



Thursday, August 18, 2022
11:30 a.m. – 2:00 p.m.

Board of Directors Meeting
Newport Beach Civic Center
100 Civic Center Drive
Newport Beach, CA 92660

[Join Zoom Meeting](#)

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1. Introduction
 - a. Welcome/Roll Call
 - b. Additions to Agenda
 2. Consent Items 11:35 a.m.
 - a. Approval of Minutes from June 16, 2022, Board Meeting
 - b. Approval of June & July 2022 Financial Reports
 - c. Approval of June, July & August 2022 Executive Committee Meeting Agendas
 3. Discussion/Action Items 11:40 a.m.
 - a. 2022 Strategic Action Plan Goals (Scott Catlett)
 - b. Recommended Revisions to the CSMFO By-Laws (Scott Catlett)
 - c. Travel Reimbursement for Strategic Planning Conference (Scott Catlett)
 - d. New Chapter Chair banners and updated Chapter Chair Handbook
 - e. 2023 Annual Conference – Philanthropy, State Finance Organization Relationships, and Virtual Conference (Rich Lee)
 - f. Municipal Member Tiered Rate Dues Structure (Jennifer Wakeman)
 - 1) CSMFO Membership Dues Structure Analysis
 - 2) CSMFO Membership Counts
 - g. June 2022 Financial Summary (Jean Rousseau & Margaret Moggia)

- h. CSMFO's Role in Advocacy (Jason Al-Imam)
 - i. CPFO Scholarship Update (Margaret Moggia)
 - j. 2026 Annual Conference Location (Scott Catlett)
- 4. Committee Reports 1:00 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)
- 5. Chapter Roundtable 1:25 p.m.
- 6. CalCities Policy Committee Roundtable 1:35 p.m.
- 7. Director Roundtable 1:40 p.m.
- 8. Officer Reports 1:50 p.m.
 - a. Executive Director (Jean Rousseau)
 - b. President (Scott Catlett)
 - c. President-Elect (Rich Lee)
- 10. Other Discussion Items
- 11. Future Topics
- 12. Upcoming Meeting:
Tuesday, October 4, 2022, at the Monterey Plaza Hotel
- 13. Adjournment 2:00 p.m.

Closed session for Board Members only 2:00 p.m. – 4:00 p.m.



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

Scott Catlett	Will Fuentes	James Russell-Field
Rich Lee	John Adams	Dan Buffalo
Marcus Pimentel	Laura Nomura	Michelle Bannigan
Jean Rousseau	Ernie Reyna	Alberto Preciado
Stephen Parker	Jason Al-Imam	Joan Michaels Aguilar
Grace Castaneda	Jennifer Wakeman	Grace Castaneda
Craig Boyer	Margaret Moggia	Harriet Commons
Karla Romero	Daniel Buffalo	Nick Kurns
Dennis Kaufman	Amber Johnson	Janet Salvetti
Stephanie Reimer	Kate Zawadski	Sarah Erck

Introduction

The California Society of Municipal Finance Officers (CSMFO) Board of Directors met virtually on Thursday, June 16, 2022. President Scott Catlett convened the meeting and confirmed a quorum was in attendance at 2:06 p.m. There were no additions to the agenda. Karla Romero noted that the board meetings should have been added to the public calendar, Sarah will confirm that from the prior meeting minutes and have staff add them as directed.

Consent Calendar

The Board addressed the consent calendar, which included the minutes from the April board meeting and the April and May 2022 financial reports. President-Elect Richard Lee moved to approve the consent calendar; Director Dennis Kaufman seconded. The motion passed unanimously.

2022 Strategic Action Plan Goals

President Scott Catlett noted that there are now 4 (four) completed items, as reflected on the spreadsheet, and asked for updates to the remaining items. Updates were briefly discussed and will continue to be made prior to each board meeting.

