



Thursday, June 16, 2022  
2:00 p.m. – 4:00 p.m.

A Virtual Meeting

[Join Zoom Meeting](#)

---

1. Introduction 2:00 p.m.
  - a. Welcome/Roll Call
  - b. Additions to Agenda
2. Consent Items 2:02 p.m.
  - a. Approval of Minutes from April 2022 Board Meeting
  - b. Approval of Preliminary April and May 2022 Financial Reports
  - c. Executive Committee Meeting Agenda (May 2022)
3. Discussion/Action Items 2:05 p.m.
  - a. 2022 Strategic Action Plan Goals (Scott Catlett)
  - b. Exclusive Member Benefits/Preferred Member Pricing and Dues Structure (Jennifer Wakeman)
  - c. Weekend Training Contract and Budget Approval (Nick Kurns)
  - d. Final 2022 Conference Results (Janet Salvetti)
  - e. CPFO Scholarships (Scott Catlett)
4. Committee Reports 3:05 p.m.
  - a. Administration (Alberto Preciado)
  - b. Career Development (Nick Kurns)
  - c. Communications (Will Fuentes)
  - d. Membership (Jennifer Wakeman)
  - e. Professional Standards (Jason Al-Imam)
  - f. Program (Laura Nomura)

- g. Recognition (James Russell-Field)
- h. Student Engagement (Amber Johnson)
- i. Finance (Margaret Moggia)
- j. Chapter Chairs (Marcus Pimentel)

5. Chapter Roundtable 3:25 p.m.

6. CalCities Policy Committee Roundtable 3:30 p.m.

7. Director Roundtable 3:45 p.m.

8. Officer Reports 3:50 p.m.

- a. President (Scott Catlett)
- b. Past President (Marcus Pimentel)
- c. President-Elect (Rich Lee)

10. Other Discussion Items

11. Future Topics

12. Upcoming Meeting:

August 18, 2022, 11am-3pm  
Newport Beach, CA

13. Adjournment 4:00 p.m.



In Attendance:

Scott Catlett	Will Fuentes	Steve Heide
Margaret Moggia	Karla Romero	Jean Rousseau
Kate Zawadski	Mary Bradley	James Russell-Field
Rich Lee	Marcus Pimental	Grace Castenada
John Adams	Laura Nomura	Ernie Reyna
Jason Al-Imam	Jennifer Wakeman	Kyle Johnson
Daniel Buffalo	Amber Johnson	Dennis Kaufman
Maria Bagley	Stephanie Reimer	Lorena Quijano
Stephan Parker	Alberto Preciado	Joan Michaels Aguilar
Grace Castaneda	Harriet Commons	Nick Kurns
Justin Lewis	Sarah Erck	Kory Adams

### **Introduction**

The California Society of Municipal Finance Officers (CSMFO) Board of Directors met in a hybrid format in Belmont California at the Belmont City Hall on Thursday, April 21, 2022. The meeting was called to order at 11:00 a.m. and a quorum was established. There were not any additions to the agenda.

### **Consent Calendar**

The Board addressed the consent calendar, which included approval of minutes from the April 15, 2022 meeting at the Annual Conference, the February 2022 Financial Reports & Preliminary March 2022 Financial Reports, and the approval of March 16, 2022 and April 14, 2022 Committee Meeting Agendas. Finance Committee Chair Margaret Moggia stated that she believes we need to address a small correction to the minutes from the previous meeting in San Diego. Administrative Committee Chair Alberto Preciado wasn't the person that seconded a previous motion that was approved and there was also a misspelling of a name on the attendance roster.

President-Elect Richard Lee moved to approve the consent calendar. Past President Marcus Pimentel second the motion. Motion carried.

### **Discussion/Action Items**

#### **Verbal Operational Update:**

Executive Director Jean Rousseau opened the discussion with a description of the SMA duties and explained that SMA staff is utilizing a tracking log to keep track of tasks that are asked of them on behalf of CSMFO to provide a better glance at their day-to-day scope of service.

Although the log was not presented to the Board itself – they were able to gain an understanding of the scope of service SMA is being asked to provide for CSMFO. Jean also addressed to the Board that he will be joining as many committee calls that he can and requested invitations to each of these.

Additionally, the 2022 post CSMFO Conference event survey was brought to the attention of the Board. Executive Director Jean Rousseau addressed the deadline for agenda items and that these items should be submitted two weeks ahead of the board meeting. If a committee member cannot submit material by this deadline, Jean has requested that they reach out to him directly. He also addressed the requirement of committee members attaching their agendas and meeting minutes to the back of board packets as previous Board Meetings have included this material.

President-Elect Richard Lee raised a clarification question that this is for standing committees only and not ad-hocs. Jean additionally brought up committee contracts and that he needs to be aware of these when they are under discussion. He also discussed invoices and his understanding of how the process of these flows. He believes it's become decentralized and that the chairs of committees need to be aware that these go through committee chairs or chapter chairs directly. This led into the further discussion regarding invoicing procedures. Jean addressed the procedure that committee members should follow regarding invoicing – specifically the Career Development Committee (CDC). Committees are supposed to approve their own invoices and SMA is responsible for approving the standard invoices that SMA has done historically.

Jean also provided an update on the new LMS implementation and mentioned to the Board that Justin Lewis is the leader on this process, and that any questions should be directed to him about it. He explained how this will change the structure and the process of educational courses, with the goal that this will save time with our procedure for CSMFO education courses overall.

Jean also informed the Board about the upcoming GFOA conference and that he will be sending a save the date out for the CSMFO Reception at the conference on June 6, 2022 at the Clive Bar Rooftop, Austin Texas. Any CSMFO member or CA resident who will be at GFOA may attend.

### **2022 Strategic Plan Update:**

President Scott Catlett discussed the implementation of the CSMFO dropbox. President Catlett asked for an update on the joint project with GFOA. Finance Committee Chair Margaret Moggia said this is still in process and there will be more updates to come. Margaret additionally mentioned that GFOA has two scholarship opportunities available, and Jennifer Wakeman can speak more on that subject.

Additionally, each adhoc gave an update which is attached to the April 2022 Board Packet.

### **Attendance Policy:**

President Scott Catlett briefly highlighted the significant points on the proposed attendance policy. The restructuring of the Board Meeting schedules and the proper way to communicate if a Board member is unable to attend. Jean backed up the unexcused absence policy and that

it seems standard. If the policy is approved – Jean or Scott will send it out to leadership. Margaret Moggia commented on the need to support the policy regarding standing committees and focusing more on engagement. Stephanie Reimer raised a concern that not all the committee members are in a position within their respective organizations to make the decision to attend or not. She suggested to remove the requirement of being replaced by a vice chair for more than two meetings per year. Chapter Chair Kyle Johnson commented on the importance of chapter chairs knowing the Board discussion, but for the respect of their time to maybe move their discussion items to the end of the Board agenda, and the chairs hop on for this part of the discussion. Kyle also suggested adding committee meetings and board meetings to the master calendar on the CSMFO website. The reassurance of ensuring all meeting invites are sent would be the result of adding these.

The motion for chapter vice chairs attendance policy to be amended was made – specifically the substitution part of the policy Stephanie Reimer raised concern over. Amend the policy to allow chapter chairs to have their vice chair attend in their place.

Finance Committee Chair Margaret Moggia made a motion to approve the proposed attendance policy given the proposed amendments. President-Elect Richard Lee seconded the motion. Motion carried.

#### **SMA Contract:**

The SMA contract amendment was presented by the Alberto Preciado, specifically the extension of it through April of 2023. There is a 6,000 dollar decrease for the annual cost this year. Anything not covered under the current contract will be billed as special services for 100 dollars per hour. Jean jumped in to say that if committees request anything outside the scope of service – specifically Launch related items, that this will be billed at 100 dollars per hour. Mary Bradley raised the question of where to find the contracts so each committee can review them. Executive Director Jean Rousseau said he can provide this on an as needed basis to those who request it. Finance Committee Chair Margaret Moggia raised the question regarding how to gauge the cost for a specific request. Sarah Erck explained the PO process and how this ties to the SMA Launch team, and that we will provide a template of this for them to review.

President-Elect Richard Lee raised the question regarding the implementation of the new LMS and how this should lower the annual budget. Jean explained that there really isn't going to be a way to understand the impact that the LMS will have on this until we utilize it for a few months. This topic will be brought back into question later in the year.

President-Elect Richard Lee made a motion to approve the SMA contract as presented to the Board. Director Stephen Parker seconded. Motion carried.

#### **Harriets Commons Contract Amendment:**

Program Committee Chair Laura Nomura and CDC Chair Nick Kurns feel that the support of Harriet Commons has had a great impact and has helped in many different areas. Harriet expressed her interest in continuing her service but with contract amendments. The contract term would commence on May 1 with two 1-year extensions. This gives CSMFO the opportunity to evaluate how the year went and what changed with respect to the LMS. The scope of service may change with the implementation of the new LMS. Laura Nomura

explained the proposed increase in fees for both the program committee and CDC. Reiteration of the amount of service Harriet provides aside from just CPE's was addressed to the Board as support for the decision of the fee increases. Nick Kurns and Laura Nomura both recommended to the Board that they renew the contract for Harriet commons. No questions were raised. Past President Marcus Pimental commented on his appreciation for Harriet and all that she has done for CSMFO. The high level of service Harriet has provided to CSMFO was reiterated by multiple Board members.

President-Elect Richard Lee made the motion to approve the contract amendment for Harriet Commons. Craig Boyer seconded. Motion carried.

#### **Exclusive Member Benefits and Preferred Member Pricing:**

Steve Heide recommended an amendment to preferred member pricing and establishment of member and non-member prices to be in conjunction with the new LMS. Per discussion in the February 2022 Board Meeting, Steve has come to this Board Meeting with updates on member vs non-member benefits/pricing. He explained that non-members have been able to take advantage of many member benefits. He recommends some specific language that speaks to the point of exclusive member benefits for those in good standing. Steve explained the attached report to the Board packet and explained what each section of the report speaks to. Steve also touched on the idea of non-members attending the annual conference and gaining a membership with CSMFO because of their conference registration. However, the compelling argument is folks that only want to attend the annual conference and are not interested in any other CSMFO benefits. Steve also explained the different tiered webinars idea and how implementing different costs for each tier would help meet strategic value.

Mary Bradley commented that she and the CDC have not had the opportunity to look over the proposed benefits. Steve raised concern over the implementation of the new LMS and the impact on attendance for webinars. He mentioned that gaining an understanding of what the LMS will offer will help justify the proposed plan. Laura Nomura stated that the consensus of the webinar group is that it would be easier to implement member vs non-member benefits for webinars. Sarah Erck commented on the concern of the proposal of obtaining a CSMFO membership with a non-member conference registration and how this would affect staff time spent on creating these member profiles manually. Mary Bradley requested that the CDC look over this proposed plan on the next CDC call a week after the Board Meeting before proceeding with this recommendation.

This discussion was tabled for approval during the next Board Meeting in June 2022. Steve requested that the board acknowledge the consideration of the handbook addition.

Scott moved for motion; Stephanie Reimer seconded.

Motion to approve recommendation number 1 and table recommendation number 2 to give CDC chance to review the proposal was passed.

#### **2021 Pilot Cohort Program Survey Results:**

Membership Committee Chair, Jennifer Wakeman explained that the overall response to the 2021 pilot cohort program survey's was positive. Jennifer highlighted that we are seeing an increase in cohort members becoming involved in some form of leadership within CSMFO. Jennifer recognized Kate Zawadski and Margaret Moggia for their hard work on the cohort

programs. Margaret highlighted how much of a pleasure it was to work on the cohort project. Jennifer closed with the recommendation that the Board review the survey results that were presented and provide suggestions to the Membership Committee for implementation in the upcoming cohort year.

### **New Core Course Update:**

CDC Chair Nick Kurns began by explaining the importance of focusing on specific areas of education that would be of more value to our members. The implementation of new CDC courses in the Fall was also mentioned by Nick. These courses include Accounting for Capital Assets, Leadership Training Program, and Revenue Fundamentals. Sarah Erck reiterated that with the implementation of new core courses - there would be a concern with SMA staff time and an increase in cost within our scope of service. This conversation led into the approval of the implementation of these new courses being provided by CSMFO.

Past-President Marcus Pimental made a motion to approve. Grace Castaneda seconded. Motion carried.

### **Committee Reports:**

#### *Administration Committee*

Committee Chair Alberto Preciado shared his update via Zoom chat. His brief update was that he is evaluating whether or not we can update the website at the same time we are implementing the new LMS

#### *Career Development Committee*

Committee Chair Nick Kurns explained the attraction across our webinar series. He went into detail about the upcoming webinars being offered by CSMFO. Additionally, weekend training is actively being worked on and the plan is to hold this in November 2022.

#### *Communications Committee*

Committee Chair, Will Fuentes said that he is actively working on implementing a monthly communications report that is different each time.

#### *Membership Committee*

Kate Zawadski provided the update instead of Committee Chair Jennifer Wakeman. The committee is working on setting up next coordinator meeting. She discussed the recent commercial roundtable and the topics that were brought up on that call. Working on outreach efforts to participating non-members with Kory from SMA to highlight the benefits of membership with CSMFO.

#### *Professional Standards*

Committee Chair, Jason Al-Imam mentioned kept his report brief. He mentioned that the committee met last week to discuss GASB updates and there will be more to come.

#### *Program Committee*

Committee Chair, Laura Nomura provided the committee update. They had their first meeting for the 2023 conference on Friday, April 15. The committee went over the 2022 conference survey results. Only 93 individuals filled out the survey. Would be good to figure out a way to get more interaction with this survey. Of the 93 they all had great feedback for our speakers. The negative feedback was mainly about the venue. Will take the feedback into consideration for the future.

#### *Recognition Committee:*

Committee Chair, James Russell-Field provided the Board with this report. The first committee meeting of the year was held Thursday, April 14, which was basically bringing new committee members up to speed with how the committee operates. They also covered the goals for this year that the committee wishes to achieve.

#### *Student Engagement*

Committee Chair, Amber Johnson provided this update. They are working on presenting at schools both virtually and in person. Amber brought up the idea of surveying the students they recently spoke to for feedback regarding how they can better serve them on behalf of CSMFO.

#### *Finance Committee:*

Committee Chair, Margaret Moggia provided the Board with this update. Their committee notes and minutes are included in the April 2022 Board Packet. They have several items that they are working on which were partly highlighted in the strategic plan. They had two very successful calls with Jean regarding his role and expectations. Had another successful call with Amelia Clarke from SMA regarding the upcoming audit and the importance of this. She touched on the topic of the budget and areas of the budget that needed to be addressed such as Jean's salary being included in it. Looking to develop procedures within so that everyone understands their role on the committee.

#### **Chapter Roundtable:**

North Coast is looking to schedule next quarterly meeting in the end of May. Looking to schedule it for a little longer than normal. Broken into two parts. Specifically looking to bring back a speaker from the conference to speak on one of these parts. The other part Dan is considering is topic surrounding employee retention and the impacts of inflation on budgets.

#### **CalCities Policy Update:**

Ernie Reyna provided this update. He reported that there was one meeting on February 11, 2022. It was more of an introductory meeting with little updates. They discussed some hot topics. Next meeting is on Friday, April 29, 2022.

#### **Director Roundtable:**

Karla Romero provided a brief update on this. She also thanked President Catlett for getting everyone together and appreciated the amount of engagement.

#### **Officer reports:**

##### **Scott Catlett – President Report**

President Scott Catlett reported that we are waiting on the results of the conference from Janet. Hopeful that we will have numbers to bring to discussion for CMTA conference.

##### **Marcus Pimental - Past President Report**

Past President, Marcus Pimental echoed Karla Romero by thanking President Scott Catlett for bringing us all together to this board meeting. He also thanked Nick Kurns for finding inspiration to bring questions to the table on behalf of the CDC. Then lastly, thanked Grace for allowing us to use her space for this meeting. Marcus closed out by mention that he is

working on revising the chapter policy handbook.

### **Rich Lee - President-Elect Report**

President-Elect Richard Lee provided this update. The Host Committee is coming up on their third meeting today (after the Board Meeting). Rich spoke about his interests regarding the upcoming conference. He wants the conference to give back to local charities in the greater Sacramento area. He and the committee are looking to pick about 4 to 5 charities. Another idea is going green for the conference and utilizing any of those funds toward charity. The passport idea as well was brought up. This idea is to have a QR code on each badge for increased interaction amongst individuals at the conference. Each scan results in money that would be donated. He is asking that CSMFO to do a matching contribution of funds raised for charity. Rich will be donating out of pocket as an incentive for others to do the same with a goal of 100,000 dollars to be contributed toward these charities. At the end we will then translate the impact these contributions have on the charities – example: how many nights the funds provided shelter to homeless for, or how many meals were provided to those in need.

He also spoke about the keynote speakers and the selection process which he feels like the committee has made good progress, and there will be more to come.

With no further business to discuss, this meeting was called to order.

Meeting adjourned at 2:33PM

Respectfully submitted,  
Kory Adams, SMA

### **Action Item Recap:**

- Executive Director Jean Rousseau will follow up with SMA staff regarding the outreach for the GFOA reception.
- The CSMFO Board will review the 2021 Pilot Cohort Program survey results and provide feedback on these results to the Membership Committee.

**California Society of Municipal Finance Officers**  
**Statement of Net Assets**  
As of April 30, 2022

	Apr 30, 22	Apr 30, 21	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
<b>1004 · Bank of America - 1982</b>				
<b>1050 · Chapter Fund Balances</b>				
1050.03 · North Coast	525.00	0.00	525.00	100.0%
1050.04 · Sacramento Valley	3,435.67	3,010.67	425.00	14.12%
1050.05 · East Bay (SF)	3,522.19	3,522.19	0.00	0.0%
1050.06 · Central Valley	367.51	367.51	0.00	0.0%
1050.07 · Peninsula	693.74	693.74	0.00	0.0%
1050.08 · Monterey Bay	3,383.99	2,953.99	430.00	14.56%
1050.09 · South San Joaquin	-117.96	-225.00	107.04	47.57%
1050.10 · Central Coast	1,277.78	1,277.78	0.00	0.0%
1050.11 · Channel Counties	1,581.64	1,581.64	0.00	0.0%
1050.12 · San Gabriel Valley	135.94	400.00	-264.06	-66.02%
1050.13 · Central Los Angeles	525.74	525.74	0.00	0.0%
1050.14 · South Bay (LA)	2,364.54	2,364.54	0.00	0.0%
1050.16 · Orange County	4,116.17	4,652.24	-536.07	-11.52%
1050.17 · Inland Empire	1,279.07	40.00	1,239.07	3,097.68%
1050.19 · San Diego County	1,400.07	1,400.07	0.00	0.0%
<b>Total 1050 · Chapter Fund Balances</b>	<b>24,491.09</b>	<b>22,565.11</b>	<b>1,925.98</b>	<b>8.54%</b>
<b>1004 · Bank of America - 1982 - Other</b>	<b>417,409.32</b>	<b>0.00</b>	<b>417,409.32</b>	<b>100.0%</b>
<b>Total 1004 · Bank of America - 1982</b>	<b>441,900.41</b>	<b>22,565.11</b>	<b>419,335.30</b>	<b>1,858.34%</b>
<b>1006 · Bank of America Checking - 4131</b>	<b>1,225.00</b>	<b>517,916.90</b>	<b>-516,691.90</b>	<b>-99.76%</b>
<b>1040 · Investments LAIF</b>	<b>819,099.47</b>	<b>567,115.37</b>	<b>251,984.10</b>	<b>44.43%</b>
<b>Total Checking/Savings</b>	<b>1,262,224.88</b>	<b>1,107,597.38</b>	<b>154,627.50</b>	<b>13.96%</b>
<b>Accounts Receivable</b>				
1100 · Accounts receivable	2,950.00	3,350.00	-400.00	-11.94%
<b>Total Accounts Receivable</b>	<b>2,950.00</b>	<b>3,350.00</b>	<b>-400.00</b>	<b>-11.94%</b>
<b>Other Current Assets</b>				
1120 · Accounts Receivable- YM	47,435.00	2,730.00	44,705.00	1,637.55%
<b>1250 · Prepaid Expense - General</b>				
1252 · Prepaid Admin/DataBase Fees	0.00	26,510.80	-26,510.80	-100.0%
1250 · Prepaid Expense - General - Other	6,000.00	6,000.00	0.00	0.0%
<b>Total 1250 · Prepaid Expense - General</b>	<b>6,000.00</b>	<b>32,510.80</b>	<b>-26,510.80</b>	<b>-81.55%</b>
<b>1260 · Prepaid Expense Conference</b>				
1262 · Facilities Deposits	79,544.00	77,544.00	2,000.00	2.58%
1260 · Prepaid Expense Conference - Other	0.00	18,874.29	-18,874.29	-100.0%
<b>Total 1260 · Prepaid Expense Conference</b>	<b>79,544.00</b>	<b>96,418.29</b>	<b>-16,874.29</b>	<b>-17.5%</b>
<b>Total Other Current Assets</b>	<b>132,979.00</b>	<b>131,659.09</b>	<b>1,319.91</b>	<b>1.0%</b>
<b>Total Current Assets</b>	<b>1,398,153.88</b>	<b>1,242,606.47</b>	<b>155,547.41</b>	<b>12.52%</b>
<b>Other Assets</b>				
1500 · CSMFO/SMA Database AR	0.00	61,279.04	-61,279.04	-100.0%
<b>Total Other Assets</b>	<b>0.00</b>	<b>61,279.04</b>	<b>-61,279.04</b>	<b>-100.0%</b>
<b>TOTAL ASSETS</b>	<b>1,398,153.88</b>	<b>1,303,885.51</b>	<b>94,268.37</b>	<b>7.23%</b>

California Society of Municipal Finance Officers  
**Statement of Net Assets**  
As of April 30, 2022

	Apr 30, 22	Apr 30, 21	\$ Change	% Change
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · Accounts payable	0.00	1,078.26	-1,078.26	-100.0%
<b>Total Accounts Payable</b>	0.00	1,078.26	-1,078.26	-100.0%
<b>Other Current Liabilities</b>				
2003 · A/P Other- SMA Conference	32,861.76	32,861.80	-0.04	0.0%
<b>Total Other Current Liabilities</b>	32,861.76	32,861.80	-0.04	0.0%
<b>Total Current Liabilities</b>	32,861.76	33,940.06	-1,078.30	-3.18%
<b>Total Liabilities</b>	32,861.76	33,940.06	-1,078.30	-3.18%
<b>Equity</b>				
3020 · Retained earnings	470,927.29	223,230.96	247,696.33	110.96%
3100 · Net Assets-Chapters	24,491.09	22,565.11	1,925.98	8.54%
3101 · Operating reserve	126,438.00	126,438.00	0.00	0.0%
3102 · Conference reserve	512,563.00	512,563.00	0.00	0.0%
Net Income	230,872.74	385,148.38	-154,275.64	-40.06%
<b>Total Equity</b>	1,365,292.12	1,269,945.45	95,346.67	7.51%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,398,153.88</b>	<b>1,303,885.51</b>	<b>94,268.37</b>	<b>7.23%</b>

California Society of Municipal Finance Officers  
Summary of Financial Income and Expense  
January through April 2022

	Total Chapters	Conference	Education	Unclassified	TOTAL
<b>Ordinary Income/Expense</b>					
Income					
4000 · OPERATING REVENUES	0.00	0.00	0.00	276,294.96	276,294.96
Total Income	0.00	0.00	0.00	276,294.96	276,294.96
Gross Profit	0.00	0.00	0.00	276,294.96	276,294.96
Expense					
6100 · OPERATING EXPENSES	0.00	0.00	0.00	147,826.73	147,826.73
Total Expense	0.00	0.00	0.00	147,826.73	147,826.73
Net Ordinary Income	0.00	0.00	0.00	128,468.23	128,468.23
<b>Other Income/Expense</b>					
Other Income					
4500 · PROGRAM REVENUES					
4504 · Education income	0.00	0.00	44,262.50	0.00	44,262.50
8000 · Conference Revenue	0.00	1,040,072.48	0.00	0.00	1,040,072.48
Total 4500 · PROGRAM REVENUES	0.00	1,040,072.48	44,262.50	0.00	1,084,334.98
4501 · Chapter Income	1,405.00	0.00	0.00	0.00	1,405.00
49910 · Unidentified Transactions	0.00	0.00	0.00	0.00	0.00
Total Other Income	1,405.00	1,040,072.48	44,262.50	0.00	1,085,739.98
Other Expense					
6400 · PROGRAM EXPENSES					
9000 · Conference Expenses	0.00	982,991.58	0.00	0.00	982,991.58
Total 6400 · PROGRAM EXPENSES	0.00	982,991.58	0.00	0.00	982,991.58
6401 · Chapter Expenses	343.89	0.00	0.00	0.00	343.89
Total Other Expense	343.89	982,991.58	0.00	0.00	983,335.47
Net Other Income	1,061.11	57,080.90	44,262.50	0.00	102,404.51
Net Income	1,061.11	57,080.90	44,262.50	128,468.23	230,872.74

California Society of Municipal Finance Officers  
**Profit & Loss Budget Performance**  
April 2022

	Apr 22	Jan - Apr 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Ordinary Income/Expense						
Income						
4000 · OPERATING REVENUES						
4100 · Membership Dues						
4110 · Dues - Municipal	5,895.00	149,415.00	182,026.00	-32,611.00	82.08%	195,000.00
4115 · Dues NewMem-Municipal	0.00	0.00				
4120 · Dues - Other Gov	250.00	3,000.00	3,500.00	-500.00	85.71%	4,000.00
4130 · Dues - Commercial	440.00	31,460.00	47,360.00	-15,900.00	66.43%	50,000.00
4140 · Dues - Retired	0.00	800.00	1,120.00	-320.00	71.43%	1,200.00
4150 · Dues - Education	0.00	0.00	0.00	0.00	0.0%	0.00
Total 4100 · Membership Dues	6,585.00	184,675.00	234,006.00	-49,331.00	78.92%	250,200.00
4200 · Interest Income	644.96	644.96	2,500.00	-1,855.04	25.8%	5,000.00
4302 · Magazine Advertising	2,950.00	4,275.00	8,500.00	-4,225.00	50.29%	10,000.00
4303 · Job Board Post - Member	22,150.00	85,650.00	50,000.00	35,650.00	171.3%	150,000.00
4490 · Budget Awards	250.00	1,050.00	300.00	750.00	350.0%	15,000.00
Total 4000 · OPERATING REVENUES	32,579.96	276,294.96	295,306.00	-19,011.04	93.56%	430,200.00
Total Income	32,579.96	276,294.96	295,306.00	-19,011.04	93.56%	430,200.00
Gross Profit	32,579.96	276,294.96	295,306.00	-19,011.04	93.56%	430,200.00
Expense						
6100 · OPERATING EXPENSES						
6105 · Marketing/Membership	0.00	5,603.67	10,000.00	-4,396.33	56.04%	10,000.00
6106 · Storage Expense	0.00	198.68	656.01	-457.33	30.29%	1,000.00
6110 · President's Expense						
6111 · Presidents CSMFO- Gifts	0.00	57.75	0.00	57.75	100.0%	1,000.00
6112 · Presidents CSMFO-Dinner	0.00	0.00	0.00	0.00	0.0%	0.00
6110 · President's Expense - Other	0.00	4,740.82	5,000.00	-259.18	94.82%	5,500.00
Total 6110 · President's Expense	0.00	4,798.57	5,000.00	-201.43	95.97%	6,500.00
6115 · Board of Directors						
6116 · Board Meeting Expenses	1,171.97	4,173.35	2,500.00	1,673.35	166.93%	10,000.00
Total 6115 · Board of Directors	1,171.97	4,173.35	2,500.00	1,673.35	166.93%	10,000.00
6120 · Committee/Chapter Support						
6121 · Committee Support	0.00	0.00	2,000.00	-2,000.00	0.0%	2,000.00
6122 · Chapter Support	0.00	0.00	0.00	0.00	0.0%	5,000.00
6120 · Committee/Chapter Support - O	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6120 · Committee/Chapter Support	0.00	0.00	2,000.00	-2,000.00	0.0%	7,000.00
6125 · Board Planning Session-Retrea	0.00	0.00	25,000.00	-25,000.00	0.0%	50,000.00
6140 · Management Services						
6143 · Management Services	15,127.00	61,208.00	53,666.96	7,541.04	114.05%	156,500.00
6146 · Consultants						
6146.10 · Coleman Services	0.00	0.00	6,010.00	-6,010.00	0.0%	24,040.00
6146 · Consultants - Other	0.00	7,800.00	3,928.00	3,872.00	198.57%	11,800.00
Total 6146 · Consultants	0.00	7,800.00	9,938.00	-2,138.00	78.49%	35,840.00
6147 · Professional Fees	0.00	357.50				
6470 · Webinar Program Services	0.00	0.00	17,500.00	-17,500.00	0.0%	50,000.00
6140 · Management Services - Other	700.00	2,100.00				
Total 6140 · Management Services	15,827.00	71,465.50	81,104.96	-9,639.46	88.12%	242,340.00
6148 · Payroll						

California Society of Municipal Finance Officers  
**Profit & Loss Budget Performance**  
April 2022

	Apr 22	Jan - Apr 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
6148.10 · Wages	7,015.00	15,640.00	20,833.36	-5,193.36	75.07%	117,500.00
6148.20 · Payroll Taxes - Federal	536.65	1,238.46	2,000.00	-761.54	61.92%	10,000.00
6148.30 · Payroll Taxes - State	0.00	245.01				
6148.50 · Payroll Processing Expense	70.00	280.00				
6148 · Payroll - Other	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 6148 · Payroll</b>	<b>7,621.65</b>	<b>17,403.47</b>	<b>22,833.36</b>	<b>-5,429.89</b>	<b>76.22%</b>	<b>127,500.00</b>
6150 · Office Supplies	464.72	667.80	150.00	517.80	445.2%	250.00
6155 · Merchant Fees/Bank Chgs.	2,749.85	21,802.58	15,000.00	6,802.58	145.35%	30,000.00
6160 · Awards	0.00	498.14	0.00	498.14	100.0%	5,000.00
6165 · Printing						
6166 · Printing, copying, and admin	4.12	29.52	1,600.00	-1,570.48	1.85%	2,000.00
6167 · Directory	0.00	0.00	10,000.00	-10,000.00	0.0%	10,000.00
6165 · Printing - Other	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 6165 · Printing</b>	<b>4.12</b>	<b>29.52</b>	<b>11,600.00</b>	<b>-11,570.48</b>	<b>0.25%</b>	<b>12,000.00</b>
6170 · Magazine	58.00	174.00	15,000.00	-14,826.00	1.16%	20,000.00
6175 · Postage	36.34	60.59	750.00	-689.41	8.08%	2,000.00
6185 · Telephone/Bridge Calls	44.94	134.74	440.00	-305.26	30.62%	1,500.00
6190 · Web and Technology						
6191 · DataBase Expense	0.00	0.00	0.00	0.00	0.0%	0.00
6192 · Web site	0.00	2,500.00	3,000.00	-500.00	83.33%	3,000.00
6195 · Web Site Hosting Fee	67.99	1,934.97	3,000.00	-1,065.03	64.5%	9,000.00
6190 · Web and Technology - Other	85.99	12,358.75	22,001.00	-9,642.25	56.17%	23,000.00
<b>Total 6190 · Web and Technology</b>	<b>153.98</b>	<b>16,793.72</b>	<b>28,001.00</b>	<b>-11,207.28</b>	<b>59.98%</b>	<b>35,000.00</b>
6200 · Travel/Staff Expenses	0.00	0.00	1,000.00	-1,000.00	0.0%	2,000.00
6220 · Audit & Tax Filing	0.00	0.00	0.00	0.00	0.0%	9,500.00
6230 · Insurance	0.00	2,118.00	2,400.00	-282.00	88.25%	4,000.00
6240 · Taxes						
6242 · Current Year Taxes	0.00	0.00	11,000.00	-11,000.00	0.0%	30,000.00
6246 · Prior Year Taxes	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 6240 · Taxes</b>	<b>0.00</b>	<b>0.00</b>	<b>11,000.00</b>	<b>-11,000.00</b>	<b>0.0%</b>	<b>30,000.00</b>
6250 · Miscellaneous	0.00	0.00	0.00	0.00	0.0%	0.00
6255 · GFOA Reception	0.00	1,904.40	13,000.00	-11,095.60	14.65%	20,000.00
6260 · Donations	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 6100 · OPERATING EXPENSES</b>	<b>28,132.57</b>	<b>147,826.73</b>	<b>247,435.33</b>	<b>-99,608.60</b>	<b>59.74%</b>	<b>625,590.00</b>
6900 · OTHER EXPENSES						
6970 · One-Time Budgeted Expenses	0.00	0.00	16,333.36	-16,333.36	0.0%	49,000.00
<b>Total 6900 · OTHER EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>16,333.36</b>	<b>-16,333.36</b>	<b>0.0%</b>	<b>49,000.00</b>
9950 · Prior Period Adjustment	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total Expense</b>	<b>28,132.57</b>	<b>147,826.73</b>	<b>263,768.69</b>	<b>-115,941.96</b>	<b>56.04%</b>	<b>674,590.00</b>
Net Ordinary Income	4,447.39	128,468.23	31,537.31	96,930.92	407.35%	-244,390.00
Other Income/Expense						
Other Income						
4500 · PROGRAM REVENUES						
4503 · Contributions and Donations						
4503.5 · CALCPA Contribution	0.00	0.00	0.00	0.00	0.0%	0.00
4503.75 · Robert O'Dell Scholarship	0.00	0.00	0.00	0.00	0.0%	0.00

