



Thursday, August 27, 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 July 23, 2020
 - b. Financial Reports from July 2020
 - c. Executive Committee Meeting Agenda
3. Discussion/Action Items 2:15 p.m.
 - a. 2021 Host Committee Update (Marcus Pimentel)
 - b. Cvent Contract/Deposits (Melissa Manchester)
 - c. Annual Membership Tracking (Jennifer Wakeman)
 - d. Cohorts Concept (Jennifer Wakeman)
 - e. Budget Awards – Physical Awards Options
 - f. Student Listserv Policy (Craig Boyer)
 - g. Focus Group (Scott Catlett)
 - h. Executive Committee Action Plan Items (Melissa Manchester)
 - i. Staff Change (Melissa Manchester)
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. CCAT Update (Marcus Pimentel)
- 5. League Policy Committee Reports 3:20 p.m.
- 6. Chapter Roundtable 3:30 p.m.
- 7. 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:
Thursday, September 17, 2020, 2-4pm – Teleconference
- 13. Adjournment 4:00 p.m.



**Thursday, July 23, 2020
1:00 p.m. – 2:00 p.m.
Board of Directors Meeting**

Steve Heide
Marcus Pimentel
Margaret Moggia
Will Fuentes
Richard Lee

Ernie Reyna
Grace Castaneda
Carrie Guarino
Melissa Manchester

The California Society of Municipal Finance Officers (CSMFO) Board of Directors met in closed session via teleconference on Thursday, July 23, 2020. President Steve Heide convened the meeting and confirmed a quorum was in attendance at 1:01 p.m.

The Executive Committee engaged the services of legal counsel to identify potential opportunities as well as quantify the liabilities should the 2021 conference be canceled. The Board discussed same. All relevant dates will be calendared and any future financial obligations or deposits will be discussed with the Board prior to payment. Staff was requested to include the 2022 obligations on the January 2021 Board meeting agenda, and to ask for the recommendation of Meeting Planner Teri Anticevich regarding when to discuss with the San Jose Convention Center and contracted hotels.

The meeting adjourned at 1:50 p.m.

Respectfully submitted,

Melissa Manchester



**Thursday, July 23, 2020
2:00 p.m. – 4:00 p.m.
Board of Directors Meeting**

Steve Heide
Marcus Pimentel
Margaret Moggia
Richard Lee
Ernie Reyna
Grace Castaneda
Will Fuentes
Carrie Guarino
Karla Romero
Scott Catlett
Joan Michaels Aguilar
Karan Reid

Jason Al-Imam
Laura Nomura
Yolanda Rodriguez
Matt Pressey
John Adams
David Cain
Ingrid Sheipline
Harriet Commons
Janet Salvetti
Catherine Smith
Melissa Manchester

Introduction

The California Society of Municipal Finance Officers (CSMFO) Board of Directors via teleconference on Thursday, July 23, 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 May meeting, the May and June 2020 financial reports, and the Executive Committee meeting agendas. Director Richard Lee moved to approve the consent calendar; Director Ernie Reyna seconded. The motion passed unanimously.

2019 CSMFO Financial Audit

Independent auditor Ingrid Sheipline reviewed with the Board the 2019 financial audit, noting that the total assets had increased approximately \$200,000 since December 31, 2018 and detailing the reasoning behind the substantial differences from last year. Director Lee moved to receive and file the audit, with Director Will Fuentes seconding. The motion passed unanimously.

CSMFO Innovation Award News Release Template

Chair Yolanda Rodriguez requested approval of the draft news release template for the Innovation Award program winners. Past President Margaret Moggia moved to approve same. President-Elect Marcus Pimentel seconded, and the motion passed unanimously.

Virtual Member Engagement Activities

Executive Director Melissa Manchester presented to the Board a concept for engaging the membership virtually with a steps challenge for the month of September utilizing the same MoveSpring app used at the 2020 Annual Conference. The cost for up to 100 participants is \$800, plus another \$8 per person beyond 100. The Membership Committee recommended a budget of \$1000, to also allow for prizes, but a sponsor will also be sought. Director Reyna moved to approve the steps challenge and a \$1000 expense. Director Grace Castaneda seconded. The motion passed unanimously.

Closed Session Board Meeting

President Heide informed the leadership that the Board met via closed session an hour prior to the meeting to discuss the liabilities associated with potential canceling the 2021 Annual Conference without a force majeure.

2020 Action Plan Update

President Heide reviewed with the Board the updates that were submitted to the 2020 Action Plan, with a reminder for the responsible parties to continue forwarding the plan through the end of the year.

Committee Reports

Administration

Chair Scott Catlett reported that the committee was working on a virtual focus group, identifying and polling members who have not participated in CSMFO events.

Career Development

Chair Laura Nomura shared that the committee is producing the COVID-19 webinar series, as well as collaborating with Fiona Ma. The first core course offered online, Introduction to Government Accounting, was very successful with sixty participants. They will continue holding courses virtually through the end of the calendar year.

Communications

Chair Karla Romero shared that the CSMFO News has started again, and has commitments from Neil Kupchin and Michael Coleman to provide regular articles. Questions were also submitted to the Board, the responses for which will be used in a “get to know your leadership” segment.

Membership

Chair Jennifer Wakeman shared that the committee would be bringing to the Board in August a template for tracking membership numbers from year to year, as well as a concept to address the action plan item relating to increasing one-on-one member interactions.

Professional Standards

Chair Jason Al-Imam reported the committee published highlights in June on CARES/COVID funds being recognized as liabilities, and on GASB 95, 96 and 97.

Program

Harriet Commons reported the Call for Sessions closed on July 10. There were almost 100 submissions.

Recognition

Chair Rodriguez shared that the committee is working on updating the criteria for the budget awards and will be training reviewers. The committee is conducting a survey of the membership to gauge interest in transitioning to a physical award, and is looking at an option besides pins to acknowledge reviewers.

Student Engagement

No report.

Technology

Chair Matt Pressey shared with the Board that the committee is working on a digital payment solution for conference scholarships. Regarding the Knowledge Base, they are reaching out to power users for thoughts on how to improve.

Management Contract Ad Hoc

This report was covered in the Action Plan update.

CSMFO COVID Advisory Team

No report.

Chapter Roundtable

Desert Mountain Chair Kim Scott held their first virtual chapter meeting, with nine of the 15 registered members in attendance. President Heide complimented the Zoom training offered to the chairs by Account Coordinator Zach Seals.

Director Roundtable

Director Lee polled the Board to see if there was any interest in CSMFO partnering with the League on taking a position on PERS borrowing \$80 billion. An ad hoc committee consisting of Directors Lee and Carrie Guarino, and Joan Michaels Aguilar was formed. It was suggested that an actuarial commercial member be asked to join. The ad hoc will report at the August meeting.

Officer Reports

President Heide shared that he will be facilitating another virtual happy hour on July 30.

Past President Moggia shared that the 2024 site selection is on hold pending the outcome of the 2021 Annual Conference, and will begin working with the chapter chairs on the Action Plan items beginning with the August call.

President-Elect Pimentel reported the Host Committee had surveyed the members regarding the 2021 Annual Conference and preferences regarding a virtual event. There were 511 responses, with 80% saying they would support a virtual conference. The survey suggested most members would prefer two half-days of instruction, with a pre-conference session of two hours or less. He informally polled the Board regarding whether this event is expecting to have a positive net income. The Board agreed that some subsidy was acceptable to forward the mission of the organization.

The next meeting will be held via teleconference on Thursday, August 27 from 2:00-4:00pm.

Meeting adjourned at 3:57 p.m.

Respectfully submitted,

Melissa Manchester

Summary of Action Items

The Board of Directors made the following actions:

- Approved the minutes from the April meeting
- Approved the April 2020 financial reports
- Approved the Policy & Procedures Manual update
- Approved the CSMFO letter to AICPA
- Approved the Executive Committee agenda
- Approved the budget and virtual classes contracts
- Approved the 2020 operating budget revision

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

	<u>Jul 31, 20</u>	<u>Jul 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	1,555.36	-277.58	-17.85%
1050.13 · Central Los Angeles	550.74	577.21	-26.47	-4.59%
1050.06 · Central Valley	367.51	1,786.05	-1,418.54	-79.42%
1050.11 · Channel Counties	1,611.64	4,254.92	-2,643.28	-62.12%
1050.18 · Coachella Valley	0.00	-2,549.75	2,549.75	100.0%
1050.15 · Desert Mountain	0.00	-255.00	255.00	100.0%
1050.05 · East Bay (SF)	3,522.19	1,352.76	2,169.43	160.37%
1050.17 · Inland Empire	142.38	9,967.87	-9,825.49	-98.57%
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	2,404.25	-370.83	-15.42%
1050.07 · Peninsula	693.74	2,374.08	-1,680.34	-70.78%
1050.04 · Sacramento Valley	3,010.67	2,962.02	48.65	1.64%
1050.19 · San Diego County	662.82	3,261.96	-2,599.14	-79.68%
1050.12 · San Gabriel Valley	37.80	-1,324.59	1,362.39	102.85%
1050.14 · South Bay (LA)	2,364.54	3,666.52	-1,301.98	-35.51%
1050.09 · South San Joaquin	-250.00	557.45	-807.45	-144.85%
1050 · Chapter Fund Balances - Other	3,761.26	0.00	3,761.26	100.0%
Total 1050 · Chapter Fund Balances	22,740.48	33,692.29	-10,951.81	-32.51%
1005 · Bank of America - Other	48,842.77	110,380.39	-61,537.62	-55.75%
Total 1005 · Bank of America	71,583.25	144,072.68	-72,489.43	-50.31%
1040 · Investments LAIF	660,462.84	650,725.84	9,737.00	1.5%
Total Checking/Savings	732,046.09	794,798.52	-62,752.43	-7.9%
Accounts Receivable				
1100 · Accounts receivable	0.00	160.00	-160.00	-100.0%
Total Accounts Receivable	0.00	160.00	-160.00	-100.0%
Other Current Assets				
1120 · Accounts Receivable- YM	27,690.00	30,532.00	-2,842.00	-9.31%
1250 · Prepaid Expense - General				
1251 · Pre-Paid Expense Insurance	1,512.00	0.00	1,512.00	100.0%
1252 · Prepaid Admin/DataBase Fees	51,522.50	78,517.92	-26,995.42	-34.38%
1250 · Prepaid Expense - General - Other	6,899.00	10,467.85	-3,568.85	-34.09%
Total 1250 · Prepaid Expense - General	59,933.50	88,985.77	-29,052.27	-32.65%
1260 · Prepaid Expense Conference				
1261 · Guest Speakers	0.00	32,250.00	-32,250.00	-100.0%
1262 · Facilities Deposits	72,332.00	33,000.00	39,332.00	119.19%
1264 · Conference Services	0.00	5,807.10	-5,807.10	-100.0%
1260 · Prepaid Expense Conference - Other	2,095.14	6,145.83	-4,050.69	-65.91%

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

	<u>Jul 31, 20</u>	<u>Jul 31, 19</u>	<u>\$ Change</u>	<u>% Change</u>
Total 1260 · Prepaid Expense Conference	74,427.14	77,202.93	-2,775.79	-3.6%
Total Other Current Assets	162,050.64	196,720.70	-34,670.06	-17.62%
Total Current Assets	894,096.73	991,679.22	-97,582.49	-9.84%
Other Assets				
1500 · CSMFO/SMA Database AR	59,084.31	56,946.16	2,138.15	3.76%
Total Other Assets	59,084.31	56,946.16	2,138.15	3.76%
TOTAL ASSETS	<u>953,181.04</u>	<u>1,048,625.38</u>	<u>-95,444.34</u>	<u>-9.1%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts payable	7,850.00	5,874.49	1,975.51	33.63%
Total Accounts Payable	7,850.00	5,874.49	1,975.51	33.63%
Other Current Liabilities				
2003 · A/P Other- SMA Conference	20,538.58	19,844.00	694.58	3.5%
2010 · Deferred Revenue - Conference	0.00	1,000.00	-1,000.00	-100.0%
Total Other Current Liabilities	20,538.58	20,844.00	-305.42	-1.47%
Total Current Liabilities	28,388.58	26,718.49	1,670.09	6.25%
Total Liabilities	28,388.58	26,718.49	1,670.09	6.25%
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	122,478.01	119,931.29	2,546.72	2.12%
Total Equity	924,792.46	1,021,906.89	-97,114.43	-9.5%
TOTAL LIABILITIES & EQUITY	<u>953,181.04</u>	<u>1,048,625.38</u>	<u>-95,444.34</u>	<u>-9.1%</u>

