



**Thursday, June 24, 2021  
2:00 p.m. – 4:00 p.m.  
Board of Directors Teleconference Meeting**

Meeting ID: 899 0473 0371

Passcode: 485021

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1. Introduction
  - a. Welcome/Roll Call
  - b. Our Mission: CSMFO serves all government finance professionals through innovation, collaboration, continuing education and professional development.
  - c. Our Quiz: Per the audited financial statements, what was the annual conference expense for the Anaheim conference with the theme “Soarin’ Over California Finance”?
  - d. Additions to Agenda
2. Consent Items 2:10 p.m.
  - a. Approval of Minutes from May 27, 2021
  - b. Approval of May 2021 Financial Reports
  - c. 2020 Audit
  - d. 2021 Audit RFP
  - e. Executive Committee Meeting Agenda
3. Discussion/Action Items 2:15 p.m.
  - a. GFOA Update on CPFO Program (Eric Roach)
  - b. SMA Contract Addendum/Budget Amendment (Alberto Preciado)
  - c. 2024 Annual Conference Site Selection (Steve Heide)
  - d. Executive Search Firm Recommendation (Marcus Pimentel)
  - e. Consideration for Future Executive Director Search (Marcus Pimentel)
4. Committee Reports 3:25 p.m.
  - a. Administration (Alberto Preciado)
  - b. Career Development (Laura Nomura)
  - c. Communications (James Russell-Field)
  - d. Membership (Jennifer Wakeman)

- e. Professional Standards (Jason Al-Imam)
  - f. Program (Karan Reid)
  - g. Recognition (Michael Manno)
  - h. Student Engagement (Amber Johnson)
  - i. Technology (Gloriann Sasser)
  - j. Management Contract Ad Hoc Report (Margaret Moggia)
  - k. CalPERS Ad Hoc (Richard Lee/Debby Cherney)
5. Chapter Roundtable 3:35 p.m.
6. CalCities Policy Committee Roundtable 3:40 p.m.
7. Director Roundtable 3:45 p.m.
8. Officer Reports 3:50 p.m.
- a. President (Marcus Pimentel)
  - b. Past President (Steve Heide)
  - c. President-Elect (Scott Catlett)
10. Other Discussion Items
11. Future Topics
12. Upcoming Meeting:  
July 22, 2021
13. Adjournment 4:00 p.m.



**Thursday, May 27, 2021  
2:00 p.m. – 4:00 p.m.  
Board of Directors Meeting**

Marcus Pimentel  
Steve Heide  
Scott Catlett  
Craig Boyer  
Ernie Reyna  
Stephen Parker  
Karla Romero  
Will Fuentes  
Grace Castaneda  
Jennifer Wakeman  
Jason Al-Imam  
Karan Reid  
Laura Nomura  
Joan Michaels Aguilar

Brad Farmer  
Kim Scott  
Michael Manno  
John Adams  
Richard Lee  
Alberto Preciado  
Pam Arends-King  
Amber Johnson  
Catherine Smith  
Janet Salvetti  
Kristina McKittrick  
Harriet Commons  
Melissa Manchester

### **Introduction**

The California Society of Municipal Finance Officers (CSMFO) Board of Directors met via teleconference on Thursday, May 27, 2021. President Marcus Pimentel convened the meeting and confirmed a quorum was in attendance at 2:03 p.m. The meeting began with a review of the organization's mission and a quiz. There were no additions to the agenda.

### **Consent Calendar**

The Board addressed the consent calendar, which included the minutes from the April meeting, the financial reports from April 2021, Harriet Commons' contract and the Executive Committee meeting agenda. Director Karla Romero moved to approve the consent calendar; Director Ernie Reyna seconded. The motion passed unanimously.

### **In-Person Strategic Planning Session**

President Pimentel presented to the Board a request to convene an in-person planning session in October at the Disneyland Resort. The original 2021 budget included a virtual planning

session, but the financial success of the Annual Conference will allow CSMFO to hold this event without dipping into reserves. Director Craig Boyer moved to approve the budget request and venue contract as presented, with Past President Steve Heide seconding. The motion passed unanimously.

### **Management Ad Hoc Committee Recommendation**

Management Ad Hoc Committee member John Adams provided the committee's revised recommendation, which included a 2021 budget request for \$35,000 to hire an executive search firm, and a new timeline that has the new executive director in place by December 31, 2021. Director Grace Castaneda moved to approve the recommendation as presented. Director Will Fuentes seconded and the motion passed unanimously.

### **2021 Final Conference Reports**

President Pimentel shared with the Board the final reports from the 2021 Virtual Conference, noting that nearly 1300 people were in attendance and the event's net income exceeded \$160,000.

### **Committee Reports**

#### *Administration*

Chair Alberto Preciado shared that the committee is researching providing CPE certificates for out-of-state webinar attendees, considering an RFP for audit services and is drafting a revision to the policy manual to bring to the Board this summer for approval.

#### *Career Development*

Chair Laura Nomura shared that the committee is working on the learning management systems, which will come back to the Board soon for review. A webinar on pension obligation bonds was held, and another one will occur in June regarding ARPA funds. The committee is recommending the Weekend Training be held in the spring of 2022.

#### *Communications*

Board Liaison Karla Romero thanked the committee chairs for providing content, and shared that the committee is working on more engagement. The printed edition of the conference magazine will be mailed shortly to attendees. Senior Advisor Joan Michaels Aguilar added that the committee is reviewing survey data in relation to their strategic plan initiatives.

#### *Membership*

President Pimentel shared that the committee launched the two cohort programs, with roughly 20 members per cohort.

#### *Professional Standards*

Chair Jason Al-Imam shared that the committee is working on taking Quick Hits videos from the Career Development Committee; the first one of which on qualified investors will be debuting next week.

### *Program*

Chair Karan Reid shared that the committee has distributed the Call for Presentations on May 11, with a closing date of June 30, 2021. Until the deadline, the committee is working on identifying keynote and preconference sessions.

### *Recognition*

Chair Michael Manno shared that the committee is attempting to finalize the order for the 18 physical plaques ordered from 16 different agencies. Volunteer appreciation certificates were sent to 103 budget reviewers. He further shared that the CSMFO website has a resource page that provides sample documents that can assist an agency in submitting their budgets for awards, though the sample documents are outdated. The committee will be working on updating those resources.

### *Student Engagement*

Chair Amber Johnson shared that the committee had a busy spring, with being invited to classroom engagements and meet-the-firm engagements. The events were primarily in southern California, which stemmed from concerted outreach in relation to the 2020 Annual Conference in Anaheim. The committee will conduct a similar outreach to San Diego for the 2022 conference. An internship program has also been created, which will be marketed soon to CSMFO member agencies.

### *Technology*

Rich Lee shared that the committee is working on the learning management system with Career Development, noting that they're participating in demonstrations and will be discussing as a committee prior to bringing a recommendation back to the Board.

### *CalPERS Ad Hoc*

Rich Lee shared that he has been attending the quarterly webinars and noted that if CalPERS is able to continue their current return on investment, it will trigger the risk mitigation policy.

### **Chapter Roundtable**

Kim Scott shared that Desert Mountain had a joint virtual meeting with the Inland Empire chapter with nearly 100 attendees. Next month they are holding a joint meeting with Orange County regarding GASB updates.

Alberto Preciado shared that the Sacramento Valley chapter partnered with the Central Valley chapter on a meeting focused on mental health awareness with roughly 30 participants. Their next meeting will be held on July 22.

Craig Boyer shared that the East Bay chapter also held a meeting on mental health and financial wellbeing.

On June 10 the San Joaquin Valley chapter is holding the first in-person event since last spring.

The Coachella Valley chapter held a meeting on May 12 on navigating the single audit, and will be partnering with the Imperial Valley chapter on August 25.

#### Director Roundtable

Director Reyna shared that he will be attending the CalCities Public Safety Committee on June 3.

Director Boyer shared that he had participated in a student presentation at San Francisco State University with Director Romero and Dan Buffalo, where he was able to show participants how to join as a free student member.

#### Officer Reports

President Pimentel reminded everyone about the Step Into Spring challenge for May and thanked NBS for sponsoring. He also shared that he and some other members of the leadership are meeting with leaders of Colorado, Ohio, Michigan, Washington and Oregon state organizations to share ideas and best practices.

Past President Heide shared that several of the chapters have found opportunities to collaborate in this virtual environment, and that chapters are beginning to look at in-person meetings. He also noted that he is working on the conference site selection for 2024, which will likely be held at the Disneyland Hotel.

#### Other Discussion Items

Director Reyna shared an idea with the Board about holding a CSMFO night at the Giants/Dodgers game on Saturday night, September 4.

Rich Lee shared a video in honor of Memorial Day.

The next meeting will be held via teleconference on Thursday, June 24, 2021.

Meeting adjourned at 3:43 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 2021 financial reports
- Approved the contract with Harriet Commons
- Approved a budget allocation of \$39,000 to hold the Planning Session in person

- Approved the contract with the Disneyland Hotel for the Planning Session in October
- Approved a \$35,000 budget allocation to hire an executive search firm

**California Society of Municipal Finance Officers**  
**Statement of Net Assets**  
As of May 31, 2021

	<u>May 31, 21</u>	<u>May 31, 20</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1006 · Bank of America Checking (new)	556,271.12	0.00	556,271.12	100.0%
1005 · Bank of America				
1050 · Chapter Fund Balances				
1050.10 · Central Coast	1,277.78	1,277.78	0.00	0.0%
1050.13 · Central Los Angeles	525.74	550.74	-25.00	-4.54%
1050.06 · Central Valley	367.51	367.51	0.00	0.0%
1050.11 · Channel Counties	1,581.64	1,611.64	-30.00	-1.86%
1050.05 · East Bay (SF)	3,522.19	3,522.19	0.00	0.0%
1050.17 · Inland Empire	40.00	142.38	-102.38	-71.91%
1050.08 · Monterey Bay	2,953.99	2,953.99	0.00	0.0%
1050.16 · Orange County	4,652.24	1,347.69	3,304.55	245.2%
1050.07 · Peninsula	693.74	693.74	0.00	0.0%
1050.04 · Sacramento Valley	3,010.67	3,030.67	-20.00	-0.66%
1050.19 · San Diego County	1,400.07	662.82	737.25	111.23%
1050.12 · San Gabriel Valley	400.00	17.80	382.20	2,147.19%
1050.14 · South Bay (LA)	2,364.54	2,364.54	0.00	0.0%
1050.09 · South San Joaquin	-225.00	-250.00	25.00	10.0%
Total 1050 · Chapter Fund Balances	22,565.11	18,293.49	4,271.62	23.35%
1005 · Bank of America - Other	0.00	98,885.79	-98,885.79	-100.0%
Total 1005 · Bank of America	22,565.11	117,179.28	-94,614.17	-80.74%
1040 · Investments LAIF	567,115.37	661,809.28	-94,693.91	-14.31%
Total Checking/Savings	1,145,951.60	778,988.56	366,963.04	47.11%
<b>Accounts Receivable</b>				
1100 · Accounts receivable	4,500.00	3,443.00	1,057.00	30.7%
Total Accounts Receivable	4,500.00	3,443.00	1,057.00	30.7%
<b>Other Current Assets</b>				
1080 · Undeposited Funds	0.00	1,120.00	-1,120.00	-100.0%
1120 · Accounts Receivable- YM	2,600.00	23,580.00	-20,980.00	-88.97%
1250 · Prepaid Expense - General				
1252 · Prepaid Admin/DataBase Fees	24,433.78	56,525.02	-32,091.24	-56.77%
1250 · Prepaid Expense - General - Other	5,001.00	0.00	5,001.00	100.0%
Total 1250 · Prepaid Expense - General	29,434.78	56,525.02	-27,090.24	-47.93%
1260 · Prepaid Expense Conference				
1262 · Facilities Deposits	77,544.00	72,332.00	5,212.00	7.21%
1260 · Prepaid Expense Conference - Other	18,874.29	2,095.14	16,779.15	800.86%
Total 1260 · Prepaid Expense Conference	96,418.29	74,427.14	21,991.15	29.55%
Total Other Current Assets	128,453.07	155,652.16	-27,199.09	-17.47%
Total Current Assets	1,278,904.67	938,083.72	340,820.95	36.33%
<b>Other Assets</b>				
1500 · CSMFO/SMA Database AR	61,548.29	58,545.81	3,002.48	5.13%
Total Other Assets	61,548.29	58,545.81	3,002.48	5.13%
<b>TOTAL ASSETS</b>	<u><u>1,340,452.96</u></u>	<u><u>996,629.53</u></u>	<u><u>343,823.43</u></u>	<u><u>34.5%</u></u>



**California Society of Municipal Finance Officers**  
**Statement of Net Assets**  
As of May 31, 2021

	<u>May 31, 21</u>	<u>May 31, 20</u>	<u>\$ Change</u>	<u>% Change</u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · Accounts payable	2,000.00	12,505.29	-10,505.29	-84.01%
<b>Total Accounts Payable</b>	<u>2,000.00</u>	<u>12,505.29</u>	<u>-10,505.29</u>	<u>-84.01%</u>
<b>Other Current Liabilities</b>				
2003 · A/P Other- SMA Conference	27,928.16	28,753.98	-825.82	-2.87%
<b>Total Other Current Liabilities</b>	<u>27,928.16</u>	<u>28,753.98</u>	<u>-825.82</u>	<u>-2.87%</u>
<b>Total Current Liabilities</b>	<u>29,928.16</u>	<u>41,259.27</u>	<u>-11,331.11</u>	<u>-27.46%</u>
<b>Total Liabilities</b>	<u>29,928.16</u>	<u>41,259.27</u>	<u>-11,331.11</u>	<u>-27.46%</u>
<b>Equity</b>				
3102 · Conference reserve	512,563.00	424,264.00	88,299.00	20.81%
3101 · Operating reserve	126,438.00	170,380.00	-43,942.00	-25.79%
3020 · Retained earnings	223,230.96	181,381.76	41,849.20	23.07%
3100 · Net Assets-Chapters	22,565.11	26,288.69	-3,723.58	-14.16%
Net Income	425,727.73	153,055.81	272,671.92	178.15%
<b>Total Equity</b>	<u>1,310,524.80</u>	<u>955,370.26</u>	<u>355,154.54</u>	<u>37.18%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,340,452.96</u></u>	<u><u>996,629.53</u></u>	<u><u>343,823.43</u></u>	<u><u>34.5%</u></u>

# California Society of Municipal Finance Officers

## Summary of Financial Income and Expense

January through May 2021

	<u>Total Chapters</u>	<u>Conference</u>	<u>Education</u>	<u>Unclassified</u>	<u>TOTAL</u>
<b>Ordinary Income/Expense</b>					
Income					
4000 · OPERATING REVENUES	0.00	0.00	0.00	329,080.87	329,080.87
Total Income	0.00	0.00	0.00	329,080.87	329,080.87
Gross Profit	0.00	0.00	0.00	329,080.87	329,080.87
Expense	0.00		0.00	143,745.01	143,745.01
Net Ordinary Income	0.00	0.00	0.00	185,335.86	185,335.86
<b>Other Income/Expense</b>					
Other Income					
4501 · Chapter Income	40.00	0.00	0.00	0.00	40.00
4500 · PROGRAM REVENUES					
8000 · Conference Revenue	0.00	410,105.00	0.00	0.00	410,105.00
4503 · Contributions and Donations	0.00	1,200.00	0.00	0.00	1,200.00
4504 · Education income	0.00	0.00	74,729.00	0.00	74,729.00
Total 4500 · PROGRAM REVENUES	0.00	411,305.00	74,729.00	0.00	486,034.00
Total Other Income	40.00	411,305.00	74,729.00	0.00	486,074.00
Other Expense					
6401 · Chapter Expenses	225.00	0.00	0.00	0.00	225.00
6400 · PROGRAM EXPENSES					
9000 · Conference Expenses	0.00	236,763.13	0.00	0.00	236,763.13
6404 · Education Expenses	0.00	0.00	8,694.00	0.00	8,694.00
Total 6400 · PROGRAM EXPENSES	0.00	236,763.13	8,694.00	0.00	245,457.13
Total Other Expense	225.00	236,763.13	8,694.00	0.00	245,682.13
Net Other Income	-185.00	174,541.87	66,035.00	0.00	240,391.87
Net Income	<u>-185.00</u>	<u>174,541.87</u>	<u>66,035.00</u>	<u>185,335.86</u>	<u>425,727.73</u>

**California Society of Municipal Finance Officers**  
**Profit & Loss Budget Performance**  
**May 2021**

	<u>May 21</u>	<u>Jan - May 21</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense						
Income						
4000 · OPERATING REVENUES						
4100 · Membership Dues						
4110 · Dues - Municipal	2,210.00	186,225.00	149,868.00	36,357.00	124.26%	149,868.00
4120 · Dues - Other Gov	100.00	3,900.00	2,900.00	1,000.00	134.48%	2,900.00
4130 · Dues - Commercial	880.00	43,870.00	33,264.00	10,606.00	131.88%	33,264.00
4140 · Dues - Retired	80.00	1,080.00	1,056.00	24.00	102.27%	1,056.00
4150 · Dues - Education	0.00	0.00				
4100 · Membership Dues - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 4100 · Membership Dues	3,270.00	235,075.00	187,088.00	47,987.00	125.65%	187,088.00
4200 · Interest Income	212.12	2,630.87	2,000.00	630.87	131.54%	5,000.00
4302 · Magazine Advertising	0.00	13,875.00	3,000.00	10,875.00	462.5%	3,000.00
4303 · Job Board Post - Member	13,500.00	75,150.00	74,000.00	1,150.00	101.55%	131,400.00
4306 · Web Advertising	0.00	1,000.00				
4490 · Budget Awards	200.00	1,350.00	500.00	850.00	270.0%	15,000.00
Total 4000 · OPERATING REVENUES	17,182.12	329,080.87	266,588.00	62,492.87	123.44%	341,488.00
Total Income	17,182.12	329,080.87	266,588.00	62,492.87	123.44%	341,488.00
Gross Profit	17,182.12	329,080.87	266,588.00	62,492.87	123.44%	341,488.00
Expense						
6100 · OPERATING EXPENSES						
6105 · Marketing/Membership	200.00	9,465.14	10,000.00	-534.86	94.65%	10,000.00
6106 · Storage Expense	0.00	423.93	415.50	8.43	102.03%	1,000.00
6110 · President's Expense						
6111 · Presidents CSMFO- Gifts	0.00	164.93				
6110 · President's Expense - Other	0.00	290.00	12,000.00	-11,710.00	2.42%	12,000.00
Total 6110 · President's Expense	0.00	454.93	12,000.00	-11,545.07	3.79%	12,000.00
6115 · Board of Directors						
6116 · Board Meeting Expenses	0.00	0.00	5,100.00	-5,100.00	0.0%	5,100.00
Total 6115 · Board of Directors	0.00	0.00	5,100.00	-5,100.00	0.0%	5,100.00
6120 · Committee/Chapter Support	0.00	0.00	20,000.00	-20,000.00	0.0%	20,000.00
6125 · Board Planning Session-Retreat	0.00	0.00	0.00	0.00	0.0%	45,500.00
6140 · Management Services						
6143 · Management Services	13,751.89	70,009.63	70,833.70	-824.07	98.84%	170,000.88
6146 · Consultants						
6146.10 · Coleman Services	0.00	8,135.00	10,040.00	-1,905.00	81.03%	24,040.00
6146 · Consultants - Other	0.00	6,000.00				
Total 6146 · Consultants	0.00	14,135.00	10,040.00	4,095.00	140.79%	24,040.00
6470 · Webinar Program Services	0.00	7,500.00	20,833.38	-13,333.38	36.0%	50,000.00
6140 · Management Services - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6140 · Management Services	13,751.89	91,644.63	101,707.08	-10,062.45	90.11%	244,040.88
6150 · Office Supplies	0.00	4.40	104.19	-99.79	4.22%	250.00
6155 · Merchant Fees/Bank Chgs.	1,260.27	6,886.89	12,500.00	-5,613.11	55.1%	30,000.00
6160 · Awards	0.00	832.01	5,000.00	-4,167.99	16.64%	5,000.00
6165 · Printing						