California Society of Municipal Finance Officers  
**Profit & Loss Budget Performance**  
April 2022

	Apr 22	Jan - Apr 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
4503 · Contributions and Donations - C	0.00	0.00	0.00	0.00	0.0%	0.00
Total 4503 · Contributions and Donatio	0.00	0.00	0.00	0.00	0.0%	0.00
4504 · Education income						
4505 · Webinar	0.00	0.00	0.00	0.00	0.0%	2,600.00
4520 · Weekend Training	0.00	0.00	0.00	0.00	0.0%	20,225.00
4540 · Fundamentals of Rates, Fees	0.00	0.00	2,000.00	-2,000.00	0.0%	6,150.00
4570 · Intro to Government	125.00	7,325.00	15,000.00	-7,675.00	48.83%	21,000.00
4575 · Investment Accounting	0.00	300.00	0.00	300.00	100.0%	6,600.00
4590 · Intermediate Government Acct	8,950.00	25,837.50	16,675.00	9,162.50	154.95%	46,500.00
4591 · California Local Budgeting	3,750.00	10,800.00	0.00	10,800.00	100.0%	27,000.00
4593 · Capital Assets	0.00	0.00	3,000.00	-3,000.00	0.0%	6,000.00
4594 · CMTA/CSMFO Course	0.00	0.00	0.00	0.00	0.0%	0.00
4595 · Revenue Fundamentals	0.00	0.00	4,500.00	-4,500.00	0.0%	10,500.00
4597 · Developing Supervisory Skills	0.00	0.00	0.00	0.00	0.0%	0.00
4598 · Leadership Skills	0.00	0.00	0.00	0.00	0.0%	4,500.00
Total 4504 · Education income	12,825.00	44,262.50	41,175.00	3,087.50	107.5%	151,075.00
8000 · Conference Revenue						
8100 · Government Registrations						
8102 · Government NonMember	3,550.00	19,520.00	34,210.00	-14,690.00	57.06%	34,210.00
8104 · Government Member	3,090.00	317,150.00	543,635.00	-226,485.00	58.34%	543,635.00
8105 · Govt Non-Memb Full Early	0.00	0.00	0.00	0.00	0.0%	0.00
8106 · Govt Non-Memb-Full Regular	0.00	0.00	0.00	0.00	0.0%	0.00
8108 · Govt Non-Memb Daily Early	0.00	0.00	0.00	0.00	0.0%	0.00
8109 · Govt Non-Memb-Daily-Regular	0.00	0.00	0.00	0.00	0.0%	0.00
8110 · Govt Memb - Full Conf-Early	0.00	0.00	0.00	0.00	0.0%	0.00
8115 · Conf-Gov-Full-Norm-Mem	0.00	0.00	0.00	0.00	0.0%	0.00
8120 · Govt Memb Daily-Early	0.00	0.00	0.00	0.00	0.0%	0.00
8125 · Govt Memb-Daily Regular	0.00	0.00	0.00	0.00	0.0%	0.00
8150 · Govt Non-Memb Full Onsite	0.00	0.00	0.00	0.00	0.0%	0.00
8155 · Govt Memb-Full Regular	0.00	0.00	0.00	0.00	0.0%	0.00
Total 8100 · Government Registrations	6,640.00	336,670.00	577,845.00	-241,175.00	58.26%	577,845.00
8200 · Commercial Registrations						
8225 · Conf-Com-Exhibitor-Addn Full	0.00	0.00	0.00	0.00	0.0%	0.00
8226 · Commercial Exhibitor	4,140.00	60,145.00	64,730.00	-4,585.00	92.92%	64,730.00
8227 · Conf-Com-Exhibitor Daily	0.00	0.00	0.00	0.00	0.0%	0.00
8228 · Commercial NonMember	935.00	27,280.00	27,935.00	-655.00	97.66%	27,935.00
8229 · Commercial Member	0.00	29,793.00	32,720.00	-2,927.00	91.05%	32,720.00
8230 · Comm Non-Memb-Full-Early	0.00	0.00	0.00	0.00	0.0%	0.00
8231 · Comm Non-Memb-Full-Reg	0.00	1,515.00	0.00	1,515.00	100.0%	0.00
8235 · Comm Memb-Full-Early	0.00	0.00	0.00	0.00	0.0%	0.00
8236 · Comm Memb-Full-Regular	0.00	0.00	0.00	0.00	0.0%	0.00
8245 · Comm Memb-Daily-Early	0.00	0.00	0.00	0.00	0.0%	0.00
8250 · Comm-Memb Daily-Regular	0.00	0.00	0.00	0.00	0.0%	0.00
8260 · Comm Non-Memb Daily Early	0.00	0.00	0.00	0.00	0.0%	0.00
8265 · Comm Non-Memb Daily Regula	0.00	3,420.00	0.00	3,420.00	100.0%	0.00
Total 8200 · Commercial Registrations	5,075.00	122,153.00	125,385.00	-3,232.00	97.42%	125,385.00

California Society of Municipal Finance Officers  
**Profit & Loss Budget Performance**  
April 2022

	Apr 22	Jan - Apr 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
<b>8300 · Pre-Conference Registrations</b>						
8371 · PreConference-Session A	0.00	0.00	0.00	0.00	0.0%	0.00
8373 · PreConference-Session B	0.00	0.00	0.00	0.00	0.0%	0.00
8375 · PreConference-Session C	0.00	0.00	0.00	0.00	0.0%	0.00
8376 · PreConference-Session D	0.00	0.00	0.00	0.00	0.0%	0.00
8300 · Pre-Conference Registrations -	575.00	14,190.00	39,000.00	-24,810.00	36.39%	39,000.00
<b>Total 8300 · Pre-Conference Registrations</b>	<b>575.00</b>	<b>14,190.00</b>	<b>39,000.00</b>	<b>-24,810.00</b>	<b>36.39%</b>	<b>39,000.00</b>
<b>8500 · Extra Meals</b>						
8565 · Hosted Evening Event	0.00	0.00	4,375.00	-4,375.00	0.0%	4,375.00
8500 · Extra Meals - Other	0.00	5,075.00				
<b>Total 8500 · Extra Meals</b>	<b>0.00</b>	<b>5,075.00</b>	<b>4,375.00</b>	<b>700.00</b>	<b>116.0%</b>	<b>4,375.00</b>
<b>8600 · Event Registrations</b>						
8610 · Golf	1,175.00	19,515.00	18,815.00	700.00	103.72%	18,815.00
8630 · Pickleball/Tennis	105.00	490.00	0.00	490.00	100.0%	0.00
<b>Total 8600 · Event Registrations</b>	<b>1,280.00</b>	<b>20,005.00</b>	<b>18,815.00</b>	<b>1,190.00</b>	<b>106.33%</b>	<b>18,815.00</b>
<b>8700 · Exhibitors Fees</b>						
8702 · Featured Exhibitor/Sponsor	0.00	0.00	0.00	0.00	0.0%	0.00
8703 · Sapphire Exhibitor	0.00	101,500.00	112,000.00	-10,500.00	90.63%	112,000.00
8704 · Premier Exhibitor	0.00	0.00	0.00	0.00	0.0%	0.00
8707 · Deluxe Exhibitor	0.00	0.00	0.00	0.00	0.0%	0.00
8715 · Gold Package	0.00	193,562.50	272,000.00	-78,437.50	71.16%	272,000.00
8725 · Silver Package	0.00	40,625.00	45,000.00	-4,375.00	90.28%	45,000.00
8735 · Diamond Package	0.00	90,000.00	91,000.00	-1,000.00	98.9%	91,000.00
<b>Total 8700 · Exhibitors Fees</b>	<b>0.00</b>	<b>425,687.50</b>	<b>520,000.00</b>	<b>-94,312.50</b>	<b>81.86%</b>	<b>520,000.00</b>
<b>8800 · Sponsorships</b>						
8830 · Non-Exhibitor Sponsor 8830	0.00	14,000.00	36,000.00	-22,000.00	38.89%	36,000.00
8872 · Additional Sponsorship Monies	0.00	5,062.50	12,500.00	-7,437.50	40.5%	12,500.00
<b>Total 8800 · Sponsorships</b>	<b>0.00</b>	<b>19,062.50</b>	<b>48,500.00</b>	<b>-29,437.50</b>	<b>39.3%</b>	<b>48,500.00</b>
<b>8900 · Conference Miscellaneous</b>						
8910 · Cancellation Fees	0.00	0.00	0.00	0.00	0.0%	0.00
8915 · Hotel Rebate	0.00	10,074.48	0.00	10,074.48	100.0%	0.00
8900 · Conference Miscellaneous - Otl	0.00	2,140.00				
<b>Total 8900 · Conference Miscellaneous</b>	<b>0.00</b>	<b>12,214.48</b>	<b>0.00</b>	<b>12,214.48</b>	<b>100.0%</b>	<b>0.00</b>
8950 · Virtual Conference Registration	4,850.00	85,015.00	85,000.00	15.00	100.02%	85,000.00
<b>Total 8000 · Conference Revenue</b>	<b>18,420.00</b>	<b>1,040,072.48</b>	<b>1,418,920.00</b>	<b>-378,847.52</b>	<b>73.3%</b>	<b>1,418,920.00</b>
<b>Total 4500 · PROGRAM REVENUES</b>	<b>31,245.00</b>	<b>1,084,334.98</b>	<b>1,460,095.00</b>	<b>-375,760.02</b>	<b>74.27%</b>	<b>1,569,995.00</b>
<b>4501 · Chapter Income</b>						
4501.01 · Northwest Counties	0.00	0.00	0.00	0.00	0.0%	0.00
4501.02 · Northeast Counties	0.00	0.00	0.00	0.00	0.0%	0.00
4501.03 · North Coast	0.00	550.00	0.00	550.00	100.0%	0.00
4501.04 · Sacramento Valley	25.00	425.00	0.00	425.00	100.0%	0.00
4501.05 · East Bay (SF)	0.00	0.00	0.00	0.00	0.0%	0.00
4501.06 · Central Valley	0.00	0.00	0.00	0.00	0.0%	0.00
4501.07 · Peninsula	0.00	0.00	0.00	0.00	0.0%	0.00
4501.08 · Monterey Bay	0.00	0.00	0.00	0.00	0.0%	0.00
4501.09 · South San Joaquin	0.00	0.00	0.00	0.00	0.0%	0.00

California Society of Municipal Finance Officers  
**Profit & Loss Budget Performance**  
April 2022

	Apr 22	Jan - Apr 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
4501.11 · Channel Counties	0.00	0.00	30.00	-30.00	0.0%	0.00
4501.12 · San Gabriel Valley	0.00	0.00	0.00	0.00	0.0%	0.00
4501.13 · Central Los Angeles	0.00	0.00	0.00	0.00	0.0%	0.00
4501.14 · South Bay (LA)	0.00	0.00	0.00	0.00	0.0%	0.00
4501.15 · Desert Mountain	0.00	0.00	0.00	0.00	0.0%	0.00
4501.16 · Orange County	0.00	0.00	0.00	0.00	0.0%	0.00
4501.17 · Inland Empire	490.00	430.00	0.00	430.00	100.0%	0.00
4501.18 · Coachella Valley	0.00	0.00	0.00	0.00	0.0%	0.00
4501.19 · San Diego County	0.00	0.00	0.00	0.00	0.0%	0.00
4501 · Chapter Income - Other	0.00	0.00	20,000.00	-20,000.00	0.0%	100,000.00
<b>Total 4501 · Chapter Income</b>	<b>515.00</b>	<b>1,405.00</b>	<b>20,030.00</b>	<b>-18,625.00</b>	<b>7.01%</b>	<b>100,000.00</b>
49910 · Unidentified Transactions	0.00	0.00				
8999 · YM Import Items	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total Other Income</b>	<b>31,760.00</b>	<b>1,085,739.98</b>	<b>1,480,125.00</b>	<b>-394,385.02</b>	<b>73.36%</b>	<b>1,669,995.00</b>
<b>Other Expense</b>						
<b>6400 · PROGRAM EXPENSES</b>						
<b>6404 · Education Expenses</b>						
<b>6420 · Weekend Training</b>						
6420.10 · Weekend Training Reim. Exp	0.00	0.00	0.00	0.00	0.0%	25,000.00
<b>Total 6420 · Weekend Training</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>25,000.00</b>
<b>6430 · Intro to Government</b>						
6430.10 · Intro to Govt Account - Reim	0.00	0.00	0.00	0.00	0.0%	0.00
6430 · Intro to Government - Other	0.00	0.00	2,000.00	-2,000.00	0.0%	5,000.00
<b>Total 6430 · Intro to Government</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>-2,000.00</b>	<b>0.0%</b>	<b>5,000.00</b>
6480 · Intermediate Governmental Acc	0.00	0.00	0.00	0.00	0.0%	15,250.00
6491 · CA Local Budgeting Expense	0.00	0.00	5,000.00	-5,000.00	0.0%	10,000.00
6494 · Webinar Expenses	0.00	0.00	0.00	0.00	0.0%	0.00
6594 · CMTA/CSMFO Course Exp	0.00	0.00	0.00	0.00	0.0%	0.00
6595 · Revenue Fundamental Expense	0.00	0.00	3,500.00	-3,500.00	0.0%	3,500.00
6596 · Revenue Fundamental Expense	0.00	0.00	0.00	0.00	0.0%	3,500.00
6598 · Leadership Skills	0.00	0.00	0.00	0.00	0.0%	2,000.00
<b>Total 6404 · Education Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>10,500.00</b>	<b>-10,500.00</b>	<b>0.0%</b>	<b>64,250.00</b>
<b>9000 · Conference Expenses</b>						
<b>9100 · Food &amp; Beverage</b>						
9105 · Registration Prep-Lunch	0.00	620.64	1,200.00	-579.36	51.72%	1,200.00
9115 · Wednesday-Breakfast	0.00	0.00	0.00	0.00	0.0%	0.00
9125 · Wednesday-Lunch	0.00	0.00	124,000.00	-124,000.00	0.0%	124,000.00
9135 · Wednesday-Food-Exhibitor Rec	0.00	108,815.65	40,000.00	68,815.65	272.04%	40,000.00
9138 · Wednesday-Beverage-Exhibitor	0.00	8,966.15	20,000.00	-11,033.85	44.83%	20,000.00
9140 · Thursday-Breakfast-Chapter Ch	0.00	2,700.15	2,700.00	0.15	100.01%	2,700.00
9143 · Thursday-Breakfast	0.00	57,235.45	91,000.00	-33,764.55	62.9%	91,000.00
9145 · Thursday-Coffee Service	0.00	0.00	0.00	0.00	0.0%	0.00
9147 · Thursday-Lunch	0.00	67,503.69	103,950.00	-36,446.31	64.94%	103,950.00
9148 · Thursday-PM Break	0.00	15,002.03	49,500.00	-34,497.97	30.31%	49,500.00
9150 · Friday-Breakfast	0.00	36,001.97	60,000.00	-23,998.03	60.0%	60,000.00
9155 · Friday-Lunch	0.00	2,245.57	2,100.00	145.57	106.93%	2,100.00

California Society of Municipal Finance Officers  
**Profit & Loss Budget Performance**  
April 2022

	Apr 22	Jan - Apr 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
9197 · Food&Beverage-Other	95.94	13,725.04	30,625.00	-16,899.96	44.82%	30,625.00
9100 · Food & Beverage - Other	0.00	104.86				
<b>Total 9100 · Food &amp; Beverage</b>	<b>95.94</b>	<b>312,921.20</b>	<b>525,075.00</b>	<b>-212,153.80</b>	<b>59.6%</b>	<b>525,075.00</b>
9200 · President's Dinners						
9210 · President's Dinner - Food & Bev	0.00	25,351.52	34,000.00	-8,648.48	74.56%	34,000.00
9220 · Entertain-Transport-Decor-Favc	64.28	2,096.88	10,974.00	-8,877.12	19.11%	10,974.00
9250 · Pres Dinner-Out of State Guest	1,657.50	4,777.29	5,815.00	-1,037.71	82.16%	5,815.00
<b>Total 9200 · President's Dinners</b>	<b>1,721.78</b>	<b>32,225.69</b>	<b>50,789.00</b>	<b>-18,563.31</b>	<b>63.45%</b>	<b>50,789.00</b>
9300 · Hosted Event						
9310 · Event Entertainment	1,542.00	29,056.19	26,527.00	2,529.19	109.53%	26,527.00
9320 · Event Food	0.00	101,357.06	115,983.00	-14,625.94	87.39%	115,983.00
9321 · Event Bar	0.00	17,603.39	24,918.00	-7,314.61	70.65%	24,918.00
9330 · Event Decor	0.00	3,645.13	17,205.00	-13,559.87	21.19%	17,205.00
9340 · Event Other	0.00	1,122.44	0.00	1,122.44	100.0%	0.00
9300 · Hosted Event - Other	0.00	377.96				
<b>Total 9300 · Hosted Event</b>	<b>1,542.00</b>	<b>153,162.17</b>	<b>184,633.00</b>	<b>-31,470.83</b>	<b>82.96%</b>	<b>184,633.00</b>
9400 · Meetings and Training						
9410 · Speakers-Honorarium	0.00	42,500.00	46,500.00	-4,000.00	91.4%	46,500.00
9420 · Speaker-Expenses-Lodging	760.16	3,557.46	9,125.00	-5,567.54	38.99%	9,125.00
9430 · Speaker-Expenses-Transportat	0.00	1,500.00	0.00	1,500.00	100.0%	0.00
9445 · Speaker-Expenses-Misc	21.69	21.69				
<b>Total 9400 · Meetings and Training</b>	<b>781.85</b>	<b>47,579.15</b>	<b>55,625.00</b>	<b>-8,045.85</b>	<b>85.54%</b>	<b>55,625.00</b>
9450 · Comps						
9460 · Other Guests Lodging (OOS)	0.00	2,724.33	6,200.00	-3,475.67	43.94%	6,200.00
9462 · Comps - Other	0.00	2,075.68	1,946.00	129.68	106.66%	1,946.00
9465 · Board Scholarships	0.00	72.00	4,250.00	-4,178.00	1.69%	4,250.00
9450 · Comps - Other	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 9450 · Comps</b>	<b>0.00</b>	<b>4,872.01</b>	<b>12,396.00</b>	<b>-7,523.99</b>	<b>39.3%</b>	<b>12,396.00</b>
9475 · Meetings						
9476 · Audio Visual and Lighting	11,625.00	104,102.75	185,251.00	-81,148.25	56.2%	185,251.00
9477 · Virtual Platform	0.00	11,270.00	39,385.00	-28,115.00	28.62%	39,385.00
9478 · General Session - Addl' produc	0.00	3,605.82	21,400.00	-17,794.18	16.85%	21,400.00
9479 · WiFi Internet	0.00	11,080.00	12,000.00	-920.00	92.33%	12,000.00
9480 · Electric Power/Rigging	0.00	44,360.09	30,000.00	14,360.09	147.87%	30,000.00
9481 · Reg/Attendance Tracking	0.00	37,523.07	35,984.00	1,539.07	104.28%	35,984.00
9485 · Convention/Hotel Other Costs	0.00	125.00	500.00	-375.00	25.0%	500.00
9475 · Meetings - Other	0.00	7,159.91				
<b>Total 9475 · Meetings</b>	<b>11,625.00</b>	<b>219,226.64</b>	<b>324,520.00</b>	<b>-105,293.36</b>	<b>67.55%</b>	<b>324,520.00</b>
9490 · Pre-Conference Workshop						
9494 · Food & Beverage	0.00	1,716.46	4,050.00	-2,333.54	42.38%	4,050.00
9496 · Pre-Conference-Other	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 9490 · Pre-Conference Workshop</b>	<b>0.00</b>	<b>1,716.46</b>	<b>4,050.00</b>	<b>-2,333.54</b>	<b>42.38%</b>	<b>4,050.00</b>
9500 · Exhibits						
9510 · Decorator Booth Fee	0.00	23,361.95	18,585.00	4,776.95	125.7%	18,585.00
9530 · Meeting space Additions	0.00	4,810.65	7,401.00	-2,590.35	65.0%	7,401.00
9540 · Security	30.00	955.00	400.00	555.00	238.75%	400.00

California Society of Municipal Finance Officers  
**Profit & Loss Budget Performance**  
April 2022

	Apr 22	Jan - Apr 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
9545 · Exhibit hall game	0.00	1,397.44	1,000.00	397.44	139.74%	1,000.00
9550 · Sponsor Branded Items	2,042.76	3,238.56	16,075.00	-12,836.44	20.15%	16,075.00
9599 · Exhibits-Other	0.00	0.00	0.00	0.00	0.0%	0.00
9500 · Exhibits - Other	0.00	2,590.35				
<b>Total 9500 · Exhibits</b>	<b>2,072.76</b>	<b>36,353.95</b>	<b>43,461.00</b>	<b>-7,107.05</b>	<b>83.65%</b>	<b>43,461.00</b>
9600 · Entertainment/Gifts						
9610 · Conference Gifts/Attendees	500.00	59,927.62	57,000.00	2,927.62	105.14%	57,000.00
9620 · Speaker/Board/Committee Mem	0.00	5,240.16	7,875.00	-2,634.84	66.54%	7,875.00
9630 · Gift Baskets (VIPs)	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 9600 · Entertainment/Gifts</b>	<b>500.00</b>	<b>65,167.78</b>	<b>64,875.00</b>	<b>292.78</b>	<b>100.45%</b>	<b>64,875.00</b>
9700 · Other Activities						
9732 · Golf Tournament Expenses	5,429.98	17,348.86	20,008.00	-2,659.14	86.71%	20,008.00
9750 · Other Event Expenses	0.00	150.00	300.00	-150.00	50.0%	300.00
<b>Total 9700 · Other Activities</b>	<b>5,429.98</b>	<b>17,498.86</b>	<b>20,308.00</b>	<b>-2,809.14</b>	<b>86.17%</b>	<b>20,308.00</b>
9800 · Administration - Conference						
9805 · Conference Marketing	0.00	239.37	1,500.00	-1,260.63	15.96%	1,500.00
9810 · Conference Contract Services	0.00	62,147.52	77,380.00	-15,232.48	80.32%	77,380.00
9815 · Printing/Copy/Conference Medi	2,585.56	3,434.55	7,800.00	-4,365.45	44.03%	7,800.00
9820 · President Expenses	495.37	495.37	800.00	-304.63	61.92%	800.00
9831 · Supplies-Badges-Ribbons-Etc	120.18	120.18	650.00	-529.82	18.49%	650.00
9840 · Postage & Shipping	352.63	750.63	200.00	550.63	375.32%	200.00
9875 · Signage	212.22	4,995.79	3,500.00	1,495.79	142.74%	3,500.00
9880 · Bank Merchant Fees	0.00	0.00	0.00	0.00	0.0%	0.00
9890 · Conference Committee Expenses	0.00	7,174.06	15,208.00	-8,033.94	47.17%	15,208.00
9895 · Staff Exp Inc. Lodging & Travel	1,171.45	12,910.20	13,784.00	-873.80	93.66%	13,784.00
9800 · Administration - Conference - C	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 9800 · Administration - Conferen</b>	<b>4,937.41</b>	<b>92,267.67</b>	<b>120,822.00</b>	<b>-28,554.33</b>	<b>76.37%</b>	<b>120,822.00</b>
9000 · Conference Expenses - Other	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 9000 · Conference Expenses</b>	<b>28,706.72</b>	<b>982,991.58</b>	<b>1,406,554.00</b>	<b>-423,562.42</b>	<b>69.89%</b>	<b>1,406,554.00</b>
<b>Total 6400 · PROGRAM EXPENSES</b>	<b>28,706.72</b>	<b>982,991.58</b>	<b>1,417,054.00</b>	<b>-434,062.42</b>	<b>69.37%</b>	<b>1,470,804.00</b>
6401 · Chapter Expenses						
6401.79 · Current Year Chapter Expenses						
6401.07 · Peninsula	0.00	0.00	0.00	0.00	0.0%	0.00
6401.08 · Monterey Bay	0.00	0.00	0.00	0.00	0.0%	0.00
6401.09 · South San Joaquin	0.00	117.96	0.00	117.96	100.0%	0.00
6401.12 · San Gabriel Valley	0.00	0.00	0.00	0.00	0.0%	0.00
6401.16 · Orange County	75.00	75.00	0.00	75.00	100.0%	0.00
6401.17 · Inland Empire	0.00	150.93	0.00	150.93	100.0%	0.00
6401.19 · San Diego County	0.00	0.00	0.00	0.00	0.0%	0.00
6401.79 · Current Year Chapter Expenses	0.00	0.00	20,000.00	-20,000.00	0.0%	100,000.00
<b>Total 6401.79 · Current Year Chapter E</b>	<b>75.00</b>	<b>343.89</b>	<b>20,000.00</b>	<b>-19,656.11</b>	<b>1.72%</b>	<b>100,000.00</b>
<b>Total 6401.89 · Prior Year Chapter Inco</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>
<b>Total 6401 · Chapter Expenses</b>	<b>75.00</b>	<b>343.89</b>	<b>20,000.00</b>	<b>-19,656.11</b>	<b>1.72%</b>	<b>100,000.00</b>
<b>Total Other Expense</b>	<b>28,781.72</b>	<b>983,335.47</b>	<b>1,437,054.00</b>	<b>-453,718.53</b>	<b>68.43%</b>	<b>1,570,804.00</b>
<b>Net Other Income</b>	<b>2,978.28</b>	<b>102,404.51</b>	<b>43,071.00</b>	<b>59,333.51</b>	<b>237.76%</b>	<b>99,191.00</b>
<b>Net Income</b>	<b>7,425.67</b>	<b>230,872.74</b>	<b>74,608.31</b>	<b>156,264.43</b>	<b>309.45%</b>	<b>-145,199.00</b>

**California Society of Municipal Finance Officers**  
**Statement of Financial Income and Expense**  
January through April 2022

	Jan - Apr 22	Jan - Apr 21	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>4000 · OPERATING REVENUES</b>			
<b>4100 · Membership Dues</b>			
4110 · Dues - Municipal	149,415.00	184,015.00	-34,600.00
4115 · Dues NewMem-Municipal	0.00	0.00	0.00
4120 · Dues - Other Gov	3,000.00	3,800.00	-800.00
4130 · Dues - Commercial	31,460.00	42,990.00	-11,530.00
4140 · Dues - Retired	800.00	1,000.00	-200.00
4150 · Dues - Education	0.00	0.00	0.00
4100 · Membership Dues - Other	0.00	0.00	0.00
<b>Total 4100 · Membership Dues</b>	<b>184,675.00</b>	<b>231,805.00</b>	<b>-47,130.00</b>
4200 · Interest Income	644.96	2,361.62	-1,716.66
4302 · Magazine Advertising	4,275.00	12,475.00	-8,200.00
4303 · Job Board Post - Member	85,650.00	61,650.00	24,000.00
4490 · Budget Awards	1,050.00	1,150.00	-100.00
<b>Total 4000 · OPERATING REVENUES</b>	<b>276,294.96</b>	<b>309,441.62</b>	<b>-33,146.66</b>
<b>Total Income</b>	<b>276,294.96</b>	<b>309,441.62</b>	<b>-33,146.66</b>
<b>Gross Profit</b>	<b>276,294.96</b>	<b>309,441.62</b>	<b>-33,146.66</b>
<b>Expense</b>			
<b>6100 · OPERATING EXPENSES</b>			
6105 · Marketing/Membership	5,603.67	9,265.14	-3,661.47
6106 · Storage Expense	198.68	423.93	-225.25
<b>6110 · President's Expense</b>			
6111 · Presidents CSMFO- Gifts	57.75	164.93	-107.18
6110 · President's Expense - Other	4,740.82	290.00	4,450.82
<b>Total 6110 · President's Expense</b>	<b>4,798.57</b>	<b>454.93</b>	<b>4,343.64</b>
<b>6115 · Board of Directors</b>			
6116 · Board Meeting Expenses	4,173.35	0.00	4,173.35
<b>Total 6115 · Board of Directors</b>	<b>4,173.35</b>	<b>0.00</b>	<b>4,173.35</b>
<b>6140 · Management Services</b>			
6143 · Management Services	61,208.00	60,307.92	900.08
<b>6146 · Consultants</b>			
6146.10 · Coleman Services	0.00	8,135.00	-8,135.00
6146 · Consultants - Other	7,800.00	6,000.00	1,800.00
<b>Total 6146 · Consultants</b>	<b>7,800.00</b>	<b>14,135.00</b>	<b>-6,335.00</b>
6147 · Professional Fees	357.50	0.00	357.50
6470 · Webinar Program Services	0.00	7,500.00	-7,500.00
6140 · Management Services - Other	2,100.00	0.00	2,100.00
<b>Total 6140 · Management Services</b>	<b>71,465.50</b>	<b>81,942.92</b>	<b>-10,477.42</b>
<b>6148 · Payroll</b>			
6148.10 · Wages	15,640.00	0.00	15,640.00
6148.20 · Payroll Taxes - Federal	1,238.46	0.00	1,238.46

**California Society of Municipal Finance Officers**  
**Statement of Financial Income and Expense**  
January through April 2022