California Society of Municipal Finance Officers

Summary of Financial Income and Expense

January through July 2020

	<u>Total 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	238,830.00	238,830.00
4200 · Interest Income	0.00	0.00	0.00	7,613.91	7,613.91
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	68,550.00	68,550.00
4490 · Budget/CAFR Fees	0.00	0.00	0.00	750.00	750.00
Total 4000 · OPERATING REVENUES	0.00	0.00	0.00	317,143.91	317,143.91
Total Income	0.00	0.00	0.00	317,143.91	317,143.91
Gross Profit	0.00	0.00	0.00	317,143.91	317,143.91
Expense					
6100 · OPERATING EXPENSES					
6105 · Marketing/Membership	0.00	0.00	0.00	9,336.33	9,336.33
6106 · Storage Expense	0.00	0.00	0.00	639.88	639.88
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	7,711.80	7,711.80
6125 · Board Planning Session-Retreat	0.00	0.00	0.00	6,000.00	6,000.00
6140 · Management Services	0.00	0.00	22,500.00	114,663.22	137,163.22
6150 · Office Supplies	0.00	0.00	0.00	220.69	220.69
6155 · Merchant Fees/Bank Chgs.	0.00	0.00	0.00	16,628.36	16,628.36
6160 · Awards	0.00	0.00	0.00	4,551.32	4,551.32
6165 · Printing	0.00	0.00	0.00	21,723.63	21,723.63
6170 · Magazine	0.00	0.00	0.00	18,043.55	18,043.55
6175 · Postage	0.00	0.00	0.00	657.38	657.38
6185 · Telephone/Bridge Calls	0.00	0.00	0.00	544.29	544.29
6190 · Web and Technology	0.00	0.00	0.00	22,351.90	22,351.90
6200 · Travel/Staff Expenses	0.00	0.00	0.00	0.00	0.00
6220 · Audit & Tax Filing	0.00	0.00	0.00	7,870.00	7,870.00
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
6255 · GFOA Reception	0.00	0.00	0.00	6,500.00	6,500.00
Total 6100 · OPERATING EXPENSES	0.00	0.00	22,500.00	268,544.82	291,044.82
6900 · OTHER EXPENSES	0.00	0.00	0.00	4,136.73	4,136.73
Total Expense	0.00	0.00	22,500.00	272,681.55	295,181.55
Net Ordinary Income	0.00	0.00	-22,500.00	44,462.36	21,962.36
Other Income/Expense					
Other Income					
4501 · Chapter Income	8,944.22	0.00	0.00	0.00	8,944.22
4500 · PROGRAM REVENUES					
8000 · Conference Revenue	0.00	1,380,068.27	0.00	0.00	1,380,068.27
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	7,350.00	0.00	7,350.00

California Society of Municipal Finance Officers

Summary of Financial Income and Expense

January through July 2020

	<u>Total Chapters</u>	<u>Conference</u>	<u>Education</u>	<u>Unclassified</u>	<u>TOTAL</u>
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	19,276.00	0.00	19,276.00
4590 · Intermediate Government Acct	0.00	0.00	5,550.00	0.00	5,550.00
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	37,332.00	0.00	37,332.00
Total 4500 · PROGRAM REVENUES	0.00	1,380,235.27	37,332.00	0.00	1,417,567.27
8999 · YM Import Items	0.00	0.00	0.00	0.00	0.00
Total Other Income	8,944.22	1,380,235.27	37,332.00	0.00	1,426,511.49
Other Expense					
6401 · Chapter Expenses	15,319.53	0.00	0.00	0.00	15,319.53
6400 · PROGRAM EXPENSES					
9000 · Conference Expenses	0.00	1,305,831.33	0.00	0.00	1,305,831.33
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	865.26	0.00	865.26
6594 · CMTA/CSMFO Course Exp	0.00	0.00	-122.55	0.00	-122.55
Total 6404 · Education Expenses	0.00	0.00	4,844.98	0.00	4,844.98
Total 6400 · PROGRAM EXPENSES	0.00	1,305,831.33	4,844.98	0.00	1,310,676.31
Total Other Expense	15,319.53	1,305,831.33	4,844.98	0.00	1,325,995.84
Net Other Income	-6,375.31	74,403.94	32,487.02	0.00	100,515.65
Net Income	-6,375.31	74,403.94	9,987.02	44,462.36	122,478.01

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

	<u>Jul 20</u>	<u>Jan - Jul 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	1,360.00	189,194.00	160,710.00	28,484.00	117.72%	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	200.00	4,255.00	3,500.00	755.00	121.57%	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	550.00	44,220.00	37,400.00	6,820.00	118.24%	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	2,110.00	238,830.00	233,876.00	4,954.00	102.12%	233,876.00
4200 · Interest Income	2,684.07	7,613.91	13,420.00	-5,806.09	56.74%	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	9,750.00	68,550.00	76,650.00	-8,100.00	89.43%	131,400.00
4490 · Budget/CAFR Fees	450.00	750.00	13,550.00	-12,800.00	5.54%	15,000.00
Total 4000 · OPERATING REVENUES	14,994.07	317,143.91	341,696.00	-24,552.09	92.82%	404,476.00
Total Income	14,994.07	317,143.91	341,696.00	-24,552.09	92.82%	404,476.00
Gross Profit	14,994.07	317,143.91	341,696.00	-24,552.09	92.82%	404,476.00
Expense						
6100 · OPERATING EXPENSES						
6105 · Marketing/Membership	0.00	9,336.33	9,400.00	-63.67	99.32%	10,000.00
6106 · Storage Expense	0.00	639.88	583.35	56.53	109.69%	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	2,975.00	-310.17	89.57%	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	2,975.00	217.43	107.31%	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	0.00	6,979.22	10,000.00	-3,020.78	69.79%	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	0.00	7,711.80	20,000.00	-12,288.20	38.56%	20,000.00
6125 · Board Planning Session-Retreat	0.00	6,000.00	2,000.00	4,000.00	300.0%	45,500.00
6140 · Management Services						
6143 · Management Services	13,751.89	96,263.22	99,166.70	-2,903.48	97.07%	170,000.00
6146 · Consultants						
6146.10 · Coleman Services	4,200.00	4,200.00	12,716.70	-8,516.70	33.03%	21,800.00
6146 · Consultants - Other	0.00	36,700.00	0.00	36,700.00	100.0%	0.00

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Total 6146 · Consultants	4,200.00	40,900.00	12,716.70	28,183.30	321.62%	21,800.00
6470 · Webinar Program Services	0.00	0.00	40,833.30	-40,833.30	0.0%	70,000.00
Total 6140 · Management Services	17,951.89	137,163.22	152,716.70	-15,553.48	89.82%	261,800.00
6150 · Office Supplies	5.65	220.69	290.00	-69.31	76.1%	500.00
6155 · Merchant Fees/Bank Chgs.	731.28	16,628.36	17,500.00	-871.64	95.02%	30,000.00
6160 · Awards	4,389.00	4,551.32	500.00	4,051.32	910.26%	5,000.00
6165 · Printing						
6166 · Printing, copying, and admin	2.84	1,014.65	1,166.70	-152.05	86.97%	2,000.00
6167 · Directory	3,218.72	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	3,221.56	21,723.63	13,166.70	8,556.93	164.99%	14,000.00
6170 · Magazine	0.00	18,043.55	20,000.00	-1,956.45	90.22%	20,000.00
6175 · Postage	0.50	657.38	1,750.00	-1,092.62	37.57%	3,000.00
6185 · Telephone/Bridge Calls	212.97	544.29	933.35	-389.06	58.32%	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	0.00	2,500.00	0.00	2,500.00	100.0%	0.00
6195 · Web Site Hosting Fee	814.99	7,767.90	0.00	7,767.90	100.0%	0.00
6190 · Web and Technology - Other	0.00	12,084.00	14,583.35	-2,499.35	82.86%	25,000.00
Total 6190 · Web and Technology	814.99	22,351.90	14,583.35	7,768.55	153.27%	25,000.00
6200 · Travel/Staff Expenses	0.00	0.00	0.00	0.00	0.0%	0.00
6220 · Audit & Tax Filing	20.00	7,870.00	9,000.00	-1,130.00	87.44%	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
6255 · GFOA Reception	0.00	6,500.00	0.00	6,500.00	100.0%	0.00
Total 6100 · OPERATING EXPENSES	27,347.84	291,044.82	315,398.45	-24,353.63	92.28%	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	27,347.84	295,181.55	340,398.45	-45,216.90	86.72%	526,500.00
Net Ordinary Income	-12,353.77	21,962.36	1,297.55	20,664.81	1,692.6%	-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
4501.07 · Peninsula	0.00	-25.00	0.00	-25.00	100.0%	0.00

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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	0.00	0.00	0.00	0.00	0.0%	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	-40.00	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	58,335.00	-58,335.00	0.0%	100,000.00
Total 4501 · Chapter Income	-40.00	8,944.22	58,335.00	-49,390.78	15.33%	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	0.00	72,200.00	72,800.00	-600.00	99.18%	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	-850.00	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	-850.00	153,895.00	155,170.00	-1,275.00	99.18%	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
8373 · PreConference-Session B	0.00	8,250.00	8,250.00	0.00	100.0%	8,250.00

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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	-850.00	1,380,068.27	1,382,608.27	-2,540.00	99.82%	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	7,350.00	7,350.00				
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	-150.00	0.00	0.00	0.00	0.0%	0.00
4570 · Intro to Government	5,325.00	19,276.00	11,475.00	7,801.00	167.98%	11,475.00
4580 · Presentation/Fiscal Policy	0.00	0.00	0.00	0.00	0.0%	0.00

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4590 · Intermediate Government Acct	1,050.00	5,550.00	0.00	5,550.00	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	4,200.00	-4,200.00	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	-200.00	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	13,375.00	37,332.00	15,875.00	21,457.00	235.16%	16,775.00
Total 4500 · PROGRAM REVENUES	12,525.00	1,417,567.27	1,398,483.27	19,084.00	101.37%	1,399,383.27
8999 · YM Import Items	0.00	0.00	0.00	0.00	0.0%	0.00
Total Other Income	12,485.00	1,426,511.49	1,456,818.27	-30,306.78	97.92%	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	0.00	352.20	0.00	352.20	100.0%	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	-685.73	8,719.31	0.00	8,719.31	100.0%	0.00
6401.17 · Inland Empire	0.00	817.00	0.00	817.00	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 - Oth	0.00	0.00	58,335.00	-58,335.00	0.0%	100,000.00
Total 6401.79 · Current Year Chapter Expenses	-685.73	15,319.53	58,335.00	-43,015.47	26.26%	100,000.00
6401 · Chapter Expenses - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6401 · Chapter Expenses	-685.73	15,319.53	58,335.00	-43,015.47	26.26%	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
9143 · Thursday-Breakfast	0.00	63,620.93	63,620.93	0.00	100.0%	63,620.93

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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						
9494 · Food & Beverage	0.00	9,176.02	9,176.02	0.00	100.0%	9,176.02

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

	Jul 20	Jan - Jul 20	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
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	4,200.00	2,100.00	2,100.00	200.0%	2,100.00
Total 9800 · Administration - Conference	700.00	138,770.71	136,670.71	2,100.00	101.54%	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	1,305,831.33	1,303,321.33	2,510.00	100.19%	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
6445 · Fundamentals of Rates Expense	0.00	0.00	0.00	0.00	0.0%	0.00

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

	<u>Jul 20</u>	<u>Jan - Jul 20</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>0.00</u>
6480 · Intermediate Governmental Acct.	0.00	865.26	149.67	715.59	578.11%	149.67
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>0.00</u>
6598 · Leadership Skills	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6404 · Education Expenses	<u>0.00</u>	<u>4,844.98</u>	<u>4,251.94</u>	<u>593.04</u>	<u>113.95%</u>	<u>4,251.94</u>
Total 6400 · PROGRAM EXPENSES	<u>700.00</u>	<u>1,310,676.31</u>	<u>1,307,573.27</u>	<u>3,103.04</u>	<u>100.24%</u>	<u>1,307,573.27</u>
Total Other Expense	<u>14.27</u>	<u>1,325,995.84</u>	<u>1,365,908.27</u>	<u>-39,912.43</u>	<u>97.08%</u>	<u>1,407,573.27</u>
Net Other Income	<u>12,470.73</u>	<u>100,515.65</u>	<u>90,910.00</u>	<u>9,605.65</u>	<u>110.57%</u>	<u>91,810.00</u>
Net Income	<u><u>116.96</u></u>	<u><u>122,478.01</u></u>	<u><u>92,207.55</u></u>	<u><u>30,270.46</u></u>	<u><u>132.83%</u></u>	<u><u>-30,214.00</u></u>