Exclusive Member Benefits/Preferred Member Pricing

Membership Committee Chair Jennifer Wakeman reviewed the proposed benefit matrix and Career Development Committee Chair Nick Kurns clarified that all attendees (both members

and non-members) would be entitled to CPEs under this new matrix. President-Elect Richard Lee motioned to approve the preferred member pricing recommendation of the committee as presented in the board packet. Director Dennis Kaufman seconded. The motion passed unanimously.

New Dues Structure Proposal

Membership Committee Chair Jennifer Wakeman reviewed the proposed new dues structure. The committee plans to work with Executive Director Jean Rousseau and SMA staff to establish how to make this transition. This change is intended to ensure a benefit to members at all levels of their career. There are no plans to change commercial or retiree rate currently. Chair Wakeman noted that there is a current estimate of \$1,500 for SMA to transition the database to this new model. SMA staffer Sarah Erck clarified that this is for the actual technical transition, not to individually re-classify individual members.

Further discussion re the administrative logistics of ensuring the initial correct categorization as well as ongoing updates was had. The board is generally in favor of the proposal and requests that the committee bring the proposal back to the board in August with an updated matrix of current and proposed member categories and added logistics information to fully flesh-out the proposal, including the effective date, proposed budget, and an annual review process.

Weekend Training Contract and Budget Approval

Career Development Committee Chair Nick Kurns presented his report with notes that prices have increased, and the committee would like to increase the fees to make up for some of that increase. Overwhelming support of the program was expressed. Director Grace Casteneda motioned to approve the request as presented; Director Stephanie Reimer seconded the motion. The motion passed unanimously.

Final 2022 Conference Results

Janet Salvetti presented the final 2022 conference financial results. President Scott Catlett noted that the board approved a subsidy of \$100-\$200k in order to move the event forward as planned, the end result was a loss of just under \$100k. The virtual event had \$40k in revenue and helped defray some of those losses.

CPFO Scholarships

President Scott Catlett kicked off a preliminary discussion about who might take advantage of these kinds of scholarships and what the logistics of it might be. Finance Committee Chair Margaret Moggia notes that GFOA allows each association to give away the scholarships as they see fit, they just want to be provided with the names. The winners must be members of both CSMFO and GFOA and that ideally this program will extend to future years, not just this year.

Discussion of ways to market this new benefit was had. President-Elect Richard Lee motioned to post an article on CSMFO News soliciting complimentary participation on GFOA's CPOA program. Past President Marcus Pimentel seconded the motion. The motion passed unanimously.

Committee Reports

Administration

Chair Alberto Preciado discussed an upcoming website update and the kickoff of the LMS in July.

Career Development

Chair Nick Kurns shared that the next Career Development Committee webinar will be held on Wednesday June 23rd, followed by the July GSBY update. The final Introduction to Governmental Accounting kicks off next week. Accounting for Capitol Assets will be offered for the first time in August.

Communications

Chair Will Fuentes noted that the CSMFO News was light in April. May and June picked up a little. A big theme was mental health and how to deal with the budget and work this time of year. Executive Director Jean Rousseau and President Scott Catlett will have articles coming up soon, Chair Fuentes is hoping for an article on how to apply for budget programs as well. If you have an idea or an article you'd like to add, please reach out to Chair Fuentes.

Membership

Chair Jennifer Wakeman shared that the committee has been busy with the benefits and dues structure proposals, as well as getting the engagement sub-committee going. Committee members will be taking over membership committee updates for the remainder of the year and Cohorts are continuing to go very well. Please engage with the current social media efforts by the virtual engagement group. Mentorship is planning a webinar for September to review resources and needs of mentees. May was the first outreach effort to the participating non-members; 555 emails went out encouraging these folks to become members and utilize membership benefits.

Professional Standards

Chair Jason Al-Imam noted that an article went out on GSBY 87 dealing with leases. The committee will be putting together a highlight on 3 new standards (99,100 & 101) soon.