	Jan - Apr 22	Jan - Apr 21	\$ Change
6148.30 · Payroll Taxes - State	245.01	0.00	245.01
6148.50 · Payroll Processing Expense	280.00	0.00	280.00
<b>Total 6148 · Payroll</b>	<b>17,403.47</b>	<b>0.00</b>	<b>17,403.47</b>
6150 · Office Supplies	667.80	4.40	663.40
6155 · Merchant Fees/Bank Chgs.	21,802.58	7,834.52	13,968.06
6160 · Awards	498.14	832.01	-333.87
6165 · Printing			
6166 · Printing, copying, and admin	29.52	20.88	8.64
6167 · Directory	0.00	6,899.00	-6,899.00
<b>Total 6165 · Printing</b>	<b>29.52</b>	<b>6,919.88</b>	<b>-6,890.36</b>
6170 · Magazine	174.00	135.00	39.00
6175 · Postage	60.59	564.77	-504.18
6185 · Telephone/Bridge Calls	134.74	165.66	-30.92
6190 · Web and Technology			
6192 · Web site	2,500.00	2,724.98	-224.98
6195 · Web Site Hosting Fee	1,934.97	4,293.23	-2,358.26
6190 · Web and Technology - Other	12,358.75	12,171.64	187.11
<b>Total 6190 · Web and Technology</b>	<b>16,793.72</b>	<b>19,189.85</b>	<b>-2,396.13</b>
6230 · Insurance	2,118.00	3,704.00	-1,586.00
6255 · GFOA Reception	1,904.40	0.00	1,904.40
<b>Total 6100 · OPERATING EXPENSES</b>	<b>147,826.73</b>	<b>131,437.01</b>	<b>16,389.72</b>
6900 · OTHER EXPENSES			
6970 · One-Time Budgeted Expenses	0.00	840.00	-840.00
<b>Total 6900 · OTHER EXPENSES</b>	<b>0.00</b>	<b>840.00</b>	<b>-840.00</b>
<b>Total Expense</b>	<b>147,826.73</b>	<b>132,277.01</b>	<b>15,549.72</b>
<b>Net Ordinary Income</b>	<b>128,468.23</b>	<b>177,164.61</b>	<b>-48,696.38</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
4500 · PROGRAM REVENUES			
4503 · Contributions and Donations	0.00	2,200.00	-2,200.00
4504 · Education income			
4505 · Webinar	0.00	2,623.00	-2,623.00
4540 · Fundamentals of Rates, Fees	0.00	16,650.00	-16,650.00
4570 · Intro to Government	7,325.00	15,600.00	-8,275.00
4575 · Investment Accounting	300.00	0.00	300.00
4590 · Intermediate Government Acct	25,837.50	19,156.00	6,681.50
4591 · California Local Budgeting	10,800.00	9,000.00	1,800.00
<b>Total 4504 · Education income</b>	<b>44,262.50</b>	<b>63,029.00</b>	<b>-18,766.50</b>
8000 · Conference Revenue			
8100 · Government Registrations			
8102 · Government NonMember	19,520.00	0.00	19,520.00
8104 · Government Member	317,150.00	0.00	317,150.00
8106 · Govt Non-Memb-Full Regular	0.00	27,850.00	-27,850.00

**California Society of Municipal Finance Officers**  
**Statement of Financial Income and Expense**  
January through April 2022

	Jan - Apr 22	Jan - Apr 21	\$ Change
8115 · Conf-Gov-Full-Norm-Mem	0.00	138,000.00	-138,000.00
<b>Total 8100 · Government Registrations</b>	<b>336,670.00</b>	<b>165,850.00</b>	<b>170,820.00</b>
<b>8200 · Commercial Registrations</b>			
8225 · Conf-Com-Exhibitor-Addn Full	0.00	5,200.00	-5,200.00
8226 · Commercial Exhibitor	60,145.00	0.00	60,145.00
8228 · Commercial NonMember	27,280.00	0.00	27,280.00
8229 · Commercial Member	29,793.00	0.00	29,793.00
8231 · Comm Non-Memb-Full-Reg	1,515.00	11,800.00	-10,285.00
8235 · Comm Memb-Full-Early	0.00	0.00	0.00
8236 · Comm Memb-Full-Regular	0.00	7,250.00	-7,250.00
8265 · Comm Non-Memb Daily Regular	3,420.00	0.00	3,420.00
<b>Total 8200 · Commercial Registrations</b>	<b>122,153.00</b>	<b>24,250.00</b>	<b>97,903.00</b>
<b>8300 · Pre-Conference Registrations</b>			
8371 · PreConference-Session A	0.00	10,920.00	-10,920.00
8373 · PreConference-Session B	0.00	5,135.00	-5,135.00
8300 · Pre-Conference Registrations - Other	14,190.00	0.00	14,190.00
<b>Total 8300 · Pre-Conference Registrations</b>	<b>14,190.00</b>	<b>16,055.00</b>	<b>-1,865.00</b>
<b>8500 · Extra Meals</b>			
8565 · Hosted Evening Event	0.00	0.00	0.00
8500 · Extra Meals - Other	5,075.00	0.00	5,075.00
<b>Total 8500 · Extra Meals</b>	<b>5,075.00</b>	<b>0.00</b>	<b>5,075.00</b>
<b>8600 · Event Registrations</b>			
8610 · Golf	19,515.00	0.00	19,515.00
8630 · Pickleball/Tennis	490.00	0.00	490.00
<b>Total 8600 · Event Registrations</b>	<b>20,005.00</b>	<b>0.00</b>	<b>20,005.00</b>
<b>8700 · Exhibitors Fees</b>			
8703 · Sapphire Exhibitor	101,500.00	0.00	101,500.00
8704 · Premier Exhibitor	0.00	67,500.00	-67,500.00
8707 · Deluxe Exhibitor	0.00	100,000.00	-100,000.00
8715 · Gold Package	193,562.50	0.00	193,562.50
8725 · Silver Package	40,625.00	0.00	40,625.00
8735 · Diamond Package	90,000.00	0.00	90,000.00
<b>Total 8700 · Exhibitors Fees</b>	<b>425,687.50</b>	<b>167,500.00</b>	<b>258,187.50</b>
<b>8800 · Sponsorships</b>			
8830 · Non-Exhibitor Sponsor 8830	14,000.00	31,500.00	-17,500.00
8872 · Additional Sponsorship Monies	5,062.50	5,000.00	62.50
<b>Total 8800 · Sponsorships</b>	<b>19,062.50</b>	<b>36,500.00</b>	<b>-17,437.50</b>
<b>8900 · Conference Miscellaneous</b>			
8915 · Hotel Rebate	10,074.48	0.00	10,074.48
8900 · Conference Miscellaneous - Other	2,140.00	0.00	2,140.00
<b>Total 8900 · Conference Miscellaneous</b>	<b>12,214.48</b>	<b>0.00</b>	<b>12,214.48</b>
8950 · Virtual Conference Registration	85,015.00	0.00	85,015.00
<b>Total 8000 · Conference Revenue</b>	<b>1,040,072.48</b>	<b>410,155.00</b>	<b>629,917.48</b>

**California Society of Municipal Finance Officers**  
**Statement of Financial Income and Expense**  
January through April 2022

	Jan - Apr 22	Jan - Apr 21	\$ Change
<b>Total 4500 · PROGRAM REVENUES</b>	1,084,334.98	475,384.00	608,950.98
<b>4501 · Chapter Income</b>			
4501.03 · North Coast	550.00	0.00	550.00
4501.04 · Sacramento Valley	425.00	0.00	425.00
4501.17 · Inland Empire	430.00	40.00	390.00
<b>Total 4501 · Chapter Income</b>	1,405.00	40.00	1,365.00
<b>49910 · Unidentified Transactions</b>	0.00	0.00	0.00
<b>Total Other Income</b>	1,085,739.98	475,424.00	610,315.98
<b>Other Expense</b>			
<b>6400 · PROGRAM EXPENSES</b>			
<b>6404 · Education Expenses</b>			
6480 · Intermediate Governmental Acct.	0.00	5,000.00	-5,000.00
6494 · Webinar Expenses	0.00	1,000.00	-1,000.00
6595 · Revenue Fundamental Expense	0.00	600.00	-600.00
<b>Total 6404 · Education Expenses</b>	0.00	6,600.00	-6,600.00
<b>9000 · Conference Expenses</b>			
<b>9100 · Food &amp; Beverage</b>			
9105 · Registration Prep-Lunch	620.64	0.00	620.64
9135 · Wednesday-Food-Exhibitor Recept	108,815.65	0.00	108,815.65
9138 · Wednesday-Beverage-Exhibitor Re	8,966.15	0.00	8,966.15
9140 · Thursday-Breakfast-Chapter Chai	2,700.15	0.00	2,700.15
9143 · Thursday-Breakfast	57,235.45	0.00	57,235.45
9147 · Thursday-Lunch	67,503.69	0.00	67,503.69
9148 · Thursday-PM Break	15,002.03	0.00	15,002.03
9150 · Friday-Breakfast	36,001.97	0.00	36,001.97
9155 · Friday-Lunch	2,245.57	0.00	2,245.57
9197 · Food&Beverage-Other	13,725.04	0.00	13,725.04
9100 · Food & Beverage - Other	104.86	0.00	104.86
<b>Total 9100 · Food &amp; Beverage</b>	312,921.20	0.00	312,921.20
<b>9200 · President's Dinners</b>			
9210 · President's Dinner - Food & Bev	25,351.52	0.00	25,351.52
9220 · Entertain-Transport-Decor-Favor	2,096.88	0.00	2,096.88
9250 · Pres Dinner-Out of State Guest	4,777.29	0.00	4,777.29
<b>Total 9200 · President's Dinners</b>	32,225.69	0.00	32,225.69
<b>9300 · Hosted Event</b>			
9310 · Event Entertainment	29,056.19	16,300.00	12,756.19
9320 · Event Food	101,357.06	0.00	101,357.06
9321 · Event Bar	17,603.39	0.00	17,603.39
9330 · Event Decor	3,645.13	0.00	3,645.13
9340 · Event Other	1,122.44	0.00	1,122.44
9300 · Hosted Event - Other	377.96	0.00	377.96
<b>Total 9300 · Hosted Event</b>	153,162.17	16,300.00	136,862.17
<b>9400 · Meetings and Training</b>			

**California Society of Municipal Finance Officers**  
**Statement of Financial Income and Expense**  
January through April 2022

	Jan - Apr 22	Jan - Apr 21	\$ Change
9410 · Speakers-Honorarium	42,500.00	30,400.00	12,100.00
9420 · Speaker-Expenses-Lodging	3,557.46	0.00	3,557.46
9430 · Speaker-Expenses-Transportation	1,500.00	0.00	1,500.00
9445 · Speaker-Expenses-Misc	21.69	0.00	21.69
<b>Total 9400 · Meetings and Training</b>	<b>47,579.15</b>	<b>30,400.00</b>	<b>17,179.15</b>
9450 · Comps			
9460 · Other Guests Lodging (OOS)	2,724.33	0.00	2,724.33
9462 · Comps - Other	2,075.68	0.00	2,075.68
9465 · Board Scholarships	72.00	0.00	72.00
<b>Total 9450 · Comps</b>	<b>4,872.01</b>	<b>0.00</b>	<b>4,872.01</b>
9475 · Meetings			
9476 · Audio Visual and Lighting	104,102.75	0.00	104,102.75
9477 · Virtual Platform	11,270.00	82,709.00	-71,439.00
9478 · General Session - Addl' product	3,605.82	0.00	3,605.82
9479 · WiFi Internet	11,080.00	0.00	11,080.00
9480 · Electric Power/Rigging	44,360.09	0.00	44,360.09
9481 · Reg/Attendance Tracking	37,523.07	0.00	37,523.07
9485 · Convention/Hotel Other Costs	125.00	4,560.00	-4,435.00
9475 · Meetings - Other	7,159.91	0.00	7,159.91
<b>Total 9475 · Meetings</b>	<b>219,226.64</b>	<b>87,269.00</b>	<b>131,957.64</b>
9490 · Pre-Conference Workshop			
9494 · Food & Beverage	1,716.46	0.00	1,716.46
9496 · Pre-Conference-Other	0.00	300.00	-300.00
<b>Total 9490 · Pre-Conference Workshop</b>	<b>1,716.46</b>	<b>300.00</b>	<b>1,416.46</b>
9500 · Exhibits			
9510 · Decorator Booth Fee	23,361.95	0.00	23,361.95
9530 · Meeting space Additions	4,810.65	0.00	4,810.65
9540 · Security	955.00	0.00	955.00
9545 · Exhibit hall game	1,397.44	0.00	1,397.44
9550 · Sponsor Branded Items	3,238.56	0.00	3,238.56
9500 · Exhibits - Other	2,590.35	0.00	2,590.35
<b>Total 9500 · Exhibits</b>	<b>36,353.95</b>	<b>0.00</b>	<b>36,353.95</b>
9600 · Entertainment/Gifts			
9610 · Conference Gifts/Attendees	59,927.62	0.00	59,927.62
9620 · Speaker/Board/Committee Memento	5,240.16	4,814.54	425.62
<b>Total 9600 · Entertainment/Gifts</b>	<b>65,167.78</b>	<b>4,814.54</b>	<b>60,353.24</b>
9700 · Other Activities			
9732 · Golf Tournament Expenses	17,348.86	0.00	17,348.86
9750 · Other Event Expenses	150.00	0.00	150.00
<b>Total 9700 · Other Activities</b>	<b>17,498.86</b>	<b>0.00</b>	<b>17,498.86</b>
9800 · Administration - Conference			
9805 · Conference Marketing	239.37	0.00	239.37
9810 · Conference Contract Services	62,147.52	78,757.52	-16,610.00

**California Society of Municipal Finance Officers**  
**Statement of Financial Income and Expense**  
January through April 2022

	Jan - Apr 22	Jan - Apr 21	\$ Change
9815 · Printing/Copy/Conference Media	3,434.55	0.00	3,434.55
9820 · President Expenses	495.37	0.00	495.37
9831 · Supplies-Badges-Ribbons-Etc	120.18	0.00	120.18
9840 · Postage & Shipping	750.63	3,685.67	-2,935.04
9875 · Signage	4,995.79	0.00	4,995.79
9880 · Bank Merchant Fees	0.00	12,694.60	-12,694.60
9890 · Conference Committee Expenses	7,174.06	1,393.90	5,780.16
9895 · Staff Exp Inc. Lodging & Travel	12,910.20	0.00	12,910.20
<b>Total 9800 · Administration - Conference</b>	<b>92,267.67</b>	<b>96,531.69</b>	<b>-4,264.02</b>
9000 · Conference Expenses - Other	0.00	25,000.00	-25,000.00
<b>Total 9000 · Conference Expenses</b>	<b>982,991.58</b>	<b>260,615.23</b>	<b>722,376.35</b>
<b>Total 6400 · PROGRAM EXPENSES</b>	<b>982,991.58</b>	<b>267,215.23</b>	<b>715,776.35</b>
6401 · Chapter Expenses			
6401.79 · Current Year Chapter Expenses			
6401.09 · South San Joaquin	117.96	225.00	-107.04
6401.16 · Orange County	75.00	0.00	75.00
6401.17 · Inland Empire	150.93	0.00	150.93
<b>Total 6401.79 · Current Year Chapter Expenses</b>	<b>343.89</b>	<b>225.00</b>	<b>118.89</b>
<b>Total 6401 · Chapter Expenses</b>	<b>343.89</b>	<b>225.00</b>	<b>118.89</b>
<b>Total Other Expense</b>	<b>983,335.47</b>	<b>267,440.23</b>	<b>715,895.24</b>
<b>Net Other Income</b>	<b>102,404.51</b>	<b>207,983.77</b>	<b>-105,579.26</b>
<b>Net Income</b>	<b>230,872.74</b>	<b>385,148.38</b>	<b>-154,275.64</b>

California Society of Municipal Finance Officers  
**Chapter Income and Expense**  
January through April 2022

	Inland Empire	North Coast	Orange County	Sacramento Valley	South San Joaquin Valley	Total Chapters	TOTAL
	(Chapters)	(Chapters)	(Chapters)	(Chapters)	(Chapters)		
Other Income/Expense							
Other Income							
4501 · Chapter Income	430.00	550.00	0.00	425.00	0.00	1,405.00	1,405.00
Total Other Income	430.00	550.00	0.00	425.00	0.00	1,405.00	1,405.00
Other Expense							
6401 · Chapter Expenses	150.93	0.00	75.00	0.00	117.96	343.89	343.89
Total Other Expense	150.93	0.00	75.00	0.00	117.96	343.89	343.89
Net Other Income	279.07	550.00	-75.00	425.00	-117.96	1,061.11	1,061.11
Net Income	279.07	550.00	-75.00	425.00	-117.96	1,061.11	1,061.11

# California Society of Municipal Finance Officers

## Check Detail

April 2022

	Type	Num	Date	Name	Account	Paid Amount
	Check		04/07/2022	Remote Deposit Fee	1006 · Bank of America Checking - 4131	
					6155 · Merchant Fees/Bank Chgs.	(15.00)
TOTAL						(15.00)
	Check	ADP	04/12/2022	Rousseau, Jean	1004 · Bank of America - 1982	
					6148.10 · Wages	(7,015.00)
					2111 · Federal Payroll Withholdings	1,477.28
					2112 · State Payroll Withholdings	479.07
TOTAL						(5,058.65)
	Check	ADP	04/12/2022	ADP, Inc.	1004 · Bank of America - 1982	
					2111 · Federal Payroll Withholdings	(1,477.28)
					2112 · State Payroll Withholdings	(479.07)
					6148.20 · Payroll Taxes - Federal	(536.65)
TOTAL						(2,493.00)
	Bill Pmt -Check	BILLPAY	04/13/2022	BroadcastMed, LLC	1004 · Bank of America - 1982	
	Bill	PCSOP003757	04/13/2022		9476 · Audio Visual and Lighting	(11,625.00)
TOTAL						(11,625.00)
	Bill Pmt -Check	BILLPAY	04/13/2022	City of Stanton - V	1004 · Bank of America - 1982	
	Bill	0000169	04/13/2022		6401.16 · Orange County	(75.00)
TOTAL						(75.00)
	Bill Pmt -Check	BILLPAY	04/13/2022	Pacific Storage Company	1004 · Bank of America - 1982	

# California Society of Municipal Finance Officers

## Check Detail

April 2022

	Type	Num	Date	Name	Account	Paid Amount
	Bill	4209418	03/31/2022		6106 · Storage Expense	(84.69)
TOTAL						(84.69)
	<b>Bill Pmt -Check</b>	<b>BILLPAY</b>	<b>04/13/2022</b>	<b>Phil Bertoloni</b>	<b>1004 · Bank of America - 1982</b>	
	Bill		04/13/2022		9420 · Speaker-Expenses-Lodging	(242.96)
TOTAL						(242.96)
	<b>Bill Pmt -Check</b>	<b>BILLPAY</b>	<b>04/13/2022</b>	<b>Saga Security Services, Inc.</b>	<b>1004 · Bank of America - 1982</b>	
	Bill		04/13/2022		9540 · Security	(30.00)
TOTAL						(30.00)
	<b>Bill Pmt -Check</b>	<b>BILLPAY</b>	<b>04/13/2022</b>	<b>Tokay Press, Inc.</b>	<b>1004 · Bank of America - 1982</b>	
	Bill	23161	04/13/2022		9550 · Sponsor Branded Items	(2,042.76)
TOTAL						(2,042.76)
	<b>Bill Pmt -Check</b>	<b>BILLPAY</b>	<b>04/14/2022</b>	<b>e.Republic [v]</b>	<b>1004 · Bank of America - 1982</b>	
	Bill	Bertolini	04/14/2022		9420 · Speaker-Expenses-Lodging	(517.20)
TOTAL						(517.20)
	<b>Check</b>	<b>EFT</b>	<b>04/04/2022</b>	<b>Merchant Service</b>	<b>1004 · Bank of America - 1982</b>	
					6155 · Merchant Fees/Bank Chgs.	(2,721.60)
TOTAL						(2,721.60)
	<b>Check</b>	<b>EFT</b>	<b>04/19/2022</b>	<b>Affinipay</b>	<b>1004 · Bank of America - 1982</b>	

# California Society of Municipal Finance Officers

## Check Detail

April 2022

	Type	Num	Date	Name	Account	Paid Amount
					6155 · Merchant Fees/Bank Chgs.	(8.00)
TOTAL						(8.00)
	Check	EFT	04/22/2022	ADP, Inc.	1004 · Bank of America - 1982	
					6148.50 · Payroll Processing Expense	(70.00)
TOTAL						(70.00)
	Bill Pmt -Check	7529	04/13/2022	Smith Moore and Associates,	1004 · Bank of America - 1982	
	Bill		04/01/2022		6143 · Management Services	(15,127.00)
					6140 · Management Services	(700.00)
					2003 · A/P Other- SMA Conference	(4,107.69)
TOTAL						(19,934.69)
	Check	7530	04/21/2022	Costa Mesa Sanitary District	1004 · Bank of America - 1982	
	Credit Memo	YM200011125	03/08/2022		8104 · Government Member	(470.00)
					8300 · Pre-Conference Registrations	(150.00)
TOTAL						(620.00)
	Check	7531	04/21/2022	City of Imperial Beach	1004 · Bank of America - 1982	
	Credit Memo	YM200011208	03/08/2022		8104 · Government Member	(470.00)
TOTAL						(470.00)
	Check	7532	04/21/2022	Tulare, County of	1004 · Bank of America - 1982	
	Credit Memo	YM200011471	03/08/2022		8104 · Government Member	(470.00)
TOTAL						(470.00)

# California Society of Municipal Finance Officers

## Check Detail

April 2022

	Type	Num	Date	Name	Account	Paid Amount
	<b>Check</b>	<b>7533</b>	<b>04/21/2022</b>	<b>East Bay Regional Park Distri</b>	<b>1004 · Bank of America - 1982</b>	
	Credit Memo	YM300009190	03/11/2022		4110 · Dues - Municipal	(75.00)
TOTAL						(75.00)
	<b>Check</b>	<b>7534</b>	<b>04/21/2022</b>	<b>South Tahoe Public Utility Dis</b>	<b>1004 · Bank of America - 1982</b>	
	Credit Memo	YM200011485	03/04/2022		8300 · Pre-Conference Registrations	(50.00)
TOTAL						(50.00)
	<b>Check</b>	<b>7535</b>	<b>04/25/2022</b>	<b>Central Fire District of Santa (</b>	<b>1004 · Bank of America - 1982</b>	
	Credit Memo	QB20005558	04/25/2022		8104 · Government Member	(470.00)
TOTAL						(470.00)
	<b>Check</b>	<b>7536</b>	<b>04/25/2022</b>	<b>Apple Valley Fire Department</b>	<b>1004 · Bank of America - 1982</b>	
	Credit Memo	QB20005559	04/25/2022		8104 · Government Member	(470.00)
TOTAL						(470.00)
	<b>Bill Pmt -Check</b>	<b>7537</b>	<b>04/26/2022</b>	<b>Rich Lee [v]</b>	<b>1004 · Bank of America - 1982</b>	
	Bill	In Person Board meet	04/25/2022		6116 · Board Meeting Expenses	(524.03)
TOTAL						(524.03)
	<b>Bill Pmt -Check</b>	<b>7538</b>	<b>04/26/2022</b>	<b>Scott Catlett {v}</b>	<b>1004 · Bank of America - 1982</b>	
	Bill	Board meeting Exp	04/25/2022		6116 · Board Meeting Expenses	(97.39)
TOTAL						(97.39)
	<b>Bill Pmt -Check</b>	<b>7539</b>	<b>04/26/2022</b>	<b>Sierra Office Supply &amp; Printin</b>	<b>1004 · Bank of America - 1982</b>	

# California Society of Municipal Finance Officers

## Check Detail

April 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	3740027-0	03/31/2022		6150 · Office Supplies	(63.71)
TOTAL					(63.71)
<b>Bill Pmt -Check 7540 04/26/2022 Smith Moore and Associates, 1004 · Bank of America - 1982</b>					
Bill	20220142	04/12/2022		9220 · Entertain-Transport-Decor-Favo	(19.53)
				9310 · Event Entertainment	(1,038.09)
				9732 · Golf Tournament Expenses	(2,008.01)
				9840 · Postage & Shipping	(31.20)
				9250 · Pres Dinner-Out of State Guest	(39.93)
				9250 · Pres Dinner-Out of State Guest	(39.93)
				9250 · Pres Dinner-Out of State Guest	(39.93)
				9250 · Pres Dinner-Out of State Guest	(39.93)
				9250 · Pres Dinner-Out of State Guest	(39.93)
				9250 · Pres Dinner-Out of State Guest	(7.99)
				9220 · Entertain-Transport-Decor-Favo	(22.92)
				9815 · Printing/Copy/Conference Media	(422.02)
				9875 · Signage	(211.83)
				9250 · Pres Dinner-Out of State Guest	(1,446.84)
				9820 · President Expenses	(330.19)
				9895 · Staff Exp Inc. Lodging & Travel	(18.76)
				9895 · Staff Exp Inc. Lodging & Travel	(60.89)
				9197 · Food&Beverage-Other	(95.76)
				9831 · Supplies-Badges-Ribbons-Etc	(119.96)
				9820 · President Expenses	(126.17)
				9820 · President Expenses	(38.10)
				9895 · Staff Exp Inc. Lodging & Travel	(379.46)
				9895 · Staff Exp Inc. Lodging & Travel	(122.62)
				9895 · Staff Exp Inc. Lodging & Travel	(105.81)
				9895 · Staff Exp Inc. Lodging & Travel	(153.70)

# California Society of Municipal Finance Officers

## Check Detail

April 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	20220153	04/13/2022		9895 · Staff Exp Inc. Lodging & Travel	(14.97)
				9895 · Staff Exp Inc. Lodging & Travel	(9.98)
				9895 · Staff Exp Inc. Lodging & Travel	(21.96)
				9895 · Staff Exp Inc. Lodging & Travel	(35.29)
				9220 · Entertain-Transport-Decor-Favo	(21.70)
				9895 · Staff Exp Inc. Lodging & Travel	(21.96)
				9895 · Staff Exp Inc. Lodging & Travel	(148.32)
				9732 · Golf Tournament Expenses	(2,994.50)
				9895 · Staff Exp Inc. Lodging & Travel	(7.87)
				9895 · Staff Exp Inc. Lodging & Travel	(40.00)
				9445 · Speaker-Expenses-Misc	(21.69)
				9840 · Postage & Shipping	(13.22)
				9840 · Postage & Shipping	(19.52)
				9840 · Postage & Shipping	(20.67)
				9840 · Postage & Shipping	(75.27)
				9840 · Postage & Shipping	(38.71)
				9840 · Postage & Shipping	(40.91)
				6195 · Web Site Hosting Fee	(67.99)
				6185 · Telephone/Bridge Calls	(44.94)
				9840 · Postage & Shipping	(57.32)
				9610 · Conference Gifts/Attendees	(500.00)
				6150 · Office Supplies	(12.50)
				6150 · Office Supplies	(384.00)
				9840 · Postage & Shipping	(27.53)
				6190 · Web and Technology	(85.99)
				6175 · Postage	(23.62)
				6170 · Magazine	(58.00)
				9815 · Printing/Copy/Conference Media	(120.00)
				9840 · Postage & Shipping	(28.22)
				6116 · Board Meeting Expenses	(255.20)
				6150 · Office Supplies	(11.69)

# California Society of Municipal Finance Officers

## Check Detail

April 2022

Type	Num	Date	Name	Account	Paid Amount
				6175 · Postage	(12.72)
				6150 · Office Supplies	(56.53)
				9732 · Golf Tournament Expenses	(418.28)
				6166 · Printing, copying, and admin	(4.12)
				9895 · Staff Exp Inc. Lodging & Travel	(46.65)
				9815 · Printing/Copy/Conference Media	(2,042.76)
TOTAL					(14,764.10)
<b>Bill Pmt -Check 7541 04/26/2022 Stephanie Reimer {v} 1004 · Bank of America - 1982</b>					
Bill	4/21/22 Board meetin	04/25/2022		6116 · Board Meeting Expenses	(295.35)
TOTAL					(295.35)
<b>Bill Pmt -Check 7542 04/26/2022 ASCAP 1004 · Bank of America - 1982</b>					
Bill	500858751	04/26/2022		9310 · Event Entertainment	(502.00)
TOTAL					(502.00)

California Society of Municipal Finance Officers  
**Statement of Net Assets**  
As of May 31, 2022

	May 31, 22	May 31, 21	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
<b>1004 · Bank of America - 1982</b>				
<b>1050 · Chapter Fund Balances</b>				
1050.03 · North Coast	1,525.00	0.00	1,525.00	100.0%
1050.04 · Sacramento Valley	3,410.67	3,010.67	400.00	13.29%
1050.05 · East Bay (SF)	3,522.19	3,522.19	0.00	0.0%
1050.06 · Central Valley	367.51	367.51	0.00	0.0%
1050.07 · Peninsula	693.74	693.74	0.00	0.0%
1050.08 · Monterey Bay	3,383.99	2,953.99	430.00	14.56%
1050.09 · South San Joaquin	182.04	-225.00	407.04	180.91%
1050.10 · Central Coast	1,277.78	1,277.78	0.00	0.0%
1050.11 · Channel Counties	1,581.64	1,581.64	0.00	0.0%
1050.12 · San Gabriel Valley	135.94	400.00	-264.06	-66.02%
1050.13 · Central Los Angeles	525.74	525.74	0.00	0.0%
1050.14 · South Bay (LA)	2,364.54	2,364.54	0.00	0.0%
1050.16 · Orange County	4,671.17	4,652.24	18.93	0.41%
1050.17 · Inland Empire	1,929.07	40.00	1,889.07	4,722.68%
1050.19 · San Diego County	1,400.07	1,400.07	0.00	0.0%
<b>Total 1050 · Chapter Fund Balances</b>	<b>26,971.09</b>	<b>22,565.11</b>	<b>4,405.98</b>	<b>19.53%</b>
<b>1004 · Bank of America - 1982 - Other</b>	<b>261,109.84</b>	<b>0.00</b>	<b>261,109.84</b>	<b>100.0%</b>
<b>Total 1004 · Bank of America - 1982</b>	<b>288,080.93</b>	<b>22,565.11</b>	<b>265,515.82</b>	<b>1,176.67%</b>
<b>1006 · Bank of America Checking - 413</b>	<b>0.00</b>	<b>556,271.12</b>	<b>-556,271.12</b>	<b>-100.0%</b>
<b>1040 · Investments LAIF</b>	<b>819,099.47</b>	<b>567,115.37</b>	<b>251,984.10</b>	<b>44.43%</b>
<b>Total Checking/Savings</b>	<b>1,107,180.40</b>	<b>1,145,951.60</b>	<b>-38,771.20</b>	<b>-3.38%</b>
<b>Accounts Receivable</b>				
<b>1100 · Accounts receivable</b>	<b>125.00</b>	<b>3,210.00</b>	<b>-3,085.00</b>	<b>-96.11%</b>
<b>Total Accounts Receivable</b>	<b>125.00</b>	<b>3,210.00</b>	<b>-3,085.00</b>	<b>-96.11%</b>
<b>Other Current Assets</b>				
<b>1120 · Accounts Receivable- YM</b>	<b>19,810.00</b>	<b>2,600.00</b>	<b>17,210.00</b>	<b>661.92%</b>
<b>1250 · Prepaid Expense - General</b>				
1252 · Prepaid Admin/DataBase Fees	0.00	23,384.45	-23,384.45	-100.0%
1250 · Prepaid Expense - General - Otr	6,000.00	6,000.00	0.00	0.0%
<b>Total 1250 · Prepaid Expense - General</b>	<b>6,000.00</b>	<b>29,384.45</b>	<b>-23,384.45</b>	<b>-79.58%</b>
<b>1260 · Prepaid Expense Conference</b>				
1262 · Facilities Deposits	79,544.00	77,544.00	2,000.00	2.58%
1264 · Conference Services	0.00	17,493.05	-17,493.05	-100.0%
1260 · Prepaid Expense Conference - (	455.75	18,874.29	-18,418.54	-97.59%
<b>Total 1260 · Prepaid Expense Conferen</b>	<b>79,999.75</b>	<b>113,911.34</b>	<b>-33,911.59</b>	<b>-29.77%</b>
<b>Total Other Current Assets</b>	<b>105,809.75</b>	<b>145,895.79</b>	<b>-40,086.04</b>	<b>-27.48%</b>
<b>Total Current Assets</b>	<b>1,213,115.15</b>	<b>1,295,057.39</b>	<b>-81,942.24</b>	<b>-6.33%</b>
<b>Other Assets</b>				
<b>1500 · CSMFO/SMA Database AR</b>	<b>0.00</b>	<b>61,491.16</b>	<b>-61,491.16</b>	<b>-100.0%</b>
<b>Total Other Assets</b>	<b>0.00</b>	<b>61,491.16</b>	<b>-61,491.16</b>	<b>-100.0%</b>