**California Society of Municipal Finance Officers**  
**Profit & Loss Budget Performance**  
**May 2021**

	<u>May 21</u>	<u>Jan - May 21</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
6166 · Printing, copying, and admin	24.68	45.56				
6167 · Directory	0.00	6,899.00	15,000.00	-8,101.00	45.99%	15,000.00
6165 · Printing - Other	0.00	0.00	833.38	-833.38	0.0%	2,000.00
<b>Total 6165 · Printing</b>	<b>24.68</b>	<b>6,944.56</b>	<b>15,833.38</b>	<b>-8,888.82</b>	<b>43.86%</b>	<b>17,000.00</b>
6170 · Magazine	172.00	307.00	20,000.00	-19,693.00	1.54%	20,000.00
6175 · Postage	2.04	566.81	835.00	-268.19	67.88%	2,000.00
6185 · Telephone/Bridge Calls	55.22	220.88	666.65	-445.77	33.13%	1,600.00
6190 · Web and Technology						
6192 · Web site	66.99	2,791.97				
6195 · Web Site Hosting Fee	817.99	5,111.22				
6190 · Web and Technology - Other	0.00	13,170.64	22,000.00	-8,829.36	59.87%	35,000.00
<b>Total 6190 · Web and Technology</b>	<b>884.98</b>	<b>21,073.83</b>	<b>22,000.00</b>	<b>-926.17</b>	<b>95.79%</b>	<b>35,000.00</b>
6220 · Audit & Tax Filing	0.00	0.00	0.00	0.00	0.0%	9,500.00
6230 · Insurance	0.00	3,660.00	3,000.00	660.00	122.0%	5,000.00
6240 · Taxes	0.00	0.00	5,000.00	-5,000.00	0.0%	30,000.00
6255 · GFOA Reception	420.00	420.00				
<b>Total 6100 · OPERATING EXPENSES</b>	<b>16,771.08</b>	<b>142,905.01</b>	<b>234,161.80</b>	<b>-91,256.79</b>	<b>61.03%</b>	<b>492,990.88</b>
6900 · OTHER EXPENSES						
6970 · One-Time Budgeted Expenses	0.00	840.00	35,000.00	-34,160.00	2.4%	35,000.00
<b>Total 6900 · OTHER EXPENSES</b>	<b>0.00</b>	<b>840.00</b>	<b>35,000.00</b>	<b>-34,160.00</b>	<b>2.4%</b>	<b>35,000.00</b>
<b>Total Expense</b>	<b>16,771.08</b>	<b>143,745.01</b>	<b>269,161.80</b>	<b>-125,416.79</b>	<b>53.41%</b>	<b>527,990.88</b>
<b>Net Ordinary Income</b>	<b>411.04</b>	<b>185,335.86</b>	<b>-2,573.80</b>	<b>187,909.66</b>	<b>-7,200.87%</b>	<b>-186,502.88</b>
<b>Other Income/Expense</b>						
<b>Other Income</b>						
4501 · Chapter Income						
4501.17 · Inland Empire	0.00	40.00				
4501 · Chapter Income - Other	0.00	0.00	41,666.62	-41,666.62	0.0%	100,000.00
<b>Total 4501 · Chapter Income</b>	<b>0.00</b>	<b>40.00</b>	<b>41,666.62</b>	<b>-41,626.62</b>	<b>0.1%</b>	<b>100,000.00</b>
4500 · PROGRAM REVENUES						
8000 · Conference Revenue						
8100 · Government Registrations						
8106 · Govt Non-Memb-Full Regular	0.00	27,850.00	12,500.00	15,350.00	222.8%	12,500.00
8115 · Conf-Gov-Full-Norm-Mem	200.00	138,200.00	145,000.00	-6,800.00	95.31%	145,000.00
<b>Total 8100 · Government Registrations</b>	<b>200.00</b>	<b>166,050.00</b>	<b>157,500.00</b>	<b>8,550.00</b>	<b>105.43%</b>	<b>157,500.00</b>
8200 · Commercial Registrations						
8225 · Conf-Com-Exhibitor-Addn Full	0.00	5,200.00				
8231 · Comm Non-Memb-Full-Reg	-250.00	11,550.00	3,750.00	7,800.00	308.0%	3,750.00
8235 · Comm Memb-Full-Early	0.00	0.00				
8236 · Comm Memb-Full-Regular	0.00	7,250.00	4,000.00	3,250.00	181.25%	4,000.00
<b>Total 8200 · Commercial Registrations</b>	<b>-250.00</b>	<b>24,000.00</b>	<b>7,750.00</b>	<b>16,250.00</b>	<b>309.68%</b>	<b>7,750.00</b>
8300 · Pre-Conference Registrations						
8371 · PreConference-Session A	0.00	10,920.00				
8373 · PreConference-Session B	0.00	5,135.00				
<b>Total 8300 · Pre-Conference Registrations</b>	<b>0.00</b>	<b>16,055.00</b>				
8500 · Extra Meals	0.00	0.00				

**California Society of Municipal Finance Officers**  
**Profit & Loss Budget Performance**  
**May 2021**

	<u>May 21</u>	<u>Jan - May 21</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>8700 · Exhibitors Fees</b>						
8707 · Deluxe Exhibitor	0.00	100,000.00	92,000.00	8,000.00	108.7%	92,000.00
8704 · Premier Exhibitor	0.00	67,500.00	37,500.00	30,000.00	180.0%	37,500.00
<b>Total 8700 · Exhibitors Fees</b>	<u>0.00</u>	<u>167,500.00</u>	<u>129,500.00</u>	<u>38,000.00</u>	<u>129.34%</u>	<u>129,500.00</u>
<b>8800 · Sponsorships</b>						
8830 · Non-Exhibitor Sponsor 8830	0.00	33,000.00	37,500.00	-4,500.00	88.0%	37,500.00
8872 · Additional Sponsorship Monies	0.00	3,500.00				
8800 · Sponsorships - Other	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 8800 · Sponsorships</b>	<u>0.00</u>	<u>36,500.00</u>	<u>37,500.00</u>	<u>-1,000.00</u>	<u>97.33%</u>	<u>37,500.00</u>
<b>Total 8000 · Conference Revenue</b>	-50.00	410,105.00	332,250.00	77,855.00	123.43%	332,250.00
<b>4503 · Contributions and Donations</b>	0.00	1,200.00				
<b>4504 · Education income</b>						
4591 · California Local Budgeting	300.00	8,400.00	9,375.00	-975.00	89.6%	22,500.00
4575 · Investment Accounting	3,750.00	3,750.00				
4505 · Webinar	0.00	2,623.00	2,151.00	472.00	121.94%	5,156.00
4520 · Weekend Training	0.00	0.00	0.00	0.00	0.0%	21,000.00
4540 · Fundamentals of Rates, Fees	0.00	16,650.00				
4570 · Intro to Government	3,975.00	19,575.00	9,166.69	10,408.31	213.55%	22,000.00
4590 · Intermediate Government Acct	4,725.00	23,881.00	14,583.38	9,297.62	163.76%	35,000.00
4594 · CMTA/CSMFO Course	0.00	0.00	3,125.00	-3,125.00	0.0%	7,500.00
4595 · Revenue Fundamentals	-150.00	-150.00	3,125.00	-3,275.00	-4.8%	7,500.00
4596 · Revenue Fundamentals II	0.00	0.00	2,083.38	-2,083.38	0.0%	5,000.00
4597 · Developing Supervisory Skills	0.00	0.00	2,083.38	-2,083.38	0.0%	5,000.00
4598 · Leadership Skills	0.00	0.00	2,083.38	-2,083.38	0.0%	5,000.00
<b>Total 4504 · Education income</b>	<u>12,600.00</u>	<u>74,729.00</u>	<u>47,776.21</u>	<u>26,952.79</u>	<u>156.42%</u>	<u>135,656.00</u>
<b>Total 4500 · PROGRAM REVENUES</b>	<u>12,550.00</u>	<u>486,034.00</u>	<u>380,026.21</u>	<u>106,007.79</u>	<u>127.9%</u>	<u>467,906.00</u>
<b>Total Other Income</b>	12,550.00	486,074.00	421,692.83	64,381.17	115.27%	567,906.00
<b>Other Expense</b>						
<b>6401 · Chapter Expenses</b>						
<b>6401.79 · Current Year Chapter Expenses</b>						
6401.09 · South San Joaquin	0.00	225.00				
<b>Total 6401.79 · Current Year Chapter Expense</b>	<u>0.00</u>	<u>225.00</u>				
6401 · Chapter Expenses - Other	0.00	0.00	41,666.62	-41,666.62	0.0%	100,000.00
<b>Total 6401 · Chapter Expenses</b>	<u>0.00</u>	<u>225.00</u>	<u>41,666.62</u>	<u>-41,441.62</u>	<u>0.54%</u>	<u>100,000.00</u>
<b>6400 · PROGRAM EXPENSES</b>						
<b>9000 · Conference Expenses</b>						
<b>9300 · Hosted Event</b>						
9310 · Event Entertainment	0.00	16,300.00				
<b>Total 9300 · Hosted Event</b>	<u>0.00</u>	<u>16,300.00</u>				
<b>9400 · Meetings and Training</b>						
9410 · Speakers-Honorarium	0.00	30,400.00	36,000.00	-5,600.00	84.44%	36,000.00
<b>Total 9400 · Meetings and Training</b>	<u>0.00</u>	<u>30,400.00</u>	<u>36,000.00</u>	<u>-5,600.00</u>	<u>84.44%</u>	<u>36,000.00</u>
<b>9475 · Meetings</b>						
9477 · Virtual Platform	0.00	82,709.00	145,000.00	-62,291.00	57.04%	145,000.00
9478 · General Session - Addl' product	0.00	0.00	7,500.00	-7,500.00	0.0%	7,500.00

**California Society of Municipal Finance Officers**  
**Profit & Loss Budget Performance**  
**May 2021**

	<b>May 21</b>	<b>Jan - May 21</b>	<b>YTD Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>Annual Budget</b>
9481 · Reg/Attendance Tracking	0.00	0.00	1,520.00	-1,520.00	0.0%	1,520.00
9485 · Convention/Hotel Other Costs	-4,560.00	0.00				
9475 · Meetings - Other	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 9475 · Meetings</b>	<b>-4,560.00</b>	<b>82,709.00</b>	<b>154,020.00</b>	<b>-71,311.00</b>	<b>53.7%</b>	<b>154,020.00</b>
9490 · Pre-Conference Workshop						
9496 · Pre-Conference-Other	0.00	300.00				
<b>Total 9490 · Pre-Conference Workshop</b>	<b>0.00</b>	<b>300.00</b>				
9500 · Exhibits						
9550 · Sponsor Branded Items	0.00	0.00	15,000.00	-15,000.00	0.0%	15,000.00
9545 · Exhibit hall game	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 9500 · Exhibits</b>	<b>0.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>-15,000.00</b>	<b>0.0%</b>	<b>15,000.00</b>
9600 · Entertainment/Gifts						
9610 · Conference Gifts/Attendees	0.00	0.00	7,500.00	-7,500.00	0.0%	7,500.00
9620 · Speaker/Board/Committee Memento	0.00	4,814.54	5,000.00	-185.46	96.29%	5,000.00
<b>Total 9600 · Entertainment/Gifts</b>	<b>0.00</b>	<b>4,814.54</b>	<b>12,500.00</b>	<b>-7,685.46</b>	<b>38.52%</b>	<b>12,500.00</b>
9800 · Administration - Conference						
9805 · Conference Marketing	0.00	0.00	12,500.00	-12,500.00	0.0%	12,500.00
9810 · Conference Contract Services	0.00	78,757.52	69,700.00	9,057.52	113.0%	69,700.00
9815 · Printing/Copy/Conference Media	0.00	0.00	750.00	-750.00	0.0%	750.00
9840 · Postage & Shipping	0.00	3,685.67	7,500.00	-3,814.33	49.14%	7,500.00
9880 · Bank Merchant Fees	0.00	14,902.50	9,536.00	5,366.50	156.28%	9,536.00
9890 · Conference Committee Expenses	0.00	1,393.90	1,400.00	-6.10	99.56%	1,400.00
9800 · Administration - Conference - Other	700.00	3,500.00				
<b>Total 9800 · Administration - Conference</b>	<b>700.00</b>	<b>102,239.59</b>	<b>101,386.00</b>	<b>853.59</b>	<b>100.84%</b>	<b>101,386.00</b>
9900 · Contingency for Attrition	0.00	0.00	15,000.00	-15,000.00	0.0%	15,000.00
9000 · Conference Expenses - Other	-25,000.00	0.00				
<b>Total 9000 · Conference Expenses</b>	<b>-28,860.00</b>	<b>236,763.13</b>	<b>333,906.00</b>	<b>-97,142.87</b>	<b>70.91%</b>	<b>333,906.00</b>
6404 · Education Expenses						
6491 · CA Local Budgeting Expense	1,950.00	1,050.00	7,500.00	-6,450.00	14.0%	7,500.00
6420 · Weekend Training	0.00	0.00	0.00	0.00	0.0%	25,000.00
6430 · Intro to Government						
6430.10 · Intro to Govt Account - Reimbur	2,000.00	2,000.00				
6430 · Intro to Government - Other	0.00	0.00	4,583.31	-4,583.31	0.0%	11,000.00
<b>Total 6430 · Intro to Government</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>4,583.31</b>	<b>-2,583.31</b>	<b>43.64%</b>	<b>11,000.00</b>
6480 · Intermediate Governmental Acct.	0.00	5,044.00	7,500.00	-2,456.00	67.25%	18,000.00
6595 · Revenue Fundamental Expense	0.00	600.00	1,979.12	-1,379.12	30.32%	4,750.00
6596 · Revenue Fundamental Expense II	0.00	0.00	2,083.31	-2,083.31	0.0%	5,000.00
6597 · Developing Supervisory Skills	0.00	0.00	2,625.00	-2,625.00	0.0%	6,300.00
6598 · Leadership Skills	0.00	0.00	2,625.00	-2,625.00	0.0%	6,300.00
<b>Total 6404 · Education Expenses</b>	<b>3,950.00</b>	<b>8,694.00</b>	<b>28,895.74</b>	<b>-20,201.74</b>	<b>30.09%</b>	<b>83,850.00</b>
<b>Total 6400 · PROGRAM EXPENSES</b>	<b>-24,910.00</b>	<b>245,457.13</b>	<b>362,801.74</b>	<b>-117,344.61</b>	<b>67.66%</b>	<b>417,756.00</b>
<b>Total Other Expense</b>	<b>-24,910.00</b>	<b>245,682.13</b>	<b>404,468.36</b>	<b>-158,786.23</b>	<b>60.74%</b>	<b>517,756.00</b>
<b>Net Other Income</b>	<b>37,460.00</b>	<b>240,391.87</b>	<b>17,224.47</b>	<b>223,167.40</b>	<b>1,395.64%</b>	<b>50,150.00</b>
<b>Net Income</b>	<b>37,871.04</b>	<b>425,727.73</b>	<b>14,650.67</b>	<b>411,077.06</b>	<b>2,905.86%</b>	<b>-136,352.88</b>

**California Society of Municipal Finance Officers**  
**Statement of Financial Income and Expense**  
January through May 2021

	<u>Jan - May 21</u>	<u>Jan - May 20</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
4000 · OPERATING REVENUES			
4100 · Membership Dues			
4110 · Dues - Municipal	186,225.00	185,541.00	684.00
4120 · Dues - Other Gov	3,900.00	4,005.00	-105.00
4130 · Dues - Commercial	43,870.00	43,560.00	310.00
4140 · Dues - Retired	1,080.00	1,100.00	-20.00
4150 · Dues - Education	0.00	0.00	0.00
4100 · Membership Dues - Other	0.00	0.00	0.00
Total 4100 · Membership Dues	<u>235,075.00</u>	<u>234,206.00</u>	<u>869.00</u>
4200 · Interest Income	2,630.87	4,660.59	-2,029.72
4302 · Magazine Advertising	13,875.00	1,400.00	12,475.00
4303 · Job Board Post - Member	75,150.00	49,475.00	25,675.00
4306 · Web Advertising	1,000.00	0.00	1,000.00
4490 · Budget Awards	1,350.00	300.00	1,050.00
Total 4000 · OPERATING REVENUES	<u>329,080.87</u>	<u>290,041.59</u>	<u>39,039.28</u>
Total Income	<u>329,080.87</u>	<u>290,041.59</u>	<u>39,039.28</u>
Gross Profit	329,080.87	290,041.59	39,039.28
Expense			
6100 · OPERATING EXPENSES			
6105 · Marketing/Membership	9,465.14	9,336.33	128.81
6106 · Storage Expense	423.93	570.43	-146.50
6110 · President's Expense			
6111 · Presidents CSMFO- Gifts	164.93	0.00	164.93
6112 · Presidents CSMFO-Dinner	0.00	22.95	-22.95
6110 · President's Expense - Other	290.00	2,291.09	-2,001.09
Total 6110 · President's Expense	<u>454.93</u>	<u>2,314.04</u>	<u>-1,859.11</u>
6115 · Board of Directors			
6116 · Board Meeting Expenses	0.00	3,192.43	-3,192.43
Total 6115 · Board of Directors	<u>0.00</u>	<u>3,192.43</u>	<u>-3,192.43</u>
6120 · Committee/Chapter Support			
6121 · Committee Support	0.00	573.59	-573.59
6122 · Chapter Support	0.00	6,979.22	-6,979.22
6120 · Committee/Chapter Support - Other	0.00	158.99	-158.99
Total 6120 · Committee/Chapter Support	<u>0.00</u>	<u>7,711.80</u>	<u>-7,711.80</u>
6125 · Board Planning Session-Retreat	0.00	6,000.00	-6,000.00
6140 · Management Services			
6143 · Management Services	70,009.63	68,759.44	1,250.19
6146 · Consultants			
6146.10 · Coleman Services	8,135.00	4,200.00	3,935.00
6146 · Consultants - Other	6,000.00	0.00	6,000.00
Total 6146 · Consultants	<u>14,135.00</u>	<u>4,200.00</u>	<u>9,935.00</u>
6470 · Webinar Program Services	7,500.00	27,500.00	-20,000.00
Total 6140 · Management Services	<u>91,644.63</u>	<u>100,459.44</u>	<u>-8,814.81</u>
6150 · Office Supplies	4.40	215.04	-210.64
6155 · Merchant Fees/Bank Chgs.	6,886.89	15,471.90	-8,585.01