Program

Chair Laura Nomura noted that the committee is waiting on call for sessions submissions to come in, so far they have 7 but 2 are from paid speakers. Potential speakers include Chris Thornberg, Chris Schwartz, or Robert Reich. Chris Thornberg is the recommendation currently. The committee is also narrowing down pre-conference sessions.

Recognition

Chair James Russell-Field is looking at resources on the website regarding the budget award program and hoping to consolidate the current information to clarify the process. The committee is preparing to open awards season on July 1 and hoping to expand the reach by utilizing CSMFO News and social media.

Student Engagement

Chair Amber Johnson notes that the committee has had a few presentations at schools and is looking to stay engaged with schools and develop new relationships. New committee members have joined, they will be circulating surveys to ensure we're meeting needs of students/faculty and potentially proposing a roundtable on how to encourage and retain new talent.

Finance

Chair Margaret Moggia discussed the committee's review of the processes and procedures for expense reimbursements, documentation, and approvals to make it easier for the approvers. Additionally, the 2021 audit is underway, SMA Accountant Amelia Clarke will report out to the committee in July.

Chapter Chairs

Chair Marcus Pimentel noted that the committee is conducting a comprehensive update of the Chapter Chair handbook and has plans to support the chapters by designing new banners. Thanks to SMA/David Garrison for the work on new banners!

Chapter Roundtable

North Coast Chapter Chair, Dan Buffalo and Orange County Chapter Chair, Michelle Bannigan provided updates.

CalCities Policy Committee Roundtable

No representatives were present.

Director Roundtable

No updates were provided.

Officer Reports

President Scott Catlett attended the GFOA Conference and gave kudos to Jean Rousseau on a great reception. Not a lot of board representatives were present, but there were a lot of new folks there which will hopefully encourage new members.

Past President Marcus Pimentel noted that Steve Heide has retired and thanked Jason Al-Imam for his part in developing the proclamation for Steve's retirement.

President-Elect Rich Lee reported that the 2023 Host Committee will be having an on-site visit to Sacramento on 7/6, to tour the Convention Center, the Hyatt, and Punch Bowl Social. Lee has also started to make calls to the commercial sponsors to gauge their support for contributing to Sacramento charities (or a charity of their choice) in an amount of approximately 10% of their 2022 sponsorship amount. If the initiative moves forward, this equates to approximately \$50k from commercial sponsors, but reduces sponsorship revenue by the same amount. Lee will ask the board to support a matching contribution of around \$20,000 from CSMFO, which will represent the difference from what we normally spend on handouts vs. what we plan to spend and challenges every leadership member to individually contribute to charity as a part of the conference. Lee also revealed that he plans to move the conference board meeting from Tuesday to Friday so leadership can attend the networking events or pre-conference sessions.

The next board meeting will be held on Thursday, August 18, 2022, 11am-3pm in Newport Beach, CA

The meeting adjourned at 4:05pm.

Respectfully submitted,

Sarah Erck

SUMMARY OF APPROVED MOTIONS

President-Elect Richard Lee moved to approve the consent calendar; Director Dennis Kaufman seconded. The motion passed unanimously.

President-Elect Richard Lee motioned to approve the preferred member pricing recommendation of the committee as presented in the board packet; Director Dennis Kaufman seconded. The motion passed unanimously.

Director Grace Castaneda motioned to approve the increased budget request for Weekend Training as presented; Director Stephanie Reimer seconded the motion. The motion passed unanimously.

President-Elect Richard Lee motioned to post an article on CSMFO News soliciting complimentary participation on GFOA's CPOA program; Past President Marcus Pimentel seconded the motion. The motion passed unanimously.