California Society of Municipal Finance Officers

Statement of Financial Income and Expense

January through July 2020

	Jan - Jul 20	Jan - Jul 19	\$ Change
Ordinary Income/Expense			
Income			
4000 · OPERATING REVENUES			
4100 · Membership Dues			
4110 · Dues - Municipal	189,194.00	189,555.00	-361.00
4120 · Dues - Other Gov	4,255.00	3,000.00	1,255.00
4130 · Dues - Commercial	44,220.00	55,990.00	-11,770.00
4140 · Dues - Retired	1,161.00	1,160.00	1.00
4150 · Dues - Education	0.00	160.00	-160.00
Total 4100 · Membership Dues	238,830.00	249,865.00	-11,035.00
4200 · Interest Income	7,613.91	11,771.72	-4,157.81
4302 · Magazine Advertising	1,400.00	11,657.50	-10,257.50
4303 · Job Board Post - Member	68,550.00	87,725.00	-19,175.00
4490 · Budget/CAFR Fees	750.00	1,350.00	-600.00
Total 4000 · OPERATING REVENUES	317,143.91	362,369.22	-45,225.31
Total Income	317,143.91	362,369.22	-45,225.31
Gross Profit	317,143.91	362,369.22	-45,225.31
Expense			
6100 · OPERATING EXPENSES			
6105 · Marketing/Membership	9,336.33	13,151.26	-3,814.93
6106 · Storage Expense	639.88	573.53	66.35
6110 · President's Expense			
6111 · Presidents CSMFO- Gifts	0.00	232.79	-232.79
6112 · Presidents CSMFO-Dinner	22.95	0.00	22.95
6110 · President's Expense - Other	2,291.09	2,749.43	-458.34
Total 6110 · President's Expense	2,314.04	2,982.22	-668.18
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	3,192.43	3,959.52	-767.09
6120 · Committee/Chapter Support			
6121 · Committee Support	573.59	2,221.40	-1,647.81
6122 · Chapter Support	6,979.22	6,728.00	251.22
6120 · Committee/Chapter Support - Other	158.99	0.00	158.99
Total 6120 · Committee/Chapter Support	7,711.80	8,949.40	-1,237.60
6125 · Board Planning Session-Retreat	6,000.00	2,459.30	3,540.70
6140 · Management Services			
6143 · Management Services	96,263.22	93,008.02	3,255.20
6146 · Consultants			
6146.10 · Coleman Services	4,200.00	1,024.13	3,175.87
6146 · Consultants - Other	36,700.00	8,622.58	28,077.42
Total 6146 · Consultants	40,900.00	9,646.71	31,253.29
6470 · Webinar Program Services	0.00	43,321.00	-43,321.00
Total 6140 · Management Services	137,163.22	145,975.73	-8,812.51
6150 · Office Supplies	220.69	48.75	171.94
6155 · Merchant Fees/Bank Chgs.	16,628.36	14,741.55	1,886.81
6160 · Awards	4,551.32	393.25	4,158.07

California Society of Municipal Finance Officers
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January through July 2020

	<u>Jan - Jul 20</u>	<u>Jan - Jul 19</u>	<u>\$ Change</u>
6165 · Printing			
6166 · Printing, copying, and admin	1,014.65	2,279.21	-1,264.56
6167 · Directory	20,051.98	12,026.21	8,025.77
6165 · Printing - Other	657.00	0.00	657.00
Total 6165 · Printing	21,723.63	14,305.42	7,418.21
6170 · Magazine	18,043.55	7,123.00	10,920.55
6175 · Postage	657.38	1,801.73	-1,144.35
6185 · Telephone/Bridge Calls	544.29	331.32	212.97
6190 · Web and Technology			
6192 · Web site	2,500.00	2,985.00	-485.00
6195 · Web Site Hosting Fee	7,767.90	5,250.00	2,517.90
6190 · Web and Technology - Other	12,084.00	21,799.00	-9,715.00
Total 6190 · Web and Technology	22,351.90	30,034.00	-7,682.10
6200 · Travel/Staff Expenses	0.00	2,145.17	-2,145.17
6220 · Audit & Tax Filing	7,870.00	8,120.00	-250.00
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
6255 · GFOA Reception	6,500.00	51,668.66	-45,168.66
Total 6100 · OPERATING EXPENSES	291,044.82	336,707.81	-45,662.99
6900 · OTHER EXPENSES			
6970 · One-Time Budgeted Expenses	4,136.73	5,325.00	-1,188.27
Total 6900 · OTHER EXPENSES	4,136.73	5,325.00	-1,188.27
9950 · Prior Period Adjustment	0.00	-550.00	550.00
Total Expense	295,181.55	341,482.81	-46,301.26
Net Ordinary Income	21,962.36	20,886.41	1,075.95
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	945.00	-945.00
4501.05 · East Bay (SF)	480.00	2,300.00	-1,820.00
4501.06 · Central Valley	0.00	1,225.00	-1,225.00
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	3,060.00	-2,723.45
4501.10 · Central Coast	0.00	528.00	-528.00
4501.11 · Channel Counties	0.00	2,900.00	-2,900.00
4501.12 · San Gabriel Valley	1,192.49	3,280.00	-2,087.51
4501.13 · Central Los Angeles	0.00	1,225.00	-1,225.00
4501.14 · South Bay (LA)	240.00	2,915.00	-2,675.00
4501.15 · Desert Mountain	275.00	0.00	275.00
4501.16 · Orange County	925.00	7,065.00	-6,140.00

California Society of Municipal Finance Officers
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	Jan - Jul 20	Jan - Jul 19	\$ Change
4501.17 · Inland Empire	50.00	9,780.00	-9,730.00
4501.18 · Coachella Valley	2,435.16	1,720.00	715.16
4501.19 · San Diego County	0.00	2,750.00	-2,750.00
Total 4501 · Chapter Income	8,944.22	46,903.00	-37,958.78
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	317,375.00	-256,540.00
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	325,475.00	203,585.00
8200 · Commercial Registrations			
8225 · Conf-Com-Exhibitor-Addn Full	72,200.00	41,735.00	30,465.00
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	153,895.00	103,385.00	50,510.00
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	2,760.00	18,615.00
Total 8500 · Extra Meals	21,375.00	2,760.00	18,615.00
8600 · Event Registrations			
8610 · Golf	30,525.00	11,330.00	19,195.00
8630 · Tennis	1,960.00	2,070.00	-110.00
Total 8600 · Event Registrations	32,485.00	13,400.00	19,085.00
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
8715 · Gold Package	288,000.00	292,000.00	-4,000.00

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	Jan - Jul 20	Jan - Jul 19	\$ Change
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	1,380,068.27	1,062,157.58	317,910.69
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	7,350.00	0.00	7,350.00
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	19,276.00	18,187.50	1,088.50
4580 · Presentation/Fiscal Policy	0.00	150.00	-150.00
4590 · Intermediate Government Acct	5,550.00	13,350.00	-7,800.00
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	37,332.00	56,362.50	-19,030.50
Total 4500 · PROGRAM REVENUES	1,417,567.27	1,118,520.08	299,047.19
8999 · YM Import Items	0.00	0.00	0.00
Total Other Income	1,426,511.49	1,165,423.08	261,088.41
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	3,416.16	-3,416.16
6401.07 · Peninsula	3,981.52	1,089.63	2,891.89
6401.08 · Monterey Bay	0.00	2,086.01	-2,086.01

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January through July 2020

	Jan - Jul 20	Jan - Jul 19	\$ Change
6401.09 · South San Joaquin	250.00	1,938.60	-1,688.60
6401.10 · Central Coast	0.00	785.73	-785.73
6401.11 · Channel Counties	0.00	1,677.15	-1,677.15
6401.12 · San Gabriel Valley	352.20	3,519.10	-3,166.90
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	817.00	7,557.74	-6,740.74
6401.18 · Coachella Valley	0.00	1,971.88	-1,971.88
6401.19 · San Diego County	1,199.50	1,901.05	-701.55
Total 6401.79 · Current Year Chapter Expenses	15,319.53	43,382.48	-28,062.95
6401 · Chapter Expenses - Other	0.00	0.00	0.00
Total 6401 · Chapter Expenses	15,319.53	43,382.48	-28,062.95
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
9400 · Meetings and Training			
9410 · Speakers-Honorarium	85,300.00	57,900.00	27,400.00

California Society of Municipal Finance Officers

Statement of Financial Income and Expense

January through July 2020

	Jan - Jul 20	Jan - Jul 19	\$ Change
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	91,475.98	69,130.05	22,345.93
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	11,695.26	19,417.40	-7,722.14
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	240,194.71	194,759.62	45,435.09
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	9,270.93	7,793.19	1,477.74
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	36,709.99	29,601.81	7,108.18
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	62,350.63	52,621.28	9,729.35
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	36,489.58	10,607.92	25,881.66
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
9815 · Printing/Copy/Conference Media	2,307.22	10,784.00	-8,476.78
9820 · President Expenses	673.17	452.72	220.45

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

	<u>Jan - Jul 20</u>	<u>Jan - Jul 19</u>	<u>\$ Change</u>
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	<u>4,200.00</u>	<u>0.00</u>	<u>4,200.00</u>
Total 9800 · Administration - Conference	138,770.71	136,458.48	2,312.23
9000 · Conference Expenses - Other	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total 9000 · Conference Expenses	1,305,831.33	991,157.59	314,673.74
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	<u>0.00</u>	<u>1,885.74</u>	<u>-1,885.74</u>
Total 6430 · Intro to Government	4,102.27	1,885.74	2,216.53
6445 · Fundamentals of Rates Expense	0.00	1,127.00	-1,127.00
6480 · Intermediate Governmental Acct.	865.26	18,371.96	-17,506.70
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	<u>0.00</u>	<u>5,816.06</u>	<u>-5,816.06</u>
Total 6404 · Education Expenses	<u>4,844.98</u>	<u>31,838.13</u>	<u>-26,993.15</u>
Total 6400 · PROGRAM EXPENSES	<u>1,310,676.31</u>	<u>1,022,995.72</u>	<u>287,680.59</u>
Total Other Expense	<u>1,325,995.84</u>	<u>1,066,378.20</u>	<u>259,617.64</u>
Net Other Income	<u>100,515.65</u>	<u>99,044.88</u>	<u>1,470.77</u>
Net Income	<u><u>122,478.01</u></u>	<u><u>119,931.29</u></u>	<u><u>2,546.72</u></u>

California Society of Municipal Finance Officers

Chapter Income and Expense

January through July 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	0.00	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	0.00	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	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	0.00	0.00	0.00	2,435.16	275.00	480.00	-767.00	-95.00	664.35	467.10	1,998.57
Net Income	0.00	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 July 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	8,944.22	8,944.22
Total Other Income	925.00	-25.00	0.00	0.00	1,192.49	336.55	240.00	8,944.22	8,944.22
Other Expense									
6401 · Chapter Expenses	8,719.31	3,981.52	0.00	1,199.50	352.20	250.00	0.00	15,319.53	15,319.53
Total Other Expense	8,719.31	3,981.52	0.00	1,199.50	352.20	250.00	0.00	15,319.53	15,319.53
Net Other Income	-7,794.31	-4,006.52	0.00	-1,199.50	840.29	86.55	240.00	-6,375.31	-6,375.31
Net Income	-7,794.31	-4,006.52	0.00	-1,199.50	840.29	86.55	240.00	-6,375.31	-6,375.31

