Bank of America	
Bill	309	08/05/2020		6480 · Intermediate Governmental Ac	(2,951.93)
TOTAL					<u>(2,951.93)</u>
Bill Pmt -Check 6520		08/11/2020	Matchup, LLC DBA MoveSpring	1005 · Bank of America	
Bill	Inv# 3128	07/31/2020		6105 · Marketing/Membership	(800.00)
TOTAL					<u>(800.00)</u>
Bill Pmt -Check 6521		08/11/2020	Richardson & Company, LLP	1005 · Bank of America	
Bill	111019	06/24/2020		6220 · Audit & Tax Filing	(7,850.00)
TOTAL					<u>(7,850.00)</u>
Bill Pmt -Check 6522		08/11/2020	Russ Branson Consulting [v]	1005 · Bank of America	
Bill	Invoice #1	07/31/2020		6494 · Webinar Expenses	(2,250.00)
TOTAL					<u>(2,250.00)</u>
Bill Pmt -Check 6523		08/11/2020	Sacramento Convention Center	1005 · Bank of America	
Bill	193-65-16469	08/01/2020		9485 · Convention/Hotel Other Costs	(24,772.00)
TOTAL					<u>(24,772.00)</u>
Bill Pmt -Check 6524		08/11/2020	Smith Moore and Associates, Inc.	1005 · Bank of America	
Bill	20201337	08/01/2020		6143 · Management Services	(11,805.92)
				2003 · A/P Other- SMA Conference	(3,526.44)
				6195 · Web Site Hosting Fee	(643.88)
				1500 · CSMFO/SMA Database AR	(231.15)
				9800 · Administration - Conference	(600.94)
Bill	20201363	08/04/2020		6185 · Telephone/Bridge Calls	(55.22)
				6195 · Web Site Hosting Fee	(64.99)
				6175 · Postage	(12.40)
				6166 · Printing, copying, and admin	(1.24)
TOTAL					<u>(16,942.18)</u>
Bill Pmt -Check 6525		08/26/2020	Chavez Accountancy Corporation	1005 · Bank of America	

California Society of Municipal Finance Officers

Check Detail August 2020

Type	Num	Date	Name	Account	Paid Amount
Bill	4290	08/24/2020		6220 · Audit & Tax Filing	<u>(1,450.00)</u>
TOTAL					(1,450.00)
Bill Pmt -Check 6526 08/26/2020 Government Finance Officers Asso 1005 · Bank of America					
Bill	2975989	07/31/2020		6146 · Consultants	<u>(2,500.00)</u>
TOTAL					(2,500.00)
Bill Pmt -Check 6527 08/26/2020 Pacific Storage Company 1005 · Bank of America					
Bill	4192931	07/31/2020		6106 · Storage Expense	<u>(56.01)</u>
TOTAL					(56.01)



CSMFO Executive Committee
Agenda
September 9, 2020

- Strategic Planning Session
 - Leadership Survey Status
 - Virtual Format/Schedule
- 2021 Conference Update
 - Renegotiating venue/hotel contracts
- CalPERS ad hoc group
- Management Contract ad hoc group report
- 2021 Draft Budget
- Steps Challenge Update
- Nominating Committee
 - Appointments due 10/4
 - Slate due 11/3

September Board Agenda Items

- 2021 Draft Budget
- Nominating Committee
- Steps Challenge Update/Invite Sponsor
- Management Ad Hoc Report
- CalPERS ad hoc group (closed session)
- 2021 conference venue/hotel contract renegotiation (closed session)