**California Society of Municipal Finance Officers**  
**Statement of Financial Income and Expense**  
January through May 2021

	<b>Jan - May 21</b>	<b>Jan - May 20</b>	<b>\$ Change</b>
6160 · Awards	832.01	162.32	669.69
6165 · Printing			
6166 · Printing, copying, and admin	45.56	1,010.53	-964.97
6167 · Directory	6,899.00	9,934.26	-3,035.26
<b>Total 6165 · Printing</b>	<b>6,944.56</b>	<b>10,944.79</b>	<b>-4,000.23</b>
6170 · Magazine	307.00	18,043.55	-17,736.55
6175 · Postage	566.81	645.88	-79.07
6185 · Telephone/Bridge Calls	220.88	276.10	-55.22
6190 · Web and Technology			
6192 · Web site	2,791.97	2,500.00	291.97
6195 · Web Site Hosting Fee	5,111.22	6,137.92	-1,026.70
6190 · Web and Technology - Other	13,170.64	12,000.00	1,170.64
<b>Total 6190 · Web and Technology</b>	<b>21,073.83</b>	<b>20,637.92</b>	<b>435.91</b>
6200 · Travel/Staff Expenses	0.00	0.00	0.00
6230 · Insurance	3,660.00	1,759.00	1,901.00
6240 · Taxes			
6246 · Prior Year Taxes	0.00	4,150.00	-4,150.00
<b>Total 6240 · Taxes</b>	<b>0.00</b>	<b>4,150.00</b>	<b>-4,150.00</b>
6255 · GFOA Reception	420.00	6,500.00	-6,080.00
<b>Total 6100 · OPERATING EXPENSES</b>	<b>142,905.01</b>	<b>208,390.97</b>	<b>-65,485.96</b>
6900 · OTHER EXPENSES			
6970 · One-Time Budgeted Expenses	840.00	4,136.73	-3,296.73
<b>Total 6900 · OTHER EXPENSES</b>	<b>840.00</b>	<b>4,136.73</b>	<b>-3,296.73</b>
9950 · Prior Period Adjustment	0.00	-122.55	122.55
<b>Total Expense</b>	<b>143,745.01</b>	<b>212,405.15</b>	<b>-68,660.14</b>
<b>Net Ordinary Income</b>	<b>185,335.86</b>	<b>77,636.44</b>	<b>107,699.42</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>4501 · Chapter Income</b>			
4501.01 · Northwest Counties	0.00	1,998.57	-1,998.57
4501.02 · Northeast Counties	0.00	467.10	-467.10
4501.03 · North Coast	0.00	664.35	-664.35
4501.04 · Sacramento Valley	0.00	0.00	0.00
4501.05 · East Bay (SF)	0.00	480.00	-480.00
4501.06 · Central Valley	0.00	0.00	0.00
4501.07 · Peninsula	0.00	0.00	0.00
4501.08 · Monterey Bay	0.00	0.00	0.00
4501.09 · South San Joaquin	0.00	336.55	-336.55
4501.11 · Channel Counties	0.00	0.00	0.00
4501.12 · San Gabriel Valley	0.00	1,192.49	-1,192.49
4501.13 · Central Los Angeles	0.00	0.00	0.00
4501.14 · South Bay (LA)	0.00	240.00	-240.00
4501.15 · Desert Mountain	0.00	275.00	-275.00
4501.16 · Orange County	0.00	925.00	-925.00
4501.17 · Inland Empire	40.00	50.00	-10.00
4501.18 · Coachella Valley	0.00	2,435.16	-2,435.16
4501.19 · San Diego County	0.00	0.00	0.00



# California Society of Municipal Finance Officers

## Statement of Financial Income and Expense

January through May 2021

	Jan - May 21	Jan - May 20	\$ Change
Total 4501 · Chapter Income	40.00	9,064.22	-9,024.22
4500 · PROGRAM REVENUES			
8000 · Conference Revenue			
8100 · Government Registrations			
8105 · Govt Non-Memb Full Early	0.00	34,520.00	-34,520.00
8106 · Govt Non-Memb-Full Regular	27,850.00	23,865.00	3,985.00
8108 · Govt Non-Memb Daily Early	0.00	3,780.00	-3,780.00
8109 · Govt Non-Memb-Daily-Regular	0.00	6,210.00	-6,210.00
8110 · Govt Memb - Full Conf-Early	0.00	379,640.00	-379,640.00
8115 · Conf-Gov-Full-Norm-Mem	138,200.00	60,835.00	77,365.00
8120 · Govt Memb Daily-Early	0.00	8,970.00	-8,970.00
8125 · Govt Memb-Daily Regular	0.00	3,500.00	-3,500.00
8150 · Govt Non-Memb Full Onsite	0.00	2,295.00	-2,295.00
8155 · Govt Memb-Full Regular	0.00	5,445.00	-5,445.00
Total 8100 · Government Registrations	166,050.00	529,060.00	-363,010.00
8200 · Commercial Registrations			
8225 · Conf-Com-Exhibitor-Addn Full	5,200.00	72,200.00	-67,000.00
8227 · Conf-Com-Exhibitor Daily	0.00	9,660.00	-9,660.00
8230 · Comm Non-Memb-Full-Early	0.00	13,090.00	-13,090.00
8231 · Comm Non-Memb-Full-Reg	11,550.00	18,820.00	-7,270.00
8235 · Comm Memb-Full-Early	0.00	12,395.00	-12,395.00
8236 · Comm Memb-Full-Regular	7,250.00	13,140.00	-5,890.00
8245 · Comm Memb-Daily-Early	0.00	930.00	-930.00
8250 · Comm-Memb Daily-Regular	0.00	1,840.00	-1,840.00
8260 · Comm Non-Memb Daily Early	0.00	4,100.00	-4,100.00
8265 · Comm Non-Memb Daily Regular	0.00	8,570.00	-8,570.00
Total 8200 · Commercial Registrations	24,000.00	154,745.00	-130,745.00
8300 · Pre-Conference Registrations			
8376 · PreConference-Session D	0.00	4,650.00	-4,650.00
8371 · PreConference-Session A	10,920.00	8,700.00	2,220.00
8373 · PreConference-Session B	5,135.00	8,250.00	-3,115.00
8375 · PreConference-Session C	0.00	4,650.00	-4,650.00
Total 8300 · Pre-Conference Registrations	16,055.00	26,250.00	-10,195.00
8500 · Extra Meals			
8565 · Hosted Evening Event	0.00	21,500.00	-21,500.00
Total 8500 · Extra Meals	0.00	21,500.00	-21,500.00
8600 · Event Registrations			
8610 · Golf	0.00	30,525.00	-30,525.00
8630 · Tennis	0.00	1,960.00	-1,960.00
Total 8600 · Event Registrations	0.00	32,485.00	-32,485.00
8700 · Exhibitors Fees			
8707 · Deluxe Exhibitor	100,000.00	0.00	100,000.00
8704 · Premier Exhibitor	67,500.00	0.00	67,500.00
8702 · Featured Exhibitor/Sponsor	0.00	30,000.00	-30,000.00
8703 · Sapphire Exhibitor	0.00	126,000.00	-126,000.00
8715 · Gold Package	0.00	288,000.00	-288,000.00
8725 · Silver Package	0.00	31,200.00	-31,200.00

**California Society of Municipal Finance Officers**  
**Statement of Financial Income and Expense**  
January through May 2021

	Jan - May 21	Jan - May 20	\$ Change
8735 · Diamond Package	0.00	72,000.00	-72,000.00
<b>Total 8700 · Exhibitors Fees</b>	<b>167,500.00</b>	<b>547,200.00</b>	<b>-379,700.00</b>
<b>8800 · Sponsorships</b>			
8830 · Non-Exhibitor Sponsor 8830	33,000.00	36,000.00	-3,000.00
8872 · Additional Sponsorship Monies	3,500.00	6,500.00	-3,000.00
<b>Total 8800 · Sponsorships</b>	<b>36,500.00</b>	<b>42,500.00</b>	<b>-6,000.00</b>
<b>8900 · Conference Miscellaneous</b>			
8915 · Hotel Rebate for Convention Ctr	0.00	26,478.27	-26,478.27
8910 · Cancellation Fees	0.00	825.00	-825.00
<b>Total 8900 · Conference Miscellaneous</b>	<b>0.00</b>	<b>27,303.27</b>	<b>-27,303.27</b>
<b>Total 8000 · Conference Revenue</b>	<b>410,105.00</b>	<b>1,381,043.27</b>	<b>-970,938.27</b>
<b>4503 · Contributions and Donations</b>			
4503.75 · Robert O'Dell Scholarship	0.00	167.00	-167.00
4503 · Contributions and Donations - Other	1,200.00	0.00	1,200.00
<b>Total 4503 · Contributions and Donations</b>	<b>1,200.00</b>	<b>167.00</b>	<b>1,033.00</b>
<b>4504 · Education income</b>			
4591 · California Local Budgeting	8,400.00	0.00	8,400.00
4575 · Investment Accounting	3,750.00	0.00	3,750.00
4505 · Webinar	2,623.00	3,443.00	-820.00
4540 · Fundamentals of Rates, Fees	16,650.00	0.00	16,650.00
4570 · Intro to Government	19,575.00	9,226.00	10,349.00
4590 · Intermediate Government Acct	23,881.00	-300.00	24,181.00
4595 · Revenue Fundamentals	-150.00	0.00	-150.00
4597 · Developing Supervisory Skills	0.00	200.00	-200.00
<b>Total 4504 · Education income</b>	<b>74,729.00</b>	<b>12,569.00</b>	<b>62,160.00</b>
<b>Total 4500 · PROGRAM REVENUES</b>	<b>486,034.00</b>	<b>1,393,779.27</b>	<b>-907,745.27</b>
8999 · YM Import Items	0.00	0.00	0.00
<b>Total Other Income</b>	<b>486,074.00</b>	<b>1,402,843.49</b>	<b>-916,769.49</b>
<b>Other Expense</b>			
<b>6401 · Chapter Expenses</b>			
<b>6401.79 · Current Year Chapter Expenses</b>			
6401.07 · Peninsula	0.00	3,981.52	-3,981.52
6401.09 · South San Joaquin	225.00	250.00	-25.00
6401.12 · San Gabriel Valley	0.00	352.20	-352.20
6401.16 · Orange County	0.00	9,405.04	-9,405.04
6401.17 · Inland Empire	0.00	817.00	-817.00
6401.19 · San Diego County	0.00	1,199.50	-1,199.50
<b>Total 6401.79 · Current Year Chapter Expenses</b>	<b>225.00</b>	<b>16,005.26</b>	<b>-15,780.26</b>
<b>6401.89 · Prior Year Chapter Income/Expen</b>			
6401.57 · Prior Period Peninsula	0.00	25.00	-25.00
6401.58 · Prior Period Monterey Bay	0.00	95.00	-95.00
<b>Total 6401.89 · Prior Year Chapter Income/Expen</b>	<b>0.00</b>	<b>120.00</b>	<b>-120.00</b>
<b>Total 6401 · Chapter Expenses</b>	<b>225.00</b>	<b>16,125.26</b>	<b>-15,900.26</b>
<b>6400 · PROGRAM EXPENSES</b>			
<b>9000 · Conference Expenses</b>			
<b>9100 · Food &amp; Beverage</b>			
9115 · Wednesday-Breakfast	0.00	19,869.13	-19,869.13

# California Society of Municipal Finance Officers

## Statement of Financial Income and Expense

January through May 2021

	Jan - May 21	Jan - May 20	\$ Change
9125 · Wednesday-Lunch	0.00	81,249.33	-81,249.33
9135 · Wednesday-Food-Exhibitor Recept	0.00	34,891.51	-34,891.51
9138 · Wednesday-Beverage-Exhibitor Re	0.00	12,680.48	-12,680.48
9140 · Thursday-Breakfast-Chapter Chai	0.00	2,124.97	-2,124.97
9143 · Thursday-Breakfast	0.00	63,620.93	-63,620.93
9145 · Thursday-Coffee Service	0.00	19,516.18	-19,516.18
9147 · Thursday-Lunch	0.00	92,896.62	-92,896.62
9148 · Thursday-PM Break	0.00	26,287.62	-26,287.62
9150 · Friday-Breakfast	0.00	53,024.02	-53,024.02
9155 · Friday-Lunch	0.00	2,656.64	-2,656.64
<b>Total 9100 · Food &amp; Beverage</b>	<b>0.00</b>	<b>408,817.43</b>	<b>-408,817.43</b>
<b>9200 · President's Dinners</b>			
9210 · President's Dinner - Food & Bev	0.00	47,433.67	-47,433.67
9220 · Entertain-Transport-Decor-Favor	0.00	828.50	-828.50
9250 · Pres Dinner-Out of State Guest	0.00	16,236.72	-16,236.72
<b>Total 9200 · President's Dinners</b>	<b>0.00</b>	<b>64,498.89</b>	<b>-64,498.89</b>
<b>9300 · Hosted Event</b>			
9310 · Event Entertainment	16,300.00	43,665.00	-27,365.00
9320 · Event Food	0.00	134,138.08	-134,138.08
9321 · Event Bar	0.00	15,084.46	-15,084.46
9340 · Event Other	0.00	12,669.68	-12,669.68
<b>Total 9300 · Hosted Event</b>	<b>16,300.00</b>	<b>205,557.22</b>	<b>-189,257.22</b>
<b>9400 · Meetings and Training</b>			
9410 · Speakers-Honorarium	30,400.00	85,300.00	-54,900.00
9420 · Speaker-Expenses-Lodging	0.00	3,563.61	-3,563.61
9430 · Speaker-Expenses-Transportation	0.00	2,612.37	-2,612.37
<b>Total 9400 · Meetings and Training</b>	<b>30,400.00</b>	<b>91,475.98</b>	<b>-61,075.98</b>
<b>9450 · Comps</b>			
9462 · Comps - Other	0.00	3,348.54	-3,348.54
9460 · Other Guests Lodging (OOS)	0.00	3,711.24	-3,711.24
9465 · Board Scholarships	0.00	3,750.00	-3,750.00
9450 · Comps - Other	0.00	785.48	-785.48
<b>Total 9450 · Comps</b>	<b>0.00</b>	<b>11,595.26</b>	<b>-11,595.26</b>
<b>9475 · Meetings</b>			
9476 · Audio Visual and Lighting	0.00	165,772.31	-165,772.31
9477 · Virtual Platform	82,709.00	0.00	82,709.00
9478 · General Session - Addl' product	0.00	6,480.68	-6,480.68
9479 · WiFi Internet	0.00	12,500.00	-12,500.00
9480 · Electric Power/Rigging	0.00	19,692.40	-19,692.40
9481 · Reg/Attendance Tracking	0.00	34,924.32	-34,924.32
9485 · Convention/Hotel Other Costs	0.00	825.00	-825.00
<b>Total 9475 · Meetings</b>	<b>82,709.00</b>	<b>240,194.71</b>	<b>-157,485.71</b>
<b>9490 · Pre-Conference Workshop</b>			
9494 · Food & Beverage	0.00	9,176.02	-9,176.02
9496 · Pre-Conference-Other	300.00	94.91	205.09
<b>Total 9490 · Pre-Conference Workshop</b>	<b>300.00</b>	<b>9,270.93</b>	<b>-8,970.93</b>
<b>9500 · Exhibits</b>			

**California Society of Municipal Finance Officers**  
**Statement of Financial Income and Expense**  
January through May 2021

	<u>Jan - May 21</u>	<u>Jan - May 20</u>	<u>\$ Change</u>
9550 · Sponsor Branded Items	0.00	10,063.91	-10,063.91
9510 · Decorator Booth Fee	0.00	15,198.25	-15,198.25
9540 · Security	0.00	3,161.00	-3,161.00
9599 · Exhibits-Other	0.00	8,286.83	-8,286.83
<b>Total 9500 · Exhibits</b>	<b>0.00</b>	<b>36,709.99</b>	<b>-36,709.99</b>
<b>9600 · Entertainment/Gifts</b>			
9610 · Conference Gifts/Attendees	0.00	57,895.77	-57,895.77
9620 · Speaker/Board/Committee Memento	4,814.54	3,347.86	1,466.68
9630 · Gift Baskets (VIPs)	0.00	1,107.00	-1,107.00
<b>Total 9600 · Entertainment/Gifts</b>	<b>4,814.54</b>	<b>62,350.63</b>	<b>-57,536.09</b>
<b>9700 · Other Activities</b>			
9732 · Golf Tournament Expenses	0.00	32,819.58	-32,819.58
9750 · Other Event Expenses	0.00	3,670.00	-3,670.00
<b>Total 9700 · Other Activities</b>	<b>0.00</b>	<b>36,489.58</b>	<b>-36,489.58</b>
<b>9800 · Administration - Conference</b>			
9805 · Conference Marketing	0.00	5,236.00	-5,236.00
9810 · Conference Contract Services	78,757.52	76,622.52	2,135.00
9815 · Printing/Copy/Conference Media	0.00	2,307.22	-2,307.22
9820 · President Expenses	0.00	673.17	-673.17
9831 · Supplies-Badges-Ribbons-Etc	0.00	666.20	-666.20
9840 · Postage & Shipping	3,685.67	11.60	3,674.07
9875 · Signage	0.00	3,967.45	-3,967.45
9880 · Bank Merchant Fees	14,902.50	339.85	14,562.65
9890 · Conference Committee Expenses	1,393.90	24,664.11	-23,270.21
9895 · Staff Exp Inc. Lodging & Travel	0.00	20,082.59	-20,082.59
9800 · Administration - Conference - Other	3,500.00	2,800.00	700.00
<b>Total 9800 · Administration - Conference</b>	<b>102,239.59</b>	<b>137,370.71</b>	<b>-35,131.12</b>
<b>9000 · Conference Expenses - Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total 9000 · Conference Expenses</b>	<b>236,763.13</b>	<b>1,304,331.33</b>	<b>-1,067,568.20</b>
<b>6404 · Education Expenses</b>			
6491 · CA Local Budgeting Expense	1,050.00	0.00	1,050.00
<b>6430 · Intro to Government</b>			
6430.10 · Intro to Govt Account - Reimbur	2,000.00	4,102.27	-2,102.27
6430 · Intro to Government - Other	0.00	2,000.00	-2,000.00
<b>Total 6430 · Intro to Government</b>	<b>2,000.00</b>	<b>6,102.27</b>	<b>-4,102.27</b>
6480 · Intermediate Governmental Acct.	5,044.00	865.26	4,178.74
6594 · CMTA/CSMFO Course Exp	0.00	0.00	0.00
6595 · Revenue Fundamental Expense	600.00	0.00	600.00
<b>Total 6404 · Education Expenses</b>	<b>8,694.00</b>	<b>6,967.53</b>	<b>1,726.47</b>
<b>Total 6400 · PROGRAM EXPENSES</b>	<b>245,457.13</b>	<b>1,311,298.86</b>	<b>-1,065,841.73</b>
<b>Total Other Expense</b>	<b>245,682.13</b>	<b>1,327,424.12</b>	<b>-1,081,741.99</b>
<b>Net Other Income</b>	<b>240,391.87</b>	<b>75,419.37</b>	<b>164,972.50</b>
<b>Net Income</b>	<b>425,727.73</b>	<b>153,055.81</b>	<b>272,671.92</b>