California Society of Municipal Finance Officers

Check Detail

July 2020

Type	Num	Date	Name	Account	Paid Amount
Check	EFT	07/02/2020	Merchant Service	1005 · Bank of America	
				6155 · Merchant Fees/Bank Chgs.	(641.14)
TOTAL					(641.14)
Check	EFT	07/15/2020	Account Analysis Fee	1005 · Bank of America	
				6155 · Merchant Fees/Bank Chgs.	(76.19)
TOTAL					(76.19)
Check	6506	07/16/2020	Mayer, Susan CPFO	1005 · Bank of America	
Credit Memo	300004955	07/07/2020		8236 · Comm Memb-Full-Regular	(850.00)
TOTAL					(850.00)
Bill Pmt -Check 6507		07/15/2020	Michael Coleman {v}	1005 · Bank of America	
Bill	Apr-May-Jun 2020	07/01/2020		6146.10 · Coleman Services	(4,200.00)
TOTAL					(4,200.00)
Bill Pmt -Check 6508		07/15/2020	Sierra Office Supply & Printing	1005 · Bank of America	
Bill	3576960-0	06/29/2020		6167 · Directory	(13,798.00)
				6165 · Printing	(657.00)
TOTAL					(14,455.00)
Bill Pmt -Check 6510		07/22/2020	Franchise Tax Board	1005 · Bank of America	
Bill	Tax ID 94-6130570	07/22/2020		6220 · Audit & Tax Filing	(10.00)
TOTAL					(10.00)
Bill Pmt -Check 6511		07/23/2020	Franchise Tax Board	1005 · Bank of America	
Bill	Form 3536 (e-file)	07/22/2020		6220 · Audit & Tax Filing	(10.00)
TOTAL					(10.00)
Bill Pmt -Check 6512		07/22/2020	Government Finance Officers Assc	1005 · Bank of America	
Bill	2971244	06/30/2020		6146 · Consultants	(5,000.00)
TOTAL					(5,000.00)
Bill Pmt -Check 6513		07/22/2020	Sierra Office Supply & Printing	1005 · Bank of America	
Bill	3582813-0	07/22/2020		6167 · Directory	(3,218.72)
TOTAL					(3,218.72)
Check	6517	07/27/2020	City of Temecula	1005 · Bank of America	
Payment	200695	07/24/2020	City of Temecula	1100 · Accounts receivable	(35.00)
TOTAL					(35.00)



CSMFO Executive Committee
Agenda
August 19, 2020

- Strategic Planning Session
 - Should we still have in person?
 - Draft survey questions
- Strategic Plan Review for Executive Committee Items
 - Pathways to Leadership
 - Executive Committee Roles & Responsibilities/Internal Communication
- 2021 Conference Update
 - Cvent contract/deposits
- CSMFO webinar equipment/Northwest Chapter request
- CSMFO Initiative/Project of the Year?
- Nominating Committee
 - Appointments due 10/4
 - Slate due 11/3

August Board Agenda Items

- 2021 Host Committee Update
- Cvent Contract/Deposits
- Membership Counts
- Cohorts Concept
- Student Listserv Policy
- Focus Group
- Executive Committee Strategic Plan Items
- Staff Change



CSMFO BOARD REPORT

DATE: August 27, 2020

FROM: Melissa Manchester, Executive Director

SUBJECT: Cvent Contract/Deposits

CSMFO contracts with Cvent for registration and attendance tracking at the Annual Conference. We are currently in the middle of a three-year contract, for the conferences for 2020, 2021 and 2022. As stipulated in the contract, payment for the event is due in advance, and within 30 days of the invoice. We received two invoices on July 22, 2020: one for \$680, and another for \$17,493.05.

Cvent has a virtual platform offering, and if we choose to utilize them for a virtual conference, this advance payment would go toward that and it would fulfill that 2021 year of our contract. Preliminary review of the platform suggests it may not be best suited to meet all CSMFO's needs.

Cvent is willing to alter the contract to keep the three-year term, but for the years 2020, 2022 and 2023. We would be required to pay the advanced payment now, however it would go toward 2022.

Recommendation:

That the Board discuss provide direction to staff on how to move forward with Cvent.



INVOICE

Contact Info:

Cvent, Inc.
1765 Greensboro Station Place
7th. Floor,
Tyson's Corner VA 22102, USA

California Society Of Municipal Finance Officers			
Cust #	Invoice #	Invoice Date	Customer PO #
1814373	4110005647	22-JUL-20	

Bill To:

California Society Of Municipal Finance Officers
Teri Anticevich
700 R Street, Suite 200
Sacramento, CA 95811 United States

Ship To:

California Society Of Municipal Finance Officers
700 R Street, Suite 200
Sacramento, CA 95811 United States

Salesperson	Sales Order #	Contract #	Terms	Due Date	Curr
	SC30181935	333640	Net 30	21-AUG-20	USD

Item #	Description	Quantity Invoiced	UOM	Unit Price	Ext Amount	Tax	Total
CV-SW-EC-EVT-CRTRK-EV E	Credit Tracker	1.00	Each	680.00	680.00	0.00	680.00

Sub-total: 680.00

Tax Total: 0.00

Invoice Total: 680.00

Please Pay Amount **Balance Due:** 680.00

Notes:

Cvent reserves the right at its sole discretion to withhold any outstanding fees payable to Cvent for any Services provided under any Agreement between Cvent and the Customer which are outstanding for any duration of time when Customer Repayment is issued and apply such withholding to the Customer's balance due to Cvent.

Late Fee Disclaimer: If Payment is received after 21-AUG-20, 2% interest charge per month will be assessed on the unpaid amount from the due date. The Customer acknowledges and agrees that the aforementioned finance charge represents a "genuine pre-estimate" of the possible damage that Cvent will suffer in the event of non -payment and/or delayed payment of the fees by the Customer'.

Payment Instructions via Check:

Mail Check payment to the following address:

Cvent, Inc.
P.O. Box 822699,
Philadelphia, PA 19182 2699, USA

Overnight Check payment to the following address:

PNC Bank c/o Cvent
Lockbox Number 822699
525 Fellowship Rd., Suite 330
Mt. Laurel, NJ 08054-3415

Instructions for Electronic Payments:

Beneficiary Name: **CVENT, Inc**
Beneficiary Account: **5300787434**
Beneficiary Contact: **703-226-3522**
Bank Name: **PNC Bank**
ABA Routing Number ACH:
For Clients from United States: **054000030**
ABA Routing Number WIRE:
For Clients from Outside United States: **031000053**
SWIFT: **PNCCUS33**

General Information:

Cvent Federal Tax ID Number: 54-1954458

For any queries, please contact Billing via:

Email: receivables@cvent.com

Phone:

USA: (703) 226 3522

Australia (Toll Free): (1800) 316-798

UK (Toll Free): (0808) 234 4540, Option 6

Cvent Privacy Policy:

www.cvent.com/en/cvent-global-privacy-policy#9

PLEASE BE SURE TO INCLUDE CVENT INVOICE NUMBER ON YOUR REMITTANCE



INVOICE

Contact Info:

Cvent, Inc.
1765 Greensboro Station Place
7th. Floor,
Tyson's Corner VA 22102, USA

California Society Of Municipal Finance Officers			
Cust #	Invoice #	Invoice Date	Customer PO #
1814373	4110005648-1	22-JUL-20	

Bill To:

California Society Of Municipal Finance Officers
Teri Anticevich
700 R Street, Suite 200
Sacramento, CA 95811 United States

Ship To:

California Society Of Municipal Finance Officers
san jose convention center
150 W San Carlos St
San Jose, CA 95113 United States

Salesperson	Sales Order #	Contract #	Terms	Due Date	Curr		
	SC30278108	333484	Net 30	21-AUG-20	USD		
Item #	Description	Quantity Invoiced	UOM	Unit Price	Ext Amount	Tax	Total
CV-OT-HC-OSS-PD-EVE	Per Diem	3.00	Each	600.00	1,800.00	0.00	1,800.00
CV-PS-HC-OSS-DCC-EVE	Die Cut Charges	1.00	Each	340.00	340.00	31.45	371.45
CV-HW-EC-OSS-PPRRFID-EVE	Paper RFID (Paper Only)	2,500.00	Each	1.80	4,500.00	416.25	4,916.25
AT-HW-EC-OSS-RFID12E(OH)-EVE	RFID 12' entry (Over Head)	1.00	Each	760.00	760.00	70.30	830.30
AT-HW-EC-OSS-RFID6E(OH)-EVE	RFID 6' entry (Over Head)	8.00	Each	600.00	4,800.00	444.00	5,244.00
CV-CM-HC-OSS-PPRFID-EVE	Paper RFID Printer	4.00	Each	520.00	2,080.00	192.40	2,272.40
CV-HW-EC-OSS-NTWR&EQPT-EVE	Networking and Equipment	1.00	Each	240.00	240.00	22.20	262.20
CV-HW-EC-OSS-CIK(IPD)-EVE	Check-in Kiosk (iPad)	7.00	Each	200.00	1,400.00	129.50	1,529.50
CV-PS-EC-OSS-OSPRTCDNR-EVE	Onsite Project Coordinator	1.00	Each	3,600.00	3,600.00	0.00	3,600.00
CV-PS-EC-OSS-OSSUPSTF-EVE	Onsite Support Staff	2.00	Each	3,600.00	7,200.00	0.00	7,200.00
CV-OT-HC-OSS-FLGT-EVE	Travel Expenses	3.00	Each	680.00	2,040.00	0.00	2,040.00
CV-PS-EC-OSS-SHP&FRTCST-EVE	Shipping & Freight Costs	1.00	Each	1,920.00	1,920.00	0.00	1,920.00
CV-SW-EC-OSS-OA360(OS S)-EVE	OnArrival 360 - Onsite Solutions	1.00	Each	3,000.00	3,000.00	0.00	3,000.00

Sub-total: 33,680.00

Tax Total: 1,306.10

Invoice Total: 34,986.10

Please Pay Amount **Balance Due:** 17,493.05

Notes:

This is invoice 1 of 2 per the contracted terms.
Invoice date reflects the contract date.
California Society of MunicipalFinanceOfficers2021

Cvent reserves the right at its sole discretion to withhold any outstanding fees payable to Cvent for any Services provided under any Agreement between Cvent and the Customer which are outstanding for any duration of time when Customer Repayment is issued and apply such withholding to the Customer's balance due to Cvent.

Late Fee Disclaimer: If Payment is received after 21-AUG-20, 2% interest charge per month will be assessed on the unpaid amount from the due date. The Customer acknowledges and agrees that the aforementioned finance charge represents a "genuine pre-estimate" of the possible damage that Cvent will suffer in the event of non-payment and/or delayed payment of the fees by the Customer'.

Payment Instructions via Check:

Mail Check payment to the following address:

Cvent, Inc.

P.O. Box 822699,

Philadelphia, PA 19182 2699, USA

Overnight Check payment to the following address:

PNC Bank c/o Cvent

Lockbox Number 822699

525 Fellowship Rd., Suite 330

Mt. Laurel, NJ 08054-3415

Instructions for Electronic Payments:

Beneficiary Name: **CVENT, Inc**

Beneficiary Account: **5300787434**

Beneficiary Contact: **703-226-3522**

Bank Name: **PNC Bank**

ABA Routing Number ACH:

For Clients from United States: **054000030**

ABA Routing Number WIRE:

For Clients from Outside United States: **031000053**

SWIFT: **PNCCUS33**

General Information:

Cvent Federal Tax ID Number: 54-1954458

For any queries, please contact Billing via:

Email: receivables@cvent.com

Phone:

USA: (703) 226 3522

Australia (Toll Free): (1800) 316-798

UK (Toll Free): (0808) 234 4540, Option 6

Cvent Privacy Policy:

www.cvent.com/en/cvent-global-privacy-policy#9

Customer: California Society Of Municipal Finance Officers	Cvent, Inc.
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Billing Address:
700 R Street, Suite 200
Sacramento, CA 95811

1765 Greensboro Station Place, 7th Floor
Tysons Corner, VA 22102
Billing Dept. Phone: 703.226.3522
Billing Dept. Email: Receivables@cvent.com

Event: California Society Of Municipal Finance Officers 2020 Dates: January 27-31, 2020 Venue: Disney Land Hotel convention centre Address: 800 W Katella Avenue Anaheim CA 92802 Number of Attendees: 1800 Number of Exhibitors:				Total Fees: USD 33,180.00
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Software:	Quantity	Unit Rate	Discount Unit Rate	Price
OnArrival 360 - Onsite Solutions	1	USD 3,000.00	USD 2,500.00	USD 2,500.00
Advanced Printing RFID printing	1	USD 750.00	USD 0.00	USD 0.00
TOTAL ANNUAL PRICE in USD				USD 2,500.00

Equipment:	Quantity	Unit Rate	Discount Unit Rate	Price
Check-in Kiosk (iPad)	7	USD 250.00	USD 200.00	USD 1,400.00
Paper RFID Printer	4	USD 650.00	USD 520.00	USD 2,080.00
Networking and Equipment Hardline internet & power required for each RFID truss and check in location	1	USD 300.00	USD 240.00	USD 240.00
RFID 6' entry (Over Head)	8	USD 750.00	USD 600.00	USD 4,800.00
RFID 12' entry (Over Head)	1	USD 950.00	USD 760.00	USD 760.00
TOTAL ANNUAL PRICE in USD				USD 9,280.00