**CALIFORNIA
SOCIETY of MUNICIPAL
FINANCE OFFICERS**

Dedicated to Excellence in Municipal Financial Management

<u>Operating Revenues</u>	<u>2021 Budget</u>	<u>2020 Budget</u>	<u>2019 Actual</u>	<u>2018 Actual</u>	<u>2017 Actual</u>	<u>2016 Actual</u>
Membership dues	187,088.00	233,876.00	251,900.00	247,725.00	231,720.00	221,035.00
Interest income	15,000.00	20,000.00	15,000.00	26,040.73	7,549.17	4,120.98
Advertising income	136,400.00	135,600.00	144,000.00	138,742.50	159,065.37	145,244.50
Miscellaneous	-	-	-	-	-	51.00
Budget/CAFR fees	15,300.00	15,000.00	19,850.00	16,700.00	18,600.00	17,150.00
Subtotal Operating Revenues	353,788.00	404,476.00	430,750.00	429,208.23	416,934.54	387,601.48
<u>Program and Other Revenues</u>						
Chapter Income	100,000.00	100,000.00	100,000.00	112,433.00	106,685.90	95,847.00
Contributions and Donations	-	-	-	-	1,905.49	3,883.32
Webinar	5,156.00	-	-	4,600.00	3,750.00	3,425.00
Weekend Training (formally "Training")	21,000.00	-	20,200.00	18,725.00	20,160.00	24,782.00
Introduction To Government	22,000.00	11,475.00	13,125.00	14,100.00	11,550.00	16,725.00
Intermediate Government	35,000.00	-	39,900.00	20,250.00	44,550.00	50,100.00
Revenue Fundamentals I	7,500.00	5,100.00	6,000.00	6,150.00	5,600.00	9,750.00
Revenue Fundamentals II	7,500.00	-	6,000.00	-	-	-
Supervisory Skills	5,000.00	-	10,000.00	5,400.00	10,200.00	-
Leadership Skills	5,000.00	-	10,000.00	-	-	-
Budget 1-2	15,000.00					
Budget 3-4	7,500.00					
CMTA/CSMFO Joint Education	7,500.00	-	3,000.00	1,725.00	2,400.00	4,575.00
Presentation Skills/Fiscal Policy	-	-	3,900.00	3,300.00	2,100.00	10,650.00
Subtotal Program and Other Revenues	238,156.00	116,575.00	212,125.00	186,683.00	208,901.39	219,737.32
Total Revenue from Operations	591,944.00	521,051.00	642,875.00	615,891.23	625,835.93	607,338.80
<u>Operating Expenses</u>						
President's expense	12,000.00	5,000.00	10,400.00	3,659.90	3,748.88	4,113.87
Board of Directors	10,100.00	5,100.00	7,100.00	4,369.93	3,691.92	2,174.45