# California Society of Municipal Finance Officers

## Chapter Income and Expense

January through May 2021

	Inland Empire (Chapters)	South San Joaquin Valley (Chapters)	Total Chapters	TOTAL
Other Income/Expense				
Other Income				
4501 · Chapter Income	40.00	0.00	40.00	40.00
Total Other Income	40.00	0.00	40.00	40.00
Other Expense				
6401 · Chapter Expenses	0.00	225.00	225.00	225.00
Total Other Expense	0.00	225.00	225.00	225.00
Net Other Income	40.00	-225.00	-185.00	-185.00
Net Income	40.00	-225.00	-185.00	-185.00

## California Society of Municipal Finance Officers

## Check Detail

May 2021

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check BILLPAY 05/13/2021 David Cain {v} 1006 · Bank of America Checking (new)</b>					
Bill	Invoice # 106	05/01/2021		4590 · Intermediate Government Acct	(150.00)
				6491 · CA Local Budgeting Expense	(1,500.00)
				4595 · Revenue Fundamentals	(150.00)
TOTAL					(1,800.00)
<b>Bill Pmt -Check BILLPAY 05/13/2021 Marcus Pimentel [v] 1006 · Bank of America Checking (new)</b>					
Bill		05/01/2021		6255 · GFOA Reception	(420.00)
TOTAL					(420.00)
<b>Bill Pmt -Check BILLPAY 05/13/2021 Pacific Storage Company 1006 · Bank of America Checking (new)</b>					
Bill	4200234	04/30/2021		6106 · Storage Expense	(78.26)
TOTAL					(78.26)
<b>Bill Pmt -Check BILLPAY 05/13/2021 Smith Moore and Associates, Inc. 1006 · Bank of America Checking (new)</b>					
Bill	20210162	05/01/2021		6143 · Management Services	(11,595.18)
				2003 · A/P Other- SMA Conference	(3,811.70)
				6195 · Web Site Hosting Fee	(632.38)
				1500 · CSMFO/SMA Database AR	(178.85)
				9800 · Administration - Conference	(590.22)
Bill	20210233	05/11/2021		6195 · Web Site Hosting Fee	(67.99)
				6192 · Web site	(66.99)
				6170 · Magazine	(19.00)
				6170 · Magazine	(49.00)
				6170 · Magazine	(59.00)
				6105 · Marketing/Membership	(200.00)
				6170 · Magazine	(45.00)
				6175 · Postage	(2.04)
				6166 · Printing, copying, and admin	(24.68)
				6185 · Telephone/Bridge Calls	(55.22)
TOTAL					(17,397.25)
<b>Check EFT 05/03/2021 Merchant Service 1006 · Bank of America Checking (new)</b>					
				6155 · Merchant Fees/Bank Chgs.	(1,243.52)
TOTAL					(1,243.52)
<b>Check EFT 05/07/2021 Merchant Service 1006 · Bank of America Checking (new)</b>					
				6155 · Merchant Fees/Bank Chgs.	(15.00)
TOTAL					(15.00)

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS

SUMMARY OF 2020 AUDIT RESULTS

June 24, 2021

Presentation by Richardson & Company, LLP of the Audit, including the following communications required by Generally Accepted Auditing Standards:

Reports issued

- Audited Financial Statements with auditors opinion
- Required communications letter
- Management letter

Independent Auditor's Report

- Amounts reported are the responsibility of management
- Auditor's responsibility
- Financial statements prepared on behalf of CSMFO
- Unmodified (clean) opinion

Discussion of financial statements

Statements of Financial Position (page 3)

- Decreased cash balances
- Decreased unearned revenue due to reduction in advance conference registrations
- Unrestricted, undesignated net assets of \$223,046, a decrease of \$40,729
- Designated net assets of \$661,753, an increase of \$41,754

Statement of Activities (page 4)

- Conference revenues and expenses increased
- Revenues exceeded expenses by \$82,483 (added to reserves)

Loan to SMA for database development (pages 6 and 7)

Net asset designations according to reserve policy (page 7)

Commitment disclosure (page 8)

Contingency related to COVID disclosure (page 10)

Supplemental schedule— 10-year historical data (page 11)

Required Communications letter

- Accounting estimates – income tax accrual
- Audit adjustments – 2 adjustments related to reclassifications within net assets
- Unadjusted differences – none noted
- No difficulties in performing the audit and no unusual accounting practices

Management letter

- No material weaknesses in internal control
- No other item noted



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## MANAGEMENT LETTER

Board of Directors  
California Society of Municipal Finance Officers  
Sacramento, California

In planning and performing our audit of the financial statements of California Society of Municipal Finance Officers (CSMFO) for the year ended December 31, 2020, in accordance with auditing standards generally accepted in the United States of America, we considered CSMFO's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of CSMFO's internal control. Accordingly, we do not express an opinion on the effectiveness of CSMFO's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

No items were noted during our audit that warrant consideration and all items noted in prior audits have been adequately addressed.

\* \* \* \* \*

This communication is intended solely for the information and use of management, the Board of Directors and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

*Richardson & Company, LLP*

June 17, 2021





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## GOVERNANCE LETTER

Board of Directors  
California Society of  
Municipal Finance Officers  
Sacramento, California

We have audited the financial statements of the California Society of Municipal Finance Officers (CSMFO) for the year ended December 31, 2020, and have issued our report thereon dated June 17, 2021. Professional standards require that we provide you with the following information about our responsibility under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit.

### Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated February 20, 2017, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

### Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involved judgment about the number of transactions to be examined and the areas to be tested.

Our audit included obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We noted no material weaknesses in internal control as a result of our audit.

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter dated February 20, 2017.

### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by CSMFO are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2020.

We noted no transactions entered into by CSMFO during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements is the amount of taxes owed on unrelated business income. We evaluated the key factors and assumptions used to develop the estimates in determining that it is reasonable in relation to the financial statements taken as a whole. The accrual for unrelated business income tax is based on a preliminary calculation of taxable income for 2020 until the actual tax return is filed.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. We proposed two audit adjustments to CSMFO's financial statements, which were corrected by management. The adjustments were as follows:

- True-up designated net assets - Reserves
- True-up designated net assets - Chapters

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated June 17, 2021.

#### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to CSMFO's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as CSMFO's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors and management of CSMFO and is not intended to be and should not be used by anyone other than these specified parties.

*Richardson & Company, LLP*

June 17, 2021

**CALIFORNIA SOCIETY OF  
MUNICIPAL FINANCE OFFICERS**

Audited Financial Statements

December 31, 2020 and 2019



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## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
California Society of Municipal Finance Officers  
Sacramento, California

We have audited the accompanying financial statements of the California Society of Municipal Finance Officers (CSMFO), which comprise the statements of financial position as of December 31, 2020 and 2019, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

To the Board of Directors  
California Society of Municipal Finance Officers

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of CSMFO as of December 31, 2020 and 2019, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

## **Report on Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplemental schedule on page 11 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

*Richardson & Company, LLP*

June 17, 2021

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS

STATEMENTS OF FINANCIAL POSITION

December 31, 2020 and 2019

	<u>2020</u>	<u>2019</u>
ASSETS		
Cash and investments	\$ 807,884	\$ 1,869,301
Accounts and accrued interest receivable	5,510	17,581
Prepaid expenses	257,926	227,035
Loan receivable	<u>60,431</u>	<u>57,199</u>
TOTAL ASSETS	<u>\$ 1,131,751</u>	<u>\$ 2,171,116</u>
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable and other liabilities	\$ 17,152	\$ 67,535
Deferred revenue	<u>229,800</u>	<u>1,301,265</u>
TOTAL LIABILITIES	<u>246,952</u>	<u>1,368,800</u>
NET ASSETS		
Unrestricted		
Undesignated	223,046	182,317
Designated - Chapters	22,752	25,355
Designated - Operating reserve	126,438	170,380
Designated - Conference reserve	<u>512,563</u>	<u>424,264</u>
TOTAL NET ASSETS	<u>884,799</u>	<u>802,316</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 1,131,751</u>	<u>\$ 2,171,116</u>

The accompanying notes are an integral part of these financial statements.

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS

STATEMENTS OF ACTIVITIES

Years Ended December 31, 2020 and 2019

	2020	2019
REVENUE AND SUPPORT		
Annual conference	\$ 1,374,153	\$ 1,058,038
Membership dues	245,070	260,000
Publication advertising	122,725	160,645
Education workshops	70,657	88,168
Award fee	15,650	18,200
Chapter income	9,897	93,067
Contributions	6,591	-
Interest	10,338	19,794
Miscellaneous income	-	-
TOTAL REVENUE AND SUPPORT	1,855,081	1,697,912
EXPENSES		
Program services:		
Annual conference		
Food and beverage	687,222	469,599
Speaker and meeting costs	296,016	191,811
Exhibits	36,710	29,601
Entertainment and gifts	98,840	63,228
Administration and other	210,021	270,884
Education workshops--training expenses	31,995	75,662
Technology initiatives--website fees	15,677	12,529
Chapter expense	12,701	97,755
Total program services	1,389,182	1,211,069
Supporting services:		
Management services	165,023	159,442
Consultants	82,001	178,837
Printing	21,787	15,295
Newsletter	18,449	7,123
Board and committee meetings	16,767	78,878
Miscellaneous	16,415	8,394
Marketing	14,037	14,463
Audit and tax	9,315	9,570
Bank charges	6,359	20,770
Insurance	3,271	1,769
President expenses	2,291	4,959
Postage and shipping	1,261	-
Donations	175	2,292
GFOA reception	-	52,250
Technology	-	1,971
Total supporting services	357,151	556,013
TOTAL EXPENSES	1,746,333	1,767,082
INCREASE (DECREASE) IN UNRESTRICTED NET ASSETS	108,748	(69,170)
Provision for income taxes on unrelated business income	26,265	30,490
CHANGE IN NET ASSETS	82,483	(99,660)
Net assets at beginning of year	802,316	901,976
NET ASSETS AT END OF YEAR	\$ 884,799	\$ 802,316

The accompanying notes are an integral part of these financial statements.



CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS

STATEMENTS OF CASH FLOWS

Years Ended December 31, 2020 and 2019

	<u>2020</u>	<u>2019</u>
<b>CASH FLOWS FROM OPERATIONS</b>		
Change in net assets	\$ 82,483	\$ (99,660)
Adjustments to reconcile changes in net assets to net cash provided by operating activities:		
Interest added to loan receivable	(3,232)	(2,422)
Changes in assets and liabilities:		
Accounts and accrued interest receivable	12,071	(8,986)
Prepaid expenses	(30,891)	228,975
Accounts payable and other liabilities	(50,383)	14,806
Deferred revenue	<u>(1,071,465)</u>	<u>272,440</u>
Net change in cash	(1,061,417)	405,153
Cash and cash equivalents at beginning of year	<u>1,869,301</u>	<u>1,464,148</u>
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<u><u>\$ 807,884</u></u>	<u><u>\$ 1,869,301</u></u>
<b>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:</b>		
Cash paid for taxes	<u><u>\$ 26,265</u></u>	<u><u>\$ 20,585</u></u>

The accompanying notes are an integral part of these financial statements.

# CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS

## NOTES TO FINANCIAL STATEMENTS

December 31, 2020 and 2019

### NOTE A – SIGNIFICANT ACCOUNTING POLICIES

The California Society of Municipal Finance Officers (CSMFO) was formed as a California nonprofit mutual benefit corporation to promote professional administration of municipal finance and to strive for the attainment of professional status of all those responsible for the conduct of the activities of the field. The programs of CSMFO comprise:

Annual Conference – CSMFO holds one seminar a year for their members to discuss issues affecting municipal finance officers.

Education Workshops – Education workshops are held during the year to benefit the members of CSMFO.

Technology Initiatives – CSMFO maintains a website which offers government finance professionals sample technical resources, links and references. A group e-mail service is also available to members to exchange information and survey other professionals on financial practices.

Chapters – CSMFO offers a network of 20 local chapters offering networking and training opportunities.

Communications – CSMFO creates and disseminates publications and communications to keep members up to date on the organization and profession.

Membership – CSMFO actively engages its members through social engagement activities, student recruitment and commercial member offerings.

Recognition – CSMFO offers a budget awards program to promote excellence in local government budgeting.

Basis of Presentation: The financial statements of CSMFO are prepared in conformity with generally accepted accounting principles. Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its FASB ASC 958, *Financial Statements of Not-for-Profit Organizations*. Under FASB ASC 958, the CSMFO is required to report information regarding its financial position and activities according to two classes of net assets: unrestricted net assets and net assets with donor restriction. CSMFO has no net assets with donor restriction.

Cash and Investments: Investments are stated at cost which approximates fair value. CSMFO invests its available cash through the Local Agency Investment Fund. Cash held in the Local Agency Investment Fund as of December 31, 2020 and 2019 was \$565,602 and \$654,734, respectively.

Loan Receivable: The loan receivable represents the amount owed by the Smith Moore Associates (SMA), CSMFO's management company, for an advance given to SMA to build an in-house database. A total of \$150,000 was provided to SMA, with \$100,815 representing an advance of the management fee and the remaining \$48,981 representing a loan to be repaid over four years, with interest at 2.53%. The loan balance at December 31, 2020 and 2019 of \$60,431 and \$57,199, respectively, includes accrued interest. The portion of the loan that represents prepaid fees totals \$39,016 and \$69,031 at December 31, 2020 and 2019, respectively. SMA will also waive the 3.50% yearly management fee increase and the entire database management fee from January 1, 2018 through December 31, 2021, which will reduce the loan receivable. Principal and interest payments in the form of reduced management fees began in October 2018. The prepaid management fees are included in Prepaid Expenses on the Statements of

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

December 31, 2020 and 2019

NOTE A – SIGNIFICANT ACCOUNTING POLICIES (Continued)

**Financial Position.** At December 31, 2021, a loan receivable balance of \$64,612 will remain, including unpaid accrued interest. The repayment plan as of that date still needs to be negotiated.

**Deferred Revenue:** CSMFO recorded deferred revenue relating to membership dues and seminar registration fees received prior to December 31, 2020 and 2019 for the next fiscal year.

**Net Assets Designations:** CSMFO maintains reserves to enable the Association to continue operating during difficult financial times. The reserve consists of two components, an operating reserve representing 25% of current year budgeted operating and program expenses and a conference reserve representing 50% of prior year actual conference expenses. CSMFO also reports accounts maintained on behalf of the Chapters as a designation of net assets.

**Revenue and Support:** Revenue is derived primarily from membership dues, seminars, workshops and advertising sales. Revenue derived from membership dues are recognized over the period to which the dues relate. Seminar and workshop revenue is recognized in the period in which the event takes place. Advertising sales revenue is recognized in the period the ad was placed.

Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in net assets with donor restriction depending on the nature of the restriction.

**Income Taxes:** CSMFO is a tax-exempt organization under Section 501(c) (6) of the Internal Revenue Code and Section 23701e of the California Revenue and Taxation Code and, therefore, is subject to federal and state income taxes only on unrelated business income earned. There was \$107,050 and \$160,645 in unrelated business income from advertising during the years ended December 31, 2020 and 2019, respectively. For the year ended December 31, 2020, CSMFO estimated \$14,867 for federal income taxes and \$6,258 for state income taxes on unrelated business income. For the year ended December 31, 2019, CSMFO estimated \$27,427 for federal income taxes and \$10,887 for state income taxes on unrelated business income.

The IRS has applied a 2018 tax overpayment to 2017 penalties and interest for late filing of the 2017 tax return, which is in the process of being resolved. The amount owed to the IRS is estimated to be \$18,075 as of December 31, 2020 and 2019. This amount has not been accrued because CSMFO believes the taxes and penalties will either be abated or paid by the tax preparers.

CSMFO's federal returns for the years ended December 31, 2019, 2018, and 2017 could be subject to examination by federal taxing authorities, generally for three years after they are filed. CSMFO's state returns for the years ended December 31, 2019, 2018, 2017, and 2016 could be subject to examination by state taxing authorities, generally for four years after they are filed.

**Cash and Cash Equivalents:** For purposes of presentation in the Statement of Cash Flows, CSMFO considers all highly liquid investments with maturities of three months or less to be cash equivalents.

**Use of Estimates:** The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

# CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS

## NOTES TO FINANCIAL STATEMENTS (CONTINUED)

December 31, 2020 and 2019

### NOTE A – SIGNIFICANT ACCOUNTING POLICIES (Continued)

Subsequent Events: CSMFO evaluated all events or transactions that occurred after December 31, 2020 and up to June 17, 2021, the date the financial statements were issued. During this time, CSMFO did not have any recognizable or unrecognizable subsequent events.

### NOTE B – CONCENTRATIONS

A substantial portion of CSMFO's revenues are obtained from its members, which consist of municipal finance officers and persons whose livelihood is derived from activities related to municipal finance in the State of California. Dues revenue received from these members comprised 13% and 15% of CSMFO's total revenues for 2020 and 2019, respectively. A majority of the Annual Conference revenue, which comprises 74% and 62% of CSMFO's total revenues for 2020 and 2019, respectively, is also obtained from its members.

At December 31, 2020 and 2019, the carrying amounts of CSMFO's deposits were \$242,282 and \$1,214,567 and the balances in a financial institution were \$307,435 and \$1,199,932, respectively. The balances maintained in the financial institution are insured by the Federal Deposit Insurance Corporation up to \$250,000. At December 31, 2020 and 2019, CSMFO's uninsured cash balance totaled \$57,435 and \$949,932, respectively.

### NOTE C – COMMITMENTS

CSMFO has an agreement with SMA for management services and meeting/planning services and CSMFO will pay compensation of \$193,300, annually through April 30, 2022. SMA will assist CSMFO's Career Development Committee in the development of education courses and will receive additional compensation up to \$7,000, annually, through 2022. SMA will be entitled to receive compensation of \$13,800, \$14,283, and \$14,783 for 2020, 2021, and 2022 annual conferences, respectively. Furthermore, CSMFO will reimburse SMA for direct subcontractor costs associated with the creation of a new association management system, up to \$150,000. SMA will also receive reimbursement for expenses incurred under this agreement.

In 2018, CSMFO entered into an agreement with Town and Country Resort & Convention Center (Town and Country) for the February 2022 Annual Conference. The agreement with Town and Country for facilities and rooms includes a cancellation policy that obligates CSMFO pay \$319,584 for cancelling more than 366 days prior to the event, \$447,417 for cancelling between 181 and 365 days prior to the event, \$511,334 for cancelling between 91 and 180 days prior to the event and \$575,250 for cancelling less than 90 days prior to the event.

In 2019, CSMFO entered into an agreement with the Sacramento Convention Center for the 2023 Annual Conference. The agreement includes a cancellation policy whereby CSMFO forfeits any deposits made. Deposits of \$49,544 have been made as of December 31, 2020. The third deposit of \$24,771 is due by July 2022.