Supplies:	Quantity	Unit Rate	Discount Unit Rate	Price
Paper RFID (Paper Only) 3" x 4" single sided badge + four (4) 1" x 4" perforated tickets	2,500	USD 2.25	USD 1.80	USD 4,500.00
Plate Charge Pre printed artwork	1	USD 350.00	USD 0.00	USD 0.00
Badge Holder - Customer Provided	2,500	USD 0.00		USD 0.00
Lanyard - Customer Provided	2,500	USD 0.00		USD 0.00

Die Cut Charges	1	USD 425.00	USD 340.00	USD 340.00
Perforated tickets				
TOTAL ANNUAL PRICE in USD				USD 4,840.00

Support and Services:	Quantity	Unit Rate	Discount Unit Rate	Price
Onsite Support Staff -10 hours per day plus 2 travel half days -Three(3) OnArrival Support Staff Onsite for set up on January 27 and for the event January 28-31, 2019	2	USD 4,500.00	USD 3,600.00	USD 7,200.00
Onsite Project Coordinator -10 hours per day plus 2 travel half days -Three(3) OnArrival Support Staff Onsite for set up on January 27 and for the event January 28-31, 2019	1	USD 4,500.00	USD 3,600.00	USD 3,600.00
Per Diem	3	USD 600.00		USD 1,800.00
Shipping & Freight Costs	1	USD 2,000.00	USD 1,920.00	USD 1,920.00
Travel Expenses	3	USD 850.00	USD 680.00	USD 2,040.00
Hotel - Customer Provided	3	USD 0.00		USD 0.00
TOTAL ANNUAL PRICE in USD				USD 16,560.00

Event: California Society Of Municipal Finance Officers 2021**Dates: February 16-19, 2021****Venue: San Jose Convention Center****Address: 150 West San Carlos Street****Number of Attendees: 1800****Number of Exhibitors: NA****Total Fees: USD 33,680.00**

Software:	Quantity	Unit Rate	Discount Unit Rate	Price
OnArrival 360 - Onsite Solutions	1	USD 3,500.00	USD 3,000.00	USD 3,000.00
Advanced Printing RFID printing	1	USD 750.00	USD 0.00	USD 0.00
TOTAL ANNUAL PRICE in USD				USD 3,000.00

Equipment:	Quantity	Unit Rate	Discount Unit Rate	Price
Check-in Kiosk (iPad)	7	USD 250.00	USD 200.00	USD 1,400.00
Paper RFID Printer	4	USD 650.00	USD 520.00	USD 2,080.00
Networking and Equipment Hardline internet & power required for each RFID truss and check in location	1	USD 300.00	USD 240.00	USD 240.00
RFID 6' entry (Over Head)	8	USD 750.00	USD 600.00	USD 4,800.00
RFID 12' entry (Over Head)	1	USD 950.00	USD 760.00	USD 760.00
TOTAL ANNUAL PRICE in USD				USD 9,280.00

Supplies:	Quantity	Unit Rate	Discount Unit Rate	Price
Paper RFID (Paper Only) 3" x 4" single sided badge + four (4) 1" x 4" perforated tickets	2,500	USD 2.25	USD 1.80	USD 4,500.00
Plate Charge Pre printed artwork	1	USD 350.00	USD 0.00	USD 0.00
Badge Holder - Customer Provided	2,500	USD 0.00		USD 0.00
Lanyard - Customer Provided	2,500	USD 0.00		USD 0.00
Die Cut Charges Perforated tickets	1	USD 425.00	USD 340.00	USD 340.00
TOTAL ANNUAL PRICE in USD				USD 4,840.00

Support and Services:	Quantity	Unit Rate	Discount Unit Rate	Price
Onsite Support Staff -10 hours per day plus 2 travel half days -Three(3) OnArrival Support Staff Onsite for set up on Feb 15 and for the event Feb 16-19. 2021	2	USD 4,500.00	USD 3,600.00	USD 7,200.00

Onsite Project Coordinator -10 hours per day plus 2 travel half days -Three(3) OnArrival Support Staff Onsite for set up on Feb 15 and for the event Feb 16-19, 2021	1	USD 4,500.00	USD 3,600.00	USD 3,600.00
Per Diem	3	USD 600.00		USD 1,800.00
Shipping & Freight Costs	1	USD 2,000.00	USD 1,920.00	USD 1,920.00
Travel Expenses	3	USD 850.00	USD 680.00	USD 2,040.00
Hotel - Customer Provided	3	USD 0.00		USD 0.00
TOTAL ANNUAL PRICE in USD				USD 16,560.00

Event: California Society Of Municipal Finance Officers 2022**Dates: TBD****Venue: TBD****Address: TBD****Number of Attendees: 1800****Number of Exhibitors: NA****Total Fees: USD 34,180.00**

Software:	Quantity	Unit Rate	Discount Unit Rate	Price
OnArrival 360 - Onsite Solutions	1	USD 4,000.00	USD 3,500.00	USD 3,500.00
Advanced Printing RFID printing	1	USD 750.00	USD 0.00	USD 0.00
TOTAL ANNUAL PRICE in USD				USD 3,500.00

Equipment:	Quantity	Unit Rate	Discount Unit Rate	Price
Check-in Kiosk (iPad)	7	USD 250.00	USD 200.00	USD 1,400.00
Paper RFID Printer	4	USD 650.00	USD 520.00	USD 2,080.00
Networking and Equipment <i>Hardline internet & power required for each RFID truss and check in location</i>	1	USD 300.00	USD 240.00	USD 240.00
RFID 6' entry (Over Head)	8	USD 750.00	USD 600.00	USD 4,800.00
RFID 12' entry (Over Head)	1	USD 950.00	USD 760.00	USD 760.00
TOTAL ANNUAL PRICE in USD				USD 9,280.00

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Paper RFID (Paper Only) <i>3" x 4" single sided badge + four (4) 1" x 4" perforated tickets</i>	2,500	USD 2.25	USD 1.80	USD 4,500.00
Plate Charge <i>Pre printed artwork</i>	1	USD 350.00	USD 0.00	USD 0.00
Badge Holder - Customer Provided	2,500	USD 0.00		USD 0.00
Lanyard - Customer Provided	2,500	USD 0.00		USD 0.00
Die Cut Charges <i>Perforated tickets</i>	1	USD 425.00	USD 340.00	USD 340.00
TOTAL ANNUAL PRICE in USD				USD 4,840.00

Support and Services:	Quantity	Unit Rate	Discount Unit Rate	Price
Onsite Support Staff <i>-10 hours per day plus 2 travel half days -Three(3) OnArrival Support Staff Onsite for set up on Feb 15 and for the event Feb 16-19. 2021</i>	2	USD 4,500.00	USD 3,600.00	USD 7,200.00

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Travel Expenses	3	USD 850.00	USD 680.00	USD 2,040.00
Hotel - Customer Provided	3	USD 0.00		USD 0.00
TOTAL ANNUAL PRICE in USD				USD 16,560.00

Services

Contract Term: The term is 8/21/2019 to 8/20/2022. Agreement will renew for another term of equal length at then current rates unless Customer gives Cvent 60 days' prior written notice of termination. If rates change, Cvent will send Customer written notice of rate change at least 75 days before expiration of term.

Services: Cvent products and services listed above, each subject to the applicable Terms of Use located on the Cvent website at <http://www.cvent.com/en/product-terms-of-use.shtml>.

Payment Terms

Annual Upfront by Invoice; Payment due Net 30 from Invoice Date.

Tax/VAT/GST/ABN ID #:

Purchase Order #:

Price does not include sales tax or any other applicable taxes.

You will be required to input credit card details upon login to the Cvent system.

Please note: The credit card will be used only if "payment by credit card" has been selected on this agreement OR if any invoice is greater than 60 days overdue.

Additional Terms

OnArrival 360 SOW

1. Scope of Services

Cvent shall perform one or more of the following Services as indicated in this Order Form in exchange for Customer's payment of the Fees (and reimbursable expenses) as provided herein.

Onsite Check-In and Badge Printing: The Service's check-in solution permits event staff to rapidly process registration and session check-ins by scanning a barcode on registrants' mobile devices. Users may also search the list of current registrants by keyword search or alphabetic navigation, and real-time views of registrant check-ins may be used to sort the data by attendee type or other basis. Check-ins and other processing tasks may also be performed by attendees on a self-service basis. The solution's kiosk mode enables attendees to register and check in to the event (for themselves and their guests), pay event fees, and preview/edit/print name badges all on their own.

Attendee Tracking: The Service's attendee tracking solution provides the ability to track attendance and measure an attendee's journey at the event, through a designated badge tracking option (RFID or QR code) combined with badge reading devices. Metrics and reporting are provided to assist customer in determining attendee interests and preferences.

Lead Capture: The Service's lead capture solution enables Customer's authorized users (event staff and/or exhibitor personnel) to retrieve attendees' event registration information and contact information ("Leads"), and to rate and add notes to Leads ("Lead Notes") (collectively, "Lead Information"). In addition, surveys may be implemented by exhibitors / sponsors to further qualify their leads. Users may collect Leads by scanning a barcode or QR code displayed on an event attendee's badge or mobile device, by manually entering an attendee's information, or by using RFID-enabled collection to automatically gather relevant information from booth visitors and participants. Cvent reserves the right to send a customer satisfaction survey to all exhibitors that utilize the Lead Retrieval/ LeadCapture product.

Exhibitor Visitor Measurement: The Service's exhibitor visitor measurement solution provides Customer with real time views to track and measure attendee activity and interest within an exhibitor's booth, and to help identify potential leads not captured with a lead capture device. Standard reports provide increased insight into attendee interests and preferences.

2. Project Schedule

The parties will use reasonable best efforts to perform their responsibilities in material accordance with the schedule of milestones set forth below, based upon information known and communicated between the parties prior to signing this Order Form, and subject to revision thereafter as reasonably necessary in light of revised assumptions, delays in performance of Customer responsibilities, executed Change Orders or other dependencies as set forth in this SOW.

Milestone	Description / Requirements	Timeframe / Date Range
Project Kickoff	Meeting between all stakeholders	At least 60 days prior to the event
Receive Badge / Lanyard Design	Cvent will need all art files for any custom printing	At least 60 days prior to the event
Design Badge	Cvent will work with customer to design the badge within the Cvent system	At least 60 days prior to the event
Order Materials	Cvent will order all consumable materials needed for the event	At least 30 days prior to the event
Order Hardware	Cvent will order all hardware needed for the event	At least 30 days prior to the event
Order Onsite Services	Cvent will inform customer of any needed onsite items like Internet connections, electrical, furniture etc.	At least 30 days prior to the event
Sample Badge	Cvent will send customer a sample badge for approval – this will be a PDF	At least 15 days prior to the event
Shipping Instructions	Cvent will gather all relevant shipping information such as show name, location, special instructions, freight billing account number etc.	At least 15 days prior to the event
Travel	Cvent will book travel and hotel based on customer specifications	At least 15 days prior to the event

3. Project Change Control

Either party may, from time to time, request a change order ("Change Order") to the agreed scope of Services, Project Schedule, or any other aspect of this Order Form with regard to OnArrival 360 only. In response, Cvent will prepare a Change Order reflecting the proposed changes, including but not limited to the impact on the Services, Project Schedule, and Fees, and shall deliver such Change Order to Customer for review and negotiation. Absent a Change Order signed by the parties, Cvent shall not be bound to perform any additional or out-of-scope services beyond what is stated in this Order Form. The parties agree to negotiate all Change Order requests expeditiously and in good faith, provided the Parties hereby agree in no event shall the Change Orders cumulatively reduce the Fees payable hereunder by more than five percent (5%). Once a Change Order is signed by the parties, it shall be deemed an amendment to this Order Form.

4. Customer Responsibilities, Assumptions & Disclaimers

This Order Form and performance of the Services hereunder is governed by and subject to the following Customer responsibilities, assumptions and disclaimers.

(A) Provision of Service / RFID Technology (If purchased by Customer hereunder):

- i. Pre-approved onsite temporary support, if necessary, will be provided by Customer.
- ii. Hallway readers will be included in this solution as they provide a higher level of RFID coverage thus making the attendance algorithms more accurate. Cvent provides hallway readers in strategic traffic locations.
- iii. Quantities of hardware for RFID entrances are estimates only.
- iv. Customer is responsible for purchasing all badges above and beyond original amount indicated on the Order Form.
- v. Internet and power drops are required for each RFID location & the cost is the responsibility of Customer.
- vi. Cvent requires and will be provided with onsite office & storage space to host Onsite Solutions.
- vii. Customer will supply Cvent with native raster graphics for badges and lanyards, should lanyards be provided.