CALIFORNIA SOCIETY of MUNICIPAL

Committee/Chapter support	20,000.00	20,000.00	56,000.00	10,000.34	2,661.40	-
Board planning session (Retreat)	45,500.00	45,500.00	45,500.00	41,325.42	26,205.05	29,693.99
Management & Professional Services	244,040.00	261,800.00	259,791.00	270,817.84	256,121.36	235,123.37
Office supplies/Storage	1,250.00	1,500.00	1,150.00	1,144.89	1,040.38	716.88
Merchant fees	30,000.00	30,000.00	35,000.00	20,395.63	14,642.25	15,238.14
Awards	5,000.00	5,000.00	5,000.00	4,572.49	4,936.40	5,793.15
Printing	15,000.00	14,000.00	10,000.00	12,209.57	10,468.91	13,230.97
Marketing/Membership	10,000.00	10,000.00	6,650.00	5,233.24	8,395.17	-
Magazine/News	20,000.00	20,000.00	15,000.00	15,790.27	14,438.03	22,885.02
Postage	3,000.00	3,000.00	4,000.00	1,689.59	3,590.31	2,133.40
Telephone/Bridge calls	1,600.00	1,600.00	2,100.00	1,578.24	3,983.68	5,276.29
Web and technology expenses	35,000.00	25,000.00	25,000.00	13,050.30	14,521.83	18,117.80
Travel	5,000.00	-	5,000.00	3,434.20	24.00	-
Audit	9,000.00	9,000.00	9,000.00	9,000.00	8,910.00	9,400.00
Insurance	5,000.00	5,000.00	2,000.00	1,219.00	1,710.00	2,240.00
Taxes	30,000.00	40,000.00	30,000.00	36,064.13	32,703.00	21,156.38
Miscellaneous	-	-	-	-	-	(500.00)
GFOA Reception	20,000.00	-	25,000.00	20,389.53	15,438.65	5,452.59
Donations/Other	-	-	-	-	-	-
Subtotal Operating Expenses	521,490.00	501,500.00	553,691.00	475,944.51	427,231.22	392,246.30
<u>Program Expenses</u>						
Chapter Expenses	100,000.00	100,000.00	100,000.00	122,627.40	108,733.56	85,237.81
Weekend Training (formally "Training")	25,000.00	-	25,000.00	20,612.44	15,564.21	25,281.37
Introduction to Government	11,000.00	4,102.27	14,875.00	12,640.73	13,819.05	13,388.02
Intermediate Government	18,000.00	149.67	33,970.00	22,069.64	38,396.48	41,606.37
Webinar Expenses	-	-	-	-	-	100.00
Revenue Fundamentals I	4,750.00	-	6,000.00	819.00	1,265.35	3,521.02
Revenue Fundamentals II	5,000.00	-	6,000.00	-	-	-
Supervisory Skills	6,300.00	-	12,350.00	11,066.10	11,662.86	-
Leadership Skills	6,300.00	-	12,350.00	-	-	-
Budget 1-2	5,000.00	-	-	-	-	-
Budget 3-4	2,500.00	-	-	-	-	-
Presentation Skills/Fiscal Policy	-	-	4,630.00	6,521.81	4,878.79	15,150.67
CMTA Collaboration	-	-	1,900.00	882.62	2,805.30	1,300.34
Subtotal Program Expenses	183,850.00	104,251.94	217,075.00	197,239.74	197,125.60	185,585.60
Total Expenses from Operations	705,340.00	605,751.94	770,766.00	673,184.25	624,356.82	577,831.90



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Total Operating Rev over Exp	(113,396.00)	(84,700.94)	(127,891.00)	(57,293.02)	1,479.11	29,506.90
One-Time Expenses/Prior Year	(38,200.00)	(25,000.00)	(25,000.00)	(6,220.22)	(7,731.38)	(6,600.00)

Annual Conference

Conference revenues	-	1,382,608.27	1,020,104.00	911,040.36	828,100.49	865,034.74
Conference expenses	-	1,303,321.33	1,045,247.00	848,529.45	729,720.59	855,252.10
Subtotal Conference Rev over Exp	-	79,286.94	(25,143.00)	62,510.91	98,379.90	9,782.64
Total Revenue over Expenses	(151,596.00)	(30,414.00)	(178,034.00)	(1,002.33)	92,127.63	32,689.54



CSMFO BOARD REPORT

DATE: September 17, 2020

FROM: Margaret Moggia, Past President
CSMFO Ad Hoc Working Group

SUBJECT: Association Management Services Evaluation and Recommendation

RECOMMENDATION:

That the Board:

1. Direct the Ad Hoc to develop a Request for Proposal for association management services and bring forward to the Board for their approval by January 2021; and
2. Direct the Administration Committee to extend the current SMA contract to April 30, 2022 for all services.

Summary

In January 2020, the Ad Hoc Committee shared the following considerations regarding association management services.

1. The Board will need to decide if it will negotiate a new agreement with SMA or solicit proposals through a competitive Request for Proposals (RFP). In addition, the Board shall provide direction on the term of the new agreement.
2. With the 2022 Annual Conference scheduled for February, the CSMFO Board will need to decide which pathway to follow for continued and uninterrupted service. The Ad Hoc Working Group identified three options:
 - a) Extend the current SMA contract for all services through the 2022 Annual Conference/wrap up and then have a new contract for service after the new expiration; or
 - b) Extend the SMA contract for conference-related services through the 2022 Annual Conference, but have a separate contract for all other services; or
 - c) Enter into a new contract January 1, 2022, or sooner, for all services.