California Society of Municipal Finance Officers  
**Statement of Net Assets**  
As of May 31, 2022

	May 31, 22	May 31, 21	\$ Change	% Change
<b>TOTAL ASSETS</b>	<b>1,213,115.15</b>	<b>1,356,548.55</b>	<b>-143,433.40</b>	<b>-10.57%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts payable	3,224.83	36,773.81	-33,548.98	-91.23%
Total Accounts Payable	3,224.83	36,773.81	-33,548.98	-91.23%
Other Current Liabilities				
2003 · A/P Other- SMA Conference	32,861.76	28,754.10	4,107.66	14.29%
Total Other Current Liabilities	32,861.76	28,754.10	4,107.66	14.29%
Total Current Liabilities	36,086.59	65,527.91	-29,441.32	-44.93%
Total Liabilities	36,086.59	65,527.91	-29,441.32	-44.93%
Equity				
3020 · Retained earnings	468,447.29	223,230.96	245,216.33	109.85%
3100 · Net Assets-Chapters	26,971.09	22,565.11	4,405.98	19.53%
3101 · Operating reserve	126,438.00	126,438.00	0.00	0.0%
3102 · Conference reserve	512,563.00	512,563.00	0.00	0.0%
Net Income	42,609.18	406,223.57	-363,614.39	-89.51%
Total Equity	1,177,028.56	1,291,020.64	-113,992.08	-8.83%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,213,115.15</b>	<b>1,356,548.55</b>	<b>-143,433.40</b>	<b>-10.57%</b>

# California Society of Municipal Finance Officers

## Summary of Financial Income and Expense

January through May 2022

	Total Chapters	Conference	Education	Unclassified	TOTAL
<b>Ordinary Income/Expense</b>					
Income					
4000 · OPERATING REVENUES	0.00	0.00	0.00	295,394.96	295,394.96
Total Income	0.00	0.00	0.00	295,394.96	295,394.96
Gross Profit	0.00	0.00	0.00	295,394.96	295,394.96
Expense					
6100 · OPERATING EXPENSES	0.00	0.00	0.00	194,468.99	194,468.99
6900 · OTHER EXPENSES	0.00	0.00	0.00	23,250.00	23,250.00
Total Expense	0.00	0.00	0.00	217,718.99	217,718.99
Net Ordinary Income	0.00	0.00	0.00	77,675.97	77,675.97
<b>Other Income/Expense</b>					
Other Income					
4500 · PROGRAM REVENUES					
4502 · Sponsorships - Other	0.00	0.00	0.00	5,000.00	5,000.00
4504 · Education income	0.00	0.00	60,087.50	0.00	60,087.50
8000 · Conference Revenue	0.00	1,015,297.48	0.00	0.00	1,015,297.48
Total 4500 · PROGRAM REVENUES	0.00	1,015,297.48	60,087.50	5,000.00	1,080,384.98
4501 · Chapter Income	4,000.00	0.00	0.00	0.00	4,000.00
49910 · Unidentified Transactions	0.00	0.00	0.00	0.00	0.00
Total Other Income	4,000.00	1,015,297.48	60,087.50	5,000.00	1,084,384.98
Other Expense					
6400 · PROGRAM EXPENSES					
6404 · Education Expenses	0.00	0.00	4,250.00	0.00	4,250.00
9000 · Conference Expenses	0.00	1,114,857.88	0.00	0.00	1,114,857.88
Total 6400 · PROGRAM EXPENSES	0.00	1,114,857.88	4,250.00	0.00	1,119,107.88
6401 · Chapter Expenses	343.89	0.00	0.00	0.00	343.89
Total Other Expense	343.89	1,114,857.88	4,250.00	0.00	1,119,451.77
Net Other Income	3,656.11	-99,560.40	55,837.50	5,000.00	-35,066.79
Net Income	3,656.11	-99,560.40	55,837.50	82,675.97	42,609.18

California Society of Municipal Finance Officers  
**Profit & Loss Budget Performance**  
May 2022

	May 22	Jan - May 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Ordinary Income/Expense						
Income						
4000 · OPERATING REVENUES						
4100 · Membership Dues						
4110 · Dues - Municipal	4,455.00	153,870.00	186,256.00	-32,386.00	82.61%	195,000.00
4115 · Dues NewMem-Municipal	0.00	0.00				
4120 · Dues - Other Gov	150.00	3,150.00	3,700.00	-550.00	85.14%	4,000.00
4130 · Dues - Commercial	1,100.00	32,560.00	48,240.00	-15,680.00	67.5%	50,000.00
4140 · Dues - Retired	20.00	820.00	1,140.00	-320.00	71.93%	1,200.00
4150 · Dues - Education	0.00	0.00	0.00	0.00	0.0%	0.00
4100 · Membership Dues - Other	0.00	0.00				
Total 4100 · Membership Dues	5,725.00	190,400.00	239,336.00	-48,936.00	79.55%	250,200.00
4200 · Interest Income	0.00	644.96	2,500.00	-1,855.04	25.8%	5,000.00
4302 · Magazine Advertising	0.00	4,275.00	8,500.00	-4,225.00	50.29%	10,000.00
4303 · Job Board Post - Member	13,925.00	98,475.00	62,500.00	35,975.00	157.56%	150,000.00
4490 · Budget Awards	550.00	1,600.00	300.00	1,300.00	533.33%	15,000.00
Total 4000 · OPERATING REVENUES	20,200.00	295,394.96	313,136.00	-17,741.04	94.33%	430,200.00
Total Income	20,200.00	295,394.96	313,136.00	-17,741.04	94.33%	430,200.00
Gross Profit	20,200.00	295,394.96	313,136.00	-17,741.04	94.33%	430,200.00
Expense						
6100 · OPERATING EXPENSES						
6105 · Marketing/Membership	0.00	5,603.67	10,000.00	-4,396.33	56.04%	10,000.00
6106 · Storage Expense	-350.00	-50.61	712.02	-762.63	-7.11%	1,000.00
6110 · President's Expense						
6111 · Presidents CSMFO- Gifts	0.00	57.75	0.00	57.75	100.0%	1,000.00
6112 · Presidents CSMFO-Dinner	0.00	0.00	0.00	0.00	0.0%	0.00
6110 · President's Expense - Other	0.00	4,740.82	5,000.00	-259.18	94.82%	5,500.00
Total 6110 · President's Expense	0.00	4,798.57	5,000.00	-201.43	95.97%	6,500.00
6115 · Board of Directors						
6116 · Board Meeting Expenses	0.00	4,391.20	2,500.00	1,891.20	175.65%	10,000.00
Total 6115 · Board of Directors	0.00	4,391.20	2,500.00	1,891.20	175.65%	10,000.00
6120 · Committee/Chapter Support						
6121 · Committee Support	0.00	0.00	2,000.00	-2,000.00	0.0%	2,000.00
6122 · Chapter Support	0.00	0.00	0.00	0.00	0.0%	5,000.00
6120 · Committee/Chapter Support -	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6120 · Committee/Chapter Support	0.00	0.00	2,000.00	-2,000.00	0.0%	7,000.00
6125 · Board Planning Session-Retre	0.00	0.00	25,000.00	-25,000.00	0.0%	50,000.00
6140 · Management Services						
6143 · Management Services	18,734.69	79,942.69	66,521.09	13,421.60	120.18%	156,500.00
6146 · Consultants						
6146.10 · Coleman Services	0.00	5,542.62	6,010.00	-467.38	92.22%	24,040.00
6146 · Consultants - Other	900.00	8,700.00	4,912.00	3,788.00	177.12%	11,800.00
Total 6146 · Consultants	900.00	14,242.62	10,922.00	3,320.62	130.4%	35,840.00
6147 · Professional Fees	0.00	357.50				
6470 · Webinar Program Services	0.00	0.00	25,000.00	-25,000.00	0.0%	50,000.00
6140 · Management Services - Other	700.00	2,800.00				
Total 6140 · Management Services	20,334.69	97,342.81	102,443.09	-5,100.28	95.02%	242,340.00

California Society of Municipal Finance Officers  
**Profit & Loss Budget Performance**  
May 2022

	May 22	Jan - May 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
<b>6148 · Payroll</b>						
6148.10 · Wages	5,738.50	21,378.50	31,041.69	-9,663.19	68.87%	117,500.00
6148.20 · Payroll Taxes - Federal	439.00	1,677.46	3,000.00	-1,322.54	55.92%	10,000.00
6148.30 · Payroll Taxes - State	0.00	245.01				
6148.50 · Payroll Processing Expens	0.00	280.00				
6148 · Payroll - Other	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 6148 · Payroll</b>	<b>6,177.50</b>	<b>23,580.97</b>	<b>34,041.69</b>	<b>-10,460.72</b>	<b>69.27%</b>	<b>127,500.00</b>
6150 · Office Supplies	0.00	667.80	150.00	517.80	445.2%	250.00
6155 · Merchant Fees/Bank Chgs.	1,460.45	23,263.03	17,000.00	6,263.03	136.84%	30,000.00
6160 · Awards	0.00	498.14	0.00	498.14	100.0%	5,000.00
<b>6165 · Printing</b>						
6166 · Printing, copying, and admin	1.72	31.24	1,700.00	-1,668.76	1.84%	2,000.00
6167 · Directory	0.00	0.00	10,000.00	-10,000.00	0.0%	10,000.00
6165 · Printing - Other	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 6165 · Printing</b>	<b>1.72</b>	<b>31.24</b>	<b>11,700.00</b>	<b>-11,668.76</b>	<b>0.27%</b>	<b>12,000.00</b>
6170 · Magazine	10,100.00	10,930.13	17,500.00	-6,569.87	62.46%	20,000.00
6175 · Postage	153.26	213.85	850.00	-636.15	25.16%	2,000.00
6185 · Telephone/Bridge Calls	44.60	179.34	550.00	-370.66	32.61%	1,500.00
<b>6190 · Web and Technology</b>						
6191 · DataBase Expense	0.00	228.53	0.00	228.53	100.0%	0.00
6192 · Web site	0.00	2,500.00	3,000.00	-500.00	83.33%	3,000.00
6195 · Web Site Hosting Fee	162.99	2,097.96	3,750.00	-1,652.04	55.95%	9,000.00
6190 · Web and Technology - Other	481.21	12,839.96	22,001.00	-9,161.04	58.36%	23,000.00
<b>Total 6190 · Web and Technology</b>	<b>644.20</b>	<b>17,666.45</b>	<b>28,751.00</b>	<b>-11,084.55</b>	<b>61.45%</b>	<b>35,000.00</b>
6200 · Travel/Staff Expenses	0.00	0.00	1,000.00	-1,000.00	0.0%	2,000.00
6220 · Audit & Tax Filing	0.00	0.00	0.00	0.00	0.0%	9,500.00
6230 · Insurance	0.00	2,118.00	2,400.00	-282.00	88.25%	4,000.00
<b>6240 · Taxes</b>						
6242 · Current Year Taxes	0.00	0.00	11,000.00	-11,000.00	0.0%	30,000.00
6246 · Prior Year Taxes	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 6240 · Taxes</b>	<b>0.00</b>	<b>0.00</b>	<b>11,000.00</b>	<b>-11,000.00</b>	<b>0.0%</b>	<b>30,000.00</b>
6250 · Miscellaneous	0.00	0.00	0.00	0.00	0.0%	0.00
6255 · GFOA Reception	0.00	3,234.40	13,000.00	-9,765.60	24.88%	20,000.00
6260 · Donations	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 6100 · OPERATING EXPENSES</b>	<b>38,566.42</b>	<b>194,468.99</b>	<b>285,597.80</b>	<b>-91,128.81</b>	<b>68.09%</b>	<b>625,590.00</b>
<b>6900 · OTHER EXPENSES</b>						
6970 · One-Time Budgeted Expenses	23,250.00	23,250.00	20,416.69	2,833.31	113.88%	49,000.00
<b>Total 6900 · OTHER EXPENSES</b>	<b>23,250.00</b>	<b>23,250.00</b>	<b>20,416.69</b>	<b>2,833.31</b>	<b>113.88%</b>	<b>49,000.00</b>
9950 · Prior Period Adjustment	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total Expense</b>	<b>61,816.42</b>	<b>217,718.99</b>	<b>306,014.49</b>	<b>-88,295.50</b>	<b>71.15%</b>	<b>674,590.00</b>
<b>Net Ordinary Income</b>	<b>-41,616.42</b>	<b>77,675.97</b>	<b>7,121.51</b>	<b>70,554.46</b>	<b>1,090.72%</b>	<b>-244,390.00</b>
<b>Other Income/Expense</b>						
<b>Other Income</b>						
<b>4500 · PROGRAM REVENUES</b>						
<b>4502 · Sponsorships - Other</b>						
4502.10 · Sponsorship GFOA Recept	5,000.00	5,000.00				
<b>Total 4502 · Sponsorships - Other</b>	<b>5,000.00</b>	<b>5,000.00</b>				

California Society of Municipal Finance Officers  
**Profit & Loss Budget Performance**  
May 2022

	May 22	Jan - May 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
<b>4503 · Contributions and Donations</b>						
4503.5 · CALCPA Contribution	0.00	0.00	0.00	0.00	0.0%	0.00
4503.75 · Robert O'Dell Scholarship	0.00	0.00	0.00	0.00	0.0%	0.00
4503 · Contributions and Donations	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 4503 · Contributions and Donations</b>	0.00	0.00	0.00	0.00	0.0%	0.00
<b>4504 · Education income</b>						
4505 · Webinar	0.00	0.00	1,300.00	-1,300.00	0.0%	2,600.00
4520 · Weekend Training	0.00	0.00	0.00	0.00	0.0%	20,225.00
4540 · Fundamentals of Rates, Fees	0.00	0.00	4,150.00	-4,150.00	0.0%	6,150.00
4570 · Intro to Government	-75.00	7,250.00	15,000.00	-7,750.00	48.33%	21,000.00
4575 · Investment Accounting	300.00	600.00	0.00	600.00	100.0%	6,600.00
4590 · Intermediate Government Accounting	15,000.00	38,887.50	16,675.00	22,212.50	233.21%	46,500.00
4591 · California Local Budgeting	3,600.00	13,350.00	0.00	13,350.00	100.0%	27,000.00
4593 · Capital Assets	0.00	0.00	3,000.00	-3,000.00	0.0%	6,000.00
4594 · CMTA/CSMFO Course	0.00	0.00	0.00	0.00	0.0%	0.00
4595 · Revenue Fundamentals	0.00	0.00	4,500.00	-4,500.00	0.0%	10,500.00
4597 · Developing Supervisory Skills	0.00	0.00	0.00	0.00	0.0%	0.00
4598 · Leadership Skills	0.00	0.00	0.00	0.00	0.0%	4,500.00
<b>Total 4504 · Education income</b>	18,825.00	60,087.50	44,625.00	15,462.50	134.65%	151,075.00
<b>8000 · Conference Revenue</b>						
<b>8100 · Government Registrations</b>						
8102 · Government NonMember	-1,010.00	14,660.00	34,210.00	-19,550.00	42.85%	34,210.00
8104 · Government Member	-130.00	312,445.00	543,635.00	-231,190.00	57.47%	543,635.00
8115 · Conf-Gov-Full-Norm-Mem	2,140.00	2,140.00	0.00	2,140.00	100.0%	0.00
<b>Total 8100 · Government Registrations</b>	1,000.00	329,245.00	577,845.00	-248,600.00	56.98%	577,845.00
<b>8200 · Commercial Registrations</b>						
8225 · Conf-Com-Exhibitor-Addn Full	0.00	0.00	0.00	0.00	0.0%	0.00
8226 · Commercial Exhibitor	-2,190.00	53,815.00	64,730.00	-10,915.00	83.14%	64,730.00
8227 · Conf-Com-Exhibitor Daily	0.00	0.00	0.00	0.00	0.0%	0.00
8228 · Commercial NonMember	0.00	26,345.00	27,935.00	-1,590.00	94.31%	27,935.00
8229 · Commercial Member	0.00	29,793.00	32,720.00	-2,927.00	91.05%	32,720.00
8230 · Comm Non-Memb-Full-Early	0.00	0.00	0.00	0.00	0.0%	0.00
8231 · Comm Non-Memb-Full-Reg	0.00	1,515.00	0.00	1,515.00	100.0%	0.00
8265 · Comm Non-Memb Daily Regular	0.00	3,420.00	0.00	3,420.00	100.0%	0.00
<b>Total 8200 · Commercial Registrations</b>	-2,190.00	114,888.00	125,385.00	-10,497.00	91.63%	125,385.00
<b>8300 · Pre-Conference Registrations</b>						
8300 · Pre-Conference Registrations	-150.00	13,540.00	39,000.00	-25,460.00	34.72%	39,000.00
<b>Total 8300 · Pre-Conference Registrations</b>	-150.00	13,540.00	39,000.00	-25,460.00	34.72%	39,000.00
<b>8500 · Extra Meals</b>						
8565 · Hosted Evening Event	0.00	0.00	4,375.00	-4,375.00	0.0%	4,375.00
8500 · Extra Meals - Other	0.00	5,075.00				
<b>Total 8500 · Extra Meals</b>	0.00	5,075.00	4,375.00	700.00	116.0%	4,375.00
<b>8600 · Event Registrations</b>						
8610 · Golf	0.00	18,340.00	18,815.00	-475.00	97.48%	18,815.00
8630 · Pickleball/Tennis	0.00	385.00	0.00	385.00	100.0%	0.00
<b>Total 8600 · Event Registrations</b>	0.00	18,725.00	18,815.00	-90.00	99.52%	18,815.00
<b>8700 · Exhibitors Fees</b>						

California Society of Municipal Finance Officers  
**Profit & Loss Budget Performance**  
May 2022

	May 22	Jan - May 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
8702 · Featured Exhibitor/Sponsor	0.00	0.00	0.00	0.00	0.0%	0.00
8703 · Sapphire Exhibitor	0.00	101,500.00	112,000.00	-10,500.00	90.63%	112,000.00
8715 · Gold Package	0.00	193,562.50	272,000.00	-78,437.50	71.16%	272,000.00
8725 · Silver Package	0.00	40,625.00	45,000.00	-4,375.00	90.28%	45,000.00
8735 · Diamond Package	0.00	90,000.00	91,000.00	-1,000.00	98.9%	91,000.00
Total 8700 · Exhibitors Fees	0.00	425,687.50	520,000.00	-94,312.50	81.86%	520,000.00
8800 · Sponsorships						
8830 · Non-Exhibitor Sponsor 8830	0.00	14,000.00	36,000.00	-22,000.00	38.89%	36,000.00
8872 · Additional Sponsorship Monic	0.00	5,062.50	12,500.00	-7,437.50	40.5%	12,500.00
Total 8800 · Sponsorships	0.00	19,062.50	48,500.00	-29,437.50	39.3%	48,500.00
8900 · Conference Miscellaneous						
8910 · Cancellation Fees	0.00	0.00	0.00	0.00	0.0%	0.00
8915 · Hotel Rebate	0.00	10,074.48	0.00	10,074.48	100.0%	0.00
8900 · Conference Miscellaneous - C	-2,140.00	0.00				
Total 8900 · Conference Miscellaneous	-2,140.00	10,074.48	0.00	10,074.48	100.0%	0.00
8950 · Virtual Conference Registratic	-500.00	79,000.00	85,000.00	-6,000.00	92.94%	85,000.00
Total 8000 · Conference Revenue	-3,980.00	1,015,297.48	1,418,920.00	-403,622.52	71.55%	1,418,920.00
Total 4500 · PROGRAM REVENUES	19,845.00	1,080,384.98	1,463,545.00	-383,160.02	73.82%	1,569,995.00
4501 · Chapter Income						
4501.01 · Northwest Counties	0.00	0.00	0.00	0.00	0.0%	0.00
4501.02 · Northeast Counties	0.00	0.00	0.00	0.00	0.0%	0.00
4501.03 · North Coast	975.00	1,525.00	0.00	1,525.00	100.0%	0.00
4501.04 · Sacramento Valley	0.00	400.00	0.00	400.00	100.0%	0.00
4501.05 · East Bay (SF)	0.00	0.00	0.00	0.00	0.0%	0.00
4501.06 · Central Valley	0.00	0.00	0.00	0.00	0.0%	0.00
4501.07 · Peninsula	0.00	0.00	0.00	0.00	0.0%	0.00
4501.08 · Monterey Bay	0.00	0.00	0.00	0.00	0.0%	0.00
4501.09 · South San Joaquin	300.00	300.00	0.00	300.00	100.0%	0.00
4501.11 · Channel Counties	0.00	0.00	0.00	0.00	0.0%	0.00
4501.12 · San Gabriel Valley	0.00	0.00	0.00	0.00	0.0%	0.00
4501.13 · Central Los Angeles	0.00	0.00	0.00	0.00	0.0%	0.00
4501.14 · South Bay (LA)	0.00	0.00	0.00	0.00	0.0%	0.00
4501.15 · Desert Mountain	0.00	0.00	0.00	0.00	0.0%	0.00
4501.16 · Orange County	555.00	555.00	0.00	555.00	100.0%	0.00
4501.17 · Inland Empire	790.00	1,220.00	0.00	1,220.00	100.0%	0.00
4501.18 · Coachella Valley	0.00	0.00	0.00	0.00	0.0%	0.00
4501.19 · San Diego County	0.00	0.00	0.00	0.00	0.0%	0.00
4501 · Chapter Income - Other	0.00	0.00	25,000.00	-25,000.00	0.0%	100,000.00
Total 4501 · Chapter Income	2,620.00	4,000.00	25,000.00	-21,000.00	16.0%	100,000.00
49910 · Unidentified Transactions	0.00	0.00				
8999 · YM Import Items	0.00	0.00	0.00	0.00	0.0%	0.00
Total Other Income	22,465.00	1,084,384.98	1,488,545.00	-404,160.02	72.85%	1,669,995.00
Other Expense						
6400 · PROGRAM EXPENSES						
6404 · Education Expenses						
6420 · Weekend Training						
6420.10 · Weekend Training Reim. E	0.00	0.00	0.00	0.00	0.0%	25,000.00

California Society of Municipal Finance Officers  
**Profit & Loss Budget Performance**  
May 2022

	May 22	Jan - May 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Total 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 - Rei	0.00	0.00	0.00	0.00	0.0%	0.00
6430 · Intro to Government - Other	0.00	0.00	2,000.00	-2,000.00	0.0%	5,000.00
Total 6430 · Intro to Government	0.00	0.00	2,000.00	-2,000.00	0.0%	5,000.00
6480 · Intermediate Governmental Ac	0.00	2,750.00	0.00	2,750.00	100.0%	15,250.00
6491 · CA Local Budgeting Expense	0.00	1,500.00	5,000.00	-3,500.00	30.0%	10,000.00
6494 · Webinar Expenses	0.00	0.00	0.00	0.00	0.0%	0.00
6594 · CMTA/CSMFO Course Exp	0.00	0.00	0.00	0.00	0.0%	0.00
6595 · Revenue Fundamental	0.00	0.00	3,500.00	-3,500.00	0.0%	3,500.00
6596 · Revenue Fundamental Expens	0.00	0.00	0.00	0.00	0.0%	3,500.00
6598 · Leadership Skills	0.00	0.00	0.00	0.00	0.0%	2,000.00
Total 6404 · Education Expenses	0.00	4,250.00	10,500.00	-6,250.00	40.48%	64,250.00
9000 · Conference Expenses						
9100 · Food & Beverage						
9105 · Registration Prep-Lunch	0.00	620.64	1,200.00	-579.36	51.72%	1,200.00
9115 · Wednesday-Breakfast	0.00	0.00	0.00	0.00	0.0%	0.00
9125 · Wednesday-Lunch	0.00	87,359.93	124,000.00	-36,640.07	70.45%	124,000.00
9135 · Wednesday-Food-Exhibitor R	0.00	21,455.72	40,000.00	-18,544.28	53.64%	40,000.00
9138 · Wednesday-Beverage-Exhibi	0.00	8,966.15	20,000.00	-11,033.85	44.83%	20,000.00
9140 · Thursday-Breakfast-Chapter C	0.00	2,700.15	2,700.00	0.15	100.01%	2,700.00
9143 · Thursday-Breakfast	0.00	57,235.45	91,000.00	-33,764.55	62.9%	91,000.00
9145 · Thursday-Coffee Service	0.00	0.00	0.00	0.00	0.0%	0.00
9147 · Thursday-Lunch	0.00	67,503.69	103,950.00	-36,446.31	64.94%	103,950.00
9148 · Thursday-PM Break	0.00	15,002.03	49,500.00	-34,497.97	30.31%	49,500.00
9150 · Friday-Breakfast	0.00	36,001.97	60,000.00	-23,998.03	60.0%	60,000.00
9155 · Friday-Lunch	0.00	2,245.57	2,100.00	145.57	106.93%	2,100.00
9197 · Food&Beverage-Other	0.00	13,725.04	30,625.00	-16,899.96	44.82%	30,625.00
9100 · Food & Beverage - Other	0.00	104.86				
Total 9100 · Food & Beverage	0.00	312,921.20	525,075.00	-212,153.80	59.6%	525,075.00
9200 · President's Dinners						
9210 · President's Dinner - Food & B	0.00	25,351.52	34,000.00	-8,648.48	74.56%	34,000.00
9220 · Entertain-Transport-Decor-Fa	0.00	3,346.88	10,974.00	-7,627.12	30.5%	10,974.00
9250 · Pres Dinner-Out of State Gues	0.00	4,777.29	5,815.00	-1,037.71	82.16%	5,815.00
Total 9200 · President's Dinners	0.00	33,475.69	50,789.00	-17,313.31	65.91%	50,789.00
9300 · Hosted Event						
9310 · Event Entertainment	0.00	27,806.19	26,527.00	1,279.19	104.82%	26,527.00
9320 · Event Food	0.00	101,357.06	115,983.00	-14,625.94	87.39%	115,983.00
9321 · Event Bar	0.00	17,603.39	24,918.00	-7,314.61	70.65%	24,918.00
9330 · Event Decor	0.00	3,645.13	17,205.00	-13,559.87	21.19%	17,205.00
9340 · Event Other	0.00	1,122.44	0.00	1,122.44	100.0%	0.00
Total 9300 · Hosted Event	0.00	151,534.21	184,633.00	-33,098.79	82.07%	184,633.00
9400 · Meetings and Training						
9410 · Speakers-Honorarium	0.00	42,500.00	46,500.00	-4,000.00	91.4%	46,500.00
9420 · Speaker-Expenses-Lodging	0.00	5,057.46	9,125.00	-4,067.54	55.42%	9,125.00
9430 · Speaker-Expenses-Transporta	0.00	0.00	0.00	0.00	0.0%	0.00
9445 · Speaker-Expenses-Misc	0.00	21.69				

California Society of Municipal Finance Officers  
**Profit & Loss Budget Performance**  
May 2022

	May 22	Jan - May 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
<b>Total 9400 · Meetings and Training</b>	0.00	47,579.15	55,625.00	-8,045.85	85.54%	55,625.00
<b>9450 · Comps</b>						
9460 · Other Guests Lodging (OOS)	0.00	2,724.33	6,200.00	-3,475.67	43.94%	6,200.00
9462 · Comps - Other	0.00	2,075.68	1,946.00	129.68	106.66%	1,946.00
9465 · Board Scholarships	0.00	72.00	4,250.00	-4,178.00	1.69%	4,250.00
9450 · Comps - Other	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 9450 · Comps</b>	0.00	4,872.01	12,396.00	-7,523.99	39.3%	12,396.00
<b>9475 · Meetings</b>						
9476 · Audio Visual and Lighting	92,918.00	197,020.75	185,251.00	11,769.75	106.35%	185,251.00
9477 · Virtual Platform	6,450.00	29,510.00	39,385.00	-9,875.00	74.93%	39,385.00
9478 · General Session - Addl' produ	0.00	8,605.82	21,400.00	-12,794.18	40.21%	21,400.00
9479 · WiFi Internet	0.00	11,080.00	12,000.00	-920.00	92.33%	12,000.00
9480 · Electric Power/Rigging	0.00	44,360.09	30,000.00	14,360.09	147.87%	30,000.00
9481 · Reg/Attendance Tracking	0.00	37,523.07	35,984.00	1,539.07	104.28%	35,984.00
9485 · Convention/Hotel Other Costs	0.00	125.00	500.00	-375.00	25.0%	500.00
9475 · Meetings - Other	0.00	7,159.91				
<b>Total 9475 · Meetings</b>	99,368.00	335,384.64	324,520.00	10,864.64	103.35%	324,520.00
<b>9490 · Pre-Conference Workshop</b>						
9494 · Food & Beverage	0.00	1,716.46	4,050.00	-2,333.54	42.38%	4,050.00
9496 · Pre-Conference-Other	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 9490 · Pre-Conference Worksh</b>	0.00	1,716.46	4,050.00	-2,333.54	42.38%	4,050.00
<b>9500 · Exhibits</b>						
9510 · Decorator Booth Fee	0.00	23,361.95	18,585.00	4,776.95	125.7%	18,585.00
9530 · Meeting space Additions	0.00	4,810.65	7,401.00	-2,590.35	65.0%	7,401.00
9540 · Security	0.00	955.00	400.00	555.00	238.75%	400.00
9545 · Exhibit hall game	0.00	1,397.44	1,000.00	397.44	139.74%	1,000.00
9550 · Sponsor Branded Items	0.00	5,281.32	16,075.00	-10,793.68	32.85%	16,075.00
9599 · Exhibits-Other	0.00	0.00	0.00	0.00	0.0%	0.00
9500 · Exhibits - Other	0.00	2,590.35				
<b>Total 9500 · Exhibits</b>	0.00	38,396.71	43,461.00	-5,064.29	88.35%	43,461.00
<b>9600 · Entertainment/Gifts</b>						
9610 · Conference Gifts/Attendees	0.00	59,927.62	57,000.00	2,927.62	105.14%	57,000.00
9620 · Speaker/Board/Committee Me	0.00	5,240.16	7,875.00	-2,634.84	66.54%	7,875.00
9630 · Gift Baskets (VIPs)	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 9600 · Entertainment/Gifts</b>	0.00	65,167.78	64,875.00	292.78	100.45%	64,875.00
<b>9700 · Other Activities</b>						
9732 · Golf Tournament Expenses	0.00	17,348.86	20,008.00	-2,659.14	86.71%	20,008.00
9750 · Other Event Expenses	0.00	150.00	300.00	-150.00	50.0%	300.00
<b>Total 9700 · Other Activities</b>	0.00	17,498.86	20,308.00	-2,809.14	86.17%	20,308.00
<b>9800 · Administration - Conference</b>						
9805 · Conference Marketing	0.00	239.37	1,500.00	-1,260.63	15.96%	1,500.00
9810 · Conference Contract Services	12,010.00	74,157.52	77,380.00	-3,222.48	95.84%	77,380.00
9815 · Printing/Copy/Conference Me	0.00	4,891.79	7,800.00	-2,908.21	62.72%	7,800.00
9820 · President Expenses	0.00	495.37	800.00	-304.63	61.92%	800.00
9831 · Supplies-Badges-Ribbons-Etc	197.97	318.15	650.00	-331.85	48.95%	650.00
9840 · Postage & Shipping	0.00	750.63	200.00	550.63	375.32%	200.00
9875 · Signage	0.00	4,995.79	3,500.00	1,495.79	142.74%	3,500.00

California Society of Municipal Finance Officers  
**Profit & Loss Budget Performance**  
May 2022