(B) Equipment

- i. Customer shall be responsible for all equipment supplied by Cvent under the Agreement, whether provided directly to Customer by Cvent or through a third party supplier. At the conclusion of Customer's event, Customer will return all equipment supplied by Cvent. All such equipment will be returned in proper working order and in the same condition as when it was furnished to Customer. Customer is responsible for any damage to such equipment, as determined by Cvent or its third party supplier, and hereby agrees to pay Cvent for any such damage, up to the replacement cost of the equipment.

(C) Fees and Costs

- i. Customer understands and agrees that its obligation to pay the Fees and expenses (or unpaid portions thereof) as indicated hereunder will survive any expiration of the Order Form, and Customer shall not be entitled to any refund or credit of Fees for Services it fails to utilize during the Term.
- ii. The fees set forth in this Order Form represent Cvent's good faith estimate based upon information known to Cvent prior to signing this Order Form and the assumptions, project dependencies, responsibilities and other matters set forth in this section and elsewhere in this Order Form. The actual resources required to successfully deliver the Services may vary based on changes to Customer business requirements not reasonably foreseeable to Cvent during the project.
- iii. The fees for this project may be increased and the schedule may be extended, as mutually agreed upon pursuant to the Project Change Control section, in the event of a deviation in any of the assumptions or dependencies contained in this Order Form.
- iv. Airfare, hotel, and daily per diem (if staff members are onsite) for Cvent staff members will be charged separately. Cvent's charges (in accordance with Cvent's expense policy) are set forth in this Order Form and shall be payable by Customer in accordance herewith.
- v. Customer will provide Cvent with shipping information. Shipping will be charged separately and are set forth on this Order Form and shall be payable by Customer in accordance herewith.
- vi. Cvent assumes a 10-hour workday onsite. This includes a 30-minute meal break and two 15 minute breaks throughout the day. Support after 10 hours is available at the rate set forth in this Order Form.

- vii. Professional services for advanced configuration falling outside the defined scope of work are billed at \$195 per hour.
- viii. Union labor, if necessary, will be provided by Customer.
- ix. Custom/box truss for RFID attendee tracking entrances wider than 12 ft. are the responsibility of the Customer and are not included in this proposal.
- x. Managed hosting for OnArrival 360 will be provided for the term of the contract. At Cvent's sole discretion, Cvent may provide managed hosting for an additional charge for each additional month the Customer wishes to maintain managed hosting post contract.

(D) General

- i. Customer will cooperate with Cvent in its performance and delivery of services and deliverables hereunder.
- ii. Customer is responsible for the performance of its employees and agents, including any contribution they make to the Services, and for the accuracy and completeness of all data, information and materials provided to Cvent.
- iii. Cvent's performance is dependent upon timely decisions and approvals of Customer in connection with the Services and Cvent is entitled to rely on all decisions and approvals of Customer.
- iv. The Services may include advice and recommendations, but Customer agrees that all decisions in connection with the implementation of such advice and recommendations will be the responsibility of, and made by, Customer.

(E) Additional Disclaimers

- i. Cvent shall not be responsible for Customer's failure or delay in performing its responsibilities or other obligations under this Order Form, or for any delay caused by any third party vendor performing services for Customer.
- ii. Cvent is not responsible for any alteration or other modification made to a work product by Customer or any third party or for any work performed by Customer or its contractors in connection with this engagement.
- iii. Cvent may rely upon any standard operating procedures or practices of Customer and any direction or regulatory or other guidance provided by Customer.
- iv. Customer is responsible for the identification and interpretation of, and ensuring compliance with, any laws, statutes, rules, regulations and standards applicable to its or its affiliates' business or operations.
- v. Cvent is not providing any warranty regarding, and is not liable for, any third party or Customer software, documentation, equipment, tools or other products or materials.

Billing Contact Details:	Billing Address:	Service Address:
Name: Teri Anticevich	Street: 700 R Street, Suite 200	Street: 700 R Street, Suite 200
Title: President	City: Sacramento	City: Sacramento
Email: teri@meeting-management.com	State: CA	State: CA
Phone: +19097807997	Zip Code: 95811	Zip Code: 95811
	Country: US	Country: US

Cvent Signatory	Customer Signatory
Name:	Name: <i>Melissa Manchester</i>
Title:	Title: <i>Executive Director</i>
Email:	Email: melissa.dixon@staff.csmfo.org
Phone:	Phone: +19162312137
Signature:	Signature: <i>Melissa Manchester</i>
Date Signed:	Date Signed: <i>6/24/19</i>

Customer: California Society Of Municipal Finance Officers	Cvent, Inc.
---	--------------------

Billing Address:
700 R Street, Suite 200
Sacramento, CA 95811

1765 Greensboro Station Place, 7th Floor
Tysons Corner, VA 22102
Billing Dept. Phone: 703.226.3522
Billing Dept. Email: Receivables@cvent.com

Annual Fees and Usage:	Quantity	Unit Rate	Discount Unit Rate	Price
YEAR 1: 8/21/2019 - 8/20/2020				
Credit Tracker	1	USD 1,000.00	USD 650.00	USD 650.00
TOTAL ANNUAL PRICE in USD				USD 650.00
YEAR 2: 8/21/2020 - 8/20/2021				
Credit Tracker	1	USD 1,000.00	USD 680.00	USD 680.00
TOTAL ANNUAL PRICE in USD				USD 680.00
YEAR 3: 8/21/2021 - 8/20/2022				
Credit Tracker	1	USD 1,000.00	USD 710.00	USD 710.00
TOTAL ANNUAL PRICE in USD				USD 710.00
Total savings of USD 960.00 if agreement is signed by 7/13/2019				

Services

Contract Term: The term is 8/21/2019 to 8/20/2022. Agreement will renew for another term of equal length at then current rates unless Customer gives Cvent 60 days' prior written notice of termination. If rates change, Cvent will send Customer written notice of rate change at least 75 days before expiration of term.

Services: Cvent products and services listed above, each subject to the applicable Terms of Use located on the Cvent website at <http://www.cvent.com/en/product-terms-of-use.shtml>.

Payment Terms

Annual Upfront by Invoice; Payment due Net 30 from Invoice Date.

Tax/VAT/GST/ABN ID #:

Purchase Order #:

Price does not include sales tax or any other applicable taxes.

You will be required to input credit card details upon login to the Cvent system.

Please note: The credit card will be used only if "payment by credit card" has been selected on this agreement OR if any invoice is greater than 60 days overdue.

Additional Terms

Billing Contact Details:	Billing Address:	Service Address:
Name: Teri Anticevich	Street: 700 R Street, Suite 200	Street: 700 R Street, Suite 200
Title: President	City: Sacramento	City: Sacramento
Email: teri@meeting-management.com	State: CA	State: CA
Phone: +19097807997	Zip Code: 95811	Zip Code: 95811
	Country: US	Country: US

Cvent Signatory	Customer Signatory
Name:	Name: <i>Melissa Manchester</i>
Title:	Title: <i>Executive Director</i>
Email:	Email: melissa.dixon@staff.csmfo.org
Phone:	Phone: +19162312137
Signature:	Signature: <i>Melissa Manchester</i>
Date Signed:	Date Signed: <i>6/24/19</i>



CSMFO BOARD REPORT

DATE: August 27, 2020

FROM: Jennifer Wakeman, Membership Committee Chair

SUBJECT: Membership Counts

Background:

Historically, CSMFO has tracked membership counts informally. Our Executive Director developed a table in which she tracked figures from year to year and the Membership Committee has annually provided count updates to the Board following the close of the renewal period.

As our organization continues to grow in membership and program development, the Membership Committee thinks that CSMFO should have consistent data points for reference and recommends use of the attached template.

Recommendation:

Adopt the attached template for continued tracking of consistent membership counts.

CSMFO Membership Counts

Data shown here starts with the 2018 Your Membership database. Prior database numbers cannot be certain to be the same.

Date Prepared: 7/31/2020

1) Notices Sent and Renewals Received - Provides a retention rate for the organization. Count is pulled on March 1, or whatever the renewal period end date is.

	Notices Sent	Renewals Received	Retention Rate	Variance from Prior Year
2018	2,144	1,691	79%	
2019	2,419	2,029	84%	6%
2020	2,446	2,041	83%	-1%

2) New Members for the Year - tells us how many new members joined CSMFO between October 1 through September 30. Run on September 30th

	New Members
2018	499
2019	516
2020	TBD

3) Total Membership - Paid and unpaid- run on December 31st - to be used in the Annual Report. Note that Renewals Received + New Members will not equal Total Members due to the outlying late renewals.

	Total Members	Municipal	Commercial	Student	Other Gov.	Professor	Comp.	Honorary	Retired
2018	2,377	1,947	276	18	56	1	2	2	75
2019	2,654	2,120	273	75	109	3	2	3	69
2020	TBD								



CSMFO BOARD REPORT

DATE: August 27, 2020

FROM: Jennifer Wakeman, Membership Committee Chair

SUBJECT: Discussion of Potential Cohort Program

Background:

The 2020 Action Plan calls for the Membership Committee to create opportunities for one-on-one member interactions. Our committee has enjoyed several robust conversations around the topics of the stigmas of asking for help, the coach's gallery, challenges of self-identifying as an expert, speed coaching and limited bandwidth, to name just a few. The idea that rose to the top and that we are beginning to frame out is that of CSMFO cohorts.

CSMFO cohorts could be groups of up to 10 CSMFO members from government (homogenous by organization type), commercial and education fields who make up a more intimate network for professional and personal reference. This group could attend trainings or webinars together and hold de-briefs after.

The goal would be that by the end of the Cohort year, members will: (a) have a good understanding of the programs and services offered by CSMFO, (b) be connected to at least one member of leadership, (c) have met with other cohort members at least six times (minimum every other month), and (d) gained insight into the value that they bring to and can get from this organization.

The Membership Committee considered three different formats for these cohorts, which are described in the attached summary.

This summary was also provided to the PPAC for review and feedback since they could potentially have a role in the implementation of this program. At this time, I have responded to one question and received interest from one member.

The Membership Committee believes this program has the potential to accomplish the following for CSMFO:

- 2020 Action Plan Goal / Objective
 - Engage Past Presidents (if the PPAC is supportive of the Formal option)
 - Knowledge Base (KB)- by running communications through the KB, we could facilitate greater familiarity and hopefully, greater usage of this platform
 - Succession Planning- contact of members with leadership may help us to identify future leaders and give them more comfort with consideration of a role
 - Create opportunities for one-on-one member interactions- this is a unique way to offer a more intimate type of interaction during the pandemic
- Reinforces two of CSMFO's primary objectives; professional development and networking opportunities
- Supports the Student Engagement Committee's efforts by incorporating these new members
- Re-establishes a sort of coaching program that does not require self-identification as an individual who "needs help" or is an "expert"

Recommendation:

Based on feedback from our August meeting, the Membership Committee recommends a hybrid of the formal and informal options. By blending aspects of both options, the committee feels that the program will have the greatest opportunity for success. The hybrid model would ideally combine the structure of the formal option for improved clarity of purpose/organization and replicability with the free form aspects of the informal option that will lend the program to better engagement and ownership.

The Membership Committee also suggests that this program initially be rolled out as a pilot program so that the hybrid model can be tested and improved upon if the Board should decide to continue the effort.

We request that the Board review, discuss and provide feedback on our current efforts.

CSMFO Cohort Concept
2020 Action Plan Initiative – Create opportunities for one-on-one member interactions

Logistical Options

Informal:

- Offer website sign-up
- First 10 people to sign up are in the first Cohort; second 10 people to sign up are in the second Cohort; etc.
- Staff provides each group with a list of emails/phone numbers for the people in their Cohorts
- Staff maintains rosters
- Members take it from there; CSMFO staff to schedule and send Zoom meetings only
- Members collectively come up with meeting frequency, topics for discussion, etc.
- PROS: Cohorts can be whatever its members want, more adaptable
- CONS: Less structure/accountability could result in less momentum and energy for this program

Formal:

- Offer website sign-up
- Staff tracks the types of members signing up (commercial, gov, retired, geography, city v. special district, etc.) and deliberately creates a diverse group of up to 10 people
- A government member in the leadership is asked to ‘chair’ each Cohort, ensuring the group meets, gets to know each other, etc. (PPAC?)
- Staff provides each group with a list of emails/phone numbers for the people in their Cohorts
- Staff maintains rosters
- Chair is required to ‘host’ at least one virtual Cohort meeting every two months; CSMFO staff to schedule and send Zoom meetings only
- PROS: Structure/accountability could ensure greater activity
- CONS: Potentially too restrictive or formal for some members, greater administrative burden (potential additional staff costs)

Chapter-Based:

- Offer website sign-up
- Staff tracks the chapters of each member signing up
- First 10 people to sign up from the same chapter are in the first Cohort; second 10 people to sign up from the same chapter are in the second Cohort; etc.
- Staff provides each group with a list of emails/phone numbers for the people in their Cohorts
- Staff maintains rosters
- Members take it from there; CSMFO staff to schedule and send Zoom meetings only
- Members collectively come up with meeting frequency, topics for discussion, etc.
- PROS: This alternative could facilitate more in-person opportunities
- CONS: Seems to get more engagement where we have larger chapters/more engagement (i.e. potentially leaves out the chapters that have fewer members)

*For all options, the Membership Committee could offer a 6-8 meeting template of events for the year.