3. Should there be a change in management companies, how much time should we allow for a transition?
4. Does the Board recommend a single firm to provide all services (including those that are subcontracted) or will the Board have separate contracts for different types of services?

In review of the results of the interviews, the Ad Hoc Committee recommends that the Board issue a Request for Proposal for association management services, while specifically encouraging SMA to respond. The Ad Hoc Committee understands the importance of continuous service through the Annual Conference in February 2022, and recommends the current contract with SMA be extended to April 2022.

If the Board approves the issuance of a Request for Proposal, the Ad Hoc Committee does seek the Board's input on the framework of the Request for Proposal including term, transition period, contract structure, and other critical elements to be considered. The Ad Hoc is prepared to bring forth to bring these questions to the Board by the December Board meeting and a draft Request for Proposal for the Board's consideration to the January 2021 Board meeting including a schedule and list of potential firms.

Background

CSMFO entered into an agreement with Smith Moore & Associates (SMA) originally in 2009 for association management services. The current contract was entered into on January 1, 2016 for a three-year term and has been extended to December 31, 2021. In June 2019, SMA informed the CSMFO President that the CSMFO Executive Director has decided to form her own firm, but would continue to serve as our Executive Director through a subcontract with SMA. This prompted the CSMFO Leadership to inquire about the structure and oversight of the contractual arrangement, and how the change adheres to CSMFO's current bylaws and policies & procedures.

To address the issues raised, the CSMFO President appointed an Ad Hoc in August 2019 to address the Board's concerns, and requested the Ad Hoc to bring forth their analysis and recommendations to the in-person October 2019 Board meeting. Through the review of documents, review of policies and procedures, and discussions with the association management staff, the Ad Hoc was able to provide its observations and recommendations to the Board.

In November 2019, the Ad Hoc provided a status update on the nine recommendations, including those that had been assigned to the Administration Committee, and received direction to continue to pursue the long-term recommendation on how to proceed forward with the association management services. This included exploring the current overall scope and determining the next steps for association management services from approach to timeline.

In January 2020, the Ad Hoc recommended that they interview CSMFO leadership to assess their needs, concerns, and desired levels of services for the next contract term, with the intent to bring forth a recommendation to the Board for their consideration. During the Spring, the Ad Hoc Committee contacted CSMFO Board, Committee Leadership, and Chapter Chairs and was able to receive 35 responses representing 70% of CSMFO leadership.

Ad Hoc Analysis

Listed below are the interview questions asked of CSMFO leadership and the Ad Hoc Committee's analysis. The Ad Hoc has summarized the results into four key areas.

- Major initiatives
- Volunteer Support
- Membership
- Association Management Services

Major Initiatives

1. *What should be CSFMO's top 3 major initiatives in the next 5 years?*

CSMFO Top Three Priorities	Priority			
	1	2	3	Total
Summary Recap				
Training	9	6	3	18
Succession planning / next generation / student engagement	5	8	3	16
Member engagement, assessing their needs	4	6	3	13
Chapter support	4	2	4	10
Continuing Education (CPE)	3	4	1	8
Management Services	1	1	2	4
Certification program	1	1	2	4
Agency/member participation, outreach	0	0	4	4
Develop volunteers for CSMFO leadership, prepare clear vision	1	0	2	3
Strategic planning	0	1	2	3
Long Term Financial Stability	0	1	1	2
Improve website/websight navigation	0	1	1	2
Knowledge Base	0	1	1	2
Chapter engagement	1	0	1	2
Increase public finance transparency	0	1	0	1
Improve administration	0	0	1	1
Advocate at the local level on financial matters	0	0	1	1
Cooperation with other associations	0	0	1	1
Core knowledge	0	0	1	1

Of the 35 members responding, Training ranked highest as the number one priority with

9 responses, with 6 responses it tied with membership engagement for the second highest number two priority, and had 3 responses as the number three priority.