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

December 31, 2020 and 2019

NOTE D – NET ASSET DESIGNATIONS - CHAPTERS

CSMFO maintains control of the individual chapter finances, and designates the net assets of each individual chapter for future use by the chapters. The following table shows the breakdown of the designated net assets by chapter:

	2020	2019
Orange County	\$ 4,652	\$ 9,828
East Bay (SF)	3,522	3,042
Sacramento Valley	3,011	3,011
Monterey Bay	2,954	3,049
South Bay (LA)	2,365	2,125
Channel Counties	1,582	1,612
San Diego County	1,400	1,862
Central Coast	1,278	1,278
Peninsula	694	4,700
Central Los Angeles	526	551
San Gabriel Valley	400	(802)
Central Valley	368	368
Inland Empire	-	909
Northwest Counties	-	(2,000)
Northeast Counties	-	(467)
Desert Mountain	-	(275)
South San Joaquin	-	(337)
North Coast	-	(664)
Coachella Valley	-	(2,435)
	<u>\$ 22,752</u>	<u>\$ 25,355</u>

NOTE E – LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the balance sheet date, comprise the following:

	2020	2019
Financial assets, at year-end:		
Cash and investments	\$ 807,884	\$ 1,869,301
Accounts receivable	5,510	17,581
	<u>\$ 813,394</u>	<u>\$ 1,886,882</u>

As part of CSMFO's liquidity management plan, CSMFO invests cash in excess of daily requirements in the Local Agency Investment Fund. As discussed in Note A, the Board designates a portion of any operating surplus to its operating and conference reserves, which totaled \$639,001 as of December 31, 2020 and \$594,644 at December 31, 2019.

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

December 31, 2020 and 2019

NOTE F – CONTINGENCIES

On March 11, 2020, the World Health Organization declared the outbreak of a coronavirus (COVID-19) a pandemic. The COVID-19 outbreak is disrupting supply chains and affecting production and sales across a range of industries. The extent of the impact of COVID-19 on the CSMFO's operational and financial performance will depend on certain developments, including the duration and spread of the outbreak, and impact on the members and vendors, all of which are uncertain and cannot be predicted. At this point, the extent to which COVID-19 may impact the financial condition or results of operations is uncertain. However, the 2021 annual conference was held virtually, which generated a surplus and 2021 membership dues exceeded the budget by April 2021.

## SUPPLEMENTAL SCHEDULE

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS

SUPPLEMENTAL SCHEDULE OF ACTIVITIES

Last Ten Years

	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011
<b>REVENUE AND SUPPORT</b>										
Annual conference	\$ 1,374,153	\$ 1,058,038	\$ 911,040	\$ 828,100	\$ 864,292	\$ 666,100	\$ 630,390	\$ 557,240	\$ 586,881	\$ 472,370
Membership dues	245,070	260,000	247,725	231,720	220,740	209,300	197,120	199,930	181,335	177,225
Publication advertising	122,725	160,645	138,743	159,065	144,687	109,760	109,955	97,471	79,262	59,490
Education workshops	70,657	88,168	74,250	102,215	119,932	119,565	87,765	95,016	38,821	35,445
Award fee	15,650	18,200	16,700	18,600	17,150	16,950	15,250	15,600	16,205	19,900
Chapter income	9,897	93,067	112,433	106,686	95,847	73,164	33,578	-	-	-
Scholarship contributions	6,591	-	-	-	1,886	-	10,000	10,000	10,000	-
Interest	10,338	19,794	26,041	7,549	4,121	1,601	479	718	974	1,197
Legislative seminar	-	-	-	-	-	-	-	-	-	8,029
Miscellaneous	-	-	-	-	51	-	-	-	-	108
<b>TOTAL REVENUE AND SUPPORT</b>	<b>1,855,081</b>	<b>1,697,912</b>	<b>1,526,932</b>	<b>1,453,935</b>	<b>1,468,706</b>	<b>1,196,440</b>	<b>1,084,537</b>	<b>975,975</b>	<b>913,478</b>	<b>773,764</b>
<b>EXPENSES</b>										
<b>Program services:</b>										
Annual conference	1,328,809	1,025,123	848,528	729,720	855,579	578,075	527,504	436,180	487,339	389,088
Education workshops	31,995	75,662	74,613	88,391	100,347	101,461	79,531	80,741	28,838	29,494
Technology initiatives	15,677	12,529	11,072	13,423	17,815	13,009	12,299	13,383	11,455	12,147
Chapter expense	12,701	97,755	128,849	116,465	85,724	66,541	18,991	-	-	-
<b>Total program services</b>	<b>1,389,182</b>	<b>1,211,069</b>	<b>1,063,062</b>	<b>947,999</b>	<b>1,059,465</b>	<b>759,086</b>	<b>638,325</b>	<b>530,304</b>	<b>527,632</b>	<b>430,729</b>
<b>Supporting services:</b>										
Management services	165,023	159,442	117,079	150,451	139,966	121,334	111,247	127,903	124,625	122,534
Consultants	82,001	178,837	155,717	105,670	96,171	81,481	82,582	62,200	55,191	55,234
Printing	21,787	15,295	56,722	33,271	33,461	39,235	34,339	29,940	26,907	28,293
Newsletter	18,449	7,123	20,390	14,438	22,885	-	-	-	-	-
Board and committee meetings	16,767	78,878	20,396	8,395	-	-	11,586	-	-	-
Miscellaneous	16,415	8,394	12,210	10,470	13,231	12,594	10,001	11,453	9,905	9,814
Marketing	14,037	14,463	5,233	8,910	9,400	9,250	9,075	8,932	9,470	8,496
Audit and tax	9,315	9,570	9,000	14,642	15,238	14,004	8,997	19,665	14,809	13,671
Bank charges	6,359	20,770	10,728	11,084	18,189	6,235	4,427	9,285	9,304	9,281
Insurance	3,271	1,769	15,790	3,036	2,521	3,110	3,520	3,635	4,351	2,997
President expenses	2,291	4,959	2,633	15,439	5,453	9,324	3,490	6,254	-	-
Postage and shipping	1,261	-	1,691	3,590	2,133	1,731	2,953	3,265	4,576	6,918
Donations	175	2,292	-	-	-	-	-	-	-	63
GFOA reception	-	52,250	1,219	1,710	2,240	1,660	1,576	2,094	2,260	2,400
Technology	-	1,971	-	-	-	835	-	810	200	-
<b>Total supporting services</b>	<b>357,151</b>	<b>556,013</b>	<b>428,808</b>	<b>381,106</b>	<b>360,888</b>	<b>300,793</b>	<b>283,793</b>	<b>285,436</b>	<b>261,598</b>	<b>259,701</b>
<b>TOTAL EXPENSES</b>	<b>1,746,333</b>	<b>1,767,082</b>	<b>1,491,870</b>	<b>1,329,105</b>	<b>1,420,353</b>	<b>1,059,879</b>	<b>922,118</b>	<b>815,740</b>	<b>789,230</b>	<b>690,430</b>
<b>INCREASE (DECREASE) IN UNRESTRICTED NET ASSETS</b>										
	108,748	(69,170)	35,062	124,830	48,353	136,561	162,419	160,235	124,248	83,334
<b>Provision for income taxes on unrelated business income</b>										
	26,265	30,490	36,064	39,858	38,323	25,190	28,051	18,249	12,646	3,936
<b>CHANGE IN NET ASSETS</b>	<b>82,483</b>	<b>(99,660)</b>	<b>(1,002)</b>	<b>84,972</b>	<b>10,030</b>	<b>111,371</b>	<b>134,368</b>	<b>141,986</b>	<b>111,602</b>	<b>79,398</b>
<b>Net assets at beginning of year</b>	<b>802,316</b>	<b>901,976</b>	<b>902,978</b>	<b>818,006</b>	<b>807,976</b>	<b>696,605</b>	<b>562,237</b>	<b>420,251</b>	<b>308,649</b>	<b>229,251</b>
<b>NET ASSETS AT END OF YEAR</b>	<b>\$ 884,799</b>	<b>\$ 802,316</b>	<b>\$ 901,976</b>	<b>\$ 902,978</b>	<b>\$ 818,006</b>	<b>\$ 807,976</b>	<b>\$ 696,605</b>	<b>\$ 562,237</b>	<b>\$ 420,251</b>	<b>\$ 308,649</b>

The accompanying notes are an integral part of these financial statements.





**REQUEST FOR PROPOSAL**

**To Provide**

**PROFESSIONAL AUDITING SERVICES**

**Proposals Due**

**July 30, 2021  
5:00 PM Pacific Time**

**Issued by**

**CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS**

**Issue Date  
June 28, 2021**

## ***I. INTRODUCTION***

### ***A. General Information***

The California Society of Municipal Finance Officers (CSMFO) is requesting proposals from qualified certified public accountant firms to audit its financial statements for years 2021-2023, beginning January 1 and ending December 31, in addition to performing other financial audits and reviews as specified below. These audits are to be performed in accordance with Generally Accepted Auditing Standards (GAAS) as promulgated by the Auditing Standards Board, a division of the American Institute of Certified Public Accountants (AICPA).

There is no expressed or implied obligation for CSMFO to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

CSMFO does not currently have a formal policy requiring auditor rotation. The contract term with the CSMFO's current audit firm has come to an end. While CSMFO has been satisfied with their services, it is prudent for CSMFO to seek formal audit proposals at this time to ensure competitive pricing and services. Accordingly, the current auditors are not precluded from consideration, and are invited to submit a proposal as part of the selection process.

To be considered, a proposal must be received electronically by California Society of Municipal Finance Officers, c/o Executive Director Melissa Manchester, [melissa.manchester@staff.csmfo.org](mailto:melissa.manchester@staff.csmfo.org). CSMFO reserves the right to reject any or all proposals submitted.

During the evaluation process, CSMFO reserves the right, where it may serve the CSMFO's best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of CSMFO, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

CSMFO reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between CSMFO and the firm selected.

It is anticipated that the selection of a firm will be completed by September 3, 2021. Following the notification of the selected firm, a recommendation and proposed contract will be prepared for review and approval by the Board of Directors at its September 23, 2021 meeting.

CSMFO reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any proposal, and to accept or reject any items or combination of items.

### ***B. Term of Engagement***

It is the intent of CSMFO to contract for the services presented herein for a term of three (3) fiscal years ending December 2021, 2022, and 2023 with the option of two one-year extensions for 2024 and 2025. The proposal package shall present all inclusive audit fees for each year of the contract term.

## ***II. NATURE OF SERVICES REQUIRED***

### ***A. Scope of the Work to be Performed***

CSMFO desires to have basic financial statements to be prepared by the independent auditor and be fully compliant with all current FASB pronouncements. The audit will include both the corporate operations of CSMFO as well as the operations of the various CSMFO chapters.

The selected independent auditor will be required to perform the following tasks:

1. Perform an audit of all funds of CSMFO in accordance with GAAS, issued by the Auditing Standards Board of the AICPA.
2. **Prepare CSMFO's financial statements (including word-processing) including a side-by-side comparison of the current year financial data to that of the prior year.**
3. Render their auditors' report on the basic financial statements.
4. Apply limited audit procedures to Management's Discussion and Analysis (MD&A) and any required supplementary information.
5. Issue a separate "management letter" that includes recommendations for improvements in internal control, accounting procedures, and other significant observations that are considered to be non-reportable conditions. Management letters shall be addressed to the Executive Director.

### ***B. Auditing Standards to be Followed***

To meet the requirements of this Request for Proposals, the audit shall be performed in accordance with the standards applicable to financial audits contained in the most current version of the *Generally Accepted Auditing Standards* issued by the Auditing Standards Board, a division of the American Institute of Certified Public Accountants (AICPA).

**C. Working Paper Retention**

All working papers and reports must be retained at the auditor's expense for a minimum of seven (7) years, unless the firm is notified in writing by CSMFO of the need to extend the retention period. The auditor will be required to make working papers available to CSMFO or their designee upon request and approval. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

**D. Irregularities and Illegal Acts**

Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the following parties: Executive Director.

**III. DESCRIPTION OF THE ORGANIZATION:****A. Background Information**

CSMFO is the statewide organization serving all California municipal finance professionals.

CSMFO promotes excellence in financial management through innovation, continuing education and the professional development of its members. CSMFO members are deeply involved in the key issues facing cities, counties, and special districts in the State of California. CSMFO values honesty and integrity, and adheres to the highest standards of ethical conduct.

CSMFO contracts with Smith Moore and Associates, of Sacramento, California to provide administrative support of the organization. CSMFO is governed by a board of directors consisting of the president, the president-elect, the immediate past president, and six members elected at large. Of the six members elected at large, three shall be from the southern portion of the State and three shall be from the northern portion. The position of president-elect shall be from the southern portion of the state in years when the position of president is from the northern portion, and vice-versa.

Membership in CSMFO is open to any person presently or formerly engaged in the field of government finance in any city, county, or special district in the State of California in various classifications. Members are grouped into Chapters, which are organized geographically and hold meetings and maintain contact with members in their area. Currently, there are twenty (20) Chapters.

CSMFO has an operating budget in 2021 of approximately \$500,000, along with a program budget of approximately \$100,000, and an additional annual conference budget of approximately \$800,000.

**B. Account Structure**

CSMFO has one main operating bank account. Chapters primarily use the CSMFO bank account for their transactions, but some may maintain separate accounting functions. Activities are segregated primarily between operating and program types.

**C. Availability of Prior Reports and Work Papers**

Richardson & Company conducted CSMFO's most recent audit. The work papers of the previous audits are the property of the previous auditor and can be reviewed by the successful Proposer.

**IV. TIME REQUIREMENTS****A. Proposal Calendar**

The following is a list of key dates up to, and including, the date proposals are to be submitted:

Date	Activity
June 21, 2021	Request for proposal issued
July 30, 2021	Due Date for proposals (due by 5:00 p.m.)
August 16-20, 2021	Oral interviews (conducted at CSMFO's discretion)
September 3, 2021	Notification of Recommended Selection
September 23, 2021	Contract awarded by CSMFO Board of Directors

**B. Date Audit May Commence**

Audit planning, documentation of systems of internal control, and compliance and transaction testing should be completed during the audit field work in April of each year. CSMFO closes its books in March and will be ready for audit field work by April of each year.

**C. Date Reports Are Due**

The auditor shall provide all drafts and recommendations for improvements to the financial officer within a reasonable time period after the last day of field work. The

auditor should be available for any meetings that may be necessary to discuss the draft audit reports, and should be prepared to make a presentation to the Board of Directors upon completion of the report. Once all issues of discussion are resolved, the completed Basic Financial Statements and other reports shall be delivered to the Executive Director. This process will be completed and the final products be delivered by the 31<sup>st</sup> of May of each year.

**V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION**

**A. Smith Moore and Associates Assistance**

Smith Moore and Associates staff will be available during the audit to assist the firm by providing information, documentation, and explanations.

**B. Work Area, Telephone, and Office Equipment**

CSMFO will provide the auditor with reasonable work space, desks, and chairs. The auditor will also be provided with access to a telephone, internet connectivity, a computer with access to the general ledger system, and photocopying machines.

**C. Report Preparation**

Report preparation, editing, printing, tabbing, and binding shall be the responsibility of the auditor.

**VI. PROPOSAL REQUIREMENTS**

**A. General Requirements**

1. Inquiries concerning the Request for Proposals and the subject of the Request for Proposals must be made to:

Melissa Manchester, Executive Director  
California Society of Municipal Finance Officers  
[melissa.manchester@staff.csmfo.org](mailto:melissa.manchester@staff.csmfo.org)

**CONTACT WITH PERSONNEL OF CSMFO OTHER THAN THE ABOVE REGARDING THIS REQUEST FOR PROPOSALS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.**

2. Submission of Proposal. Proposal shall be received electronically by CSMFO **by 5:00 p.m. on July 30, 2021** for a proposal to be considered. The Proposal should address the items listed below.

The Proposal should be addressed as follows: [melissa.manchester@staff.csmfo.org](mailto:melissa.manchester@staff.csmfo.org).

### ***B. Format for Proposal***

1. Title Page showing the request for proposals subject; the firm's name; the name, address, and telephone number of the contact person; and the date of the proposal.
2. Table of Contents identifying the materials submitted by section and page number. Cross-referencing to section and page number in the RFP would be helpful.
3. Signed Transmittal Letter briefly stating the Proposer's understanding of the work to be done; the commitment to perform the work within the time period; and the name(s), title(s), address, and telephone number of the person(s) authorized to represent the Proposer.
4. Detailed Proposal following the order set forth in Section C below.

### ***C. Contents of Proposal***

The purpose of the Proposal is to demonstrate the qualifications, competence, and capacity of the firm seeking to undertake an independent audit of CSMFO in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than the form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

The Proposal should address all points outlined in the request for proposals.

The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of this request for proposals. While additional data may be presented, the following subjects must be included. They represent the criteria against which the proposal will be evaluated.

1. Eligibility - authorization by the State Board of Accountants to conduct audits.
2. Experience of your firm in relation to the scope of audit for CSMFO.

3. A list of similar or pertinent accounts served by your firm.
4. Your staff assignments and availability to complete the audit on a timely basis.
  - Participation of senior audit personnel assigned to the engagement.
  - Frequency of contact with fiscal personnel.
  - Availability of staff to respond to questions within the scope of the engagement and the hourly charge, if any, for services outside the scope of the audit.
5. Detailed audit plan.
6. Your fee proposal to conduct the basic audit function, along with your fee schedule for additional services that may be required beyond the scope of the audit engagement. The proposal should also state that any increase in the audit fee will be immediately disclosed. This disclosure should include an estimation of the increased fees and the reason for the increase.

	2021	2022	2023	2024 (Optional)	2025 (Optional)
Annual Fee	\$	\$	\$	\$	\$

7. Detail of expenses expected to be incurred, e.g. mileage, per diem, telephone, etc.
8. Your understanding that the audit firm will produce financial statements and print annual report.





CSMFO Executive Committee  
Agenda  
June 16, 2021

- Ad Hoc Update
- GFOA Association Collaboration (Michigan, Ohio, Colorado, CSMFO, Washington, Oregon. Alaska TBD)
- 2024 and 2025 Annual Conference Sites
- 2021 Election Timeline
- Strategic Plan Updates (for July Board agenda)
- SMA Contract Addendum and Budget Amendment
- Giants/Dodgers Game
- 2021 Strategic Planning Session
  - Team Building – Splitsville on hold
  - Reception – planning on hold but looking at Catal
  - Dinner – planning on hold but looking at Napa Rose
  - Staff? Determine who should attend
  - Schedule
  - Facilitator: Neil Kupchin
  - Covid-related requirements?