	May 22	Jan - May 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
9880 · Bank Merchant Fees	0.00	0.00	0.00	0.00	0.0%	0.00
9890 · Conference Committee Expen	0.33	7,174.39	15,208.00	-8,033.61	47.18%	15,208.00
9895 · Staff Exp Inc. Lodging & Travel	0.00	13,288.16	13,784.00	-495.84	96.4%	13,784.00
9800 · Administration - Conference -	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9800 · Administration - Conference	12,208.30	106,311.17	120,822.00	-14,510.83	87.99%	120,822.00
9000 · Conference Expenses - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9000 · Conference Expenses	111,576.30	1,114,857.88	1,406,554.00	-291,696.12	79.26%	1,406,554.00
Total 6400 · PROGRAM EXPENSES	111,576.30	1,119,107.88	1,417,054.00	-297,946.12	78.97%	1,470,804.00
6401 · Chapter Expenses						
6401.79 · Current Year Chapter Expenses						
6401.07 · Peninsula	0.00	0.00	0.00	0.00	0.0%	0.00
6401.08 · Monterey Bay	0.00	0.00	0.00	0.00	0.0%	0.00
6401.09 · South San Joaquin	0.00	117.96	0.00	117.96	100.0%	0.00
6401.12 · San Gabriel Valley	0.00	0.00	0.00	0.00	0.0%	0.00
6401.16 · Orange County	0.00	75.00	0.00	75.00	100.0%	0.00
6401.17 · Inland Empire	0.00	150.93	0.00	150.93	100.0%	0.00
6401.19 · San Diego County	0.00	0.00	0.00	0.00	0.0%	0.00
6401.79 · Current Year Chapter Expenses	0.00	0.00	25,000.00	-25,000.00	0.0%	100,000.00
Total 6401.79 · Current Year Chapter Expenses	0.00	343.89	25,000.00	-24,656.11	1.38%	100,000.00
Total 6401.89 · Prior Year Chapter Income	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6401 · Chapter Expenses	0.00	343.89	25,000.00	-24,656.11	1.38%	100,000.00
Total Other Expense	111,576.30	1,119,451.77	1,442,054.00	-322,602.23	77.63%	1,570,804.00
Net Other Income	-89,111.30	-35,066.79	46,491.00	-81,557.79	-75.43%	99,191.00
Net Income	-130,727.72	42,609.18	53,612.51	-11,003.33	79.48%	-145,199.00

California Society of Municipal Finance Officers  
Statement of Financial Income and Expense  
January through May 2022

	Jan - May 22	Jan - May 21	\$ Change
Ordinary Income/Expense			
Income			
4000 · OPERATING REVENUES			
4100 · Membership Dues			
4110 · Dues - Municipal	153,870.00	186,335.00	-32,465.00
4115 · Dues NewMem-Municipal	0.00	0.00	0.00
4120 · Dues - Other Gov	3,150.00	3,900.00	-750.00
4130 · Dues - Commercial	32,560.00	43,870.00	-11,310.00
4140 · Dues - Retired	820.00	1,080.00	-260.00
4150 · Dues - Education	0.00	0.00	0.00
4100 · Membership Dues - Other	0.00	0.00	0.00
Total 4100 · Membership Dues	190,400.00	235,185.00	-44,785.00
4200 · Interest Income	644.96	2,573.74	-1,928.78
4302 · Magazine Advertising	4,275.00	12,475.00	-8,200.00
4303 · Job Board Post - Member	98,475.00	75,150.00	23,325.00
4490 · Budget Awards	1,600.00	1,350.00	250.00
Total 4000 · OPERATING REVENUES	295,394.96	326,733.74	-31,338.78
Total Income	295,394.96	326,733.74	-31,338.78
Gross Profit	295,394.96	326,733.74	-31,338.78
Expense			
6100 · OPERATING EXPENSES			
6105 · Marketing/Membership	5,603.67	9,465.14	-3,861.47
6106 · Storage Expense	-50.61	506.61	-557.22
6110 · President's Expense			
6111 · Presidents CSMFO- Gifts	57.75	164.93	-107.18
6110 · President's Expense - Other	4,740.82	710.00	4,030.82
Total 6110 · President's Expense	4,798.57	874.93	3,923.64
6115 · Board of Directors			
6116 · Board Meeting Expenses	4,391.20	0.00	4,391.20
Total 6115 · Board of Directors	4,391.20	0.00	4,391.20
6140 · Management Services			
6143 · Management Services	79,942.69	75,384.90	4,557.79
6146 · Consultants			
6146.10 · Coleman Services	5,542.62	8,135.00	-2,592.38
6146 · Consultants - Other	8,700.00	6,000.00	2,700.00
Total 6146 · Consultants	14,242.62	14,135.00	107.62
6147 · Professional Fees	357.50	0.00	357.50
6470 · Webinar Program Services	0.00	10,000.00	-10,000.00
6140 · Management Services - Other	2,800.00	0.00	2,800.00
Total 6140 · Management Services	97,342.81	99,519.90	-2,177.09
6148 · Payroll			
6148.10 · Wages	21,378.50	0.00	21,378.50
6148.20 · Payroll Taxes - Federal	1,677.46	0.00	1,677.46
6148.30 · Payroll Taxes - State	245.01	0.00	245.01
6148.50 · Payroll Processing Expense	280.00	0.00	280.00
Total 6148 · Payroll	23,580.97	0.00	23,580.97

**California Society of Municipal Finance Officers**  
**Statement of Financial Income and Expense**  
January through May 2022

	Jan - May 22	Jan - May 21	\$ Change
6150 · Office Supplies	667.80	4.40	663.40
6155 · Merchant Fees/Bank Chgs.	23,263.03	6,886.89	16,376.14
6160 · Awards	498.14	832.01	-333.87
6165 · Printing			
6166 · Printing, copying, and admin	31.24	45.56	-14.32
6167 · Directory	0.00	20,597.08	-20,597.08
Total 6165 · Printing	31.24	20,642.64	-20,611.40
6170 · Magazine	10,930.13	307.00	10,623.13
6175 · Postage	213.85	566.81	-352.96
6185 · Telephone/Bridge Calls	179.34	220.88	-41.54
6190 · Web and Technology			
6191 · DataBase Expense	228.53	0.00	228.53
6192 · Web site	2,500.00	2,791.97	-291.97
6195 · Web Site Hosting Fee	2,097.96	5,111.22	-3,013.26
6190 · Web and Technology - Other	12,839.96	12,171.64	668.32
Total 6190 · Web and Technology	17,666.45	20,074.83	-2,408.38
6230 · Insurance	2,118.00	3,704.00	-1,586.00
6255 · GFOA Reception	3,234.40	0.00	3,234.40
Total 6100 · OPERATING EXPENSES	194,468.99	163,606.04	30,862.95
6900 · OTHER EXPENSES			
6970 · One-Time Budgeted Expenses	23,250.00	840.00	22,410.00
Total 6900 · OTHER EXPENSES	23,250.00	840.00	22,410.00
Total Expense	217,718.99	164,446.04	53,272.95
Net Ordinary Income	77,675.97	162,287.70	-84,611.73
Other Income/Expense			
Other Income			
4500 · PROGRAM REVENUES			
4502 · Sponsorships - Other			
4502.10 · Sponsorship GFOA Reception	5,000.00	0.00	5,000.00
Total 4502 · Sponsorships - Other	5,000.00	0.00	5,000.00
4503 · Contributions and Donations	0.00	2,200.00	-2,200.00
4504 · Education income			
4505 · Webinar	0.00	2,623.00	-2,623.00
4540 · Fundamentals of Rates, Fees	0.00	16,650.00	-16,650.00
4570 · Intro to Government	7,250.00	19,575.00	-12,325.00
4575 · Investment Accounting	600.00	3,750.00	-3,150.00
4590 · Intermediate Government Acct	38,887.50	23,881.00	15,006.50
4591 · California Local Budgeting	13,350.00	8,850.00	4,500.00
Total 4504 · Education income	60,087.50	75,329.00	-15,241.50
8000 · Conference Revenue			
8100 · Government Registrations			
8102 · Government NonMember	14,660.00	0.00	14,660.00
8104 · Government Member	312,445.00	0.00	312,445.00
8106 · Govt Non-Memb-Full Regular	0.00	27,850.00	-27,850.00
8115 · Conf-Gov-Full-Norm-Mem	2,140.00	138,200.00	-136,060.00
Total 8100 · Government Registrations	329,245.00	166,050.00	163,195.00

**California Society of Municipal Finance Officers**  
**Statement of Financial Income and Expense**  
January through May 2022

	Jan - May 22	Jan - May 21	\$ Change
<b>8200 · Commercial Registrations</b>			
8225 · Conf-Com-Exhibitor-Addn Full	0.00	5,200.00	-5,200.00
8226 · Commercial Exhibitor	53,815.00	0.00	53,815.00
8228 · Commercial NonMember	26,345.00	0.00	26,345.00
8229 · Commercial Member	29,793.00	0.00	29,793.00
8231 · Comm Non-Memb-Full-Reg	1,515.00	11,550.00	-10,035.00
8235 · Comm Memb-Full-Early	0.00	0.00	0.00
8236 · Comm Memb-Full-Regular	0.00	7,250.00	-7,250.00
8265 · Comm Non-Memb Daily Regular	3,420.00	0.00	3,420.00
<b>Total 8200 · Commercial Registrations</b>	<b>114,888.00</b>	<b>24,000.00</b>	<b>90,888.00</b>
<b>8300 · Pre-Conference Registrations</b>			
8371 · PreConference-Session A	0.00	10,920.00	-10,920.00
8373 · PreConference-Session B	0.00	5,135.00	-5,135.00
8300 · Pre-Conference Registrations - Other	13,540.00	0.00	13,540.00
<b>Total 8300 · Pre-Conference Registrations</b>	<b>13,540.00</b>	<b>16,055.00</b>	<b>-2,515.00</b>
<b>8500 · Extra Meals</b>			
8565 · Hosted Evening Event	0.00	0.00	0.00
8500 · Extra Meals - Other	5,075.00	0.00	5,075.00
<b>Total 8500 · Extra Meals</b>	<b>5,075.00</b>	<b>0.00</b>	<b>5,075.00</b>
<b>8600 · Event Registrations</b>			
8610 · Golf	18,340.00	0.00	18,340.00
8630 · Pickleball/Tennis	385.00	0.00	385.00
<b>Total 8600 · Event Registrations</b>	<b>18,725.00</b>	<b>0.00</b>	<b>18,725.00</b>
<b>8700 · Exhibitors Fees</b>			
8703 · Sapphire Exhibitor	101,500.00	0.00	101,500.00
8704 · Premier Exhibitor	0.00	67,500.00	-67,500.00
8707 · Deluxe Exhibitor	0.00	100,000.00	-100,000.00
8715 · Gold Package	193,562.50	0.00	193,562.50
8725 · Silver Package	40,625.00	0.00	40,625.00
8735 · Diamond Package	90,000.00	0.00	90,000.00
<b>Total 8700 · Exhibitors Fees</b>	<b>425,687.50</b>	<b>167,500.00</b>	<b>258,187.50</b>
<b>8800 · Sponsorships</b>			
8830 · Non-Exhibitor Sponsor 8830	14,000.00	31,500.00	-17,500.00
8872 · Additional Sponsorship Monies	5,062.50	5,000.00	62.50
<b>Total 8800 · Sponsorships</b>	<b>19,062.50</b>	<b>36,500.00</b>	<b>-17,437.50</b>
<b>8900 · Conference Miscellaneous</b>			
8915 · Hotel Rebate	10,074.48	0.00	10,074.48
8900 · Conference Miscellaneous - Other	0.00	0.00	0.00
<b>Total 8900 · Conference Miscellaneous</b>	<b>10,074.48</b>	<b>0.00</b>	<b>10,074.48</b>
8950 · Virtual Conference Registration	79,000.00	0.00	79,000.00
<b>Total 8000 · Conference Revenue</b>	<b>1,015,297.48</b>	<b>410,105.00</b>	<b>605,192.48</b>
<b>Total 4500 · PROGRAM REVENUES</b>	<b>1,080,384.98</b>	<b>487,634.00</b>	<b>592,750.98</b>
<b>4501 · Chapter Income</b>			
4501.03 · North Coast	1,525.00	0.00	1,525.00
4501.04 · Sacramento Valley	400.00	0.00	400.00
4501.09 · South San Joaquin	300.00	0.00	300.00

**California Society of Municipal Finance Officers**  
**Statement of Financial Income and Expense**  
January through May 2022

	Jan - May 22	Jan - May 21	\$ Change
4501.16 · Orange County	555.00	0.00	555.00
4501.17 · Inland Empire	1,220.00	40.00	1,180.00
<b>Total 4501 · Chapter Income</b>	<b>4,000.00</b>	<b>40.00</b>	<b>3,960.00</b>
49910 · Unidentified Transactions	0.00	0.00	0.00
<b>Total Other Income</b>	<b>1,084,384.98</b>	<b>487,674.00</b>	<b>596,710.98</b>
<b>Other Expense</b>			
<b>6400 · PROGRAM EXPENSES</b>			
<b>6404 · Education Expenses</b>			
<b>6430 · Intro to Government</b>			
6430.10 · Intro to Govt Account - Reimbur	0.00	2,000.00	-2,000.00
<b>Total 6430 · Intro to Government</b>	<b>0.00</b>	<b>2,000.00</b>	<b>-2,000.00</b>
6480 · Intermediate Governmental Acct.	2,750.00	5,000.00	-2,250.00
6491 · CA Local Budgeting Expense	1,500.00	1,500.00	0.00
6494 · Webinar Expenses	0.00	1,000.00	-1,000.00
6595 · Revenue Fundamental	0.00	750.00	-750.00
<b>Total 6404 · Education Expenses</b>	<b>4,250.00</b>	<b>10,250.00</b>	<b>-6,000.00</b>
<b>9000 · Conference Expenses</b>			
<b>9100 · Food &amp; Beverage</b>			
9105 · Registration Prep-Lunch	620.64	0.00	620.64
9125 · Wednesday-Lunch	87,359.93	0.00	87,359.93
9135 · Wednesday-Food-Exhibitor Recept	21,455.72	0.00	21,455.72
9138 · Wednesday-Beverage-Exhibitor Re	8,966.15	0.00	8,966.15
9140 · Thursday-Breakfast-Chapter Chai	2,700.15	0.00	2,700.15
9143 · Thursday-Breakfast	57,235.45	0.00	57,235.45
9147 · Thursday-Lunch	67,503.69	0.00	67,503.69
9148 · Thursday-PM Break	15,002.03	0.00	15,002.03
9150 · Friday-Breakfast	36,001.97	0.00	36,001.97
9155 · Friday-Lunch	2,245.57	0.00	2,245.57
9197 · Food&Beverage-Other	13,725.04	0.00	13,725.04
9100 · Food & Beverage - Other	104.86	0.00	104.86
<b>Total 9100 · Food &amp; Beverage</b>	<b>312,921.20</b>	<b>0.00</b>	<b>312,921.20</b>
<b>9200 · President's Dinners</b>			
9210 · President's Dinner - Food & Bev	25,351.52	0.00	25,351.52
9220 · Entertain-Transport-Decor-Favor	3,346.88	0.00	3,346.88
9250 · Pres Dinner-Out of State Guest	4,777.29	0.00	4,777.29
<b>Total 9200 · President's Dinners</b>	<b>33,475.69</b>	<b>0.00</b>	<b>33,475.69</b>
<b>9300 · Hosted Event</b>			
9310 · Event Entertainment	27,806.19	16,300.00	11,506.19
9320 · Event Food	101,357.06	0.00	101,357.06
9321 · Event Bar	17,603.39	0.00	17,603.39
9330 · Event Decor	3,645.13	0.00	3,645.13
9340 · Event Other	1,122.44	0.00	1,122.44
<b>Total 9300 · Hosted Event</b>	<b>151,534.21</b>	<b>16,300.00</b>	<b>135,234.21</b>
<b>9400 · Meetings and Training</b>			
9410 · Speakers-Honorarium	42,500.00	30,400.00	12,100.00
9420 · Speaker-Expenses-Lodging	5,057.46	0.00	5,057.46

**California Society of Municipal Finance Officers**  
**Statement of Financial Income and Expense**  
January through May 2022

	Jan - May 22	Jan - May 21	\$ Change
9445 · Speaker-Expenses-Misc	21.69	0.00	21.69
<b>Total 9400 · Meetings and Training</b>	<b>47,579.15</b>	<b>30,400.00</b>	<b>17,179.15</b>
9450 · Comps			
9460 · Other Guests Lodging (OOS)	2,724.33	0.00	2,724.33
9462 · Comps - Other	2,075.68	0.00	2,075.68
9465 · Board Scholarships	72.00	0.00	72.00
<b>Total 9450 · Comps</b>	<b>4,872.01</b>	<b>0.00</b>	<b>4,872.01</b>
9475 · Meetings			
9476 · Audio Visual and Lighting	197,020.75	0.00	197,020.75
9477 · Virtual Platform	29,510.00	82,709.00	-53,199.00
9478 · General Session - Addl' product	8,605.82	0.00	8,605.82
9479 · WiFi Internet	11,080.00	0.00	11,080.00
9480 · Electric Power/Rigging	44,360.09	0.00	44,360.09
9481 · Reg/Attendance Tracking	37,523.07	0.00	37,523.07
9485 · Convention/Hotel Other Costs	125.00	0.00	125.00
9475 · Meetings - Other	7,159.91	0.00	7,159.91
<b>Total 9475 · Meetings</b>	<b>335,384.64</b>	<b>82,709.00</b>	<b>252,675.64</b>
9490 · Pre-Conference Workshop			
9494 · Food & Beverage	1,716.46	0.00	1,716.46
9496 · Pre-Conference-Other	0.00	300.00	-300.00
<b>Total 9490 · Pre-Conference Workshop</b>	<b>1,716.46</b>	<b>300.00</b>	<b>1,416.46</b>
9500 · Exhibits			
9510 · Decorator Booth Fee	23,361.95	0.00	23,361.95
9530 · Meeting space Additions	4,810.65	0.00	4,810.65
9540 · Security	955.00	0.00	955.00
9545 · Exhibit hall game	1,397.44	0.00	1,397.44
9550 · Sponsor Branded Items	5,281.32	0.00	5,281.32
9500 · Exhibits - Other	2,590.35	0.00	2,590.35
<b>Total 9500 · Exhibits</b>	<b>38,396.71</b>	<b>0.00</b>	<b>38,396.71</b>
9600 · Entertainment/Gifts			
9610 · Conference Gifts/Attendees	59,927.62	0.00	59,927.62
9620 · Speaker/Board/Committee Memento	5,240.16	4,814.54	425.62
<b>Total 9600 · Entertainment/Gifts</b>	<b>65,167.78</b>	<b>4,814.54</b>	<b>60,353.24</b>
9700 · Other Activities			
9732 · Golf Tournament Expenses	17,348.86	0.00	17,348.86
9750 · Other Event Expenses	150.00	0.00	150.00
<b>Total 9700 · Other Activities</b>	<b>17,498.86</b>	<b>0.00</b>	<b>17,498.86</b>
9800 · Administration - Conference			
9805 · Conference Marketing	239.37	0.00	239.37
9810 · Conference Contract Services	74,157.52	78,757.52	-4,600.00
9815 · Printing/Copy/Conference Media	4,891.79	0.00	4,891.79
9820 · President Expenses	495.37	0.00	495.37
9831 · Supplies-Badges-Ribbons-Etc	318.15	0.00	318.15
9840 · Postage & Shipping	750.63	3,685.67	-2,935.04
9875 · Signage	4,995.79	0.00	4,995.79
9880 · Bank Merchant Fees	0.00	14,902.50	-14,902.50

**California Society of Municipal Finance Officers**  
**Statement of Financial Income and Expense**  
January through May 2022

	Jan - May 22	Jan - May 21	\$ Change
9890 · Conference Committee Expenses	7,174.39	1,393.90	5,780.49
9895 · Staff Exp Inc. Lodging & Travel	13,288.16	0.00	13,288.16
Total 9800 · Administration - Conference	106,311.17	98,739.59	7,571.58
9000 · Conference Expenses - Other	0.00	0.00	0.00
Total 9000 · Conference Expenses	1,114,857.88	233,263.13	881,594.75
Total 6400 · PROGRAM EXPENSES	1,119,107.88	243,513.13	875,594.75
6401 · Chapter Expenses			
6401.79 · Current Year Chapter Expenses			
6401.09 · South San Joaquin	117.96	225.00	-107.04
6401.16 · Orange County	75.00	0.00	75.00
6401.17 · Inland Empire	150.93	0.00	150.93
Total 6401.79 · Current Year Chapter Expenses	343.89	225.00	118.89
Total 6401 · Chapter Expenses	343.89	225.00	118.89
Total Other Expense	1,119,451.77	243,738.13	875,713.64
Net Other Income	-35,066.79	243,935.87	-279,002.66
Net Income	<b>42,609.18</b>	<b>406,223.57</b>	<b>-363,614.39</b>

California Society of Municipal Finance Officers  
**Chapter Income and Expense**  
January through May 2022

	Inland Empire	North Coast	Orange County	Sacramento Valley	South San Joaquin Valley	Total Chapters	TOTAL
	(Chapters)	(Chapters)	(Chapters)	(Chapters)	(Chapters)		
Other Income/Expense							
Other Income							
4501 · Chapter Income							
4501.03 · North Coast	0.00	1,525.00	0.00	0.00	0.00	1,525.00	1,525.00
4501.04 · Sacramento Valley	0.00	0.00	0.00	400.00	0.00	400.00	400.00
4501.09 · South San Joaquin	0.00	0.00	0.00	0.00	300.00	300.00	300.00
4501.16 · Orange County	0.00	0.00	555.00	0.00	0.00	555.00	555.00
4501.17 · Inland Empire	1,080.00	0.00	0.00	0.00	0.00	1,080.00	1,080.00
Total 4501 · Chapter Income	1,080.00	1,525.00	555.00	400.00	300.00	3,860.00	3,860.00
Total Other Income	1,080.00	1,525.00	555.00	400.00	300.00	3,860.00	3,860.00
Other Expense							
6401 · Chapter Expenses							
6401.79 · Current Year Chapter Expenses	150.93	0.00	75.00	0.00	117.96	343.89	343.89
Total 6401 · Chapter Expenses	150.93	0.00	75.00	0.00	117.96	343.89	343.89
Total Other Expense	150.93	0.00	75.00	0.00	117.96	343.89	343.89
Net Other Income	929.07	1,525.00	480.00	400.00	182.04	3,516.11	3,516.11
Net Income	929.07	1,525.00	480.00	400.00	182.04	3,516.11	3,516.11

# California Society of Municipal Finance Officers

## Check Detail

May 2022

Type	Num	Date	Name	Account	Paid Amount
<b>Check</b>		<b>05/31/2022</b>	<b>City of Berkeley</b>	<b>1004 · Bank of America - 1982</b>	
Credit Memo	YM200011888	05/10/2022		8950 · Virtual Conference Registration	(120.00)
TOTAL					(120.00)
<b>Check</b>	<b>ADP</b>	<b>05/04/2022</b>	<b>Rousseau, Jean</b>	<b>1004 · Bank of America - 1982</b>	
				6148.10 · Wages	(5,738.50)
				2111 · Federal Payroll Withholdings	1,098.80
				2112 · State Payroll Withholdings	334.43
TOTAL					(4,305.27)
<b>Check</b>	<b>ADP</b>	<b>05/04/2022</b>	<b>ADP, Inc.</b>	<b>1004 · Bank of America - 1982</b>	
				2111 · Federal Payroll Withholdings	(1,098.80)
				2112 · State Payroll Withholdings	(334.43)
				6148.20 · Payroll Taxes - Federal	(439.00)
TOTAL					(1,872.23)
<b>Bill Pmt -Check</b>	<b>BILLPAY</b>	<b>05/12/2022</b>	<b>CE21 LLC</b>	<b>1004 · Bank of America - 1982</b>	
Bill	2021	05/01/2022		6970 · One-Time Budgeted Expenses	(23,250.00)
TOTAL					(23,250.00)
<b>Bill Pmt -Check</b>	<b>BILLPAY</b>	<b>05/12/2022</b>	<b>Clarity Experiences</b>	<b>1004 · Bank of America - 1982</b>	
Bill	3166	04/30/2022		9477 · Virtual Platform	(10,790.00)
Bill	3165	05/12/2022		9476 · Audio Visual and Lighting	(92,918.00)
TOTAL					(103,708.00)
<b>Bill Pmt -Check</b>	<b>BILLPAY</b>	<b>05/12/2022</b>	<b>Irwin B Bornstein [v]</b>	<b>1004 · Bank of America - 1982</b>	
Bill	334	04/28/2022		6480 · Intermediate Governmental Acct.	(2,750.00)
TOTAL					(2,750.00)

# California Society of Municipal Finance Officers

## Check Detail

May 2022

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>BILLPAY</b>	<b>05/12/2022</b>	<b>Jean Rousseau [v]</b>	<b>1004 · Bank of America - 1982</b>	
Bill	in person Board meet	04/27/2022		6116 · Board Meeting Expenses	(217.85)
Bill		04/27/2022		6255 · GFOA Reception	(1,330.00)
TOTAL					<u>(1,547.85)</u>
<b>Bill Pmt -Check</b>	<b>BILLPAY</b>	<b>05/12/2022</b>	<b>Michael Coleman {v}</b>	<b>1004 · Bank of America - 1982</b>	
Bill	Jan-Feb-Mar 2022	04/30/2022		6146.10 · Coleman Services	(5,542.62)
TOTAL					<u>(5,542.62)</u>
<b>Bill Pmt -Check</b>	<b>BILLPAY</b>	<b>05/12/2022</b>	<b>Pacific Storage Company</b>	<b>1004 · Bank of America - 1982</b>	
Bill	4210242	04/30/2022		6106 · Storage Expense	(100.71)
TOTAL					<u>(100.71)</u>
<b>Bill Pmt -Check</b>	<b>BILLPAY</b>	<b>05/12/2022</b>	<b>YourMembership</b>	<b>1004 · Bank of America - 1982</b>	
Bill	1020-1000028038	04/22/2022		6191 · DataBase Expense	(228.53)
TOTAL					<u>(228.53)</u>
<b>Bill Pmt -Check</b>	<b>BILLPMT</b>	<b>05/25/2022</b>	<b>David Cain {v}</b>	<b>1004 · Bank of America - 1982</b>	
Bill	121	04/30/2022		6491 · CA Local Budgeting Expense	(1,500.00)
TOTAL					<u>(1,500.00)</u>
<b>Bill Pmt -Check</b>	<b>BILLPMT</b>	<b>05/25/2022</b>	<b>Harriet Commons {v}</b>	<b>1004 · Bank of America - 1982</b>	
Bill	2022-CDC-02	05/18/2022		6146 · Consultants	(900.00)
TOTAL					<u>(900.00)</u>
<b>Bill Pmt -Check</b>	<b>BILLPMT</b>	<b>05/25/2022</b>	<b>Sierra Office Supply &amp; Prin</b>	<b>1004 · Bank of America - 1982</b>	
Bill	3750783-0	04/20/2022		6170 · Magazine	(656.13)

# California Society of Municipal Finance Officers

## Check Detail

May 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	3750846-0	05/20/2022		6170 · Magazine	(7,988.00)
				6170 · Magazine	(285.00)
TOTAL					(8,929.13)
<b>Bill Pmt -Check BILLPMT 05/25/2022 Meeting &amp; Association Mgr 1004 · Bank of America - 1982</b>					
Bill	Conf & Virtual 2022	05/24/2022		9810 · Conference Contract Services	(3,820.00)
				9810 · Conference Contract Services	(840.00)
				9810 · Conference Contract Services	(6,225.00)
				9810 · Conference Contract Services	(375.00)
				9810 · Conference Contract Services	(750.00)
				9477 · Virtual Platform	(6,450.00)
TOTAL					(18,460.00)
<b>Check EFT 05/02/2022 Merchant Service 1004 · Bank of America - 1982</b>					
				6155 · Merchant Fees/Bank Chgs.	(1,429.70)
TOTAL					(1,429.70)
<b>Check EFT 05/07/2022 Remote Deposit Fee 1006 · Bank of America Checking - 4131</b>					
				6155 · Merchant Fees/Bank Chgs.	(15.00)
TOTAL					(15.00)
<b>Bill Pmt -Check 7543 05/12/2022 Smith Moore and Associates 1004 · Bank of America - 1982</b>					
Bill	20220119	04/08/2022		9815 · Printing/Copy/Conference Media	(3,500.00)
				9478 · General Session - Addl' product	(5,000.00)
				9477 · Virtual Platform	(1,000.00)
Bill	20220131	05/01/2022		6143 · Management Services	(18,493.69)
				6140 · Management Services	(691.00)
TOTAL					(28,684.69)
<b>Bill Pmt -Check 7544 05/25/2022 Smith Moore and Associates 1004 · Bank of America - 1982</b>					



CSMFO Executive Committee  
Agenda  
May 11, 2022

- Strategic Goals - Executive Committee
  - Succession Planning\*
  - Evaluate the Organizational Structure and By-Laws for Opportunities for Change
  - Improve communication between committees and avoid redundancy\*
  - Improve goal setting and monitoring for committees and chapters\*
- Strategic Goals - Executive Director
  - Succession Planning\*
  - Engage new agencies
  - Formalize Board, Committee, and Chapter Orientation and Metrics
  - Improve communication between committees and avoid redundancy\*
  - Improve goal setting and monitoring for committees and chapters\*
  - Executive Director's Organizational Assessment
- Agenda Items Tracking for June 16th Board Meeting
  - Strategic Action Plan Goals Update
  - Member Benefits Matrix & Draft Policy (CDC weighs in)
  - Financial Statements
- Evaluate cost savings of LMS
- CSMFO education detail for 2021 reconciliation
- Question about attendance at Strategic Planning Session in Monterey
- Sponsorship opportunity for GFOA reception

\* Responsibility of both the Executive Committee and Executive Director

CSMFO 2022 Strategic Action Plan Status Update Report							
June 2022 Board Meeting Update							
	Focus Area	Goal	Responsible Parties	Reporting Party	Target Date for Completion	Complete?	June 2022 Update
1	Unfinished Business	Partner with GFOA for California-Specific Certification Program	Career Development Committee	Nick Kurns	On Hold	N/A	
2	Innovation and the Future	Board Meeting Utilization	All Committees	Scott Catlett	Continuous	Yes	
3	Innovation and the Future	Board Meeting Format	2022 President	Scott Catlett	Feb-22	Yes	
4	Communication and Organizational Effectiveness	Improve Communication Between Committees and Avoid Redundancy	Executive Committee	Scott Catlett	Apr-22	Yes	
			Executive Director				
5	Unfinished Business	Chapter Meeting Consistency and Quality Control	Administration Committee	Alberto Preciado	Jul-22	No	
6	Unfinished Business	Enhanced Communications	Communications Committee	Will Fuentes	Jul-22	No	
7	Innovation and the Future	Evaluate Question of Advocacy	Professional Standards Committee	Jason Al-Imam	Jul-22	No	A working group led by the Professional Standards Committee was formed to evaluate what role CSMFO should play in advocacy. The working group met with Michael Coleman and Nick Romo on May 12th to solicit feedback from the League of California Cities. The working group also convened another meeting in May and plans to meet again in June to further discuss this initiative and to review CSMFO's current policies and procedures related to advocacy. The working group plans to present a recommendation to the Board in August.
8	Communication and Organizational Effectiveness	Executive Director's Organizational Assessment	Executive Director	Jean Rousseau	Jul-22	No	Working on the report and it will be ready for the August board of directors meeting.
9	Unfinished Business	Modernize Revenue Structure	Finance Committee	Margaret Moggia	Oct-22	No	The working group has met and will present a progress board report on the action item with a request for a discussion around the conceptual design of a modify due structure. Based on the feedback, the intent is to request the Board to take formal action prior to the new membership board cycle.
10	Communication and Organizational Effectiveness	Improve Goal Setting and Monitoring for Committees and Chapters	Executive Committee	Scott Catlett	Oct-22	No	Jean is working on some ideas to present to the Executive Committee at their June meeting.
			Executive Director				
11	Unfinished Business	Succession Planning	Executive Committee	Scott Catlett	Jan-23	No	Jean is working on some ideas to present to the Executive Committee at their June meeting.
			Executive Director				
12	Unfinished Business	Engage New Agencies	Membership Committee	Jennifer Wakeman	Jan-23	No	A meeting has been set for June 15th to set the direction and next steps for this initiative.
			Executive Director				

CSMFO 2022 Strategic Action Plan Status Update Report							
June 2022 Board Meeting Update							
	Focus Area	Goal	Responsible Parties	Reporting Party	Target Date for Completion	Complete?	June 2022 Update
13	Innovation and the Future	Evaluate the Organizational Structure and By-Laws for Opportunities for Change	Ad Hoc Committee	Scott Catlett	Jan-23	No	The ad-hoc committee has held several meetings and are on track to present proposed by-laws changes to the Board in August for review.
14	Innovation and the Future	Develop a Long-Term Financial Plan	Finance Committee	Margaret Moggia	Jan-23	No	Committee continues to gather input for the development of a long range financial plan.
15	Innovation and the Future	Improve Financial Reporting	Finance Committee	Margaret Moggia	Jan-23	No	The update is now targeted for the August 2022 board meeting.
16	Leadership Identification and Development	Better Engagement with Early Career Members	Ad Hoc Committee	Rich Lee	Jan-23	No	Presenting initial findings to the Board in April 2022. Next meeting is scheduled for June 30th for follow up steps.
17	Leadership Identification and Development	Commercial Member Involvement	Ad Hoc Committee	Marcus Pimentel	Jan-23	No	Committee selected. Unable to schedule kickoff meeting at this time.
18	Leadership Identification and Development	Define "Finance Officer" and Establish Criteria for Leadership Participation	Ad Hoc Committee	Scott Catlett	Jan-23	No	Committee believes and the Board confirmed in April that existing leadership criteria work. Membership and career development are now partnering to evaluate the possibilities for education and member benefits offerings for non-professional level staff.
19	Communication and Organizational Effectiveness	New Opportunities for Member Engagement and Communications	Career Development Committee	Nick Kurns	Jan-23	No	Working group met to develop the program; will be a unique addition to CDC offerings. Concept is to host an informal venue for members to connect, share information and build their network; working on identifying name that incorporates CSMFO identity
20	Unfinished Business	Formalize Board, Committee, and Chapter Orientation and Metrics	Executive Director	Jean Rousseau	2023 Conference	No	Working on annual orientation plan for committee chairs, board members and chapters.