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

	Jun 30, 22	Jun 30, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1004 · Bank of America - 1982				
1050 · Chapter Fund Balances				
1050.03 · North Coast	1,500.00	0.00	1,500.00	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	442.04	-225.00	667.04	296.46%
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	353.62	525.74	-172.12	-32.74%
1050.14 · South Bay (LA)	4,254.54	2,364.54	1,890.00	79.93%
1050.16 · Orange County	4,183.92	4,652.24	-468.32	-10.07%
1050.17 · Inland Empire	1,285.62	40.00	1,245.62	3,114.05%
1050.19 · San Diego County	1,400.07	1,400.07	0.00	0.0%
Total 1050 · Chapter Fund Balances	27,793.27	22,565.11	5,228.16	23.17%
1004 · Bank of America - 1982 - Other	233,617.09	0.00	233,617.09	100.0%
Total 1004 · Bank of America - 1982	261,410.36	22,565.11	238,845.25	1,058.47%
1006 · Bank of America Checking - 4131	0.00	491,367.40	-491,367.40	-100.0%
1040 · Investments LAIF	819,099.47	567,115.37	251,984.10	44.43%
Total Checking/Savings	1,080,509.83	1,081,047.88	-538.05	-0.05%
Accounts Receivable				
1100 · Accounts receivable	0.00	3,100.00	-3,100.00	-100.0%
Total Accounts Receivable	0.00	3,100.00	-3,100.00	-100.0%
Other Current Assets				
1120 · Accounts Receivable- YM	14,625.00	2,975.00	11,650.00	391.6%
1250 · Prepaid Expense - General				
1252 · Prepaid Admin/DataBase Fees	0.00	20,258.10	-20,258.10	-100.0%
1250 · Prepaid Expense - General - Other	6,000.00	6,000.00	0.00	0.0%
Total 1250 · Prepaid Expense - General	6,000.00	26,258.10	-20,258.10	-77.15%
1260 · Prepaid Expense Conference				
1262 · Facilities Deposits	79,544.00	107,544.00	-28,000.00	-26.04%
1264 · Conference Services	0.00	17,493.05	-17,493.05	-100.0%
1260 · Prepaid Expense Conference - Oth	455.75	18,874.29	-18,418.54	-97.59%
Total 1260 · Prepaid Expense Conference	79,999.75	143,911.34	-63,911.59	-44.41%
Total Other Current Assets	100,624.75	173,144.44	-72,519.69	-41.88%
Total Current Assets	1,181,134.58	1,257,292.32	-76,157.74	-6.06%
Other Assets				
1500 · CSMFO/SMA Database AR	0.00	61,703.28	-61,703.28	-100.0%
Total Other Assets	0.00	61,703.28	-61,703.28	-100.0%

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

	Jun 30, 22	Jun 30, 21	\$ Change	% Change
TOTAL ASSETS	1,181,134.58	1,318,995.60	-137,861.02	-10.45%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts payable	0.00	52,561.75	-52,561.75	-100.0%
Total Accounts Payable	0.00	52,561.75	-52,561.75	-100.0%
Other Current Liabilities				
2003 · A/P Other- SMA Conference	32,861.76	24,646.40	8,215.36	33.33%
Total Other Current Liabilities	32,861.76	24,646.40	8,215.36	33.33%
Total Current Liabilities	32,861.76	77,208.15	-44,346.39	-57.44%
Total Liabilities	32,861.76	77,208.15	-44,346.39	-57.44%
Equity				
3020 · Retained earnings	280,188.11	223,230.96	56,957.15	25.52%
3100 · Net Assets-Chapters	27,793.27	22,565.11	5,228.16	23.17%
3101 · Operating reserve	126,438.00	126,438.00	0.00	0.0%
3102 · Conference reserve	700,000.00	512,563.00	187,437.00	36.57%
Net Income	13,853.44	356,990.38	-343,136.94	-96.12%
Total Equity	1,148,272.82	1,241,787.45	-93,514.63	-7.53%
TOTAL LIABILITIES & EQUITY	1,181,134.58	1,318,995.60	-137,861.02	-10.45%