June Board Agenda Items

- GFOA Update on CPFO Program (Eric Roach, GFOA)
- 2020 Audit
- SMA Contract Addendum and Budget Amendment
- 2024 Annual Conference Site Selection
- Executive Search Firm Contract
- 2021 Audit RFP
- CalCities Policy Committee Reports



## Program Overview



**Government Finance Officers Association**

# Presentation Slides

- Who should enroll?
- CPFO program
- Exam topic areas
- Two-year study plan
- Study resources
- GFOA Exam Partner and Details
- Questions

# Who Should Enroll?



Entry-level professionals seeking a position in the public finance field



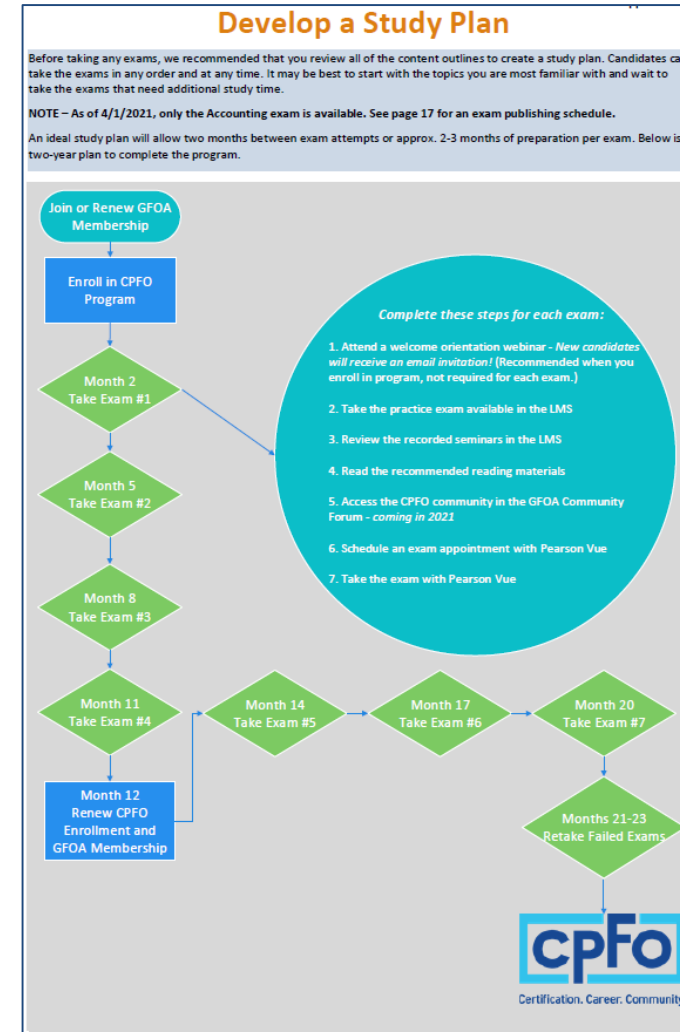
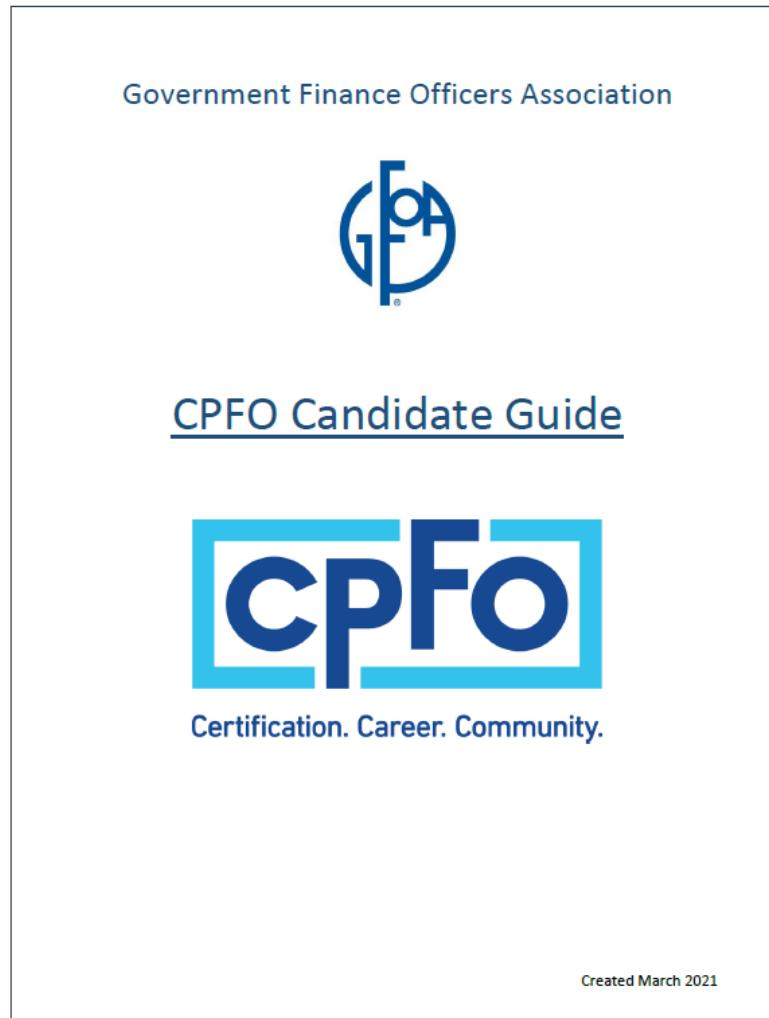
Mid-career professionals interested in leadership roles



Senior Finance Officers looking to refresh their knowledge and best practices

# CPFO Candidate Guide

- Go to [www.gfoa.org/cpfo](http://www.gfoa.org/cpfo) to view the CPFO Candidate Guide



# CPFO Program Details

- Enrollment Eligibility and Requirements

- An active Membership with GFOA
  - <https://www.gfoa.org/join>
- Annual Enrollment in CPFO Program - \$600
  - Includes five annual exam attempts and access to exam prep materials
- Pass Seven Exams to Earn the Certification



Certification. Career. Community.

# CPFO Exam Topic Areas

**Accounting and Financial  
Reporting**

**Compensation and  
Benefits**

**Debt Management**

**Planning and Budgeting**

**Treasury and Investment  
Management**

**Procurement**

**Risk Management**

Each exam consists of 100 questions, except Procurement and Risk Management, which are 75 questions each.

# Two-year Study Plan

- *Begin – Update or Create a Membership with GFOA*
- **Month 1 – Enroll in CPFO Program for \$600**
  - Month 2 – Exam #1
  - Month 5 – Exam #2
  - Month 8 – Exam #3
  - Month 11 – Exam #4
  - Month 11 – Retake Failed Exam
- **Month 12 – Renew CPFO enrollment and GFOA membership**
  - Month 14 – Exam #5
  - Month 17 – Exam #6
  - Month 20 – Exam #7
  - Months 21-23 – Retake Failed Exams
- *Month 24 – Pass all of the exams and begin using the CPFO designation*



# Study Resources

- Upon enrollment, CPFO Candidates will receive:
  - Access to recorded GFOA training seminars relevant to the exam topic areas. Over 20 unique training opportunities!
  - Short practice exams to gauge knowledge in topic area
  - Two complimentary live-webinars per year of enrollment
  - 25% discount on GFOA Publications (a few titles excluded)
  - Access to a CPFO Candidate Forum

Go to: [gfoa.org/content-and-specifications-of-cpfo-exams](https://gfoa.org/content-and-specifications-of-cpfo-exams) for more details!

# After Earning the CPFO Designation

- CPFO Continuing Education Maintenance Requirements
  - Begins January 1, after completing all exams
  - 15 CPEs
  - 3 GFOA Engagement Credits
    - [gfoa.org/cpfo-members](https://gfoa.org/cpfo-members)
- CPFO Annual Membership Fee (Starting in 2022)
  - \$175 – begins January 1<sup>st</sup>, following the first full calendar year
    - Example, if you earn the certification in 2022, you will initially be invoiced in January 2024. If you earn it in 2023; the first invoice is in January 2025.

# GFOA Exam Partner and Details

- Pearson Vue – locations throughout the US and California
- Exam Publishing
  - \$2,700 initial Fee
  - \$1,200 republishing fee
- Candidates In-person Exam Fees
  - 2 hour window - \$54
  - 3 hour window - \$72
  - 4 hour window - \$99
- Candidates Remote Proctoring Exam Fees
  - 2 hour window - \$44

# Questions

- Contact us at [certification@gfoa.org](mailto:certification@gfoa.org)
- Go to [www.gfoa.org/cpfo](http://www.gfoa.org/cpfo) for more information



**Certification. Career. Community.**



## **CSMFO BOARD REPORT**

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DATE: January 28, 2020

FROM: Alberto Preciado  
Administration Committee Chair

SUBJECT: Amendment to SMA Contract and Budget Amendment Request

### **Background:**

#### ***SMA Contract Amendment***

In 2015, the California Society of Municipal Finance Officers (CSMFO) entered into an agreement with Smith Moore & Associates (SMA) for association management services. Amendment #1 to this contract was executed in 2016 and added additional services in support of the Career Development Committee (CDC) to the scope of services. Amendment #3 was executed in 2017 and added additional services in support of the Program Committee (PC) to the scope of services for the 2018 Annual Conference. Amendment #4 extended Amendment #3 through the 2022 Annual Conference.

At its April 2021 meeting, the Board approved the recommendations put forth by CDC, directing the Administration Committee (AC) to a) work with the CDC Chair to draft a contract with Harriet Commons for professional services combining both the existing annual conference (Program Committee) and new Career Development Committee professional services; and b) work with the CDC Chair to draft a new amendment to the contract with SMA to eliminate the services covered by Amendments 2, 3 and 4 to that contract, which correspond to Ms. Commons' professional services in support of the annual conference through SMA.

The Board approved the contract with Harriet Commons at its May meeting. Following approval of the Commons contract, SMA submitted a proposed Amendment #9 to AC for review. This amendment removes Amendments 3 and 4 from the contract. A comparison of Amendment #1 with the Commons contract found that the duties found in each did not overlap significantly. Additionally, as Amendment #2 is related to funding for an association management software system and the extension of contract dates, no change related to that amendment is recommended.

#### ***Additional Costs for Commons Contract***

Additional costs related to the Commons contract, as reported in the April 21, 2021 board report from CDC, were estimated to total \$10,800 annually, less cost savings of \$2,200 annually from a reduction in the overhead paid to SMA for Ms. Commons' services to PC, for a total increase of \$8,600.

As the Board has not previously considered a budget amendment for this increased cost, AC recommends that the Board approve an increase in the budget of account #6143 – Management Services by \$8,600.00.

**Recommendation:**

- It is recommended that the Board of Directors review and approve Amendment # 9 to the contract with SMA.
- It is recommended that the Board of Directors approve a budget amendment in the amount of \$8,600 to increase the budget for account #6143 – *Management Services* from \$170,000.88 to \$178,600.88.

AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN  
SMITH MOORE AND ASSOCIATES, INC. AND  
CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS

AMENDMENT #9

1. Original Contract: The original agreement was made and entered into on October 22, 2015 by and between the California Society of Municipal Finance Officers ("CSMFO") and Smith Moore and Associates, Inc. ("SMA") to provide management services and meeting planning services for the calendar years of 2016, 2017 and 2018. Amendment #1 added additional tasks to support the Career Development Committee. Amendment #2 authorized the funding of SMA staff creating an association management software system and enacted the extension options on the contract, effectively extending it through December 31, 2021 and eliminating subsequent years' cost of living adjustments. Amendment #3 provided for support services for the Annual Conference Program Committee for 2018, and Amendment #4 extended those services through 2022. Amendment #5 removed the maximum session and speaker threshold identified in Amendment #4 for support of the Annual Conference Program. Amendment #6 modified the Scope of Work to reflect the role of subcontracted Executive Director to Melissa M. Manchester Management, LLC (MMM). Amendment #7 modified the scope of work to provide additional support services to the Communications Committee. Amendment #8 modified the term of the agreement to extend the expiration date from December 31, 2021 to April 30, 2022 and will be effective from the date of its execution.

2. Amendment #9 deletes Amendment #3 and Amendment #4 from the current agreement (Amendment #8) which included services in support of the Annual Conference Program Committee to be provided through a sub contractual relationship with Harriett Commons, CPA through the 2022 Annual Conference.

3. Remaining Provisions of Agreement: Except as otherwise specifically set forth in this amendment, the remaining provisions of the Agreement shall remain in full force and effect.

EXECUTED:

Smith Moore & Associates  
By:

\_\_\_\_\_  
Catherine Smith  
Founder/CEO

Date: \_\_\_\_\_

California Society of Municipal Finance Officers  
By:

\_\_\_\_\_  
Marcus Pimentel  
CSMFO President, 2021

Date: \_\_\_\_\_



## CSMFO BOARD REPORT

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Date: June 24, 2021

FROM: Steve Heide, Past President

SUBJECT: 2024 Annual Conference Site Selection

### RECOMMENDATION

It is recommended that the Board of Directors direct our contracted meeting planners to enter into exclusive negotiations with the Disneyland Hotel for CSMFO's 2024 Annual Conference, and provide a draft contract for the Board's consideration when available.

### DISCUSSION

CSMFO's 2024 annual conference is slated to take place in southern California. In a typical year, that conference site would have been selected last year. However, due to pandemic-related uncertainties, the decision was made to defer site selection for '24 to a later date. With the current statewide lifting of pandemic restrictions, and the full reopening of the economy, a decision regarding the '24 conference site is being recommended for the Board's consideration at this time.

Dating back to the 2000 conference, our southern California sites have been:

2022 San Diego	2020 Anaheim	2019 Palm Springs*
2018 Riverside	2016 Anaheim	2014 Palm Springs
2012 Anaheim	2010 Los Angeles	2008 Anaheim
2006 Palm Springs	2004 Long Beach	2002 San Diego
2000 Pasadena		

\*northern conference year

Our annual conferences have been taking place at the Disneyland Hotel in Anaheim on a quadrennial basis since 2008, meaning that every other annual southern California conference has occurred in Anaheim. Anaheim has generally been very popular with our conference attendees, and most recently in 2020, CSMFO experienced record setting annual conference attendance, topping out at about 2,000 attendees.



While Palm Springs and Long Beach were also considered for 2024, a return to Anaheim is the consensus recommendation at this time.

The Executive Committee had considerable discussion about the potential space limitations of the Disneyland Hotel & Conference Center should attendance significantly exceed 2020 levels in 2024. The potentially most significant challenge would be continuing our traditional general session plated lunches. One of the options considered was relocating to the larger Anaheim Conference Center, but unfortunately it is not available for 2024. To plan ahead, staff is exploring creative lunch options to potentially accommodate attendance up to 2,300. But, if 2024 attendance is around or less than the 2020 levels, we already have the proven template from our 2020 Disney conference.

Of course, it is difficult to reasonably project post-pandemic in-person conference attendance for 2024 with any degree of accuracy. Additionally, the economy in any given year may also have a significant bearing on conference attendance as well. With that said, the Executive Committee, in consultation with our Executive Director and conference planners, all feel a decision should be made now for 2024 to secure the venue at the current pricing, and to commence the process for securing associated overflow hotel and other conference related contracts.

Conference dates would be Tuesday January 30 (typically preconference) through Friday, February 2, 2024. Room rates at the Disneyland Hotel were quoted at \$264 plus tax for single or double occupancy.

## Board Meeting June 24, 2021

To: CSMFO BOARD

Date: June 21, 2021

FROM: Marcus Pimentel, President

SUBJECT: Agreement with CPS HR Consulting for Executive Director Recruitment

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### RECOMMENDATION

That the Board authorizes the President to conclude negotiations with and execute an agreement with Cooperative Personnel Services dba CPS HR Consulting (CPS HR) for services related to the Executive Director recruitment.

### Fiscal Impact

The amount for this contract is expected to be less than the amount included in the amended budget for like services. The price proposal included from CPS HR was for a fixed flat fee of \$25,000.

### Background

On May 27, 2021, the Board authorized the Ad Hoc committee for Management Contract services to work with the Administration Committee to issue a Request for Proposals for an Executive Recruitment Services Firm to recruit an Executive Director. The Board also added \$35,000 to the CSMFO budget to support this initiative. Following the board's direction, the RFP was released on May 27, 2021. Seven of ten firms responded to the RFP by the due date at noon on June 14, 2021. In addition, firms submitted comments or questions that were answered and disseminated to all responders.

An RFP selection committee was created to include the Administration Committee Chair Alberto Preciado, the Ad Hoc Committee Chair Margaret Moggia, Director/Treasurer, member of the Administration Committee and Ad Hoc Committee Stephen Parker, and myself (also member of the Ad Hoc Committee). Past Director and Ad hoc Committee member Rich Lee participated in the rankings of the proposals. On June 16<sup>th</sup> and June 17<sup>th</sup>, interviews were conducted with the top three ranked firms. Pricing was only weighted 10%, but most firms proposed pricing was within the expectation (low of \$15,500 and high of \$45,000).

### Discussion

Subsequently, following considerable discussion, the RFP selection committee unanimously ranked CPS HR as the top firm. Notably, the committee was impressed with all the top firms but felt CPS HR provided the best overall proposal and were a strong fit with what CSMFO is looking for at this time.

CPS HR was established in 1985 as a self-supporting public agency joint powers authority. They provide a full range of integrated HR solutions to federal, state and local governments, public safety, special districts and nonprofit organizations. They have 89+ full-time employees as well as 200+ project consultants and technical experts and include approximate 100 employees focused on HR operations, which lends themselves to support CSMFO's development of a job description and compensation package.

CPS HR, like the other firms interviewed, subscribe to LinkedIn's recruitment network and can target candidates that fit CSMFO's preferred candidate profile.

The selection committee conducted reference checks on CPS HR, which proved to match the committee's evaluation and expectation. Notably, CPS HR was acknowledged for their inherent embracement of searching for and expanded recruitment pools to minority candidates.

## **CPS HR PROPOSED PROCESS**

**Phase I - Candidate Profile:** CPS HR will survey and meet with Board and stakeholders to create a candidate profile. This is the ideal candidate attributes, to target our search efforts, and maximize candidate fit with CSMFO. This phase ends with the development of the recruitment brochure.

**Phase II - Aggressive, Proactive, and Robust Recruitment:** The recruitment process is tailored to fit CSMFO's specific wants and needs, with targeted advertising, combined with contacts with qualified individuals from our extensive database including comprehensive LinkedIn Recruiter analytics.

**Phase III – Guaranteed Successful Candidate:** The selection process is customized for CSMFO. CPS HR will work with the Board of Directors to determine the process best suited to CSMFO. This includes access by the selection committee to CPS HR's candidate portal, CPS HR's presentation of top candidate profiles, coordination of interviews, and background checks including as requested support in agreement negotiations.

## **LESSONS LEARNED**

A theme of key lessons learned that were revealed in the RFP proposals and subsequent interviews include the following, that are described in more detail in the companion board report:

- °° **Ad placements** are not as valuable to yield candidates, but do help with getting the word out
- °° Be clear to what level the Board is prepared to embrace the **FTE level of a new Executive Director**
- °° Our search pool will be extremely **limited for a part-time recruitment**
- °° The Board must clearly articulate the future of our association's focus: **education, services, and/or advocacy**
- °° Identify a **lead CSMFO project liaison** who has the trust of the board, who has the deep understanding of our organization, and who can be empowered by the Board to make quick decisions
- °° Include a diversity of opinion in a **5 to 7 member committee** for the Executive Director selection

### **Summary of proposals**

<b>7 of 10 firms responded</b>	<b>Eval Ranking 1=top</b>	<b>Grade Scale</b>
CPS HR Consulting	1.41	96%
W. Brown Creative Partners	1.53	91%
Wilcox Miller & Nelson	1.58	88%
Alliance Resource Consulting LLC	1.66	85%
William Avery & Associates	1.95	76%
Regional Government Services	2.28	69%
Bob Hall & Associates	2.66	63%

### **Ranking notes:**

Proposals were rated per the RFP in five categories (with weight):

- °° Quality of proposal (15%)
- °° Firm Qualifications (15%)
- °° Services & Strategy (30%)
- °° Key Personnel (30%)
- °° Price (10%)

One (1) was the top score with three (3) the bottom score. They are converted to "Grade" scale for illustrative purposes only.