## **CSMFO BOARD REPORT**

---

DATE: June 16, 2022

FROM: Steve Heide, Membership Committee Member  
Jennifer Wakeman, Membership Committee Chair

SUBJECT: Exclusive Member Benefits/Preferred Member Pricing and Dues Structure

### **BACKGROUND**

At the April Board meeting, a draft member benefits matrix was presented by a joint Administration/Finance/Membership Subcommittee. The matrix outlined proposed exclusive member benefits and non-member pricing. After considerable discussion, the Board directed the subcommittee to seek additional input from the Career Development Committee (CDC) regarding webinar benefits, and bring any proposed revisions back for reconsideration at the June meeting.

Under the Unfinished Business section of the 2022 Action Plan, Modernize Revenue Structure is Goal 3. The associated action plan items are as follows:

- 3.1. Evaluate current revenue streams
- 3.2. Determine what membership benefits should be included with dues
- 3.3. Determine which current membership benefits should be priced separately
- 3.4. Evaluate member versus non-member pricing

While CSMFO has historically offered member discounts for annual conference registration, as well as a limited number of members-only benefits, many of CSMFO's offerings are available for free or at a single price, regardless of membership status.

### **April Policy Addition**

At the April meeting, the Board approved an exclusive member benefits and preferred member pricing policy addition, which included the following:

1. The Board shall establish a list of member benefits which will be available exclusively to members in good standing.
2. In instances where CSMFO allows non-member participation, there shall generally be a differential in pricing.

3. The Board shall have discretion to allow limited-term access for non-members to otherwise exclusive member benefits, or to suspend or reduce non-member pricing from time-to-time. This authority may be delegated to the Executive Committee or to standing committees.
4. The Membership Committee shall take a lead role in reviewing member benefits annually.

## **Dues Structure**

In November of 2021, Alberto Preciado, on behalf of the Administration Committee, provided an informational update regarding member dues structure, in anticipation of possible implementation in 2023.

In the report, in consultation with the Membership Committee, Alberto indicated that Administration was considering the following options for further evaluation:

1. Set dues to cover specific costs, for example management services expenses. Increases in that expense category would trigger increases in membership dues.
2. Begin incremental dues increases following CPI, or another metric, to account for rising costs of goods and services. For example, CPI-U, West Region for October 2021 was six percent. Increasing the dues by this amount would result in approximately \$14,700 in additional revenue.
3. Make no change to the dues structure or amounts for the purpose of fiscal sustainability, but consider broader changes to the structure in concert with needs identified by the Membership Committee.

## **DISCUSSION**

### **Member Benefits and Non-Member Pricing**

After consultation with CDC, a straight \$25 webinar charge for non-members is recommended. This is the only proposed change in the attached CSMFO Member Benefits and Non-Member Pricing (benefits matrix) document.

There would otherwise generally be a 30% differential between member and non-member pricing for paid content. Non-member annual conference registration would be priced to include a one-year membership.

The effective date for these proposed changes is recommended to be no later than January 1, 2023, but possibly earlier depending on the implementation plan for the new Learning Management System.

## Dues Structure

The joint subcommittee agreed to review the member dues structure in conjunction with this member benefits initiative, and is looking at this time for conceptual direction from the Board to continue to move this initiative forward, assuming the Board is desirous of further study of this concept at this time.

The attached CSMFO Membership Dues Structure Analysis, prepared based on membership data from July of 2021, sets forth a possible three-tier municipal dues structure as follows:

1. E – Executive - \$150 (director/manager)
2. M - Mid-Level Management - \$100 (accountant/analyst)
3. P – Professional - \$50 (technician/assistant/all other)

While obviously a potentially significant departure from the current \$110/\$75 (for fourth or more from same agency) structure, the concept here is that a new municipal dues structure geared toward a more favorable member rate for lower level positions would potentially provide additional incentive for professional staff to join CSMFO, ideally in greater numbers and earlier in their careers than might currently be the case.

In conjunction with this analysis, the then current member database was analyzed by position title to determine by which of the three membership levels to classify current members. In rough terms, based on the analysis, the numbers point toward about one quarter of members being classified at the executive level, and one-third of members falling into each of the mid-level and professional classifications, with another 8% or so as unclassified due to title variation.

In this model, commercial member rates would remain unchanged. And while this high-level analysis is admittedly a bit dated, preliminarily, the new structure would appear be largely revenue neutral versus our current rate structure, that is, assuming a similar number of member renewals versus the point-in-time membership count from last year.

Currently, the subcommittee is looking for conceptual direction from the Board, in order move forward with further study and refinement of a possible dues structure change based on municipal member classification, possibly to seek Board action on a new dues structure as soon as the August Board meeting.

## FISCAL IMPACTS

1. Exclusive member benefits/preferred member pricing - Undeterminable at this time, but not likely significant. Some likelihood of additional net revenues realized through greater incentive for non-members to transition to paid membership, in addition to the possible generation of non-member revenues.

2. Dues structure – To be determined based upon further study and analysis. If directed, intent could be to remain either revenue neutral or net revenue positive, with the potential for net membership growth through a more attractive dues structure for professional staff.

## **RECOMMENDATION**

1. It is recommended that the Board of Directors review and approve the establishment of member benefits and non-member pricing, as presented, with an effective date to-be-determined, in conjunction with the implementation plan for the Learning Management System but no later than January 1, 2023.
2. It is further recommended that the Board review and discuss member dues structure, and provide direction to the subcommittee.

### **Attachments:**

- CSMFO Member Benefits and Non-member Pricing (Benefits Matrix)
- CSMFO Membership Dues Structure Analysis

# CSMFO MEMBER BENEFITS AND NON-MEMBER PRICING

Revised 6/16/2022

MEMBER BENEFITS	Price Differential for Non-Members		Notes
	\$\$+	%+	
<b>PAID CONTENT</b>			<b>Specific content developed by CSMFO staff and Leadership</b>
Annual Conference Regular Rate - Commercial	Plus membership		Pricing set annually by Host Committee
Annual Conference Regular Rate - Government	Plus membership		Pricing set annually by Host Committee
Annual Conference sponsorships	-	-	Same price regardless of membership status
Awards - Budget, Financial, Innovation		30%	Currently no price differential
Chapter Meetings (virtual free for all participants; rates apply to in-person)		30%	No charge for virtual. Some chapters charged lower member rate for in-person in past
Core Courses		30%	Currently same price regardless of membership status
Job Opportunities (posting)		30%	Discounted price for members
Webinars ( <del>Tier 2 - Pre-planned</del> ; free to members)	<del>\$30</del> \$25		Currently no charge. Announcements and emails only go to members, but anyone can attend.
<b>FREE CONTENT</b>			<b>Part of being a business and putting info about ourselves out to the public; broad resources</b>
CSMFO News			Email goes to large distribution group and site is publicly accessible
Internship Posting/Viewing			Website - publicly available
Job Opportunities (viewing)			Website - publicly available
Professional Standards Committee Highlights			Emailed to members only but also available on website
Quick Hits - Professional Standards			Currently sent to members only but archived on website
RFP (viewing)			Website - publicly available
Vendor Yellow Pages (access to)			Website - publicly available
<del>Webinars (Tier 1 - Timely/Urgent)</del>			<del>Currently no charge. Announcements and emails only go to members, but anyone can attend.</del>
Website Access (general)			Per Justin, option exists to restrict website access to members only
<b>MEMBERS ONLY</b>			<b>Exclusive to CSMFO Members</b>
Coaching			New
Cohort Program			New
Commerical Roundtable			List pulled from membership database
CPE Certificates for Webinars			Members only
CSMFO Directory (inclusion and access)			Both online and hard copy for members only
Leadership Opportunities			Members only
Members Listserv/Knowledge Base			Members only
Mentorship Program			New
Past Conference Presentations & Webinars (2020 and prior)			Website - currently publicly available
RFP (posting)			New
Social Events			Challenges, happy hours
<b>Webinars</b>			<b>Free to members</b>

## CSMFO Membership Dues Structure Analysis

6.16.22 (Data as of 7.21)

Membership Category	July 2021		Proposed Rate		Revenue
<u>Government</u>					
E - Executive	535	27%	\$ 150	\$	80,250
M - Mid-Level Management	629	32%	100		62,900
P - Professional	647	33%	50		32,350
Z - No Title (Municipal)	159	8%	50		7,950
Total	1,970	100%		\$	183,450

G - Governmental (above)	1,970	85%			
CO - Commercial	235	10%	\$ 220	\$	51,700
R- retired	59	3%	20		1,180
S - Student	56	2%	-		-

<b>AS MODELED (PROPOSED)</b>	2,320		<b>\$ 236,330</b>
------------------------------	-------	--	-------------------

Dues Revenues	Avg Rate	Actual Rate	Jan-Jun
Municipal	\$ 98.69	\$110 or \$75	\$ 190,420
Other Gov		50	4,000
Commercial	189.02	220	44,420
Retired	19.32	20	1,140
Education			-
Other			-

<b>AS CALCULATED (CURRENT)</b>		<b>\$ 239,980</b>
--------------------------------	--	-------------------

<b>DIFFERENCE</b>	<b>\$ 3,650</b>
	<b>1.5%</b>



## CSMFO BOARD REPORT

---

DATE: June 16, 2022

FROM: Nick Kurns  
Career Development Committee Chair

SUBJECT: Weekend Training Contract and Budget Approval

### **Background:**

The Career Development Committee will present the hotel contract for the 2022 Weekend Training to the Board for approval. The training rotates between Southern and Northern California; this year the recommended hotel is the Westin Long Beach in Southern California. The hotel offered the weekend rate of \$179 per night (as compared to \$109 in 2019) for the guestrooms in addition to the following:

- Food & Beverage minimum of \$10,000
- Waived room rental, if Food & Beverage minimum is met
- Complimentary wireless internet in guestrooms and meeting space
- \$20.00 reduced overnight self-parking and \$15 daily rate, \$37 valet
- 15% off in-house AV (screen, cart & electrical) services

Based on the hotel rate and other cost increases, the committee recommends increasing the registration fees charged to attendees. The Board approved a \$4,775 subsidy for the 2022 program in the budget. Registration fee increases are needed to maintain that level of subsidy given the increased costs. The last increase in fees occurred in 2015, when the fees were raised \$50. The Committee recommends increasing the registration fee by \$100 to \$575 for full registration and \$500 for commuter registration (Scenario 2 in the attached, CSMFO Weekend Training 2022 Budget Scenarios.)

### **Recommendations:**

That the CSMFO Board of Directors:

1. Approve the contract with the Westin Long Beach in Southern California that will serve as the location for the 2022 Weekend Training.

2. Approve increasing the registration fee by \$100 to \$575 for full registration and \$500 for commuter registration, and approve increasing the 2022 program budget subsidy by \$2,245 to \$7,020

**Attachments:**

1. Westin Long Beach contract
2. Weekend Training 2022 – Budget Scenarios

## CSMFO Weekend Training 2022 - Budget Scenarios

<b>Scenario 1: No Change in Registration Fee</b>				
	Registration Fees	Qty.	Board-Approved Budget	Committee's Working Budget
<b>Revenues</b>				
Full Registration	\$ 475	30		\$ 14,250.00
Commuter Registration	\$ 400	10		\$ 4,000.00
\$ Extra Nights	\$ 208	10		\$ 2,080.00
			\$ 20,225.00	\$ 20,330.00
<b>Expenses</b>	<b>Expenses</b>			
Instructor's Expenses	Instructor's Expenses			\$ 800
Food	Food			\$ 12,600
Venue	Venue			\$ -
Lodging	Lodging			\$ 16,900
Meeting Room*	Meeting Room*			\$ -
Printing & Supplies	Printing & Supplies			\$ 500
Other	Other			\$ 550
			\$ 25,000.00	\$ 31,350.00
<b>Net Revenues / (Expenses)</b>			<b>(\$4,775.0)</b>	<b>(\$11,020.0)</b>
* Waived IF minimum Food & Beverage is met				

<b>Scenario 2: \$100 Increase in Registration Fee</b>				
	Registration Fees	Qty.	Board-Approved Budget	Committee's Working Budget
<b>Revenues</b>				
Full Registration	\$ 575	30		\$ 17,250.00
Commuter Registration	\$ 500	10		\$ 5,000.00
\$ Extra Nights	\$ 208	10		\$ 2,080.00
			\$ 20,225.00	\$ 24,330.00
<b>Expenses</b>	<b>Expenses</b>			
Instructor's Expenses	Instructor's Expenses			\$ 800
Food	Food			\$ 12,600
Venue	Venue			\$ -
Lodging	Lodging			\$ 16,900
Meeting Room*	Meeting Room*			\$ -
Printing & Supplies	Printing & Supplies			\$ 500
Other	Other			\$ 550
			\$ 25,000.00	\$ 31,350.00
<b>Net Revenues / (Expenses)</b>			<b>(\$4,775.0)</b>	<b>(\$7,020.0)</b>
* Waived IF minimum Food & Beverage is met				

<b>Scenario 3: \$150 Increase in Registration Fee</b>				
	<b>Registration Fees</b>	<b>Qty.</b>	<b>Board-Approved Budget</b>	<b>Committee's Working Budget</b>
<b>Revenues</b>				
Full Registration	\$ 625	30		\$ 18,750.00
Commuter Registration	\$ 550	10		\$ 5,500.00
\$ Extra Nights	\$ 208	10		\$ 2,080.00
			<b>\$ 20,225.00</b>	<b>\$ 26,330.00</b>
<b>Expenses</b>	<b>Expenses</b>			
Instructor's Expenses	Instructor's Expenses			\$ 800
Food	Food			\$ 12,600
Venue	Venue			\$ -
Lodging	Lodging			\$ 16,900
Meeting Room*	Meeting Room*			\$ -
Printing & Supplies	Printing & Supplies			\$ 500
Other	Other			\$ 550
			<b>\$ 25,000.00</b>	<b>\$ 31,350.00</b>
<b>Net Revenues / (Expenses)</b>			<b>(\$4,775.0)</b>	<b>(\$5,020.0)</b>
* Waived IF minimum Food & Beverage is met				

# THE WESTIN

LONG BEACH

## **DESCRIPTION OF GROUP AND EVENT**

The following represents an agreement between The Westin Long Beach, 333 East Ocean Boulevard, Long Beach, CA, 90802, (562) 436-3000 and California Society of Municipal Finance Officers.

ORGANIZATION: California Society of Municipal Finance Officers

**CONTACT:**

Name: Sarah Erck, CMP  
Job Title: Account Executive  
Street Address: 808 R Street  
City, State, Postal Code: Sacramento, CA 95811  
Country/Region: USA  
Phone Number: (916) 231-2131  
Fax Number:  
E-mail Address: serck@smithmorreassoc.com

PROPERTY: The Westin Long Beach

**CONTACT:**

Name: Sandy Hensley  
Job Title: Senior Group Sales Manager  
Street Address: 333 E Ocean Blvd.  
City, State, Postal Code: Long Beach, CA, 90802  
Country/Region: USA  
Phone Number: (562) 499-2009  
Fax Number: (562) 901-3432  
E-mail Address: shensley@westinlb.com

NAME OF EVENT: California Society of Municipal Finance Officers Weekend Training Seminar

REFERENCE #:

OFFICIAL PROGRAM DATES: Thursday, November 3, 2022 – Sunday, November 6, 2022

## **GUEST ROOM COMMITMENT/GROUP ROOM RATES**

The Hotel agrees that it will provide, and California Society of Municipal Finance Officers) agrees that it will be responsible for utilizing, **60** room nights in the pattern set forth below (such number and such pattern, the “Room Night Commitment”):

### **Attendees**

Date	Day	Run of House King	Total Rooms
11/03/2022	Thursday	10	10
11/04/2022	Friday	25	25
11/05/2022	Saturday	25	25
11/06/2022	Sunday	Check out	
Total		60	60

**Attendees**

Start Date	End Date	Room Type	Single	Double	Triple	Quad
11/03/2022	11/05/2022	Run of House King or Double	\$179.00	\$179.00	\$204.00	\$229.00

Rates do not include applicable state and local taxes, currently 16.195%: No automatic or mandatory charges are tips, gratuities, or services charges for employees, unless otherwise expressly stated.

**COMMISSION**

Group guest room rates quoted by Hotel shall be commissionable to Smith Moore & Associates (**IATA #05675165**) as agent of record. Commissions shall be paid at the rate of seven percent (**7%**) of the guest room rate for all rooms actually used in the room block and paid for by Group or its attendees over the meeting dates. Commission will not be paid on complimentary, discounted staff rooms or other special rated rooms, no-show and cancelled rooms. Commission will be calculated on the room rate less any applicable rebate and or taxes. Should the agent of record change, Hotel will not pay any additional commission. Hotel will not pay commission on rooms that are used by your attendees that are not reserved as part of the Guest Room Accommodation block.

**Commission should be mailed to:**

Name on Entity – **Smith Moore & Associates**

Address: **808 R Street**

Address –City, State Zip – Sacramento, CA 95811

IATA #05675165

Attn: Sarah Erck, CMP

**ATTRITION – Cumulative**

Hotel is relying upon California Society of Municipal Finance Officers' Cumulative use of the Room Night Commitment and, if applicable, the Minimum Banquet Food and Beverage Revenue. California Society of Municipal Finance Officers agrees that a loss will be incurred by Hotel if California Society of Municipal Finance Officers' actual usage is less than eighty percent (80%) of the Room Night Commitment on any night of the Event (30 room nights).

Hotel agrees to allow for a twenty percent (20%) reduction in the nightly Room Night Commitment. Each night during the Event, Hotel will subtract the actual room usage for that night and the amount of permissible attrition for that night from the Room Night Commitment for that night. The difference of room nights will be multiplied by the group's average room rate (excluding staff and or complimentary rooms) and the resulting amount will be posted as charges to California Society of Municipal Finance Officers's Master Account, plus applicable taxes, at the conclusion of the Event.

Additionally, at the conclusion of the Event, if the actual banquet food and beverage revenue is less than the Minimum Banquet Food and Beverage Revenue, the difference will be posted to the Master Account.

These charges represent a reasonable effort on behalf of the Hotel to establish its loss prospectively and shall be due as liquidated damages.

### **SPECIAL CONCESSIONS**

Hotel will provide the following concessions if at least 80% of the Minimum Guest Room Revenue is received.

Please insert any concessions to be offered:	
Complimentary Guestroom	1 per 50 Comp Cumulative
20% Attrition	Must meet 80% of contracted group block
Complimentary Wi-Fi:	Complimentary <i>Basic</i> Wi-Fi in Guestrooms and Meeting Event space
Resort fee:	No resort fees – complimentary use of 24hour Westin Workout Fitness studio and outdoor pool/Jacuzzi
Group Room Cut-Off	21 Day Cut Off (Thursday, October 13, 2022) Rooming list due by (Monday, October 17, 2022)
Audio Visual Discount:	15% off in-house Audio-Visual Services (excludes labor)
Banquet Menu Discount:	10% off banquet catering food and beverage (excludes alcoholic beverages)
Event Space Rental:	Waived with guaranteed food and beverage minimum \$5,500++
Parking Fee:	Reduced Overnight Self-Parking Fee of \$20.00 per Vehicle (Reduced from \$32 per Vehicle). Valet available at \$37.00 per Vehicle Event Day Use Parking: Self \$15.00 per Vehicle, Valet prevailing rates
Marriott Bonvoy Reward Points	<b>Double</b> Marriott Bonvoy Reward Points to signer upon conclusion of event <b>Name:</b> _____ <b>Bonvoy Member#</b> _____

### **ADJUSTMENTS TO CONCESSIONS**

In the event of reductions in the Room Night Commitment of more than 20%, the Hotel may adjust any concessions previously offered in this Agreement, including those concessions offered on a complimentary basis, and may also adjust the Function Space in direct proportion to the reduction in the Room Night Commitment.

### **METHOD OF RESERVATIONS (Individual Attendees)**

Reservations for the Event will be made by Rooming List.

### **ROOMING LIST (Attendees/VIPs)**

Guest room reservations will be made by rooming list that includes a clear listing of names, arrival/departure dates, and types of accommodations desired for each individual. The rooming list must be received no later than **Monday, October 17, 2022**. All reservations made by rooming list will be guaranteed for arrival to the Master Account.

### **GUARANTEED RESERVATIONS AND CANCELLATION**

All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card or by California Society of Municipal Finance Officers). Hotel will not hold any reservations unless secured by one of the above methods. Any reservation that is not cancelled at least seventy-two (72) hours prior to arrival will be charged one-night room and tax. All cancellations must obtain a cancellation number.

### **CUTOFF DATE**

Reservations by attendees must be received on or before **5:00PM, Thursday, October 13, 2022** (the "Cutoff Date"). At the Cutoff Date, Hotel will review the reservation pickup for the Event, release the unreserved rooms for general sale, and determine whether it can accept reservations based on a space- and rate-available basis at the California Society of Municipal Finance Officers) group rate after this date.

Release of rooms for general sale following the Cutoff Date does not affect California Society of Municipal Finance Officers's obligation, as discussed elsewhere in this Agreement, to utilize guest rooms.

### **NO ROOM TRANSFER BY GUEST**

California Society of Municipal Finance Officers agrees that neither California Society of Municipal Finance Officers nor attendees of the Event nor any intermediary shall be permitted to assign any rights or obligations under this Group Sales Agreement, or to resell or otherwise transfer to persons not associated with California Society of Municipal Finance Officers reservations for guestrooms, meeting rooms or any other facilities made pursuant to this Group Sales Agreement.

**PARKING**

Self-Parking and Overnight Parking are available. California Society of Municipal Finance Officers will receive a special reduced parking rates for overnight self-parking over the Group's event dates.

*The special reduced overnight self-parking fee is \$20 per 24 hours and Valet is \$37 per 24 hours. Event Day self-parking rate is \$15.00 per car and Valet prevailing rates per car.*

**EARLY DEPARTURE FEE (Includes No Shows)**

An early departure fee of \$179.00 plus tax will apply if a Group attendee checks out prior to the confirmed checkout date or no shows.

**FUNCTION INFORMATION AGENDA/EVENT AGENDA**

Based on the requirements outlined by California Society of Municipal Finance Officers, the Hotel has reserved the function space set forth on the below Function Information Agenda/Event Agenda.

Date	Day	Start Time	End Time	Function Type	Setup	# People	Rental	Function Space
11/04/2022	Friday	8:30 AM	10:00 AM	Continental Breakfast	Special	40	-	Barcelona/Casablanca
		9:00 AM	5:00 PM	Welcome/ Meeting	Classroom style 2 per 6' Head Table	40	Waived	Barcelona/Casablanca
		11:00 AM	11:30 AM	AM Break	Special	40	-	Foyer
		1:00 PM	2:00 PM	Lunch	Rounds of 8	40	-	Shanghai + Adjoining Ocean Terrace East
		3:30 PM	3:45 PM	PM Break	Special	40	-	Foyer
		7:00 PM	8:30 PM	Group Dinner	Rounds of 8	40	-	Ocean Terrace West *weather back up: Salon D
11/04/2022	Saturday	8:00 AM	8:00 AM	Continental Breakfast	Special	40	-	Barcelona/Casablanca
		8:30 AM	5:00 PM	Meeting	Classroom style 2 per 6' Head Table	40	Waived	Barcelona/Casablanca
		10:30 AM	10:45 AM	AM Break	Special	40	-	Foyer
		12:15 PM	1:15 PM	Lunch	Rounds of 8	40	-	Shanghai + Adjoining Ocean Terrace East
		2:30 PM	3:00 PM	PM Break	Special	40	-	Barcelona/Casablanca
				Group Dinner	Off property/ on own	-	-	
11/05/2022	Sunday	8:00 AM	9:30 AM	Continental Breakfast	Special	40	-	Barcelona/Casablanca
		8:30 AM	12 Noon	Meeting	Classroom style 2 per 6' Head Table	40	Waived	Barcelona/Casablanca
		10:00 AM	10:15 AM	AM Break	Special	40	-	Foyer

All meeting room, food and beverage, and related services are subject to applicable taxes (currently 10.25%), service charge (currently 15.5%) and admin fee (currently 5%) in effect on the date(s) of the event.

#### **MINIMUM BANQUET FOOD AND BEVERAGE REVENUE REQUIREMENT**

California Society of Municipal Finance Officers agrees to a minimum banquet food and beverage revenue of \$5,500, exclusive of tax and service charge (the "Minimum Banquet Food and Beverage Revenue"). Hotel will confirm the food and beverage prices 3 weeks prior to California Society of Municipal Finance Officers's arrival date.

This Agreement will generate revenue for Hotel from a variety of sources, including guest rooms, food & beverage, and charges for ancillary services. The minimum revenue anticipated by Hotel under this Agreement (excluding taxes and other charges) is:

Minimum Guest Room Revenue (60 room nights in Room Block x \$179):	\$ 10,740.00
Minimum Food & Beverage Revenue (based on committed food & beverage minimum (before service charge and tax):	\$ 5,500.00
<b>Minimum Total Revenue</b>	<b>\$ 16,240.00</b>

#### **FACILITY FEES**

Based upon the Room Night Commitment and the functions identified on the Function Information Agenda/Event Agenda outlined in this Agreement, the Hotel will waive these room rental fees.

#### **DAMAGE TO FUNCTION SPACE**

California Society of Municipal Finance Officers agrees to pay for any damage to the function space that occurs while California Society of Municipal Finance Officers is using it. California Society of Municipal Finance Officers will not be responsible, however, for ordinary wear and tear or for damage that it can show was caused by persons other than California Society of Municipal Finance Officers and its attendees.

#### **CANCELLATION**

California Society of Municipal Finance Officers acknowledges that if it cancels or otherwise essentially abandons its planned use of the Room Night Commitment (a "Cancellation"), this action would constitute a breach of California Society of Municipal Finance Officers's obligation to Hotel and Hotel would be harmed. Because Hotel's harm (and California Society of Municipal Finance Officers's obligation to compensate Hotel for that harm) is likely to increase if there is a delay in notifying Hotel of any Cancellation, California Society of Municipal Finance Officers agrees to notify Hotel, in writing, within five (5) business days of any decision to Cancel. In addition, if a Cancellation occurs, the parties agree that:

- a. it would be difficult to determine Hotel's actual harm;
- b. the sooner Hotel receives notice of the Cancellation, the lower its actual harm is likely to be, because the probability of mitigating the harm by reselling space and functions is higher; and
- c. the highest percentage amount in the chart (the "Chart") set forth below reasonably estimates Hotel's harm for a last-minute cancellation and, through its use of a sliding scale that reduces damages for earlier cancellations, the Chart also reasonably estimates Hotel's ability to lessen its harm by reselling California Society of Municipal Finance Officers's space and functions.

California Society of Municipal Finance Officers) therefore agrees to pay Hotel, within thirty (30) days after any Cancellation, as liquidated damages and not as a penalty, the amount listed in the Chart below.

From the Agreement Date to 60 days prior to 03-Nov 2022:	50% of Total Minimum Revenue = \$ 8,120.00
From 59 days to 45 days prior to 03-Nov-2022:	80% of Total Minimum Revenue = \$12,992.00
From 44 days prior date of arrival 03-Nov-2022:	90% of Total Minimum Revenue = \$14,616.00

Provided that California Society of Municipal Finance Officers) timely notifies Hotel of the Cancellation and timely pays the above liquidated damages, Hotel agrees not to seek additional damages from California Society of Municipal Finance Officers relating to the Cancellation.

### **MASTER ACCOUNT**

Hotel must be notified in writing at least 30 days prior to arrival of the authorized signatories and the charges that are to be posted to the Master Account. Any cancellation or attrition fees will be billed to the Master Account.

### **BILLING ARRANGEMENTS**

The following billing arrangements apply: (Please check one below)

- ☐ Master Account:
- ☐ Room, Tax and Overnight Parking billed to group master.
- ☐ Incidentals responsibility of individuals
- ☐ Individuals responsible to pay for all charges (room, tax, parking and incidentals)

**\*Hotel will require each guest to provide a credit card upon check in for any incidental charges.**

### **METHOD OF PAYMENT**

The method of payment of the Master Account will be established upon approval of California Society of Municipal Finance Officers' credit. If credit is approved, the outstanding balance of California Society of Municipal Finance Officers Master Account (less any advance deposits and exclusive of disputed charges) will be due and payable upon receipt of invoice.

California Society of Municipal Finance Officers will raise any disputed charge(s) within 30 days after receipt of the invoice. The Hotel will work with California Society of Municipal Finance Officers in resolving any such disputed charges, the payment of which will be due upon receipt of invoice after resolution of the dispute. If payment of any invoice is not received within thirty (30) days of the date on which it was due, Hotel will impose a finance charge at the rate of the lesser of 1-1/2% per month (18% annual rate) or the maximum allowed by law on the unpaid balance commencing on the invoice date.

California Society of Municipal Finance Officers) has indicated that it has elected to use the following form of payment:

- [ XX ] Credit card (We accept all major credit cards)  
or  
[ ] Company check or Electronic Funds Transfer

California Society of Municipal Finance Officers may not change this form of payment.

In the event that credit is not approved, California Society of Municipal Finance Officers agrees to pay an advance deposit in an amount to be determined by the Hotel in its reasonable discretion, with the full amount due prior to the start of the group's event.