Succession planning/next generation and student engagement ranked as the top second priority with 8 responses. It ranked second for the number one priority with 5 responses and tied as the second for the third highest priority. Member engagement and assessing members' needs tied for second place with 6 responses as the number two priority with training and tied for second place for the number three priority.

Chapter Support and Agency/member participation and outreach tied for top number three priority with 4 responses each.

Leadership members were asked if they had concerns regarding meeting the top priorities and of the 28 responses, 15 members were not concerned, 5 were concerned, and other comments indicated concern that CSMFO may need more administrative support on an ongoing basis and clear guidance for volunteers.

2. Please rate on a scale (of one to three) if we should do more/less or provide enough attention to key CSMFO activities?

Looking at average rankings of the 15 topic areas, some clear areas where we may want to focus efforts in the future to “do more” emerged.

High Priority for Additional Focus – In Order 2.5+

1. Mentoring
2. Budget Courses
3. Knowledge Base
4. Webinars
5. Supervisors Courses

Possible Areas of Focus – In Order 2.25+

1. Accounting Courses
2. Student Engagement
3. Professional Standards Whitepapers
4. Quick Hits
5. Revenue Courses

Adequate Resources Provided – In Order

1. Innovation and CAFR Awards
2. Budget Awards
3. Vendor Yellow Pages
4. Retirees for Hire

5. CSMFO News

It seems like given the recent priorities of the Career Development Committee, the top topics from the High Priority group that could use some focus are mentoring programs and the knowledge base.

Volunteer Support

1. *Do these initiatives require additional resources or support? Please describe.*

Based on the top three major initiatives, the Ad Hoc has summarized the CSMFO Leadership responses, and the general conclusion is that while volunteer can support the needs of Training, Student Engagement, and Chapter Support, association management support is still needed. As shown below, a clear majority say the volunteers can support the Training component, but half of us think we need more resources or support. Student Engagement is the only category that a majority indicate we do need additional resources or support, but respondents also indicated we can do it with volunteers. Of the respondents, there appears to be no concern about more resources for Chapter Support.

Initiative	Do these initiatives require additional resources or support?	Can these initiatives be met by volunteers
Training	50%/50% Split	81% said Yes
Student Engagement	67% said Yes	58% said Yes
Chapter Support	100% said No	100% said Yes

Membership

2. *CSMFO just had over 2000 attendees at the annual conference. Should we strive for an even greater attendance?*

- a. 22 respondents said NO. The themes for the No answers were to focus on quality of the event and provide an event that is intimate for networking.
- b. 7 respondents said YES. The theme for increasing attendance was that it is a great resource for our members, and we should go deeper in organizations. While CSMFO provides valuable training, the conference is the cornerstone.
- c. 6 respondents said maybe. The theme was to balance the needs of the members, and keep the value of a larger conference to past conferences.

Summary: Growing the conference should not be a primary goal or objective; the quality and access to the event should be top priorities. There is consensus that the conference is the premier training event, and it should be accessible by all members and potential members. Growth should occur to providing training to the membership as a whole.

3. *Are we looking to continue to expand our membership numbers? Is there a certain target we are aiming for?*

- a. 20 respondents said yes: If we focus on value and quality, membership will grow, and we should plan accordingly.
- b. 8 respondents said no: Focus on engagement, not increasing members.
- c. 7 respondents said maybe or unsure

Summary: Growth in membership is not as important as engagement and providing value to our members. Growth will occur naturally as we improve engagement and provide resources and value to non-members.

4. *Are we missing a sector of members?*

- a. 19 said yes: The most mentioned was big cities, but also special districts and counties. Others were students and millennials. One area mentioned was non-profits.
- b. 12 said no: The theme was that we had good representation for the various categories or that value and quality will drive membership.
- c. 1 said maybe.
- d. 3 did not answer.

Summary: There are opportunities to expand membership for both special districts and counties. Several responded that we are missing big cities like Los Angeles. We have good representation across the board but could improve in the three areas.