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

	Chapters	Conference	Education	Unclassified	TOTAL
Ordinary Income/Expense					
Income					
4000 · OPERATING REVENUE	0.00	0.00	0.00	315,914.96	315,914.96
Total Income	0.00	0.00	0.00	315,914.96	315,914.96
Gross Profit	0.00	0.00	0.00	315,914.96	315,914.96
Expense					
6100 · OPERATING EXPENSE	0.00	0.00	0.00	245,784.64	245,784.64
6900 · OTHER EXPENSES	0.00	0.00	0.00	23,250.00	23,250.00
Total Expense	0.00	0.00	0.00	269,034.64	269,034.64
Net Ordinary Income	0.00	0.00	0.00	46,880.32	46,880.32
Other Income/Expense					
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	67,162.50	0.00	67,162.50
8000 · Conference Revenue	0.00	1,011,817.48	0.00	0.00	1,011,817.48
Total 4500 · PROGRAM REVE	0.00	1,011,817.48	67,162.50	5,000.00	1,083,979.98
4501 · Chapter Income	7,510.00	0.00	0.00	0.00	7,510.00
49910 · Unidentified Transacti	0.00	0.00	0.00	0.00	0.00
Total Other Income	7,510.00	1,011,817.48	67,162.50	5,000.00	1,091,489.98
Other Expense					
6400 · PROGRAM EXPENSES					
6404 · Education Expenses	0.00	0.00	8,500.00	0.00	8,500.00
9000 · Conference Expenses	0.00	1,112,845.15	0.00	0.00	1,112,845.15
Total 6400 · PROGRAM EXPEI	0.00	1,112,845.15	8,500.00	0.00	1,121,345.15
6401 · Chapter Expenses	3,171.71	0.00	0.00	0.00	3,171.71
Total Other Expense	3,171.71	1,112,845.15	8,500.00	0.00	1,124,516.86
Net Other Income	4,338.29	-101,027.67	58,662.50	5,000.00	-33,026.88
Net Income	4,338.29	-101,027.67	58,662.50	51,880.32	13,853.44

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

	Jun 22	Jan - Jun 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Ordinary Income/Expense						
Income						
4000 · OPERATING REVENUES						
4100 · Membership Dues						
4110 · Dues - Municipal	3,380.00	157,250.00	188,550.00	-31,300.00	83.4%	195,000.00
4115 · Dues NewMem-Municipal	0.00	0.00				
4120 · Dues - Other Gov	0.00	3,150.00	3,750.00	-600.00	84.0%	4,000.00
4130 · Dues - Commercial	1,540.00	34,100.00	48,350.00	-14,250.00	70.53%	50,000.00
4140 · Dues - Retired	0.00	820.00	1,200.00	-380.00	68.33%	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	4,920.00	195,320.00	241,850.00	-46,530.00	80.76%	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	15,450.00	113,925.00	75,000.00	38,925.00	151.9%	150,000.00
4490 · Budget Awards	150.00	1,750.00	300.00	1,450.00	583.33%	15,000.00
Total 4000 · OPERATING REVENUE	20,520.00	315,914.96	328,150.00	-12,235.04	96.27%	430,200.00
Total Income	20,520.00	315,914.96	328,150.00	-12,235.04	96.27%	430,200.00
Gross Profit	20,520.00	315,914.96	328,150.00	-12,235.04	96.27%	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	29.08	723.57	-694.49	4.02%	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	4,274.43	9,015.25	5,000.00	4,015.25	180.31%	5,500.00
Total 6110 · President's Expense	4,274.43	9,073.00	5,000.00	4,073.00	181.46%	6,500.00
6115 · Board of Directors						
6116 · Board Meeting Expenses	347.20	4,738.40	5,000.00	-261.60	94.77%	10,000.00
Total 6115 · Board of Directors	347.20	4,738.40	5,000.00	-261.60	94.77%	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-F	0.00	0.00	25,000.00	-25,000.00	0.0%	50,000.00
6140 · Management Services						
6143 · Management Services	19,434.69	99,377.38	79,375.22	20,002.16	125.2%	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	0.00	8,700.00	5,896.00	2,804.00	147.56%	11,800.00
Total 6146 · Consultants	0.00	14,242.62	11,906.00	2,336.62	119.63%	35,840.00