## Board Meeting June 24, 2021

To: CSMFO BOARD

Date: June 21, 2021

FROM: Marcus Pimentel, President

SUBJECT: Considerations for future Executive Director Search

### RECOMMENDATION

That the Board receives this report, provides additional questions or information required, and directs that a special board study and action meeting be scheduled in July to finalize the development of the candidate profile for Executive Director.

### Background

On June 18<sup>th</sup>, the selection committee for an Executive Recruitment Services Firm to recruit an Executive Director concluded the evaluation and interviews of firms and their proposals. During this process, six (6) key themes were identified or elevated from the Ad Hoc Management Committee's deliberations and should be immediately resolved to support a successful onboarding and retention of a new Executive Director.

As reference in the companion Board Report to select CPS as the recruitment firm for an Executive Director, following are the six themes/lessons learned with the first five (5) below as the key points requiring Board direction.

- 1) Be clear to what level the Board is prepared to embrace the **FTE level of a new Executive Director as the search pool will be extremely limited for a part-time recruitment**
- 2) CSMFO needs to identify the expected major job duties and compensation package
- 3) The Board must clearly articulate the future of our association's focus: **education, services, and/or advocacy**
- 4) Identify a **lead CSMFO project liaison** who has the trust of the board, who has the deep understanding of our organization, and who can be empowered by the Board to make quick decisions
- 5) Include a diversity of opinion in a **5 to 9 member ED section committee** (big time commitment)

As a reminder, following is the tentative timeline from the Board's May 27, 2021 Ad Hoc report. This is subject to change as the process is confirmed with the recruitment firm.

July (tbd)	Board provides direction for Executive Director position. Recruitment details finalized for minimum qualifications/draft the job description/define the scope of services
August	Search firm circulates the job posting, conducts the search and identifies initial candidates
September	Ad Hoc and interested Board Members conduct the initial interviews with potential candidates and identify the top candidates to continue in the process
October	Interested Planning Session attendees participate in interviews/meet & greets with the top candidates
Oct 31	Final interviews, selection, and negotiate Executive Director contract
November	Board approves the Executive Director contract
Dec 1	Successful candidate's contract begins, after appropriate notice to existing employer/contracts
Jan 1	Successful candidate assumes the role of Executive Director
Feb 1	Existing Executive Director's contract ends following a one-month transition period.

## *Are we ready for a full-time Executive Director?*

Understanding the potential need of CSMFO now and into the future is critical to understand the ideal candidate that can be fully focused onto meeting the mission, values, and programs of CSMFO. As explored by members of the Ad Hoc team, there appears to be enough demand and educational and service enhancement opportunities to support a full-time executive director position. The choice facing the board is whether to make the commitment to fund a full-time position and leverage the recruitment opportunity. From the proposals for recruitment of an executive director, and subsequent interviews, a constant theme was recruiting for a part-time position will significantly reduce the type of candidates interested in this position, and it would be unlikely for a part-time position to later be interested to scale up to a full-time role. In fact, one of the top three recruiting firms affirmed they would not participate in a recruitment for a part-time position.

For nearly 13 years, CSMFO has been guided by a part-time Executive Director and contract manager (Melissa Manchester of MMM Management). During this time, CSMFO's membership has increased by nearly 50% up to approximately 2,500 members. In addition, CSMFO has built up more educational opportunities and services, such as: the new membership cohort program, the new commercial partner engagement series, launched the CSMFO app, and embarked on GFOA partnerships including contract support for webinars and exploration of their learning management system. In the meantime, there are renewed efforts to coordinate with fellow associations including the recent support of CSDA for ARPA funding and a new GFOA pilot interaction with Michigan, Ohio, Colorado, Washington, Oregon and CSMFO.

Partly because of these ambitious efforts, Strategic Plans have tried to curtail the expansion of new initiatives and focusing on supporting current initiatives. Some examples of work areas that could sustain a full-time executive director are:

1. Provide support to Board and Executive Committee meetings for timely agenda review and preparation and strategic plan coordination .
2. Support the ongoing education and training, including return to the weekend training event.
3. Coordinate communication across CSMFO social media, CSMFO News, and Chapters
4. Increasing our social media presence
5. Assist onboard new volunteers; including improved committee and chapter policies and guidelines.
6. Support membership engagement and development opportunities, such as the cohort and commercial partner engagement.
7. Exploration of a CSMFO influenced or branded certification program.
8. Developing and implementing a comprehensive education strategic plan that looks at the various activities we have from core courses, webinars, and professional standard white papers to develop material and resources we can build on.
9. Supporting a new learning management system.
10. Evaluate the use of other technology to enhance volunteer and member engagement.
11. Coordinate with and cross pollinate ideas with other association's activities.
12. Evaluate ways to recognize members and support more volunteer support.
13. Ensure that our education and membership activities and awards programs can mutually support each other.

From a pure meeting perceptive, CSMFO can hold 35-40 hours of regular meetings per month (420-480 per year) and, on an annual basis, can add another 160-180 hours of other meetings for a total of 580 to 660 direct meeting hours. Given the close level at which these meetings interrelate, it would be advantageous for an

Executive Director to participate in and support preparation and follow up activities to adequately support CSMFO's volunteers and provide for a sustainable level of productivity. Using a simple factor of 4 hours for every meeting hour to support meeting preparation, follow up, and execution and assessment of initiatives, it's credible to assume an Executive Director position could have work demand of 2,320 to 2,640 hours per year, before factoring in travel times and new CSMFO initiatives referenced in the columns above.

### ***What major duties & compensation would CSMFO support?***

Compensation for a full-time executive direction could range from \$50 to \$75 per hour plus benefits. Annually, using a 35% benefit factor, that would put a benefit package from \$140k to \$211k. It's credible that this could be funded from a combination of (1) the Executive Director's current contract allocation; (2) right-sizing association management services as part of the planned 2022 association management RFP process; and (3) an increase in certain conference and other rates.

On this later part, in October, the Board was presented with budgetary options including a 15% raise in conference rates, a 10% raise in advertising rates, and a possible increase up to 10% in membership rates that combined could yield \$52.4k per year in additional funding to support this level of CSMFO's investment. Another alternative was increasing other training registration costs by up to 20%, which could yield \$26.6k. See attached report as a reference.

Another key factor is what major job responsibilities would this position perform in services to CSMFO volunteers and members. For example, if it were to support initiatives to support developing training content or other professional development, a background of local government finance could be preferred. Or, a focus on membership development and engagement could indicate different skills sets would be preferred.

### ***What is the Board's vision for CSMFO: Education, Services &/or Advocacy?***

Within the course of the executive recruiter firms, the selection committee was asked to reaffirm CSMFO's vision for engagement in California. By context, many associations include Advocacy in addition to their educational and services initiatives. CSMFO has had a long history of success leaning into education and member services and there doesn't appear to be any tangible need for Advocacy to become a prominent role. Note that at times CSMFO has participated in advocacy positions (April's request to support ARPA funding for special districts) and certainly has benefited from and continues to explore ways to build relationships with like associations.

Nonetheless, it is the Board's discretion to review stakeholder input and consider and/or reaffirm our priorities prior to starting the recruitment.

### ***Who should serve as Recruitment Search Project Manager?***

Another clear theme was for the Board to empower a project manager who could make certain decisions on behalf of CSMFO to maintain progress and meet the ultimately timelines for a recruitment. These might include reviewing and affirming the candidate screening criteria, reviewing preliminary screening results, and/or offering guidance to prospective candidates either directly or through the recruiter.

An example within the body of the proposals and mentioned during the recruitments would be to engage with our current Executive Director should she be willing and interested. Another concurrent or alternative would be to rely on the President or similar role.

There are advantages to both and is a strong case to be made to start with requesting a proposal from our contracted Executive Director to ensure a timely and appropriate responses, in coordination with the President.

### ***What should be the composition of the Executive Director Selection Committee?***

Each of the firms indicated a candidate selection committee is critical and to support success committee size should be limited to five, with no more than seven, and that they should be representative of CSMFO's diversity. Some examples provided by the firms included a committee of: President, Past-President, President-Elect with three (3) Board Members who will continue into 2022. The selected executive recruitment firm does acknowledge an active volunteer leadership of Board members committee and chapter leaders and does encourage their input. The initial thought is to gather their input through interviews and surveys and bring this collective input to the selection committee to narrow down the evaluation criteria of the ideal candidate.

### **Fiscal Impact (n/a)**

ATTACHMENT

October 6, 2020 Board Report: 2021 Preliminary Operating Budget (3b)

## **Board Meeting October 6, 2020**

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To: CSMFO BOARD

Date: September 29, 2020

FROM: Marcus Pimentel, President Elect

SUBJECT: Receive feedback on 2021 preliminary proposed budget for December adoption

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### **RECOMMENDATION**

That the Board provides guidance on the 2021 CSMFO preliminary budget proposal to return to the Board in December for adoption.

### **Major Highlights:**

- 2021 Budget 17% operating loss <\$123,396>
- Expect virtual formats into summer of 2021
- Conference not expected to require a 2021 operating subsidy

### **BACKGROUND**

Each year the Board reviews and provides feedback to the proposed Budget for the coming year. This year, with the complexity of this pandemic and the impact on all CSMFO operations, we started planning the impacts to the budget in May 2020, provided the Board a preview of the budget on September 17, 2020, are bringing it back for discussion on October 6, 2020, and plan to present for adoption on December 3, 2020.

### **DISCUSSION**

Next year's 2021 Budget is built with a baseline expectation of COVID-19 continuing to impact CSMFO's operations and, like many of our agency budgets, is dependent on many assumptions in an unprecedented environment. Following are some of the major assumptions:

- Virtual formats largely expected to continue into the summer of 2021 with in-person Strategic Planning and the Weekend Training returning in the fall of 2021.
- Assumes the 2021 conference will not require an operational subsidy although the budget contains a small \$1,656 deficit.
- Assumes that a one-time allowance of \$100,000 may be required for on-site liabilities for our San Jose Conference site. This is based on an 80% credibility factor that the existing 2021 onsite liabilities will be reduced for an on-site event or eliminated by health order.



- That the 2020 CSMFO President would be provided the opportunity to join in travel to sister associations with the 2021 CSMFO President (assumes these would be all in-person events); essentially rolling over planned budget from 2020 into 2021.
- Membership enrollment will decrease by 20% but rates would remain unchanged.
- That \$38,200 of prior year budgeted expenses would carry over this year and be spent from ending Fund Balance. This is for development of the budget course; purchase of Introduction course curriculum; and the remaining balance on Bill Statler's contract regarding a certification program.

**Public Health impacts will require budget revisions in 2021.** Because of the uncertainty around these assumptions, the CSMFO Executive Director and President will add an additional layer of budget review with quarterly budget updates with possible budget adjustments.

**Fiscal sustainability.** Part of this year's strategic planning session will include a breakout on how CSMFO might make changes to improve our forecasted long-term operating results. While we have added annually to our Fund Balance an average of \$27,105, we are trending negative as we lost <\$99,661> and <\$1,002> in 2019 and 2018 respectively.

For illustrative purposes ONLY, and not for any formal recommendation, are some scenarios of what it would take to achieve just over a 10% net reduction in CSMFO's annual operating expenses (projected currently at \$705,340 for 2021). These amounts are mathematical models only and do not incorporate other factors like impact on decisions if we raise certain rates.

Hypothetical example A	Amount	Hypothetical example B	Amount	Hypothetical example C	Amount
Eliminate GFOA reception	\$30.0k	Convert Strategic Planning to Virtual	\$35.0k	Raise membership fee by 10%	\$18.7
Increase Advertising rates by 10%	\$13.6k	Eliminate GFOA reception	\$30.0k	Increase paid training rates by 20%	\$26.6
Increase conference rates by 15%	\$20.1k	Reduce 1 in-person Board meeting	\$10.0k	Increase conference registration by 20%	\$26.8
Reduce 1 in-person Board meeting	\$10.0k				
<b>~10% (\$70.5k) target</b>	<b>\$73.7k</b>		<b>\$75.0k</b>		<b>\$72.1k</b>

I want to thank the Host Committee's Budget Subcommittee and Career Development Committee for their efforts to project their respective 2021 budget requests to timely fold into this current version of our 2021 CSMFO preliminary budget proposal.



## COMMUNICATIONS COMMITTEE AGENDA

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Date: Wednesday, May 19th  
Time: 1:00 p.m.  
Zoom Meeting: <http://zoom.us/j/392967104> or by phone +1 669 900 6833  
Meeting ID: 392 967 104

### Communication Committee Members:

Chair – James Russell-Field  
Vice Chair – Kofi Antobam and Yolanda Rodriguez  
Senior Advisors/Editors - David Cain, Wing-See Fox  
Board Liaison/Editor – Karla Romero, Marcus Pimentel  
Committee Members – ~~Matt Schenk, Veronica Alvarado~~, Joan Michaels Aguilar, Lily Ng,  
Andre Aberdeen, ~~Ernie Reyna~~  
SMA Staff: David Garrison

**I. Check in** – roundtable discussion, general welcomes and updates.

### **II. 2021 Communications Committee Strategic Plan**

- a) “Reevaluate goal and purpose of CSMFO News.”
- b) “Analyze reach of CSMFO News to internal and external parties.”

Committee discussed approach to evaluate 2021 Strategic Plan topics. Options to evaluate reach include a “did you find this article helpful” feedback section at the bottom of the article and posting the articles to Knowledgebase.

Committee will draft an informal survey that can be sent out to readers regarding use of CSMFO News, engagement with content, and satisfaction with content. David G. will forward prior survey questions from Problosky to group.

### **III. Review of May 2021 Content**

- a) Theme for April / May – Budget & One Year of COVID-19

Committee members to review outstanding items and suggest moving any to June.

**IV. Review / Brainstorm June 2021 Content**

**V. Chapter Highlights**

Requested Committee members to keep an eye out for Chapter meetings and try to coordinate highlights or recaps. There were a lot of meetings in May.

**VI. Article Needs**

**VII. Adjournment** - Next Meeting is Wednesday, June 16<sup>th</sup> @ 1pm

Adjourned at 1:58pm



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## COMMUNICATIONS COMMITTEE AGENDA

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Time: 1:00 p.m.  
Zoom Meeting: <http://zoom.us/j/392967104> or by phone +1 669 900 6833  
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Committee Members – Matt Schenk, Veronica Alvarado, Joan Michaels Aguilar, Lily Ng,  
Andre Aberdeen, Ernie Reyna  
SMA Staff: David Garrison

**I. Check in** – roundtable discussion, general welcomes and updates.

### **II. 2021 Communications Committee Strategic Plan**

- a) “Reevaluate goal and purpose of CSMFO News.”
- b) “Analyze reach of CSMFO News to internal and external parties.”
- c) Article feedback on CSMFO News and/or Knowledgebase
  - i) Statistics update was provided by David Garrison – Increased users by 30% since last month. 150-200 views before, now at 350-400 views. Summary of all articles in June coming on June 28<sup>th</sup>. Smiley faces, did you find this article useful – not many votes, but overall good ratings.
- d) Draft Survey (Attached)
  - i) The Committee reviewed the draft survey and provided comments for the informal survey before sending it out. Before and after COVID survey comparison will be provided after survey results are obtained.

**III. Review of June 2021 Content**

Thank Committee for great content in June – good mix of technical and Chapter updates. Discussed adding an article on ARP funding for smaller agencies. Reviewed content in the queue and other pending articles. Board Meeting update for May 2020 is also pending.

**IV. Review / Brainstorm July 2021 Content**

New content was discussed - How to use CSMFO News article in a short video format to put on social media and as an article to publish. Discussed upcoming 2022 conference content. Summer fun article from the Committee.

The Committee also discussed the use of social media and engaging on content being posted – likes, tags, and re-postings to help increase engagement with CSMFO content. Be a fan of the page.

**V. Chapter Highlights**

Committee discussed highlighting upcoming Chapter meetings and San Joaquin's in person Chapter meeting highlight.

**VI. June Board Meeting – Communications Update**

The Committee discussed who would be providing the Communications highlight at the next CSMFO Board meeting.

**VII. Adjournment - Next Meeting is Wednesday, July 21st @ 1pm**

There be no further business, the meeting was adjourned at 1:56pm



## MEMBERSHIP COMMITTEE MINUTES

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**Date:** Thursday June 3, 2021

**Time:** 11:00 a.m.

**Zoom:** <https://us02web.zoom.us/j/85335525275?pwd=cXp6QUcwSzhmT1ZRTWZXQ3VKSGtLZz09>

or by phone +1 669 900 6833

**Mtg. ID:** 853 3552 5275

**Passcode:** 579107

### Agenda Items

1. 2021 Action Plan - Back to Basics – Member Engagement
  - a. Ensure avenues for member-to-member connectivity
    - i. Pilot Cohort Program (Margaret/Chu/Kate/Jenn)
      1. Debrief from first meetings- Cohorts are well attended and enthusiastic
      2. Update on meeting planning- Second cohort meetings are coming up in June, July no meetings are planned, resuming in August
    - ii. Continued Virtual Engagement Activities (Stephanie)
      1. May 2021 Steps Challenge debrief- 70 participants
      2. July 2021 Virtual Golf update- several competitive categories to be rolled out
      3. Yoga/Meditative moments?
      4. Additional member to support this effort? Jenn to support Stephanie  
Discussed promotion of these events; due to frequency/timing of chapter meetings, if we want to get the message out early, we need to have event info ready probably 2 months in advance. Steve will ask Marcus about having a calendar of events at the end of Board packets.
    - iii. Develop a one-on-one coaching/mentoring system (Debbie/Margaret M.)
      1. Update on program construct
      2. Discussion of draft timeline- The committee discussed the two proposals and concluded that the April 1 to March 31 timeline works best for this program. Debbie and Margaret will continue to develop this program for initial rollout in November 2021.

- b. Create an incentive for membership (Steve/Chu/Margaret M.)
  - i. Ensure membership in CSMFO has value beyond what non-members receive
  - ii. Develop member v. non-member pricing policies
  - iii. Additional member to support this effort?
    1. Update on progress- Received update; outline of member vs. non-member benefits will be shared out on Basecamp- committee members to review and provide feedback at the July meeting
2. Commercial Member Roundtables (Mark/Aneil/Marcus) – Update- Goal of this effort is to 1) create opportunities for feedback from commercial members and 2) solicit information regarding sponsorship of the 2022 annual conference- Discussed future potential agenda items for this event- Next meeting will be July 15<sup>th</sup> at 3pm
3. Early Career Membership Classification (Jennifer / Mark / Stephen / Allison)
  - a. Review mock up brochure
  - b. Review Early Career Membership slide  
Feedback received: change membership sign up link to reference the student web page on the student membership side of the brochure, reformat the Early Career (EC) side to fill the page more – Work with Student Engagement Committee on reprints of the brochure inserts and adding EC membership information to the student membership web page
4. Outreach to participating non-members –
  - a. Update on final message and process
5. Other Information & Announcements
6. Next Meeting – Thursday, July 1st at 11:00 a.m.