Association Management Services

1. *Over the last several years, CSMFO has grown both in members and programs, and in future years we could see even greater growth. The current format is one contract with several subcontracts. Does this format still work?*
2. *Would you recommend another structure for administrative support? Separate contracts, fulfill with Staff?*
3. *Is there a clear understanding of the role of the management staff?*
4. *Does the management team understand the needs of the association?*
5. *Has the team been responsible and helpful to address your needs? Or have we reached maximum level of support?*
6. *Do you feel the staffing is appropriate for what your needs are? Should we have higher-level support?*
7. *Should CSMFO request additional support because we have missed deadlines or have reached workload capacity?*

In review of the interview responses, CSMFO Leadership indicated that the current format of an association management to provide administrative and financial support is the preferred method versus moving towards a staff supported association. The association

management service format allows for subject matter experts, but the key is that there is a clear understanding of the scope and who is responsible for what tasks.

On the question “clear understanding of the role of the management staff”, there were some mixed results, and respondents indicated that better communication of timelines and understanding the needs of the association would be helpful to meet the needs of the volunteer leaders. While there were positive comments that the Executive Director understands the association, there were also a few opinions that the Executive Director should be from the same firm of the association management.

Responses regarding the association team being responsible and helpful to address our needs show that there is room for improvement, and that some SMA staff miss the big picture, and mixed responses were received that SMA could be more responsive and proactive when issues arise. Respondents did indicate that some staff are more responsive than others, and some areas could use more support or consider reallocation of some staff duties. If we continue to grow, then additional support will be required.

Overall, favorable comments were made regarding SMA staff, but viewpoints varied based on where leadership is within the organization. Those that are familiar with SMA support indicate that improved communication and responsiveness would help address and ensure that our needs are being met. There was also a suggestion that perhaps an organizational assessment will help CSMFO understand the level of support needed to meet the needs of the program to deliver to our members.

Concluding Remarks

The Ad Hoc Committee understands the importance of the association management services to the organization, and recommends that the Board the issuance of a Request for Proposal for association management services

It is a best practice followed by public agencies we serve, and provides CSMFO the opportunity to enhance the scope of services to address CSMFO initiatives, ensure appropriate staff resources, implement effective management tools, plan for future support for membership and programs, and ensure there is clear understanding of the roles of staff and volunteers in its pursuit of its initiatives and support of current activities.

Since the interviews were conducted earlier this year, the Ad Hoc Committee recognizes that the global health pandemic has had a direct impact on our members, and this may further impact the way in which CSMFO may need to respond to its members. In addition, while the interview results did not highlight long-term financial stability, the Ad Hoc Committee notes that recent comments have been made that we need to address the programs, fees, and services to ensure that CSMFO is meeting the needs of its members, and the strategic business plan in the most cost-effective way.



COMMUNICATIONS COMMITTEE AGENDA MINUTES

Date: Thursday, August 20, 2020

Time: 1:30 p.m. via Zoom

In attendance:

Chair – Karla Romero

Vice Chair – James Russell-Field

Senior Advisor/Editor - David Cain, Wing-See Fox

Committee Members – Matt Schenk, Darrylenn Prudholme-Brockington, Andrew Ruiz

SMA Staff: David Garrison

I. Check in – Discussion on virtual school and work environments.

II. Review of Published and Upcoming Articles

- a) Published articles for August – [Great content and contributions from the team.](#)
- b) Articles in the que for September, October – [Reviewed articles in the que for publication. Discussed new Member Spotlight's going well.](#)

III. Updates on Commitments to Write Articles

- a) Roundtable Discussion – [Neil Kupchin has committed to ongoing contributions. SMA to assist with gather Chapter Highlights.](#)

IV. Discussion of Future Publication Topics (New topics and authors)

[Discussed physical and mental health under COVID and how an article can provide tips for success.](#)

V. Additional Topics from Committee Members

[Discussed email distribution listing and changes made which are impacting the number of readers in a negative way. Committee agreed more readers should receive the content to increase involvement in CSMFO and highlight members and author contributions.](#)