**Could be done as either a stand-alone program or in conjunction with a 2021 Virtual Conference framework



CSMFO BOARD REPORT

Date **August 27, 2020**

FROM: Yolanda Rodriguez
 Recognition Committee Chair

SUBJECT: CSMFO Budget Awards Program: Physical Award Options

Background:

One of the goals of the Recognition Committee for 2020 was to explore the possibility of transitioning to a physical award, such as a plaque, for the Operating Budget and Capital Improvement Budget award programs based on some of the feedback the committee received from applicants in the past several years.

The Recognition Committee contacted Classic Awards and Promotions, who provided a cost estimate for a 12-year perpetual plaque. There is a large first-year cost for the plaque, and a smaller annual cost for the following 11 years. In order for applicants to have consistency in pricing for budgeting and to reduce administrative costs for the committee, we would recommend charging applicants \$50 in addition to the current application fee of \$150 for the next twelve years and evaluate cost as necessary should the price of the plaque increase by the vendor.

From Wednesday, July 29, 2020 to Wednesday, August 5, 2020, Probolsky Research conducted an online survey among CSMFO members concerning the transition to a physical budget award and collected 182 responses. In addition to the digital certificate that is currently issued through the Awards Force Software, 68 percent of the survey respondents said they would prefer to receive a physical award, while 20 percent would not and 12 percent were unsure. Of the respondents who would prefer to receive a physical award or were unsure, 49 percent indicated a willingness to spend \$50 per year in addition to the current application fee, while 21 percent indicated they were not willing to pay the additional \$50 per year, and 30 percent were unsure.

Recommendation:

The Recognition Committee sees a general desire from CSMFO members who participated in the online survey to at least have the option to purchase the plaque for an additional \$50 if the budgeting award is received. The Awards Force Software has the flexibility to charge the

additional \$50 based on each applicant's preference, so those applicant agencies that would rather not receive a plaque would not be charged the additional \$50. Additionally, for applicants that submit biannual budgets to the Award Program, they would be charged the additional \$50 every other year when submitting their application.

At this time the Recognition Committee seeks guidance from the Board of Directors as to their preference for either option below:

(A) Approval for the Recognition Committee to proceed with charging budget award applicants who are interested in receiving a plaque budget award \$50 in addition to the current program application fee of \$150.

Or

(B) Leave Status quo: CSMFO Awards Program will not offer the option of a plaque as a physical budget award.

Fiscal Impact:

Table 1 – Estimated Plaque Cost to CSMFO (One-time)	Amount
Total Upfront Cost to CSMFO for an estimate of 83 plaques (\$123.92 per plaque) (See Table 2)	\$10,285.36
Total Plaque Application Fees Collected (83 plaques at \$50.00 ea.)	\$ 4,150.00
Net Upfront Cost to CSMFO for an estimate of 83 plaques	\$ 6,135.36

Table 2 – Estimated Number of Awards	Count
2019 Award Recipients (A)	131
“Yes” (68.1%) and “Unsure” (12.1%) - Survey Question 1 (B) = (A) x (68.1%+12.1%)	105
“Yes” (48.6%) and “Unsure” (30.1%) - Survey Question 2 (C) = (B) x (48.6%+30.1%)	83

Table 3 – Annual Estimated Cost for Plaque/Plates	Amount
Annual Cost of Plaque (1/12 of Upfront(Cost – 83 plaques) (Table 1)	\$ 10.33
Annual Cost of Engraved Plate	\$ 15.00
Annual Shipping/Handling to Recipient (Average) ⁽¹⁾	\$ 14.00
Total Annual Estimated Cost for Plaque/Plates	\$ 39.33
(1) Shipping Cost in First Year is approximately \$20. Subsequent 11 years are approximately \$12.95(1) Shipping Cost in First Year is approximately \$20. Subsequent 11 years are approximately \$12.95	

Attachment(s)

- CSMFO Transition to Physical Budget Award : Probolsky Survey Results
- Plaque Proof – WPP12 – 12 Plate Genuine Walnut
- Classic Awards and Promotions Estimate for 83 Plaques

California Society of Municipal Finance Officers

Transition to Physical Budget Award Presentation

August 2020



Opinion Research on
Elections and Public Policy

Probolsky Research
23 Corporate Plaza Suite 150
Newport Beach CA 92660

Newport Beach (949) 855-6400
San Francisco (415) 870-8150
Washington DC (202) 559-0270

CSMFO — Transition to Physical Budget Award

Survey Methodology

From Wednesday, July 29, 2020 to Wednesday, August 5, 2020, Probolsky Research conducted an online survey among CSMFO members concerning the transition to physical budget award.

A total of 182 responses were collected.

Probolsky Research specializes in opinion research on behalf of corporate, election, government, non-profit, and special interest clients.

**Due to rounding, totals shown on charts may not add up to 100%⁵⁷*



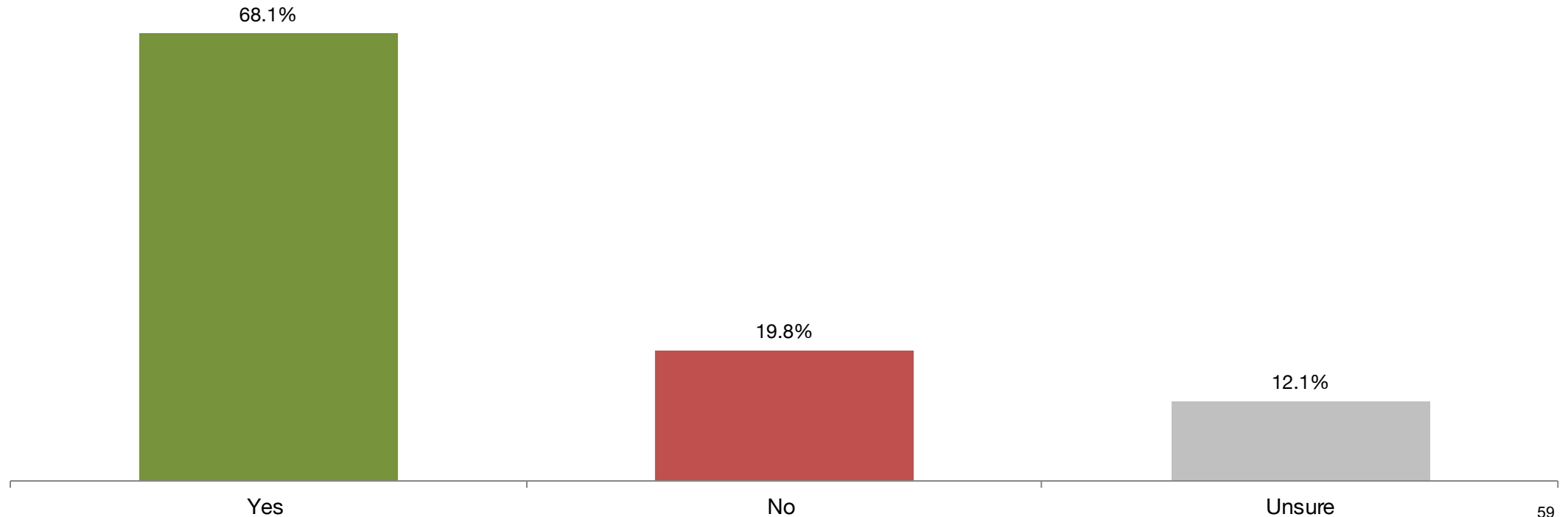
Example of Possible Plaque

Question 1: Would your agency prefer to receive a physical award, such as a perpetual plaque like the one pictured above, that holds ten to twelve plates for each year the award is received in addition to a digital certificate that is currently issued?



68% say they would prefer to receive a physical award, such as a perpetual plaque, in addition to the digital certificate that is currently issued

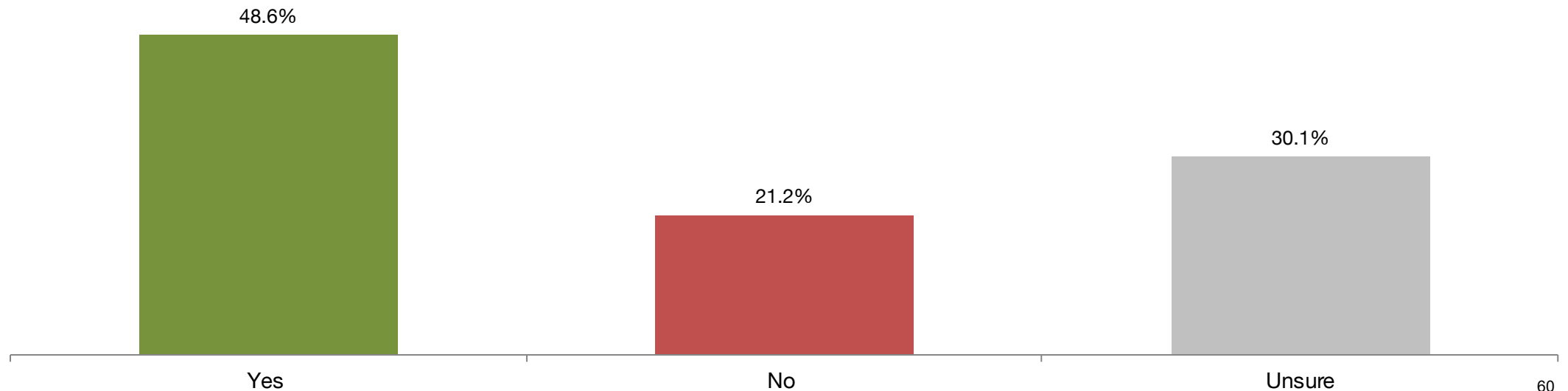
Question 1: Would your agency prefer to receive a physical award, such as a perpetual plaque like the one pictured above, that holds ten to twelve plates for each year the award is received in addition to a digital certificate that is currently issued?



49% say their agency is willing to spend \$50 more per year in addition to the current application fee for the physical award

Question 2: Would your agency be willing to spend \$50 per year in addition to the current application fee?

[IF ANSWERED "YES" OR "UNSURE" TO Q1]



Questions?

Adam Probolsky, President

O: 949-855-6400 | M: 949-697-6726

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Opinion Research on
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WPP12 - 12 PLATE GENUINE WALNUT



Classic Awards and Promotions

PO BOX 2667
Carmichael, CA 95609-2667
916 444-8339



Estimate

ADDRESS

Beaumont-cherry valley water
district
Beaumont-cherry valley water
district
560 Magnolia Ave
beaumont,, ca 92223

SHIP TO

TBD

ESTIMATE # 1624

DATE 08/20/2020

SALES REP

JAN

WO#

12884

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
AWARDS AND RECOGNITION	WPP12 - 12 Plate Genuine Walnut Completed Perpetual Plaque Includes engraving of headplate and one perp plate (Engraved Gold Logo on headplate)	83	96.00	7,968.00T
SHIPPING/HANDLING	SHIPPING/HANDLING tbd est. 20.00 PER LOCATION	83	20.00	1,660.00

Please review the estimate below. Feel free to contact me if you have any questions at

@CLASSICAWARDSANDPROMOTIONS.COM

We look forward to working with you.

Thanks for your business!

XXXX

Classic Awards and Promotions

SUBTOTAL	9,628.00
TAX (8.25%)	657.36
TOTAL	\$10,285.36

Accepted By

Accepted Date

Clayton, William (BCVWD)

To: jan@classicawardsandpromotions.com
Subject: RE: Reaching Out on Behalf of CSMFO Recognition Committee

Bill Clayton, CPA
Sr. Finance and Administrative Analyst

Beaumont-Cherry Valley Water District
560 Magnolia Ave.
Beaumont, CA 92223
(951) 845-9581 x221
william.clayton@bcvwd.org



From: jan@classicawardsandpromotions.com <jan@classicawardsandpromotions.com>
Sent: Monday, May 11, 2020 4:25 PM
To: Clayton, William (BCVWD) <william.clayton@bcvwd.org>
Subject: RE: Reaching Out on Behalf of CSMFO Recognition Committee

Hello William,

The Perp plates would come with the first recipient's plate
Engraved and attached. There would be blank plates on the rest of the plaque.