Unless direct billing has been established, Group will pay the estimated amount of the Master Account as shown on the deposit schedule. Group will advise Hotel of its expected method of payment of the Master Account at least 30 days in advance of 03-November 2022. If Group will pay using a credit card honored by Hotel, a valid credit card must be provided to Hotel no later than 03-November-2022, and all Master Account charges will be charged to such credit card at departure. Any amounts not paid at departure will accrue interest at 1½% per month from the date of departure. Upon application and review by Hotel, Hotel may elect to extend direct billing privileges to Group.

If direct billing has been established, payment of all undisputed amounts is due within 30 days of Group's receipt of invoice from Hotel, and if not paid within 30 days will accrue interest at 1½ % per month from date of departure. Group must notify Hotel of any disputes within 5 business days of Group's receipt of invoice from Hotel or disputes will be considered waived. If Hotel determines after establishing direct billing or a deposit schedule that Group's credit status has changed negatively, Hotel may require payment of all estimated Master Account charges no later than 14 days before 03-NOV-2022.

### **PAYMENT OPTIONS**

Payment will be made as indicated below (with X).

Guest rooms (including taxes, automatic or mandatory charges And overnight parking):	Group	X Guests
Event Food & Beverage (including taxes, service charges, and administrative charges):	X Group	Guests
Incidental charges:	Group	X Guests

### **ADVANCE PAYMENT SCHEDULE**

California Society of Municipal Finance Officers) agrees to pay pursuant to the following non-refundable payment schedule:

<b>Date</b>	<b>Deposit Due</b>	<b>Due Date</b>
1 <sup>st</sup> Advanced Payment	\$1,375.00	20 – June 2022
2 <sup>nd</sup> Advanced Payment	\$1,500.00	03-September 2022
3 <sup>rd</sup> Advance Payment	\$1,700.00	03-October-2022
Final Deposit	Final Balance Due 7 working days prior to arrival	27-October-2022

### **FORCE MAJEURE**

Either Party shall be excused from and not be liable for its failure to perform the Agreement to the extent due to occurrences or emergencies beyond a party's control and without that party's fault or negligence, including but not limited to acts of God, war, terrorist attack, pandemic, epidemic, endemic, government order or regulation disaster, corporate travel restrictions, labor disputes, civil disorder, curtailment of transportation facilities, or any declaration of official health regulation or advisory in either the location in which the Hotel is located, the location of Groups' headquarters, or the location(s) where twenty percent (20%) or more of the participants are traveling from, making it illegal, impossible, hazardous, or commercially impracticable to provide the facilities, travel to the event, or hold the event. The Agreement may be terminated without liability for any one or more of such reasons by written notice from one party to another.

### **COMPLIANCE WITH LAW**

This Agreement is subject to all applicable federal, state, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, federal anti-terrorism laws and regulations, and the like. Hotel and California Society of Municipal Finance Officers) agree to cooperate with each other to ensure compliance with such laws.

### **CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT**

Any changes, additions, stipulations or deletions including corrective lining out by either Hotel or California Society of Municipal Finance Officers will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

### **LITIGATION EXPENSES**

The parties agree that, in the event litigation relating to this Agreement is filed by either party, the non-prevailing party in such litigation will pay the prevailing party's costs resulting from the litigation, including reasonable attorneys' fees.

## **LIQUOR LICENSE**

California Society of Municipal Finance Officers) understands that Hotel's liquor license requires that beverages only be dispensed by Hotel employees or bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age.

## **COMPLIANCE WITH EQUAL OPPORTUNITY LAWS**

This section describes Marriott's obligations as a U.S. federal contractor. It does not apply to customers that are not part of the U.S. federal government or using funds from the U.S. federal government for this contract.

Marriott shall comply with all applicable laws, statutes, rules, ordinances, codes, orders and regulations of all federal, state, local and other governmental and regulatory authorities and of all insurance bodies applicable to the Hotel premises in performing its obligations under this Agreement.

Marriott (referred to as "contractor" in this section) shall comply with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act, as amended, which are administered by the United States Department of Labor ("DOL"), Office of Federal Contract Compliance Programs ("OFCCP"). The equal employment opportunity clauses of the implementing regulations, including but not limited to 41 C.F.R. §§ 60.1-4, 60-300.5(a), and 60-741.5(a), are hereby incorporated by reference, with all relevant rules, regulations and orders pertaining thereto. **This contractor and subcontractor shall abide by the requirements of 41 C.F.R. §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.**

Marriott also shall comply with Executive Order 13496 and with all relevant rules, regulations and orders pertaining thereto, to the extent applicable. The employee notice clause and all other provisions of 29 C.F.R. Part 471, Appendix A to Subpart A, are hereby incorporated by reference.

To the extent applicable, Marriott shall include the provisions of this section in every subcontract or purchase order so that such provisions shall be binding upon each contractor, subcontractor or vendor performing services or providing materials relating to this Agreement and the services provided pursuant to the terms hereof.

## **PRIVACY**

Marriott International, Inc. ("Marriott") is committed to complying with obligations applicable to Marriott under applicable privacy and data protection laws, including to the extent applicable EU data protection laws. Hotel shall comply with the then-current Marriott Group Global Privacy Statement (the "Privacy Statement," currently available at <http://www.marriott.com/about/privacy.mi>) with respect to any personal data received under this Agreement.

Without limiting the foregoing obligation, Hotel has implemented measures designed to: (1) provide notice to individuals about its collection and use of their personal data, including through the Privacy Statement; (2) use such personal data only for legitimate business purposes; (3) provide means by which individuals may request to review, correct, update, suppress, restrict or delete or port their personal data, consistent with applicable law; (4) require any service providers with whom personal data is shared to protect the confidentiality and security of such data; and (5) use technical and organizational measures to protect personal data within its organization against unauthorized or unlawful access, acquisition, use, disclosure, loss, or alteration.

California Society of Municipal Finance Officers will obtain all necessary rights and permissions prior to providing any personal data to Hotel, including all rights and permissions required for Hotel, Hotel affiliates, and service providers to use and transfer the personal data to locations both within and outside the point of collection (including to the United States) in accordance with Hotel's privacy statement and applicable law. Notwithstanding any other provision, Hotel may use an individual's own personal data to the extent directed by, consented to or requested by such individual.

### **IN-HOUSE EQUIPMENT**

Hotel will provide, at no charge, a reasonable amount of meeting equipment (for example, chairs, tables, chalkboards, etc.). These complimentary arrangements do not include special setups or extraordinary formats that would deplete Hotel's present in-house equipment to the point of requiring rental of an additional supply to accommodate California Society of Municipal Finance Officers needs. If such special setups or extraordinary formats are requested, Hotel will present California Society of Municipal Finance Officers two (2) alternatives: (1) charging California Society of Municipal Finance Officers the rental cost for additional equipment, or (2) changing the extraordinary setup to a standard format, avoiding the additional cost.

### **TECHNICAL SERVICES**

The Westin Long Beach is proud to offer world class "Event Technology" services with our partners Encore Event Technologies to all of our clientele. We highly recommend Encore Event Technologies for your events as they are our onsite experts of meeting space technology needs. However, you may choose to utilize your company of choice for your needs for Audio, Video, Lighting and Decor. For the safety and security of the Westin Long Beach's guests, staff and building infrastructure, Encore will remain the exclusive provider in the "Event Technology" areas of the below mentioned including the labor for each line. These areas are non-negotiable.

- Rigging (+labor)
- Electrical (+labor)
- Information Technology/ Internet (+labor)
- In-house sound and patching (outside vendors may not patch into any in-house audio system)

When using an outside vendor for your Event Technology needs, an appointed Encore Event Technologies house technician will be required for load-in and load-out days for the respective event. A rate of \$80 per/hour - (1/2 day rate, 5 hours minimum) will be billed by Encore Event Technologies. Any proposed "Event Technology" concessions to any clientele are contingent on Encore Event Technologies being the sole provider for the respective group's "Event Technology" needs not limited to but including; audio, video, lighting, internet, electrical and rigging and office rentals.

### **PRODUCTION FEE**

Should client choose to utilize an outside production company for their audio-visual needs, a fee of \$750.00 per day will be charged by the Hotel. This fee covers the labor cost associated with on-site support and expertise.

### **UNATTENDED ITEMS/ADDITIONAL SECURITY**

The Hotel cannot ensure the security of items left unattended in function rooms. Special arrangements may be made with the Hotel for securing a limited number of valuable items. If California Society of Municipal Finance Officers requires additional security with respect to such items or for any other reason, the Hotel will assist in making these arrangements. All security personnel to be utilized during the Event are subject to Hotel approval.

### **USE OF OUTSIDE VENDORS**

If California Society of Municipal Finance Officers wishes to hire outside vendors to provide any goods or services at Hotel during the Event, California Society of Municipal Finance Officers must notify Hotel of the specific goods or services to be provided and provide sufficient advance notice to the Hotel so that the Hotel can (i) determine, in Hotel's sole discretion, whether such vendor must provide Hotel, in form and amount reasonably satisfactory to Hotel, an indemnification agreement and proof of adequate insurance, and (ii) approve, using reasonable judgment, the selection of the outside vendor and the goods or services to be provided by such outside vendor to California Society of Municipal Finance Officers, taking into consideration: (a) whether Hotel offers such goods and services; (b) the risk level posed by certain activities; and (c) the safety and well-being of guests at Hotel.

### **PERFORMANCE LICENSES**

California Society of Municipal Finance Officers will be solely responsible for obtaining any necessary licenses or permission to perform, broadcast, transmit, or display any copyrighted works (including without limitation, music, audio, or video recordings, art, etc.) that California Society of Municipal Finance Officers may use or request to be used at the Hotel.

## **MARRIOTT BONVOY EVENTS**

Marriott Bonvoy Events provides Points or Miles to eligible Marriott Bonvoy Members who book and hold qualifying meetings and events at Participating Properties.

Approximately ten (10) business days after the conclusion of the Event (provided that the Event is not cancelled and California Society of Municipal Finance Officers has otherwise complied with the material terms and conditions of this Agreement), the Hotel will award Points or Miles to the Member and relevant account identified below. By inserting the airline frequent flyer account information, the recipient elects to receive Miles instead of Points.

Marriott Bonvoy Events is not available in certain circumstances, including (1) for any government employee or official booking a government event (U.S. government event or non-U.S. government event); (2) for any employee of a state-owned or state-controlled entity ("SOE") booking an event on behalf of the SOE; or (3) for any other planner or intermediary when booking an event on behalf of a non-U.S. governmental entity or SOE. Hotels in the Asia Pacific region are restricted from awarding Points or Miles to any intermediary booking an event on behalf of any governmental entity or SOE.

### **GROUP MUST CHECK ONE OPTION BELOW:**

- ☐ The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) is eligible to receive Points or Miles.

Member Name \_\_\_\_\_

Marriott Bonvoy Membership Number \_\_\_\_\_

\*If Miles are desired instead of Points, please also provide:

Participating airline name \_\_\_\_\_

Participating airline frequent flyer account number \_\_\_\_\_

OR

- ☐ The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) declines or is not eligible to receive Points or Miles and hereby waives the right to receive Points or Miles in connection with the Event.

The individual identified above to receive either Points or Miles may not be changed without such individual's prior written consent. The number of Points or Miles to be awarded shall be determined pursuant to the Marriott Bonvoy Terms and Conditions (the "Terms and Conditions"), as in effect at the time of award. All Marriott Bonvoy Terms and Conditions apply. The Terms and Conditions are available on-line at <https://www.marriott.com/loyalty/terms/default.mi> and may be changed at the sole discretion of Marriott International, Inc. at any time and without notice. Capitalized terms used in this section have the meanings given to them in the Terms and Conditions.

## **ACCEPTANCE**

When presented by the Hotel to California Society of Municipal Finance Officers, this document is an invitation by the Hotel to California Society of Municipal Finance Officers to make an offer. Upon signature by California Society of Municipal Finance Officers, this document will be an offer by California Society of Municipal Finance Officers. Only upon signature of this document by all parties will this document constitute a binding agreement. Unless the Hotel otherwise notifies California Society of Municipal Finance Officers at any time prior to California Society of Municipal Finance Officers's execution of this document, the outlined format and dates will be held by the Hotel for California Society of Municipal Finance Officers on a first-option basis until **Monday, June 20, 2022**. If California Society of Municipal Finance Officers cannot make a commitment prior to that date, this invitation to offer will revert to a second-option basis or, at the Hotel's option, the arrangements will be released, in which case neither party will have any further obligations.

Upon signature by both parties, California Society of Municipal Finance Officers) and the Hotel shall have agreed to and executed this Agreement by their authorized representatives as of the dates indicated below.

## **SIGNATURES**

Approved and authorized by California Society of Municipal Finance Officers.

Name: (Print)	_____	Signature:	_____
	Mr. Jean Rousseau		
Title: (Print)	_____	Date:	_____
	Executive Director		

Approved and authorized by Hotel:

Name: (Print)	Sandy Hensley	Signature:	_____
Title: (Print)	Senior Group Sales Manager	Date:	_____



CALIFORNIA SOCIETY of  
MUNICIPAL FINANCE  
OFFICERS

*Dedicated to Excellence in Municipal Finance Management*

## **CSMFO BOARDREPORT**

---

DATE: June 2, 2022

FROM: Scott Catlett, 2022 President/ Conference Chair

SUBJECT: FINAL 2022 CONFERENCE RESULTS

### **Background:**

It is customary for the conference support staff from MAMS, Inc and SMA to finalize all the event logistics and financials with a final report to the Board of Directors. I have received and reviewed the results of the conference and have attached for the Board of Directors' review and possible discussion.

### **Recommendation:**

Review and accept the report for filing.

### **Attachments:**

Memorandum to Scott Catlett from MAMS, Inc & SMA  
Conference Profit & Loss Statement through May 31, 2022

June 2, 2022

TO: Scott Catlett, 2022 President & 2022 Conference Chair

From: MAMS, Inc and Smith Moore & Associates

## 2022 FINAL CSMFO CONFERENCE REPORT

The staff of MAMS, Inc. and SMA would like to thank you for your leadership in the planning and execution of the 2022 CSMFO Conference. Your decisiveness and decisions were well vetted with the assistance of the host committee members and subsequently made for a well put together conference both in its training aspects as well as networking opportunities.

### Conference Report Basis

The conference report is based on the financial results as prepared by SMA in the Profit and Loss statement dated May 31, 2022.

### Attendance

In October the budget for the conference was presented to the Board with the assumption of having 1,900 in attendance for the live conference and 300 at the virtual conference. Unfortunately, the return to attendance at live venues was interrupted by another surge of the Covid virus which caused venues to once again be restricted for in person attendance. This ultimately affected our in-person attendance significantly.

The conference attendance numbers below are based on a Your Membership report indicating the following registrations by category:

Category	Registered	Total Conference	Total Virtual
Government	630		
Comp Exhibitors & additional exhibitor attendees	382		
Commercial	84		
Preconference	74		
Complimentary	74	1244	
Virtual - cont add on	30		
Virtual only	281		311

Of the "virtual only" registrations, approximately 100 were originally registered to attend in person. However, when offered the option to switch based on the ongoing government mandates regarding in person meetings, they changed registrations to a virtual attendance.

### Financial Results

The proposed budget was adopted with a projected income of \$13,766. As of May 31, 2022, the conference realized a net loss of \$ 99,685, with a total income of \$1,015,297 and expenses of \$1,114,983.

The largest contributor to the loss was the anticipation that the pandemic would have been very much in our rear-view mirror by the time the conference registration was in full swing with membership looking forward to an in-person conference. With State mandates tightening at year end, we failed to meet our attendance objective. However, we were certainly excited to see 1,200 attendee and should not diminish this attendance number due to unforeseen circumstances.

Also, through careful planning the conference expenses came in almost \$300,000 below budget. Of this amount of savings, the largest contributor was in the food and beverage budget with a savings of \$212,000. The budget had been built with an attendance of 1,900 but the attendance reduced the amount of food & beverage necessary. In addition, Teri Anticevich worked tirelessly with the venue to bring the actual food costs down from what appeared to be a 25% increase over the last in person meeting.

If more detail is requested by the Board, Janet Salvetti will be happy to provide a more in-depth analysis of the budget vs actual.

Once again it was a pleasure working with you on the CSMFO 2022 conference.

# California Society of Municipal Finance Officers

## Profit & Loss

January through May 2022

06/01/22

Accrual Basis

	Jan - May 22
Other Income/Expense	
other Income	
<b>4500 · PROGRAM REVENUES</b>	
<b>8000 · Conference Revenue</b>	
<b>8100 · Government Registrations</b>	
8102 · Government NonMember	14,660.00
<b>8104 · Government Member</b>	312,445.00
<b>8115 · Conf-Gov-Full-Norm-Mem</b>	2,140.00
<b>Total 8100 · Government Registrations</b>	<b>329,245.00</b>
<b>8200 · Commercial Registrations</b>	
8226 · Commercial Exhibitor	53,815.00
8228 · Commercial NonMember	26,345.00
8229 · Commercial Member	29,793.00
8231 · Comm Non-Memb-Full-Reg	1,515.00
8265 · Comm Non-Memb Daily Regular	3,420.00
<b>Total 8200 · Commercial Registrations</b>	<b>114,888.00</b>
<b>8300 · Pre-Conference Registrations</b>	
8371 · PreConference-Session A	0.00
8300 · Pre-Conference Registrations - ...	13,540.00
<b>Total 8300 · Pre-Conference Registrations</b>	<b>13,540.00</b>
<b>8500 · Extra Meals</b>	<b>5,075.00</b>
<b>8600 · Event Registrations</b>	
8610 · Golf	18,340.00
8630 · Pickleball/Tennis	385.00
<b>Total 8600 · Event Registrations</b>	<b>18,725.00</b>
<b>8700 · Exhibitors Fees</b>	
8703 · Sapphire Exhibitor	101,500.00
8715 · Gold Package	193,562.50
8725 · Silver Package	40,625.00
8735 · Diamond Package	90,000.00
<b>Total 8700 · Exhibitors Fees</b>	<b>425,687.50</b>

# California Society of Municipal Finance Officers

## Profit & Loss

January through May 2022

06/01/22

Accrual Basis

	Jan - May 22
<b>8800 · Sponsorships</b>	
<b>8830 · Non-Exhibitor Sponsor 8830</b>	14,000.00
<b>8872 · Additional Sponsorship Monies</b>	5,062.50
<b>Total 8800 · Sponsorships</b>	19,062.50
<b>8900 · Conference Miscellaneous</b>	
<b>8915 · Hotel Rebate</b>	10,074.48
<b>8900 · Conference Miscellaneous - Other</b>	0.00
<b>Total 8900 · Conference Miscellaneous</b>	10,074.48
<b>8950 · Virtual Conference Registration</b>	79,000.00
<b>Total 8000 · Conference Revenue</b>	1,015,297.48
<b>Total 4500 · PROGRAM REVENUES</b>	1,015,297.48
<b>Total Other Income</b>	1,015,297.48
<b>Other Expense</b>	
<b>6400 · PROGRAM EXPENSES</b>	
<b>9000 · Conference Expenses</b>	
<b>9100 · Food &amp; Beverage</b>	
9105 · Registration Prep-Lunch	620.64
9125 · Wednesday-Lunch	87,359.93
9135 · Wednesday-Food-Exhibitor Recept	21,455.72
9138 · Wednesday-Beverage-Exhibitor ...	8,966.15
9140 · Thursday-Breakfast-Chapter Chai	2,700.15
9143 · Thursday-Breakfast	57,235.45
9147 · Thursday-Lunch	67,503.69
9148 · Thursday-PM Break	15,002.03
9150 · Friday-Breakfast	36,001.97
9155 · Friday-Lunch	2,245.57
9197 · Food&Beverage-Other	13,725.04
<b>9100 · Food &amp; Beverage - Other</b>	104.86
<b>Total 9100 · Food &amp; Beverage</b>	312,921.20
<b>9200 · President's Dinners</b>	
<b>9210 · President's Dinner - Food &amp; Bev</b>	25,351.52
<b>9220 · Entertain-Transport-Decor-Favor</b>	3,346.88
<b>9250 · Pres Dinner-Out of State Guest</b>	4,777.29
<b>Total 9200 · President's Dinners</b>	33,475.69

# California Society of Municipal Finance Officers

## Profit & Loss

January through May 2022

06/01/22

Accrual Basis

	Jan - May 22
<b>9300 · Hosted Event</b>	
9310 · Event Entertainment	27,806.19
9320 · Event Food	101,357.06
9321 · Event Bar	17,603.39
9330 · Event Decor	3,645.13
9340 · Event Other	1,122.44
<b>Total 9300 · Hosted Event</b>	<b>151,534.21</b>
<b>9400 · Meetings and Training</b>	
9410 · Speakers-Honorarium	42,500.00
9420 · Speaker-Expenses-Lodging	5,057.46
9445 · Speaker-Expenses-Misc	21.69
<b>Total 9400 · Meetings and Training</b>	<b>47,579.15</b>
<b>9450 · Comps</b>	
9460 · Other Guests Lodging (005)	2,724.33
9462 · Comps - Other	2,075.68
9465 · Board Scholarships	72.00
<b>Total 9450 · Comps</b>	<b>4,872.01</b>
<b>9475 · Meetings</b>	
9476 · Audio Visual and Lighting	197,020.75
9477 · Virtual Platform	29,510.00
9478 · General Session - Addi' product	8,605.82
9479 · WiFi Internet	11,080.00
9480 · Elecb"ic Power/Rigging	44,360.09
9481 · Reg/Attendance Tracking	37,523.07
9485 · Convention/Hotel Other Costs	125.00
9475 · Meetings - Other	7,159.91
<b>Total 9475 · Meetings</b>	<b>335,384.64</b>
<b>9490 · Pre-Conference Workshop</b>	
9494 · Food & Beverage	1,716.46
<b>Total 9490 · Pre-Conference Workshop</b>	<b>1,716.46</b>

# California Society of Municipal Finance Officers

## Profit & Loss

January through May 2022

06/01/22

Accrual Basis

	Jan - May 22
<b>9500 · Exhibits</b>	
9510 · Decorator Booth Fee	23,361.95
9530 · Meeting space Additions	4,810.65
9540 · Security	955.00
9545 · Exhibit hall game	1,397.44
9550 · Sponsor Branded Items	5,281.32
9500 · Exhibits - Other	2,590.35
<b>Total 9500 · Exhibits</b>	<b>38,396.71</b>
<b>9600 · Entertainment/Gifts</b>	
9610 · Conference Gifts/Attendees	59,927.62
9620 · Speaker/Board/Committee Mem...	5,240.16
<b>Total 9600 · Entertainment/Gifts</b>	<b>65,167.78</b>
<b>9700 · Other Activities</b>	
9732 · Golf Tournament Expenses	17,348.86
9750 · Other Event Expenses	150.00
<b>Total 9700 · Other Activities</b>	<b>17,498.86</b>
<b>9800 · Administration - Conference</b>	
9805 · Conference Marketing	239.37
9810 · Conference Contract Services	74,157.52
9815 · Printing/Copy/Conference Media	4,891.79
9820 · President Expenses	495.37
9831 · Supplies-Badges-Ribbons-Etc	318.15
9840 · Postage & Shipping	875.29
9875 · Signage	4,995.79
9890 · Conference Committee Expenses	7,174.39
9895 · Staff Exp Inc. Lodging & Travel	13,288.16
<b>Total 9800 · Administration - Conference</b>	<b>106,435.83</b>
<b>9000 · Conference Expenses - Other</b>	<b>0.00</b>
<b>Total 9000 · Conference Expenses</b>	<b>1,114,982.54</b>
<b>Total 6400 · PROGRAM EXPENSES</b>	<b>1,114,982.54</b>
<b>Total Other Expense</b>	<b>1,114,982.54</b>
<b>Net Other Income</b>	<b>(99,685.06)</b>
<b>Net Income</b>	<b>(99,685.06)</b>

# CSMFO Administration Committee Agenda

May 19, 2022 2:00 pm via Zoom

*Present:*

## A. Introductions

## B. Updates

	Item	Status	Comment
<input type="checkbox"/>	Learning Management System (Tech)	Contract executed. Implementation in progress.	
<input type="checkbox"/>	Dues Structure Action Plan Items (Admin)	Presented at April meeting. Membership and CDC working on details.	
<input type="checkbox"/>	Website (Tech)	On hold pending LMS implementation.	

## C. New

	Item	Status	Comment
<input type="checkbox"/>	Probolsky Contract and Coleman Contract	Exec Comm to discuss; Jean to review	
<input type="checkbox"/>	Review contract matrix		

## D. 2022 Action Plan Items

	Item	Status	Comment
<input type="checkbox"/>	Unfinished 1.1: Chapter Meeting Standardization - Define standard policy for transition and introduction of Chapter Chairs	Felicia and Kyle to work with Marcus.  UPDATE: No policy needed.	
<input type="checkbox"/>	Unfinished 1.2: Chapter Meeting Standardization - Generate standardized evaluations for Chapter meetings	Jeannine completed.	
<input type="checkbox"/>	Leadership 2: Commercial Member Involvement	Mike and Troy to work on.  UPDATE: Ad hoc committee formed; work not yet begun.	

		Admin involvement at end of process.	
--	--	---	--

E. Next meeting Wednesday, 6/8 @ 2pm via Zoom.

# CSMFO Administration Committee Minutes

May 19, 2022 2:00 pm via Zoom

*Present: Jean Rousseau, Gloriann Sasser, Kyle Johnson, Felicia Galindo, Troy Grunklee, Mike Sung, Don Patterson, Alberto Preciado*

## A. Introductions

## B. Updates

	Item	Status	Comment
<input type="checkbox"/>	Learning Management System (Tech)	Contract executed. Implementation in progress.	<i>LMS to go live in July; a webinar with GFOA to be hosted 7/21.</i>
<input type="checkbox"/>	Dues Structure Action Plan Items (Admin)	Presented at April meeting. Membership and CDC working on details.	<i>Member/non-member cost still being decided.</i>
<input type="checkbox"/>	Website (Tech)	On hold pending LMS implementation.	<i>Revisit issue in July for August board meeting. Don to contact Justin at SMA.</i>

## C. New

	Item	Status	Comment
<input type="checkbox"/>	Probolsky Contract and Coleman Contract	Exec Comm to discuss; Jean to review	<i>CDC looking at Coleman consulting contract.</i>  <i>Exec committee with Jean to review Probolsky contract.</i>
<input type="checkbox"/>	Review contract matrix		<i>Jean to check in with CDC on their expired contracts.</i>

## D. 2022 Action Plan Items

	Item	Status	Comment
<input type="checkbox"/>	Unfinished 1.1: Chapter Meeting Standardization - Define standard policy for transition and introduction of Chapter Chairs	Felicia and Kyle to work with Marcus.  UPDATE: No policy needed.	

<input type="checkbox"/>	Unfinished 1.2: Chapter Meeting Standardization - Generate standardized evaluations for Chapter meetings	Jeannine completed.	<i>Jeannine will make changes to questions 5, 6, and 8. Question 9 will be moved up.</i>
<input type="checkbox"/>	Leadership 2: Commercial Member Involvement	Mike and Troy to work on.  UPDATE: Ad hoc committee formed; work not yet begun. Admin involvement at end of process.	

- E. Next meeting Wednesday, 6/8 @ 2pm via Zoom.
- *Save the date; if not needed will cancel.*



## MEMBERSHIP COMMITTEE MINUTES

---

**Date:** Thursday, April 7, 2022

**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

2022 Intention / Thoughts: Sustainability of New Programs

⇒ Committee Member Introductions

New members introduced for new committee member Lauren Warrem, Mark, Felicia Galindo, Heather Zacker, Amy Chang, Michelle Collett

⇒ Subcommittee work- Please let me know if you want to be added to/removed from different programs

Let Jenn know if you would like to be added or removed

### Agenda Items

1. 2021 Action Plan – Membership Incentive: Ensure membership in CSMFO has value beyond what non-members receive and Develop member vs. non-member pricing policies (Steve/Chu/Margaret M./Jenn W.)

- a. Draft of April 21<sup>st</sup> Board Meeting Item for Feedback (Attachment 1)

- b. Update

Update from Steve - Staff report drafted for April 21, 2022 Board meeting. Goal is to reaffirm value of membership. Addresses action plan items under goal 3.2 – 3.4 of unfinished business. The Board requested more detailed recommendations in relation to the new online learning management system (LMS). The distinctions between member and non-member will be integrated into the implementation of the LMS. Non-member rate would be 130% of member rate. Tier 1 webinars, urgent, provide universal access. The LMS may drive process change in the future as functionality provides additional tracking options.

Margaret – If we begin charging non-members, it may mitigate the need for a member dues increase.

Jenn – The goal is to complete this prior to the dues billing for 2023.

## 2. 2022 Action Plan (Attachment 2)

- a. Engage New Agencies- Develop a strategy to target and involve small agencies, large cities, counties (Mark, Felicia)
  - i. Participants?
  - ii. First steps  
Felicia Galindo will be joining this
- b. Board Meeting Utilization- Utilize board meetings as in-depth discussions to “check in” on major initiatives while in progress
  - i. 6 different Committee Members
    - 1. April – Kate
    - 2. June -
    - 3. August –
    - 4. October –
    - 5. December -  
No update
- c. Better Engagement with Early Career Members (Debbie/Kate)
  - i. Update  
Student Engagement Chair, President, Membership  
This is an Ad-hoc led by Rich. He will initiate meetings.  
No update  
Jenn will email them and advise of the Membership reps
- d. Commercial Member Involvement (Mark/Neil)
  - i. Update  
This is an Ad-hoc including Marcus  
Mark will take the lead
- e. Define “Finance Officer” and Establish Criteria for Leadership Participation (Amy)
  - i. Update  
No requirement to be a specific level of Finance Officer to serve on board or to serve as president.  
Should CSMFO focus on education and member benefits for non-management level staff? Do we have enough programming for all levels of members?  
Amy will email the questions and requests responses from Membership

## 3. On-Going Programs

- a. Cohort Program Update (Margaret M./Chu/Kate/Jenn W.)
  - i. 2021 Cohorts
    - a. March graduation report out
    - b. Survey Results (Attachment 3)  
Kate- Reported out on survey results  
Steve – Reviewed Cohort survey and felt it demonstrated a successful program

- ii. 2022 Cohorts
  - a. Program Overview and Leadership (Attachment 4)
  - b. Update on application period which closed 3/18/22  
39 applicants  
We will have 2 Cohorts
- b. Virtual Engagement Activities (Allison/Chu) (Attachment 5)
  - i. Update on Trivia Challenge lunch event- Tuesday, April 26<sup>th</sup> 11:30a-12:30p  
No sponsor yet, may purchase trophy for winner  
Every month will send out meditation and yoga videos
- c. Mentorship Program (Debbie/Margaret M./Heather/Jennifer U./Mark/Stephanie)
  - i. Update on Program Status  
Jennifer - All of the relationships have begun, some were able to meet in person at the conference. Need to set a date for the next coordinator meeting.
- d. Commercial Member Cohort Meetings (Mark/Aneil)
  - i. Debrief March 15<sup>th</sup> meeting
  - ii. Topic suggestions for next meeting? How can we enhance commercial member engagement?  
Mark - Commercial member roundtable attendance in the mid 30's  
Discussed strategic goals, trivia event, chapter meeting best practices and value. Attendees discussed annual conference in breakout rooms. Feedback was very positive. The aisles were wider and allowed for better flow. Food was good with the exception breakfasts. Would like to update the format of meetings to potentially remove PowerPoint portion of meeting to maintain attendance. The next roundtable will be June.
- 4. One-time Projects
  - a. CSMFO Connect Update (Margaret M./Jenn W.)
    - i. Marketing piece  
Marketing major programs. Working with David Garrison on a postcard that will be mailed.
    - ii. CSMFO website  
Meeting today to discuss how website can be revamped to include marketing format
  - b. 2023 – Annual Conference (Attachment 6)  
Jenn provided notes from the 2022 conference discussion for reference as we get closer to 2023 conference
- 5. Administration
  - a. Outreach to participating non-members update (Jenn W./Jenn U./Kory)
    - i. Debrief from March 7<sup>th</sup> meeting (Attachment 7)  
712 non-members participated in events in the last 6 months  
Working on making contact to advise of membership benefits
  - b. Membership Counts - April 2022 Board & MC Meetings (Jenn W./Kory) (Attachment 8)

Number of members is not the goal but provides feedback on effectiveness of CSMFO programs

6. Other Information & Announcements
  - a. Minutes from March 3, 2022 Meeting (Attachment 9)
  - b. Review list of Tabled Items
7. Next Meeting – Thursday, May 5th 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

Member meeting/training on internship opportunities and programs

Member meeting/training on knowledge base use? Start with cohorts if we are going to move them off Basecamp?