#### Tabled Items:

##### Member retention

- CMTA methods of retaining members
- tying member account updates to job postings
- membership scholarships (harder to bring members back than to sacrifice funds upfront and keep their membership)
- cleaning up bad data
- maintaining contact with people who retire or change jobs by including a personal email in the CSMFO profile (renewals would go to professional and personal email addresses)
- advertise membership renewal directly to the agencies, in addition to the individual members

##### Mentorship Circles

Better communication on virtual chapter meetings



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## STUDENT ENGAGEMENT COMMITTEE AGENDA

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Date: Tuesday, May 10, 2021  
Time: 12:00 p.m.  
Zoom Meeting: <https://zoom.us/j/154628360> or by phone +1 669 900 6833  
Meeting ID: 154 628 360  
Password: 527407

1. Action Item #1 – Student Outreach – Jennifer, Chu
  - a. Chapter support
  - b. Classroom engagement
    - i. SF State MPA Program Recap
      1. **Craig, Dan and Karla Romero attended this budgeting course and had a successful interaction with the students there.**
  - c. Other ideas for student outreach
    - i. Network of Career Coordinators (Kate)
      1. **Kate reached out to the Career Coordinator at UC Irvine Merage School to see if she could connect us with other Career Coordinators. She said such a group does not exist, but she would share contacts that might be helpful for our efforts.**
    - ii. San Diego effort – nearby colleges (Jenn)
      1. **Jenn mapped schools within a (50?) mile radius of CSMFO's 2022 Conference Location, San Diego. She will share a list of schools for our group to contact, a timeline, and a template for replicating this effort in future years in different locations.**
    - iii. Notifications when students join CSMFO (Amber)
      1. **Amber successfully coordinated with CSMFO to receive a weekly list of student members. Amber will extend a "welcome" e-mail to all students, along with new students that join on a monthly basis.**
  - d. Spreadsheet in Basecamp to track outreach efforts
    1. **General reminder to track number of students reached at outreach events.**
2. Action Item #2 – Internship Program – Stephanie and Taylor



- a. Marketing plan to communicate internship platform with employers and students
    - final chance for feedback
    - i. **Stephanie said she would like to expand Taylor’s Internship Marketing Plan and into a more general communications plan.**
  - b. How do we distribute this and get employers engaged?
    - i. **CSMFO News Item?**
3. Other Announcements
4. Next Meeting – Tuesday, June 8 at 12pm

ON HOLD:

Action Item #3 – Student Listserv – Amber and Craig



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## STUDENT ENGAGEMENT COMMITTEE MINUTES

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Date: Tuesday, June 8, 2021  
Time: 12:00 p.m.  
Zoom Meeting: <https://zoom.us/j/154628360> or by phone +1 669 900 6833  
Meeting ID: 154 628 360  
Password: 527407

1. Action Item #1 – Student Outreach

- a. Chapter support – any other ways we can support/involve Chapters in reaching out to Students?
  - i. **Vanessa to develop template communication to students to let them know who their chapter chair is – Amber will combine this with planned outreach to current student members.**
  - ii. **Jennifer to develop template communication to chapter chairs, asking them to encourage members to bring interns to chapter meetings**
  - iii. **Amber to connect with Steve Heide to re-affirm the message to chapter chairs**
- b. Classroom engagement – no current invitations
- c. Other ideas for student outreach:
  - i. San Diego effort – template and next steps (Jenn) – **Jennifer will upload map of colleges near the conference and an outreach timeline to Basecamp**
  - ii. Welcome new students to CSMFO by e-mail (Amber) – **Amber reported on student membership numbers:**
    - 1. **17 active members at beginning of year with an additional 64 that expired 12/31/20**
    - 2. **13 of the 64 renewed, plus an additional 24 new members for a total of 54 student members at 6/5/21.****Amber will e-mail new and returning student members prior to the next meeting.**
  - iii. **New ideas:**
    - 1. **Each SEC member should connect with three colleges of their choice (ideally geographically convenient) and develop relationships with Finance/MPA departments**

**2. Use alumni data to ask CSMFO members for other college campus connection opportunities**

- d. *Please don't forget:* spreadsheet in Basecamp to track outreach efforts
2. Action Item #2 – Internship Program
- a. Marketing plan to communicate internship platform with employers and students – modify as general communications guide (Stephanie)
  - b. How do we distribute this and get employers engaged? – CSMFO News Item? Student Engagement is on the calendar for August, this could be an opportune time with students returning to school in the fall. **Amber to follow up with CSMFO News.**
3. Other Announcements? **Passage and marketing of the Early Career Membership classification. This is a free CSMFO membership of up to 2 years from date of graduation and so the target audience to know about this is --- students!**
- 1) **Are there plans/budget to re-print the student membership brochure inserts? Membership has a mocked up a version of the insert with Early Career Membership information on the opposite side.**
  - 2) **Looking for someone on SEC to add some verbiage about the Early Career Membership classification to the Student Membership webpage.**
4. Next Meeting – Tuesday, July 13 at 12pm

ON HOLD:

Action Item #3 – Student Listserv – Amber and Craig – **Potentially bring this back to the regular agenda next month as student memberships have increased since the beginning of the year.**

# GOVERNANCE, TRANSPARENCY AND LABOR RELATIONS POLICY COMMITTEE HIGHLIGHTS

Friday, April 9, 2021

Zoom

[Policy Committee Slides](#)

## ATTENDANCE

Members: Lori Ogorchock (Chair); Rick Bonilla (Vice Chair); Michael Allawos; Dana Anderson; Bill Baber; Melanie Bagby; Darlene Berber; Dan Buckshi; Aram Chaparyan; Richard Constantine; Katherine Cooley; Ken Domer; Kerri Dorman; Leon Garcia; Raymond Hamada; George Harris; Sue Higgins; Linda Hollinsworth; John Jansons; Kathleen Kelly; Paolo Kespradit; Jelani Killings; Dawn LaBar; Joe Lillio; Joe Lopez; Steve Martin; Aaron Meadows; Jason Nutt; Alexandra Orologas; Gaudenz Panholzer; Glenn Parker; Jamie Patino; LaVonda Pearson; Karen Pinkos; Mary Ann Reiss; Hong Sae; Daniel Sanchez; Jesse Sandoval; Reina Schwartz; Rhonda Shader; Corey Sianez; Renata Sos; Bruce Souble; Kim Summers; Anthony Tave; Hans Uslar; Erica Vega

League Partners: Alicia Bernhow

Staff: Bijan Mehryar, Legislative Representative; Caroline Cirrincione, Legislative Policy Analyst

### I. Welcome and Introductions

Chair: Lori Ogorchock, Council Member, Antioch and Vice-Chair: Rick Bonilla, Deputy Mayor, San Mateo, welcomed committee members and provided an introduction.

### II. Public Comment

Chair Lori Ogorchock, asked if there was any public comment. There was no public comment.

### III. Federal Update

Bijan Mehryar, Legislative Representative, provided the committee a federal update.

- In March, President Biden signed the American Rescue Plan.
  - \$65.1 billion in relief for Cities
  - First time in history the federal government will provide funding to all 19,000 cities nationwide.
  - Awaiting full guidance from the Treasury Department.
  - Also in March, President Biden unveiled the American Jobs Plan.
  - Significant investments proposed for infrastructure throughout the country to the tune of \$2.7 trillion.
- Cal Cities was successful in communicating our needs to our federal partners and will continue to provide insight on how future federal action can support California Cities.

### IV. Budget Update

Bijan Mehryar, Legislative Representative, provided the committee a budget update.

- A number of early budget actions have been taken:
  - New paid sick leave mandate;
  - Golden State Stimulus Plan; and
  - New deal on wildfire prevention

- May Revision is due by mid-May and will more accurately reflect the state's fiscal position.

## V. Legislative Update

Cal Cities staff briefed the committee on key bills of importance to cities, and what to expect in this year's legislative session. Cal Cities staff discussed the following measures:

- [SB 443 \(Newman\) Elections. Redistricting;](#)
- [SB 590 \(Allen\) 2022 Statewide Primary Election. Terms of Office;](#)
- [AB 339 \(Lee\) Local Government. Open Meetings;](#)
- [AB 361 \(R. Rivas\) Open meetings. Local Agencies;](#)
- [SB 270 \(Durazo\) Public Employment. Labor Relations;](#) and
- [SB 278 \(Leyva\) Public Employees' Retirement System. Disallowed Compensation.](#)

Additional bill information can be found in the [Policy Committee Slides](#).

## VI. Legislative Agenda

Cal Cities staff briefed the committee on action items for consideration. The committee took the following actions:

- **AB 53 (Low) Election Day Holiday.**  
This measure would make the day on which a statewide general election is held, the first Tuesday in November of any even-numbered year, a state holiday. This measure would also make the third Monday in February, Washington Day, observed only in odd-number years. The committee voted 31-4 to remain neutral on the measure and for staff to raise concerns with the author's office while expressing our support for the intent of the bill.
- **AB 237 (Gray) Public employment, unfair practices: health protection.**  
This measure would make it an unfair practice for public employers to fail or refuse to maintain or pay for continued health care or other medical coverage for an enrolled employee for the duration of that employee's participation of an authorized strike. The committee voted, with one no vote, to have this measure brought back before the committee for consideration in June. They also directed staff to express our concerns about the bill to the bill author.
- **AB 845 (Rodriguez) Disability retirement: COVID-19 presumption.**  
This measure would create a rebuttable presumption for the purposes of disability retirement with CalPERS. It would specify that a COVID-19-related illness contracted in the course of employment shall be eligible for an in-service disability retirement. The committee voted 19-16 to oppose the bill.

## GOVERNANCE, TRANSPARENCY AND LABOR RELATIONS POLICY COMMITTEE HIGHLIGHTS

Friday, April 16, 2021

Zoom

[Policy Committee Slides](#)

### ATTENDANCE

Members: Lori Ogorchock (Chair); Rick Bonilla (Vice Chair); Michael Allawos; Dana Anderson; Bill Baber; Melanie Bagby; Darlene Berber; Dan Buckshi; Aram Chaparyan; Richard Constantine; Katherine Cooley; Ken Domer; Kerri Dorman; Leon Garcia; Raymond Hamada; George Harris; Sue Higgins; Linda Hollinsworth; John Jansons; Kathleen Kelly; Paolo Kespradit; Jelani Killings; Dawn LaBar; Joe Lillio; Joe Lopez; Steve Martin; Aaron Meadows; Jason Nutt; Alexandra Orologas; Gaudenz Panholzer; Glenn Parker; Jamie Patino; LaVonda Pearson; Karen Pinkos; Mary Ann Reiss; Daniel Sanchez; Jesse Sandoval; Reina Schwartz; Rhonda Shader; Corey Sianez; Renata Sos; Bruce Souble; Kim Summers; Anthony Tave; Hans Uslar; Erica Vega

League Partners: Alicia Berhow

Staff: Bijan Mehryar, Legislative Representative; Caroline Cirrincione, Legislative Policy Analyst

### I. Welcome and Introductions

President Cheryl Viegas Walker, Mayor, El Centro, welcomed everyone to the April policy committee meeting and thanked members for their service to all California cities. She explained that policy committees are vitally important and directly connected to Cal Cities' core mission of advocating for the common interests of cities.

Mayor Viegas Walker emphasized this past year has been challenging for city officials, navigating a global pandemic while managing budget shortfalls that have forced cuts to local services. However, she explained that there is a light at the end of the tunnel. The supply of vaccine doses is growing, eligibility is expanding, and assistance for cities in the recently enacted American Rescue Plan is on the way.

With the legislative session in full swing, Mayor Viegas Walker stressed the role city leaders play in advancing Cal Cities advocacy efforts. She urged policy committee members to contact their lawmakers, so their voices are heard loud and clear. She closed by thanking everyone in attendance for their work as a policy committee member.

Mayor Viegas Walker then introduced Carolyn Coleman, Cal Cities Executive Director. Ms. Coleman welcomed committee members and thanked them for their work. She applauded the efforts of city leaders in pushing their members of Congress to pass the American Rescue Plan. Ms. Coleman explained that Cal Cities is working diligently to protect cities' interests not only in the State Legislature but also as a partner in implementing the American Rescue Plan. She explained that in the coming weeks, Cal Cities will be distributing resources so cities have the tools they need to utilize this funding in their communities. She thanked committee members again for serving on the committee and wished them a great meeting.

Chair Lori Ogorchock, Councilmember, Antioch and Vice Chair Rick Bonilla, Deputy Mayor, San Mateo welcomed committee members and provided an introduction.

**II. Public Comment**

Chair Lori Ogorchock asked if there was any public comment. There was no public comment.

**III. General Briefing**

In accordance with the customary practice of convening all policy committee members for a general briefing prior to the start of policy committee meetings, the Cal Cities advocacy team compiled a [General Briefing Update Document](#), which includes the latest on legislative and budgetary matters affecting cities.

**IV. CalPERS Presentation**

Michael Cohen, Chief Financial Officer, CalPERS, presented to the committee on the Asset Liability Management (ALM) process. Mr. Cohen's presentation is linked [here](#).

**V. Asset-Liability Management Policy Discussion**

Based on the presentation given by CalPERS Chief Financial Officer Michael Cohen, the committee discussed and evaluated options for engagement in the Asset-Liability Management (ALM) process. After a robust discussion, the committee decided to discuss a formal policy recommendation in June.

**VI. General Pension Policy Discussion**

Glenn Parker, Councilmember, Brea, presented an informational item to the committee regarding a legislative proposal related to CalPERS Modernization. Proposals details can be found in the [Policy Committee Slides](#).

**VII. Next Meeting:** Friday, June 4, 2021, 1:30 – 4:30

## TRANSPORTATION, COMMUNICATIONS, AND PUBLIC WORKS POLICY COMMITTEE HIGHLIGHTS

Friday, April 16, 2021

Zoom

[Policy Committee Slides](#)

### ATTENDANCE

Members: Christian Horvath (Chair); Veronica Vargas (Vice Chair); Jan Arbuckle; Newell Arnerich; Sean Ashton; Greg Barton; John Bauters; Liz Becerra; Priya Bhat-Patel; Cal Campbell; Ananda Carter; Ross Chun; Scott Dowell; Jimmy Dutra; Bob Engler; John Erickson; Ben Fine; Alice Fredericks; Teresa Gerringer; Rene Guerrero; Martha Guerrero; Patrick Harper; Kelly Honig; Ryan Johansen; Mike Johnson; Lynne Kennedy; Larry Klingaman; Jeff Lee; Chin Ho Liao; Tim McGallian; John McKay; Linda Molina; Bynette Mote; Trish Munro; Jenelle Osborne; Sandy Rains; Ed Reece; Steve Salvatore; Steve Sanchez; Robert Schultz; Alyssa Silhi; Debby Stegura; Colleen Wallace; Mark Waronek; Nick Wells; Rita Xavier; Yan Zhao

League Partners: John Burdette; Sally Kay

Staff: Melanie Perron, Deputy Executive Director, Advocacy and Public Affairs; Caroline Cirrincione; Legislative Policy Analyst

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Mayor Viegas Walker emphasized this past year has been challenging for city officials, navigating a global pandemic while managing budget shortfalls that have forced cuts to local services. However, she explained that there is a light at the end of the tunnel. The supply of vaccine doses is growing, eligibility is expanding, and assistance for cities in the recently enacted American Rescue Plan is on the way.

With the legislative session in full swing, Mayor Viegas Walker stressed the role city leaders play in advancing Cal Cities advocacy efforts. She urged policy committee members to contact their lawmakers, so their voices are heard loud and clear. She closed by thanking everyone in attendance for their work as a policy committee member.

Mayor Viegas Walker then introduced Carolyn Coleman, Cal Cities Executive Director. Ms. Coleman welcomed committee members and thanked them for their work. She applauded the efforts of city leaders in pushing their members of Congress to pass the American Rescue Plan. Ms. Coleman explained that Cal Cities is working diligently to protect cities' interests not only in the State Legislature but also as a partner in implementing the American Rescue Plan. She explained that in the coming weeks, Cal Cities will be distributing resources so cities have the tools they need to utilize this funding in their communities. She thanked committee members again for serving on the committee and wished them a great meeting.

Chair Christian Horvath, Council Member, Redondo Beach, and Vice-Chair Veronica Vargas, Mayor Pro Tem, Tracy, welcomed committee members and provided an introduction.



## **II. Public Comment**

Chair Horvath asked if there was any public comment. There was no public comment.

## **III. General Briefing**

In accordance with the customary practice of convening all policy committee members for a general briefing prior to the start of policy committee meetings, the Cal Cities advocacy team compiled a [General Briefing Update Document](#), which includes the latest on legislative and budgetary matters affecting cities.

## **IV. Broadband Deployment Efforts in Your Community Discussion**

Chair Horvath kicked off the broadband deployment efforts in your community discussion, the goal of which was to provide an open forum and discussion opportunity for committee members to share ideas and strategies on how cities can close the digital divide.

Chair Horvath started the discussion by highlighting the South Bay Fiber Network, a regional broadband fiber-optic network project managed by the South Bay Cities Council of Governments (SBCCOG). Other committee members also highlighted partnerships with broadband providers in their communities, opportunities to work with school districts for deployment, broadband infrastructure resiliency during disasters, and the importance of protecting local flexibility in deployment efforts.

## **V. Broadband Update**

Legislative Policy Analyst Caroline Cirrincione provided an update on broadband legislation at both the state and federal levels. Ms. Cirrincione reviewed the funding opportunities included in the American Rescue Plan for broadband and some of the high-speed internet priorities included in President Biden's recently announced American Jobs Plan. Ms. Cirrincione then reviewed key bills in the State Legislature, including measures to create long-term funding sources for cities for broadband deployment, and measures that would undermine local authority in broadband permitting. A list of broadband bills Cal Cities is tracking can be found [here](#).

## **VI. Legislative Agenda**

Ms. Cirrincione briefed the committee on action items for consideration. The committee took action on [AB 1060](#) (Rodriguez), which would require the Office of Emergency Services (Cal OES) to establish a statewide emergency alert system called California Alert. After Ms. Cirrincione's overview of the measure, the committee for discussed the bill. Committee members asked questions about how emergency alerts are currently distributed and if the statewide system would be opt-in and emphasized the need to maintain local control over these emergency alerts. After this discussion, a motion was made to support AB 1060 and direct Cal Cities staff to ensure local authority is maintained, which passed 31-1.

## **VII. Road Charge Update**

Chair Horvath introduced Lauren Prehoda, Road Charge Program Manager, California Department of Transportation, Road Charge Program to provide an update outlining the cadence of work remaining to develop a road charge program for California. Ms. Prehoda explained the timelines for the state pilot program, how the Governor's executive order moving away from the sale of gas-powered vehicles will impact the road

charge program, data and privacy considerations at the federal level, and how to make new road charge technologies more seamless to the end-user.

**VIII. Legislative Update**

Cal Cities staff briefed the committee on key bills of importance to cities and what to expect in this year's legislative session. Cal Cities staff started by reviewing components of the proposed American Jobs Plan related to transportation that is of interest to cities. With regards to measures proposed in the Legislature, issues discussed included vehicle speed safety systems, bike safety, micromobility, electric vehicle charging, local streets and roads funding, and emergency telecommunications.

**IX. Next Meeting:** Friday, June 4, 2021, 9:30 – 12:30