VI. Adjournment at 2:30pm - Next Meeting is scheduled for – Thursday, 9/17/2020 at 1:30pm

**MINUTES OF THE
PROFESSIONAL STANDARDS COMMITTEE
Teleconference Meeting
Thursday, August 13, 2020
2:00 p.m. – 2:30 p.m.**



Conference Call Participants

Jason Al-Imam, City of Tustin (Chair)
Carrie Guarino, Cucamonga Valley Water District (Board Liaison)
Jennifer Farr, Davis Farr
Ken Pun, The Pun Group
Wendy Nakamura, West Basin
Sarah Meacham, PFM
Tim Seufert, NBS
Ellis Chang, City of Fullerton

1. Recently Published Committee Highlights

- GASB Technical Bulletin on CARES Act and COVID-19 (June)
- GASB Statements 95, 96, and 97 (June)

2. Roundtable Discussion on Potential Topics of Interest for Committee Highlights

- Financial Management & Budgeting – In June 2020 Fausto Hinojosa resigned from the Professional Standards Committee and in August 2020 Ken Brown also resigned. Therefore, the Committee Chair invited Ellis Chang, Director of Administrative Services with the City of Fullerton to participate on the call as she considers joining the Committee.
- Accounting and Financial Reporting
 - GASB Exposure Draft on Financial Reporting Model Improvements – In July 2020, GASB issued an exposure draft that proposes to modify existing accounting and financial reporting requirements related to the application of the short-term financial resources measurement focus and accrual basis of accounting in governmental funds, replacing the existing current financial resources measurement focus and modified accrual basis of accounting. GASB also proposes to modify elements related to the management discussion and analysis part of the financial statements, the presentation of governmental fund financial statements, as well as the presentation of the proprietary fund statement of revenues, expenses and changes in fund net position. GASB is asking for input on the exposure draft by February 26, 2021. A Committee Highlight will be prepared on this exposure draft in September.
- Treasury and Investment Management
 - Legislative Update Regarding Local Government Investments – The Committee is monitoring several bills, such as SB998 sponsored by Senator John Moorlach, which propose changes to the California Government Code related to local

government investments. The Committee plans to publish a Committee Highlight in the Fall on legislation that is signed by the Governor and become effective in 2021.

- Investment Policy Best Practices – The Committee plans to publish a Committee Highlight on best practices related to Investment Policies over the next few months.
- Capital Finance and Debt Administration
 - Voting Threshold for Initiative Tax Measures – The Committee discussed a recent court ruling (San Francisco vs. All Persons) where the court decided that a special local tax brought forth by citizen initiative only needed 50% voter approval. This case may very well be appealed to the California Supreme Court. However, if this judgment stands, this court case could be one of the most significant changes in municipal revenue law in this decade. Two other court cases on similar issues are ongoing in Fresno and Oakland. The Committee plans to publish a Committee Highlight on this topic in August.
 - Split-Roll Initiative – The group discussed The California Tax on Commercial and Industrial Properties for Education and Local Government Funding Initiative (or “Split-Roll” initiative), which qualified to appear on the November 3rd ballot. The “Split-Roll” initiative proposes a constitutional amendment that would require commercial and industrial properties, except those zoned as agriculture, to be taxed based on their market value, rather than their purchase price. This ballot initiative will continue to be monitored.
- Grant Management – In August 2020, the Office of Management and Budget (OMB) issued new guidance governing federal grants. Most of this guidance becomes effective November 12, 2020 except for the amendments to § 200.216 and 200.340, which are effective August 13, 2020. The changes to section 216 contains a prohibition on certain telecommunication and video surveillance services or equipment such as equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities). The changes to section 340 provides authority to federal awarding agencies to terminate federal awards “when the federal award no longer effectuates the program goals or federal awarding agency priorities”. The Committee plans to publish a Committee Highlight on this topic over the next few months.

3. Next Meeting: October 8th, 2:00PM