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

	Jun 22	Jan - Jun 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
6147 · Professional Fees	0.00	357.50				
6470 · Webinar Program Service	0.00	0.00	30,000.00	-30,000.00	0.0%	50,000.00
6140 · Management Services - O	0.00	2,800.00				
Total 6140 · Management Service	19,434.69	116,777.50	121,281.22	-4,503.72	96.29%	242,340.00
6148 · Payroll						
6148.10 · Wages	4,398.75	25,777.25	45,250.02	-19,472.77	56.97%	117,500.00
6148.20 · Payroll Taxes - Federal	336.50	2,013.96	4,000.00	-1,986.04	50.35%	10,000.00
6148.30 · Payroll Taxes - State	0.00	245.01				
6148.50 · Payroll Processing Exp	0.00	280.00				
6148 · Payroll - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6148 · Payroll	4,735.25	28,316.22	49,250.02	-20,933.80	57.5%	127,500.00
6150 · Office Supplies	0.00	667.80	150.00	517.80	445.2%	250.00
6155 · Merchant Fees/Bank Chgs	1,499.97	24,763.00	19,000.00	5,763.00	130.33%	30,000.00
6160 · Awards	4,838.00	5,336.14	0.00	5,336.14	100.0%	5,000.00
6165 · Printing						
6166 · Printing, copying, and adr	3.68	34.92	1,700.00	-1,665.08	2.05%	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
Total 6165 · Printing	3.68	34.92	11,700.00	-11,665.08	0.3%	12,000.00
6170 · Magazine	58.00	10,988.13	17,500.00	-6,511.87	62.79%	20,000.00
6175 · Postage	14.84	228.69	860.00	-631.31	26.59%	2,000.00
6185 · Telephone/Bridge Calls	47.22	226.56	660.00	-433.44	34.33%	1,500.00
6190 · Web and Technology						
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	67.99	2,165.95	4,500.00	-2,334.05	48.13%	9,000.00
6190 · Web and Technology - Otl	159.49	12,999.45	22,001.00	-9,001.55	59.09%	23,000.00
Total 6190 · Web and Technolog	227.48	17,893.93	29,501.00	-11,607.07	60.66%	35,000.00
6200 · Travel/Staff Expenses	1,782.12	1,782.12	1,000.00	782.12	178.21%	2,000.00
6220 · Audit & Tax Filing	0.00	0.00	9,500.00	-9,500.00	0.0%	9,500.00
6230 · Insurance	0.00	2,118.00	4,000.00	-1,882.00	52.95%	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
Total 6240 · Taxes	0.00	0.00	11,000.00	-11,000.00	0.0%	30,000.00
6250 · Miscellaneous	0.00	0.00	0.00	0.00	0.0%	0.00
6255 · GFOA Reception	13,973.08	17,207.48	18,000.00	-792.52	95.6%	20,000.00
6260 · Donations	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6100 · OPERATING EXPEN	51,235.96	245,784.64	341,125.81	-95,341.17	72.05%	625,590.00
6900 · OTHER EXPENSES						
6970 · One-Time Budgeted Expe	0.00	23,250.00	24,500.02	-1,250.02	94.9%	49,000.00
Total 6900 · OTHER EXPENSES	0.00	23,250.00	24,500.02	-1,250.02	94.9%	49,000.00
9950 · Prior Period Adjustment	0.00	0.00	0.00	0.00	0.0%	0.00