When it is time to order another plate you would just e-mail me with what you want on the plate
and I would send it to you. You just take off one of the blank plates and attach the new plate in
its place.

The cost for the new plate each year would be 15.00 plus shipping. I'll give you an estimate on
cost for the perp plaques as soon as I understand how many you will be needing.

Thank you,
Jan,
Classic Awards and Promotions

CHECK OUT OUR NEW WEBSITE!
www.classicawardsandpromotions.com



CSMFO BOARD REPORT

Date **August 27, 2020**

FROM: Craig Boyer
 Chair, Student Engagement Committee

SUBJECT: Student Listserv Policy

Background:

The Student Engagement Committee is preparing to roll out a student listserv to facilitate discussion amongst student and professor members that are unique to these members. The Committee desires to have a policy in place that promotes certain codes of conduct to facilitate professional conversation on the listserv.

Student Listserv Policy:

A subcommittee was formed that was assigned the responsibility to work with CSMFO management and the Technology Committee to establish the new listserv. The subcommittee also drafted a Student Listserv Policy that states the purpose of the listserv, the type of information that is appropriate to share on the Student Listserv, and etiquette rules to govern conduct on the listserv. The Student Listserv Policy was presented to the Student Engagement Committee in July 2020 for review and feedback. Committee input was taken into consideration in the draft that is provided to the Board for review.

Recommendation:

The Student Engagement Committee recommends that the Board approve the attached Student Listserv Policy. The Policy will be the first posting to the listserv once it is opened to student and professor members.

CSMFO Student Engagement Committee Student Listserv Policy

Purpose

The purpose of the Student Listserv is to foster interest and develop skills for students to successfully enter the municipal finance workplace. Information sent through this listserv includes information on related events, webinars, and meetings, as well as questions posed by both the CSMFO team and students about municipal finance careers and topics.

What type of information can I share?

Students and faculty are encouraged to share ideas and observations as well as collaborate to create the next generation of tools, guidance, and insight on topics related to governmental finance. All messages should reflect CSMFO's vision statement, mission statement and guiding values. Items of interest include, but are not limited to:

1. Meetings, trainings and other events;
2. Results of research or studies;
3. News articles relevant to governmental finance;
4. Internship/job opportunities;
5. Scholarship opportunities.

In addition to sharing information and ideas, members are encouraged to reach out to others and seek guidance and advice on government finance and career related questions.

Who can send messages?

Student Listserv moderators and all student and faculty members can share information on this listserv. Messages will be reviewed by a moderator prior to being distributed.

Listserv Etiquette

1. Be respectful and considerate when posting. Regardless of how different others' views are from your own, avoid sending unkind messages that anger others and reflect poorly on you.
2. Spelling and punctuation count. The same goes for using complete paragraphs and sentences, structurally sound development of ideas in your text, and other grammatical niceties. Properly spelled and formatted emails help members figure out what you're trying to say, and spelling mistakes may make it impossible to find your message in an archive search. ALL CAPS can be used for emphasis of specific words or phrases, but should not be used in the entire message. Remember, this is a professional listserv and potential colleagues and employers may see these messages.
3. Be sure to include a descriptive subject line.
4. Responses to certain listserv questions and discussion topics are of interest to the entire list. In these cases, it is appropriate to reply to the listserv address.
5. In many cases, personal replies should be directed to specific individuals rather than to the entire list. Listserv messages provide buttons to Reply to Group and Reply to Sender to respond accordingly. Use caution when responding with e-mail software buttons, as Microsoft Outlook defaults to replying to the group.

6. Compilations of responses to requests for information or services are encouraged. The original requestor should encourage private replies, compile the information provided, and then post the body of information to the listserv for use by the community and/or inclusion in the archives. If you create a compilation, it's helpful to add "Compilation: *Paste original subject here*" to the subject line of the original post. It is generally courteous to cut out your correspondents' names, unless the message specifically authorizes you to use the person's name in a compilation.
7. This listserv may not be used:
 - a. for the solicitation, promotion, or sales of commercial products or services;
 - b. for campaign purposes;
 - c. for promoting or engaging in political activities;
 - d. as a personal blog;

Violators may be removed from the listserv without warning.



CSMFO BOARD REPORT

Date August 27, 2020

FROM: Scott Catlett
Administration Committee Chair

SUBJECT: Authorization to Proceed with an Online Focus Group for 2020

Background:

In recent years, CSMFO has partnered with Probolsky Research to conduct an in-person focus group with CSMFO members to gain additional insight into how we might improve our appeal to existing and prospective members. Earlier this year, the Administration Committee began to discuss moving forward with this year's focus group looking specifically at members who are not taking advantage of some of CSMFO's key membership benefits:

- Chapter Meetings
- Core Courses
- The Annual Conference

Since these members have not participated in in-person events, the approach that we had in mind was some type of online interaction. Probolsky Research is experienced with conducting these types of focus groups and intends to utilize several small group Zoom sessions of 8-10 participants to solicit input from this group of members.

A working group of Administration Committee members comprised of Scott Catlett, Alberto Preciado, Thomas Hayes, and Mary Bradley has worked with Probolsky Research to frame the format and content of the proposed focus group sessions. Attached to this report is the Discussion Guide produced by Probolsky Research as a result of these discussions.

The Membership Committee has been informed of this recommendation and if the Board is supportive of this direction, Membership will finalize the Discussion Guide and identify a pool of potential focus group participants. The Administration Committee will then see that the focus groups are carried out. At the conclusion of these meetings, the

Membership Committee will present the results, along with potential action opportunities, to the Board for discussion and analysis.

The Administration Committee also recommends that the participants be given a complimentary registration for the 2022 Annual Conference (or 2021 if it is held in person) as a thank you for participating in the focus group and in an effort to get them more involved in CSMFO activities.

Recommendations:

That the CSMFO Board of Directors:

1. Concur with the Administration Committee's recommendation to proceed with an online focus group for 2020 that will solicit input from members not taking advantage of CSMFO's core course, chapter, and conference activities;
2. Provide feedback on the draft Focus Group Discussion Guide; and
3. Concur with the Committee's recommendation to offer a free Annual Conference registration to the focus group participants as a thank you for their participation.

Attachment: Draft Focus Group Discussion Guide

CSMFO – Focus Group Discussion Guide

Draft v1

Thank you for taking the time to join us to discuss your opinions on the California Society of Municipal Finance Officers (CSMFO). Our goal is to have an open discussion.

You were invited to participate because you all are members of CSMFO.

This discussion is being conducted for research purposes only. No one will follow up or try to sell you any kind of product or service.

Discussion Group Ground Rules

There is **no such thing as a right or wrong answer**, just differing points of view.

Tell us what you honestly think, and **feel free to share whatever is on your mind**.

We're just as **interested in negative comments as positive comments**.

If you **disagree with someone**, let us all know.

If you **agree**, try to add more than just, “I agree,” by sharing your own perspective.

Initial Questions

- 1) What do you know about CSMFO?
- 2) How long have you been a CSMFO member? Why is renewing your membership important to you?
- 3) What do you know about the resources provided by CSMFO?
- 4) What do you feel are the primary benefits that you’ve received from your CSMFO membership?

Participation



Probolsky Research
3990 Westerly Place Suite 185
Newport Beach CA 92660

Newport Beach (949) 855-6400
San Francisco (415) 870-8150
Washington DC (202) 559-0270

- 5) What are the biggest challenges for you in participating in CSMFO events (e.g. timing, cost, location, and topic)?
- 6) Are there other CSMFO like you? Is the training offered by CSMFO relevant to you? For agencies like yours (e.g. large cities, counties and special districts)?
- 7) What resources do you wish CSMFO offered that are not being provided now?
- 8) What could CSMFO do differently that would make you more likely to engage with your chapter or the organization in general?
- 9) Have you used other CSMFO resources such as the listserv and knowledge base? What did you like about the experience? What was missing?
- 10) Would you be interested in more virtual trainings or live streaming of chapter meetings? Would you prefer virtual meetings over in-person meetings? Should this continue post-pandemic or would you prefer to get back to meetings in-person?
- 11) Are there things that CSMFO could do that would result in more of your staff or coworkers deciding to join?
- 12) Have you attended any CSMFO webinars in the past year? If you have attended a webinar why did you attend? If you haven't attended a webinar why didn't you attend?

Final Thoughts

- 13) If you could communicate one message to the CSMFO leadership, what would it be?
- 14) What additional thoughts and questions do you have about your membership with CSMFO?





CSMFO BOARD REPORT

DATE: August 27, 2020

FROM: Melissa Manchester, Executive Director

SUBJECT: Executive Committee Action Plan Items

The Executive Committee discussed at its August meeting the following verbiage with which to respond to two Action Plan items:

Core Strategy: Strategic Growth

Goal: CSMFO will leverage and invest resources to ensure the organization supports its volunteer efforts to forward the mission, vision and values.

6. Succession Planning:

Define pathways to leadership (chapter chairs, committee chairs, board, officers)

Proposed Response:

The pathways to CSMFO leadership are deliberately unassigned, to allow for flexibility with members' time and capabilities. However, the most common path from general member to organizational leader is the following:

Participating in local chapter meetings
Volunteering for local chapter meetings
Vice Chair for local chapter*
Chair for local chapter*
Volunteering for a committee*
Vice Chair for a committee
Chair for a committee
Board of Directors
President-Elect

**May occur concurrently*

Core Strategy: Communications

Goal: CSMFO will improve internal and external communications to promote transparency and inclusion.

1. Increase Internal Communications:

Develop Executive Committee roles and responsibilities, to include guidelines on internal communications (which items at the Executive Committee are shared with the Board and when; which Board items shared with committees/chapters; etc.)

Proposed Response:

It is the role of the Executive Committee to provide leadership and guidance to the organization. While the Board of Directors is responsible for setting policy and determining the programs and pathways of the association, the Executive Committee serves as a collective representative from CSMFO to the public. Further, matters of interest to the association that fall outside clear policy guidelines may be deliberated and acted upon in the spirit of existing policy at the Executive Committee level. Agendas of the Executive Committee will be shared with the Board of Directors at the next scheduled Board meeting. When required to act or provide direction outside of the Board meetings, the Executive Committee will discuss same with the Board at the next regular Board meeting; or, if of a sensitive nature, at a Closed Session of the Board called for such a purpose.

Recommendation:

That the Board discuss and either approve or modify the Executive Committee's approach to the above, as well as suggest where this information may be included for future reference (such as the policy manual or roles and responsibilities document).



MEMBERSHIP COMMITTEE MINUTES

Date: Thursday, July 16, 2020
Time: 3:30 p.m.
Zoom Meeting: <https://zoom.us/j/926093293> or by phone +1 669 900 6833
Meeting ID: 926 093 293

In attendance:

Vice Chairs- Stephanie Reimer, Kate Zawadzki

Staff- Melissa Manchester, Zach Seals

Committee Members- Margaret Moggia, Stephen Parker, Mark Petrasso, Chu Thai, Allison Tong

Agenda Items

1. 2020 Strategic Plan

- a. Engage small and large agencies- update on second round of outreach

Goal is to make at least two contacts with the non-responsive individuals on our lists, so that we can collect the most feedback possible without angering members. This work is to be completed by our August meeting.

- b. Create opportunities for one-on-one member interactions- further develop cohort concept and begin to frame out a potential program:

https://docs.google.com/document/d/1gh_koiH_E2xA4m844YKEASBab0v9OBWqcXXAcpcRaA/edit?usp=sharing

Next steps are to outline 3 potential cohort models; informal, formal, and chapter-based. These models will be shared with the PPAC for feedback and we will make a recommendation to the Board at their August meeting (report is due the same day as our meeting). After the Board meeting, we will incorporate their feedback and if they are supportive, we will come up with a timeline/plan for how to run a pilot on this effort.

2. Establishment of Member Counts- feedback on template

The template will be populated with CSMFO member data and presented to the Board in August with the recommendation that this format be used to provide consistent data points going forward.

3. Member Retention- discussion on whether/which efforts to pursue

Melissa shared her idea about a step challenge as way to have virtual member engagement. This item is being taken to the July Board meeting for direction. There was not time at this committee's July meeting to discuss more under this item, but we hope to have robust discussion at our August meeting.

4. 2021 Annual Conference Update

Exploring options for a virtual conference.

5. Other Information & Announcements

a. Board Report – Status Updates on 2020 Action Plan Initiatives

6. Next Meeting – Thursday, August 20th at 3:30 p.m.