Volunteering handout for Chapter meetings- tri-fold document with committee descriptions, using new committee descriptions from James' CSMFO News article

Postcards to Administrators and Governing Board members sharing benefits of staff membership in CSMFO

**MINUTES OF THE  
PROFESSIONAL STANDARDS COMMITTEE  
Teleconference Meeting  
Thursday, April 14, 2022  
2:00 p.m. – 2:40 p.m.**



Conference Call Participants

Jason Al-Imam, City of Tustin (Chair)  
Dan Buffalo, City of Ukiah (Vice Chair)  
Jesse Takahashi, City of Mountain View (Senior Advisor)  
Donna K. Lee, City of Concord  
Ken Pun, The Pun Group  
Wendy Nakamura, West Basin  
Scott Manno, RAMS  
Sarah Meacham, PFM  
Heidi Schoeppe, Webb  
Tim Seufert, NBS  
Heidi Schrader, City of Riverside  
Deborah Harper, LSL  
Kelly Telford, LSL

**1. Welcome: Vice-Chair Dan Buffalo**

**2. Recently Published Committee Highlights**

- [CCMA Government Industry Alert on GASB 87 – Leases \(March 2022\)](#)

**3. 2022 Action Plan Goal Assigned to Professional Standards**

- **Focus Area: Innovation and the Future – Evaluate Question of Advocacy (Goal 6):**  
Determine what role CSMFO as an organization, and the President and Executive Director as individual representatives of the association, should play in advocacy.  
**(Target Date for Completion: July 2022)**

The Professional Standards Committee plans to form a working group to evaluate what role CSMFO should play in advocacy. The working group plans to solicit feedback from the League of California Cities and also plans to review and discuss CSMFO's current policies and procedures related to advocacy such as Policies and Procedures Manual Section XI (Advocacy Taskforce) and CSMFO's Advocacy Guiding Principles.

#### **4. Roundtable Discussion on Potential Topics of Interest for Committee Highlights**

- Accounting and Financial Reporting
  - Revised Government Industry Alert on GASB 87 (Leases) The CalCPA Governmental Accounting & Auditing Committee and California Committee on Municipal Accounting (CCMA) expect to issue a Revised Government Industry Alert on GASB 87 (Leases) to correct the journal entries that were reflected in the example of the Government Industry Alert that was published in March. The Committee plans to publish a Committee Highlight once the Revised Government Industry Alert has been issued by CCMA.
- Treasury and Investment Management
  - Calculation of Final Maturity – An omnibus clean-up bill (California Senate Bill No. 1489) includes proposed changes to the Government Code to clarify that the true “start” of the investment term is based on the settlement date, instead of the investment trade date. The Committee plans to publish a Committee Highlight once the omnibus bill has been enacted.
- Capital Finance and Debt Administration
  - Taxpayer and Government Accountability Act – The Committee is following two initiatives sponsored by the California Business Roundtable that threaten local taxation authority. 1.5 million signatures are required to be submitted to the Secretary of State by April 29, 2022 in order for the measures to be placed on the November 2022 ballot.

#### **5. Next Meeting: June 9<sup>th</sup>, 2:00PM**



**Agenda, CSMFO Annual Conference Program Committee Planning Meeting  
Friday, May 13, 2022, 3:00-4:00 p.m.**

**CSMFO Annual Conference  
Back to the Capital  
January 31-February 3, 2023 / Sacramento, CA**

**<https://us02web.zoom.us/j/88054807441?pwd=TndCdWdmcTdPb2UwKzlzU1ZZUDZXZz09>**  
**Or Telephone: Dial (for higher quality, dial a number based on your current location)**  
**408-638-0968 or 669-900-6833**  
**Meeting ID: 880 5480 7441**  
**Passcode: 225452**

*Please remember to mute your phone or computer speakers if you are going to talk to people in your office or make other noise during the call. Also, do not place the call on hold if you have music or other recordings while on hold.*

**Absent:** Jennifer

- |   |                |
|---|----------------|
| 1. Report out from Host Committee meeting (May 12) – Rich/Margaret M./ Marisa/Harriet | 3:00 – 3:15 pm |
| 2. Debrief 2022 conference virtual component – Marisa et al                           | 3:15 – 3:35 pm |
| 3. Brainstorm potential topics/speakers – Laura                                       | 3:35 – 3:50 pm |
| a. General session  |                |
| b. Pre-conference sessions  |                |
| c. 30-minute session for first-timers: How to Navigate the Conference                 |                |
| 4. Next Call: May 20, 2022  | 3:50 – 3:55 pm |



## **RECOGNITION COMMITTEE AGENDA**

---

Date: Thursday, April 14, 2022  
Time: 10:00 AM

Phone: (669) 900-6833  
Meeting ID: 843 3210 1015  
Passcode: 304627

Join:

<https://us02web.zoom.us/j/84332101015?pwd=NmRSZkE3VUc5b1hITEdPWGgvRFdPd09>

### **Committee Members:**

Michael Manno	Lorena Lopez	Craig Boyer	Yolanda Rodriguez
Bill Clayton	Kofi Antobam	Brian Mohan	Brenda Manriquez
George Omondi	Isarel Perez-Hernandez	James Russell-Field	

### **Agenda Items:**

1. Welcome and Introductions
2. Review and discuss 2022 goals from 2021 Annual Report
  - a. Strategy for how to approach
3. CSMFO Budget Awards Season 2022
  - a. JRF to update calendar and send to Committee for feedback
4. Plaque / Plate ordering update (Michael / Bill)
5. Roundtable discussion (all)

### **Future Discussions & Follow-Up (tentative):**

1. Transparency Award (Lorena / Brian)

**Next Meeting: May 12, 2022 at 10:00 AM**

**2022 Goals - CSMFO Recognition Committee**

<b>Item</b>	<b>Description</b>	<b>Current Status</b>
Volunteer Recognition	“Thank You” certificate. Continue to explore ways to recognize volunteers (pins, ribbons, thank you slide at annual conference).	
Volunteer Outreach / Retention	Successful publication through CSMFO News in 2021. Continue to explore ways to get volunteers.	Call for volunteers scheduled for CSMFO News in September 2022
Physical Awards	Started in 2021 – continue to generate interest from agencies for physical award.	
Sample Document Review & Update	“ <a href="#">Review Guidelines and Sample Documents</a> ” criteria and sample documents are from around 2000. Need to overhaul and update.	
Transparency Award	Finalize and promote a “Transparency Award” to recognize governmental agencies that provide transparency in operations and reporting.	Current example is based off Special District Leadership Foundation <a href="#">documents</a> .



## RECOGNITION COMMITTEE AGENDA

---

Date: Thursday, April 14, 2022  
Time: 10:00 AM

Phone: (669) 900-6833  
Meeting ID: 843 3210 1015  
Passcode: 304627

Join: <https://us02web.zoom.us/j/84332101015?pwd=NmRSZkE3VUc5b1hITEdPWGgvRFdPd09>

### **Committee Members:**

Michael Manno	Lorena Lopez	Craig Boyer	Yolanda Rodriguez
Bill Clayton	Kofi Antobam	Brian Mohan	Brenda Manriquez
George Omondi	Isarel Perez-Hernandez	James Russell-Field	

### **Agenda Items:**

1. Welcome and Introductions
2. Review and discuss 2022 goals from 2021 Annual Report
  - a. Strategy for how to approach

\*Many of the goals are ongoing items during the year. Committee discussed options to tackle the “Review Guidelines and Sample Documents” goal on the CSMFO website. Next meeting will discuss top budget examples that we could cross reference to the awards criteria instead of extracting the PDF pages and listing as individual links.

\*Lorena to reach out to David Cain to see what examples are presented for GFOA / CSMFO criteria for module 3 and 4 of the California Local Budgeting training.

3. CSMFO Budget Awards Season 2022
  - a. JRF to update calendar and send to Committee for feedback

\*James to follow up

4. Plaque / Plate ordering update (Michael / Bill)

\*Michael provided an update on orders received so far (18 orders from 15 agencies). Will coordinate with James in the next few weeks to send a reminder and finalize orders.

\*Bill provided an overview of the components of the \$50 cost of the award.

5. Roundtable discussion (all)

### **Future Discussions & Follow-Up (tentative):**

1. Transparency Award (Lorena / Brian)

**Next Meeting: May 12, 2022 at 10:00 AM**

**2022 Goals - CSMFO Recognition Committee**

<b>Item</b>	<b>Description</b>	<b>Current Status</b>
Volunteer Recognition	“Thank You” certificate. Continue to explore ways to recognize volunteers (pins, ribbons, thank you slide at annual conference).	
Volunteer Outreach / Retention	Successful publication through CSMFO News in 2021. Continue to explore ways to get volunteers.	Call for volunteers scheduled for CSMFO News in September 2022
Physical Awards	Started in 2021 – continue to generate interest from agencies for physical award.	
Sample Document Review & Update	“ <a href="#">Review Guidelines and Sample Documents</a> ” criteria and sample documents are from around 2000. Need to overhaul and update.	
Transparency Award	Finalize and promote a “Transparency Award” to recognize governmental agencies that provide transparency in operations and reporting.	Current example is based off Special District Leadership Foundation <a href="#">documents</a> .



## **RECOGNITION COMMITTEE AGENDA**

---

Date: Thursday, May 12, 2022  
Time: 10:00 AM

Phone: (669) 900-6833  
Meeting ID: 843 3210 1015  
Passcode: 304627

Join:

<https://us02web.zoom.us/j/84332101015?pwd=NmRSZkE3VUc5b1hITEdPWGgvRFdPd09>

### **Committee Members:**

Michael Manno	Lorena Lopez	Craig Boyer	Yolanda Rodriguez
Bill Clayton	Kofi Antobam	Brian Mohan	Brenda Manriquez
George Omondi	Isarel Perez-Hernandez	James Russell-Field	

### **Agenda Items:**

1. Welcome and Introductions
2. Discuss approach to “Sample Document Review & Update” Goal
  - a. Criteria for Awards
  - b. Highest Score Winners
  - c. Process and requirements for updating criteria
3. Plaque Ordering Update
4. Thank you certificates for reviewers and CSMFO News article – volunteers needed!
5. Roundtable discussion (all)

### **Future Discussions & Follow-Up (tentative):**

1. Transparency Award (Lorena / Brian)
2. CSMFO Budget Awards Season 2022 (James)
  - a. James to update calendar and send to Committee for feedback

**Next Meeting: June 9, 2022 at 10:00 AM**

**2022 Goals - CSMFO Recognition Committee**

<b>Item</b>	<b>Description</b>	<b>Current Status</b>
Volunteer Recognition	“Thank You” certificate. Continue to explore ways to recognize volunteers (pins, ribbons, thank you slide at annual conference).	
Volunteer Outreach / Retention	Successful publication through CSMFO News in 2021. Continue to explore ways to get volunteers.	Call for volunteers scheduled for CSMFO News in September 2022
Physical Awards	Started in 2021 – continue to generate interest from agencies for physical award.	
Sample Document Review & Update	“ <a href="#">Review Guidelines and Sample Documents</a> ” criteria and sample documents are from around 2000. Need to overhaul and update.	
Transparency Award	Finalize and promote a “Transparency Award” to recognize governmental agencies that provide transparency in operations and reporting.	Current example is based off Special District Leadership Foundation <a href="#">documents</a> .

## **RECOGNITION COMMITTEE AGENDA**

---

Date: Thursday, May 12, 2022  
Time: 10:00 AM

Phone: (669) 900-6833  
Meeting ID: 843 3210 1015  
Passcode: 304627

Join:

<https://us02web.zoom.us/j/84332101015?pwd=NmRSZkE3VUc5b1hITEdPWGgvRFdPd09>

### **Committee Members:**

Michael Manno  
Bill Clayton  
~~George Omondi~~

~~Lorena Lopez~~  
Kofi Antobam  
~~Isarel Perez-Hernandez~~

Craig Boyer  
Brian Mohan  
James Russell-Field

~~Yolanda Rodriguez~~  
Brenda Manriquez  
Jean Rousseau

### **Agenda Items:**

1. Welcome and Introductions
2. Discuss approach to “Sample Document Review & Update” Goal
  - a. Criteria for Awards

Group discussed current content of criteria. No concerns but James to follow up by matching up against GFOA’s new criteria, as well as trying to consolidate two documents on the CSMFO Website (Listing of award criteria and detailed reviewer’s guide).

Craig noted that perhaps the Meritorious criteria should be a simple Pass/Fail, instead of an overall weighted score.

Brian noted that perhaps we could push something through CSMFO News discussing the scoring criteria.
  - b. Highest Score Winners

Reviewed highest scoring agencies to update the sample documents in the website.
  - c. Process and requirements for updating criteria

James / Michael will review the application for language that “CSMFO can use submitted applications.” If not, may need to explore options for Board and agency approval to update examples. James to develop a matrix for the sections to update, and assign 1-2 individuals per section to gather examples.
3. Plaque Ordering Update

Broadcast email sent via Awards Force for agencies to put in orders for plaque / plate by May 13, 2022. Concerns that agencies are forgetting they need to order the plate for \$50 each year. Consider highlighting this information through CSMFO News.
4. Thank you certificates for reviewers and CSMFO News article – volunteers needed!

Bill volunteered to prep thank you certificates for volunteers. Lorena assigned to review. They will also draft a volunteer recognition article for CSMFO News that James and Kofi can present to Communications.

5. Roundtable discussion (all)

Craig mentioned a previous practice to present to agency governing bodies, particularly for first time award winners or specific milestones (25-30 years of awards).

Jean asked about a press release for Meritorious and Excellence awards. Michael mentioned there currently is a release drafted for the Innovation Award. Committee can develop a press release for other awards.

**Future Discussions & Follow-Up (tentative):**

1. Transparency Award (Lorena / Brian)

Brian gave background on Transparency Award. Will re-send documents to entire group. Brenda volunteered to review

2. CSMFO Budget Awards Season 2022 (James)

James to update calendar and send to Committee for feedback

**Next Meeting: June 9, 2022 at 10:00 AM**

**2022 Goals - CSMFO Recognition Committee**

<b>Item</b>	<b>Description</b>	<b>Current Status</b>
Volunteer Recognition	“Thank You” certificate. Continue to explore ways to recognize volunteers (pins, ribbons, thank you slide at annual conference).	
Volunteer Outreach / Retention	Successful publication through CSMFO News in 2021. Continue to explore ways to get volunteers.	Call for volunteers scheduled for CSMFO News in September 2022
Physical Awards	Started in 2021 – continue to generate interest from agencies for physical award.	
Sample Document Review & Update	“ <a href="#">Review Guidelines and Sample Documents</a> ” criteria and sample documents are from around 2000. Need to overhaul and update.	
Transparency Award	Finalize and promote a “Transparency Award” to recognize governmental agencies that provide transparency in operations and reporting.	Current example is based off Special District Leadership Foundation <a href="#">documents</a> .



## **CSMFO FINANCE COMMITTEE**

---

Date: January 11, 2022, 7am

### **Members:**

Margaret Moggia, Chair  
Brian Mohan, Vice Chair  
John Adams, Senior Advisor  
Stephen Parker, Board Liaison, Secretary-Treasurer  
Scott Catlett, 2022 President

### **AGENDA**

1. Review Committee Duties and Key Contacts
  - a. Review the financial statements and check register of CSMFO on a monthly basis.
  - b. Assist the President Elect with the preparation of the CSMFO annual budget.
  - c. Evaluate existing financial policies and make recommendations for new financial policies.
  - d. Coordinate with other standing committees on financial matters and provide assistance as needed.
  - e. Perform other financial duties outlined in Section XIII of this Manual.

Sandy Goree - [sgoree@smithmooreassoc.com](mailto:sgoree@smithmooreassoc.com)  
Amelia Clarke - [amelia.clarke@staff.csmfo.org](mailto:amelia.clarke@staff.csmfo.org)

The Finance Committee discussed committee duties to discuss our role on each task. For the review of financial statements, SMA has already been contacted to share the financial information to the committee members. The committee members agreed to review the financial statements and provide comments for any unusual or significant amounts. On a quarterly basis, the committee recommended that a more in-depth review occur and invite Amelia to participate to have a better understanding of the details.

The Committee members also wanted to understand the significant vendor agreements and requested that Stephen Parker request information from the Administration Chair so we understand the financial commitments that may come across through the check run to ensure they follow the contract terms. In addition, this information will be helpful for other duties of the finance committee from budget preparation and the development of a

long-range financial plan. The Finance Committee also wants to start to develop a budget book that describes the assumptions used in the budget development. Closer to the budget development for 2023, Margaret Moggia will reach out to President Elect Rich Lee to see if there any specific budget considerations that need to be considered. For the monthly check run, Margaret Moggia to confirm with Scott Catlett on the intended authorized reviewers.

The Finance Committee has already identified the review of the reserve policy but will also look to see if there are other policies that should be considered. In addition, the Finance Committee has already identified several action items where we intend to collaborate with the other standing committees.

2. Discuss 2022 Possible Work Plan and assign action items

- a. Understand financial information and improve, if needed, the way it is presented
- b. Develop historical trends (revenues and expenses) and understand changes to develop future assumptions
- c. (CDC) understand the costs necessary to support the professional development courses and determine if the appropriate costs are being allocated or should be borne by the courses or general membership
- d. Review the reserve policy and make recommendations, if any.
- e. (Admin) review due structure and recommend changes for consideration
- f. (Membership) develop pricing differentials for member (government, commercial, student) and non-members benefits
- g. Develop long term forecast and incorporate new projects or initiatives
- h. Understand and document future conference-related or other commitments.

The Finance Committee reviewed the proposed 2022 CSMFO Action Plan and noted that identified tasks for the Finance Committee has been incorporated into our initial thoughts. We discussed each committee action item to see if the items align with the duties and appear reasonable for our workload this year. For those action items where a committee has been identified, the Finance Committee intends to work with the respective lead to carry on and collaborate on the progress made to date. Finance Committee members will each be assigned to serve lead(s) on the above items.

3. Review 2022 Budget – See January 13, 2022 Board Report

Deferred until next meeting. Each Finance Committee intend to be on the upcoming Board meeting to hear comments regarding the action plan and budget and bring forward the board discussion to the Finance Committee.

**Action Items – Complete by next committee meeting scheduled for February 8, 2022 at 7am**

Stephen

- To obtain list and agreements of significant agreements to complete a variety of assignments.

Margaret

- To reach out to Amelia and SMA to inform our request to review financial information on a quarterly basis
- Confirm with Scott on who are the authorized reviewers of monthly check run. Will Finance Chair replace the Admin Chair? Any other changes?
- Margaret to reach out to SMA to setup a BaseCamp account for the Finance Committee
- Margaret to provide initial assignments (for discussion) on the Committee Action Plan items

All

- Review the 2022 Budget
- Review the 2021 Financial Statements



*Dedicated to Excellence in Municipal Financial Management*

## **CSMFO FINANCE COMMITTEE**

---

Date: February 8, 2022, 7am

Members:

Margaret Moggia, Chair  
Brian Mohan, Vice Chair  
John Adams, Senior Advisor  
Stephen Parker, Board Liaison, Secretary-Treasurer  
Scott Catlett, 2022 President

### **AGENDA**

#### **1. Review January 11 Action Items**

*Stephen*

- To obtain list and agreements of significant agreements to complete a variety of assignments.

*Margaret*

- To reach out to Amelia and SMA to inform our request to review financial information on a quarterly basis
- Confirm with Scott on who are the authorized reviewers of monthly check run. Will Finance Chair replace the Admin Chair? Any other changes?
- Margaret to reach out to SMA to setup a BaseCamp account for the Finance Committee
- Margaret to provide initial assignments (for discussion) on the Committee Action Plan items

*All*

- Review the 2022 Budget
- Review the 2021 Financial Statements

*Discussed follow-up including getting Basecamp setup, and clarify role of the Finance Committee's role*

#### **2. Review Observations from 2021 Financial Statements**

*Information to be reviewed as part of the financial statement review.*

#### **3. Procedural questions**

- Clarify that the checks are not actually signed but that the SMA staff have the signature stamp under a secured location and will access when they are completing the check run process.
- Who is coding the invoices? I understood that the former Executive Director was taking on that responsibility. Will the new Executive Director take on this role?

- Who is checking the insurance requirements?  
Committee discussed the importance of meeting with Executive Director and SMA accountant to gain a better understanding with the recent addition and changes.

4. Discuss 2022 Possible Work Plan assignments

Brian (lead)

- Understand financial information and improve, if needed, the way it is presented
- Develop historical trends (revenues and expenses) and understand changes to develop future assumptions

John (lead)

- Review the reserve policy and make recommendations if any
- (Admin) review due structure and recommend changes for consideration

Margaret (lead)

- (CDC) understand the costs necessary to support the professional development courses and determine if the appropriate costs are being allocated or should be borne by the courses or general membership
- (Membership) develop pricing differentials for member (government, commercial, student) and non-members benefits

Stephen (lead)

- Understand and document future conference-related or other commitments.
- Develop long term forecast and incorporate new projects or initiatives

Updates were provided by each lead

5. February 15, 2022 Board Report: Update of Policies and Procedures Manual  
The Committee reviewed the recommendation that would be shared at the following week's board meeting.

Attachments

- February Board Report re: Changes to Policies and Procedures Manual
- 2021 Financial Statements and Check Register



*Dedicated to Excellence in Municipal Financial Management*

## **CSMFO FINANCE COMMITTEE**

---

Date: March 8, 2022, 7am

Members:

Margaret Moggia, Chair  
Brian Mohan, Vice Chair  
John Adams, Senior Advisor  
Stephen Parker, Board Liaison, Secretary-Treasurer  
Scott Catlett, 2022 President

### AGENDA / [Minutes](#)

1. Review February 2022 Financial Statements (attached)

[Committee members commented that a periodic meeting with the SMA accountant will be helpful to review the financial statements and hope to accomplish on a quarterly basis. Finance Committee noted that the revised budget taken in January 2022 are to be included to reflect the hiring of the Executive Director.](#)

2. Procedural questions

- Clarify that the checks are not actually signed but that the SMA staff have the signature stamp under a secured location and will access when they are completing the check run process.
- Who is coding the invoices? I understood that the former Executive Director was taking on that responsibility. Will the new Executive Director take on this role?
- Who is checking the insurance requirements?

SMA response: As for the check approval – we send all of our check runs to the President and Treasurer for approval prior to sending out the checks. Coding is usually done by the Executive Director (or Account Executive) at SMA. So, Melissa was responsible for coding the invoices and if this process would continue, it will be Jean. We will certainly be a resource to him on this task until he is comfortable with the financials. I am sure he will catch on quickly – if he is, in fact, still the “coder.”

[Committee members will be meeting with SMA accountant to better understand the procedures \(in April\) and will also be meeting with the Executive Director at the end of March.](#)

3. Discuss Progress and Timeline on 2022 Work Plan assignments

Brian (lead)

[Brian will reach out to SMA accountant to obtain historic information with the hopes to get up to 5-7 years. The goal is to provide an update on these two action items to the April](#)

21 board meeting. In addition to understanding the trend, Brian will also evaluate reporting format to ensure that CSMFO has a full understanding of the revenues and costs of the organization. It was suggested that perhaps there could be an executive summary of the financial statements that highlights notable variances in the balance sheet and income statement and will discuss with Executive Director for his input.

- Understand financial information and improve, if needed, the way it is presented
- Develop historical trends (revenues and expenses) and understand changes to develop future assumptions

John (lead)

John to follow up with SMA accountant on the board decision made in November 2021 and have it reflected in the financial statements. John will also be evaluating the reserve policy and intends to bring a recommendation to the June 2022 online board meeting.

For the review of due structure and the pricing differential action item (noted below), there is a working group between Finance committee members, Membership and Administration that builds on the work undertaken last year in this area. The goal of the working group is to provide an update to the April 2022 board meeting.

- Review the reserve policy and make recommendations if any
- (Admin) review due structure and recommend changes for consideration

Margaret (lead)

Margaret will reach out to members of CDC to review the action goal and will aim for an update at the June board meeting. This will be dependent on our understanding of the financial information and be able to make assumptions about allocation of costs.

- (CDC) understand the costs necessary to support the professional development courses and determine if the appropriate costs are being allocated or should be borne by the courses or general membership
- (Membership) develop pricing differentials for member (government, commercial, student) and non-members benefits

Stephen (lead)

Stephen has begun to gather information on the future conference related commitments. The goal is provide an update to the Board by June board meeting. Stephen will also work with the MAMS to understand the full scope of the current commitments.

Upon completion of the historic trend action item, this will become the basis for the development of the long-term forecast. It is intended to be completed

- Understand and document future conference-related or other commitments.
- Develop long term forecast and incorporate new projects or initiatives

Attachments

- February 2022 Financial Statements



*Dedicated to Excellence in Municipal Financial Management*

## **CSMFO FINANCE COMMITTEE**

---

Date: April 12, 2022, 7am

### Members:

Margaret Moggia, Chair  
Brian Mohan, Vice Chair  
John Adams, Senior Advisor  
Stephen Parker, Board Liaison, Secretary-Treasurer  
Jackie Rice, Member  
Optional: Scott Catlett, 2022 President

Present: Margaret, Brian, John, Stephen

### AGENDA

#### 1. Discuss Progress and Timeline on 2022 Work Plan assignments

##### Brian (lead)

- Understand financial information and improve, if needed, the way it is presented
- Develop historical trends (revenues and expenses) and understand changes to develop future assumptions

##### John (lead)

- Review the reserve policy and make recommendations if any
- (Admin) review due structure and recommend changes for consideration

##### Margaret (lead)

- (CDC) understand the costs necessary to support the professional development courses and determine if the appropriate costs are being allocated or should be borne by the courses or general membership
- (Membership) develop pricing differentials for member (government, commercial, student) and non-members benefits

##### Stephen (lead)

- Understand and document future conference-related or other commitments.
- Develop long term forecast and incorporate new projects or initiatives

Brian has been working with SMA Accountant, Amelia, to obtain the information and planning to have information prepared for the committees review at next committee meeting. John is communicating to SMA to revised financials to have conference reserve agree to new policy adopted by the Board last November 2021. Margaret shared that the items around membership pricing and benefits/non-benefits is

incorporated into the Board report that Steve Heide will be sharing at the April 21 board meeting. Margaret to meet with members of CDC to begin evaluating the goal around cost allocation. Stephen has been gathering the commitments and will work on the other goal later this year as other goals are completed.

2. Strategic Plan Update

Reviewed with no additional comments

3. Review Membership report on Member vs non-member benefits

Reviewed with no additional comments

4. Prepare agenda for meeting with SMA Staff Accountant

Prepared agenda – focus on timing of reports, check run, audit and the resources available to them. Meeting also scheduled with Executive Director.

Attachments

Strategic Plan Update

Board Report of member vs non-member benefits



# Chapter Leadership

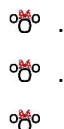
Every other month- 3<sup>rd</sup> Monday

Date | time 5/16/2022 2:00 PM | Location Zoom

Type of meeting	Bi-Monthly	Attendees	CSMFO Chapter Chairs (or alternate)
Facilitator	Marcus Pimentel	Please review	<u><a href="#">Chapter Chair Handbook – 2022 Update</a></u>
Note taker	Marcus		(Basecamp: Chapter Leadership – Docs & Files)
Timekeeper	Marcus	Please bring	a smile... and how I can help you

Update, Input, Decision	Time (min)	Action Item	Lead
Input	5	<b>Introductions or changes to agenda</b>	Marcus
Decision	25	<b>Finalize Chapter Chair Handbook – 2022 revision</b> <ul style="list-style-type: none"><li>Live run through each page</li></ul> <b>Result:</b> Everyone supports this current 2022 Chapter Chair Handbook update, or identifies item to follow up for future discussion.	Marcus
Update	10	<b>How to identify and contact new members</b> <b>Result:</b> Everyone is aware of the best approach to be alerted of new members joining your chapter and with how to validate who is in your chapter.	SMA - Sarah
Update	5	<b>Chapter Chair process logistics</b> <ul style="list-style-type: none"><li>Payment processing- upload large files</li><li>Close Captioning</li></ul> <b>Result:</b> Everyone understands how to upload large file and manage close captioning option in Zoom.	SMA
Update	3	<b>Chapter Chair Banners- Committee Update</b> <ul style="list-style-type: none"><li>Selected a lighter weight “Feather Banner” style</li><li>In design by SMA; will order a banner for each chapter</li><li>Thank you Barbara, Dawn, Debbie, Jennifer &amp; Michelle</li></ul> <b>Result:</b> Everyone is aware of the status of new Chapter Chair banners and of the intent to finalize the order at the next Chapter meeting	Marcus
		<b>Help Forum for Chapter Leaders</b>	

## Action Items



## **March 21 2022 Meeting Action Summary**

- Sarah/SMA/Marcus: Gave Basecamp access to all chapter leadership; update Chapter leadership list
- Marcus: Sent 2020 Chapter Chair Handbook with edits
- Debbie: Shared template for sponsorships
- Marcus: Confirm status of prior Dropbox resources
- Marcus: Recommend primary location for resources and discussion format (Knowledge base vs Basecamp)
- Marcus: Formed Banner subcommittee with Barbara Arenado, Dawn Burns, Debbie Rosales, Jennifer Pope & Michelle Bannigan

## **Feb 17 2022 Meeting Summary (Conference Chapter Chair Breakfast)**

- Banners (order replacement vs redesign). Redesign seems timely to have an easier to carry sign
- Chapter Chair handbook update &/or overview
- How to improve members being assigned to Chapters (distribution lists/knowledge base)
- How to support contacting new CSMFO members
- Policy- should there be CSMFO or Chapter level limitation on attendance (concern about losing “local” feel)
- Policy- should there be a policy or guidance for Chapter pricing (and/or member vs non-member consistency)

### Questions:

- How the CPE Process works for Chapter Meetings?
- How best to share ideas and questions within Chapter leadership?
- How can CSMFO improve updates to the Master Calendar?

2022 Chapter Leadership	Chair	Vice Chair
Central Coast	Brigitte Elke	Nadia Feeser
Central Los Angeles	Monica Lo	
Central Valley	Sara Cowell	Chia Lor
Channel Counties	Debbie Rosales	
Coachella Valley	Kofi Antobam	Claudia Martinez
Desert Mountain	Kim Scott	Lori Lowrance
East Bay (S.F.)	Margaret O'Brien	Christina Crosby
Imperial County	Karla Romero	
Inland Empire	Veronica Bustillos	Dawn Burns
Monterey Bay	Jennifer Pope	
North Coast	Daniel Buffalo	Devon King
Northeast Counties		
Northwest Counties		
Orange County	Michelle Bannigan	Barbara Arenado
Peninsula	Derek Rampone	Tim Kirby
Sacramento Valley	Alberto Preciado	Susan Talwar
San Diego County	Roxanne Muhlmeister	
San Gabriel Valley	Kyle Johnson	Jennifer Becker
South Bay (L.A)	Jeff Muir	Joseph Lillio
South San Joaquin	Jasmin Bains	Maggie Moreno