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	Jun 22	Jan - Jun 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Total Expense	51,235.96	269,034.64	365,625.83	-96,591.19	73.58%	674,590.00
Net Ordinary Income	-30,715.96	46,880.32	-37,475.83	84,356.15	-125.1%	-244,390.00
Other Income/Expense						
Other Income						
4500 · PROGRAM REVENUES						
4502 · Sponsorships - Other						
4502.10 · Sponsorship GFOA Re	0.00	5,000.00				
Total 4502 · Sponsorships - Othe	0.00	5,000.00				
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 Scholars	0.00	0.00	0.00	0.00	0.0%	0.00
4503 · Contributions and Donatic	0.00	0.00	0.00	0.00	0.0%	0.00
Total 4503 · Contributions and D	0.00	0.00	0.00	0.00	0.0%	0.00
4504 · Education income						
4505 · Webinar	0.00	0.00	2,600.00	-2,600.00	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, Fi	0.00	0.00	4,150.00	-4,150.00	0.0%	6,150.00
4570 · Intro to Government	0.00	7,250.00	15,725.00	-8,475.00	46.11%	21,000.00
4575 · Investment Accounting	0.00	600.00	0.00	600.00	100.0%	6,600.00
4590 · Intermediate Government	5,325.00	44,212.50	25,025.00	19,187.50	176.67%	46,500.00
4591 · California Local Budgeting	150.00	13,500.00	0.00	13,500.00	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	1,600.00	1,600.00	4,500.00	-2,900.00	35.56%	10,500.00
4597 · Developing Supervisory S	0.00	0.00	0.00	0.00	0.0%	0.00
4598 · Leadership Skills	0.00	0.00	4,500.00	-4,500.00	0.0%	4,500.00
Total 4504 · Education income	7,075.00	67,162.50	59,500.00	7,662.50	112.88%	151,075.00
8000 · Conference Revenue						
8100 · Government Registrations						
8102 · Government NonMember	-710.00	13,950.00	34,210.00	-20,260.00	40.78%	34,210.00
8104 · Government Member	-785.00	311,660.00	543,635.00	-231,975.00	57.33%	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 Regu	0.00	0.00	0.00	0.00	0.0%	0.00
8108 · Govt Non-Memb Daily Ear	0.00	0.00	0.00	0.00	0.0%	0.00
8109 · Govt Non-Memb-Daily-Req	0.00	0.00	0.00	0.00	0.0%	0.00
8110 · Govt Memb - Full Conf-Ea	0.00	0.00	0.00	0.00	0.0%	0.00
8115 · Conf-Gov-Full-Norm-Mem	0.00	2,140.00	0.00	2,140.00	100.0%	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 Onsi	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 Registr	-1,495.00	327,750.00	577,845.00	-250,095.00	56.72%	577,845.00
8200 · Commercial Registrations						

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8225 · Conf-Com-Exhibitor-Addn	0.00	0.00	0.00	0.00	0.0%	0.00
8226 · Commercial Exhibitor	0.00	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	-935.00	25,410.00	27,935.00	-2,525.00	90.96%	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-Ea	0.00	0.00	0.00	0.00	0.0%	0.00
8231 · Comm Non-Memb-Full-Re	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-Regul	0.00	0.00	0.00	0.00	0.0%	0.00
8260 · Comm Non-Memb Daily E	0.00	0.00	0.00	0.00	0.0%	0.00
8265 · Comm Non-Memb Daily R	0.00	3,420.00	0.00	3,420.00	100.0%	0.00
Total 8200 · Commercial Registr	-935.00	113,953.00	125,385.00	-11,432.00	90.88%	125,385.00
8300 · Pre-Conference Registrations						
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 Registrati	0.00	13,540.00	39,000.00	-25,460.00	34.72%	39,000.00
Total 8300 · Pre-Conference Reg	0.00	13,540.00	39,000.00	-25,460.00	34.72%	39,000.00
8500 · Extra Meals						
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				
Total 8500 · Extra Meals	0.00	5,075.00	4,375.00	700.00	116.0%	4,375.00
8600 · Event Registrations						
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
Total 8600 · Event Registrations	0.00	18,725.00	18,815.00	-90.00	99.52%	18,815.00
8700 · Exhibitors Fees						
8702 · Featured Exhibitor/Spons	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
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 88	0.00	14,000.00	36,000.00	-22,000.00	38.89%	36,000.00
8872 · Additional Sponsorship M	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						

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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	0.00	0.00				
Total 8900 · Conference Miscella	0.00	10,074.48	0.00	10,074.48	100.0%	0.00
8950 · Virtual Conference Regist	-1,050.00	77,950.00	85,000.00	-7,050.00	91.71%	85,000.00
Total 8000 · Conference Revenue	-3,480.00	1,011,817.48	1,418,920.00	-407,102.52	71.31%	1,418,920.00
Total 4500 · PROGRAM REVENUE	3,595.00	1,083,979.98	1,478,420.00	-394,440.02	73.32%	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	-25.00	1,500.00	0.00	1,500.00	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	260.00	560.00	0.00	560.00	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	960.00	960.00	0.00	960.00	100.0%	0.00
4501.13 · Central Los Angeles	0.00	0.00	0.00	0.00	0.0%	0.00
4501.14 · South Bay (LA)	1,890.00	1,890.00	0.00	1,890.00	100.0%	0.00
4501.15 · Desert Mountain	0.00	0.00	0.00	0.00	0.0%	0.00
4501.16 · Orange County	425.00	980.00	0.00	980.00	100.0%	0.00
4501.17 · Inland Empire	0.00	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	30,000.00	-30,000.00	0.0%	100,000.00
Total 4501 · Chapter Income	3,510.00	7,510.00	30,000.00	-22,490.00	25.03%	100,000.00
Total Other Income	7,105.00	1,091,489.98	1,508,420.00	-416,930.02	72.36%	1,669,995.00
Other Expense						
6400 · PROGRAM EXPENSES						
6404 · Education Expenses						
6420 · Weekend Training						
6420.10 · Weekend Training Rein	0.00	0.00	0.00	0.00	0.0%	25,000.00
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 -	0.00	0.00	0.00	0.00	0.0%	0.00
6430 · Intro to Government - Oth	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 Government	2,750.00	5,500.00	0.00	5,500.00	100.0%	15,250.00
6491 · CA Local Budgeting Expe	1,500.00	3,000.00	5,000.00	-2,000.00	60.0%	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

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6595 · Revenue Fundamental	0.00	0.00	3,500.00	-3,500.00	0.0%	3,500.00
6596 · Revenue Fundamental Ex	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	4,250.00	8,500.00	10,500.00	-2,000.00	80.95%	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	0.00	21,455.72	40,000.00	-18,544.28	53.64%	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-Chapman	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	0.00	25,351.52	34,000.00	-8,648.48	74.56%	34,000.00
9220 · Entertain-Transport-Decor	0.00	3,346.88	10,974.00	-7,627.12	30.5%	10,974.00
9250 · Pres Dinner-Out of State (C	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	-525.28	0.00	-525.28	100.0%	0.00
Total 9300 · Hosted Event	0.00	149,886.49	184,633.00	-34,746.51	81.18%	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-Transport	0.00	0.00	0.00	0.00	0.0%	0.00
9445 · Speaker-Expenses-Misc	0.00	21.69				
Total 9400 · Meetings and Training	0.00	47,579.15	55,625.00	-8,045.85	85.54%	55,625.00
9450 · Comps						
9460 · Other Guests Lodging (Other)	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

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9450 · Comps - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9450 · Comps	0.00	4,872.01	12,396.00	-7,523.99	39.3%	12,396.00
9475 · Meetings						
9476 · Audio Visual and Lighting	0.00	185,395.75	185,251.00	144.75	100.08%	185,251.00
9477 · Virtual Platform	0.00	41,135.00	39,385.00	1,750.00	104.44%	39,385.00
9478 · General Session - Addl' p	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 C	0.00	125.00	500.00	-375.00	25.0%	500.00
9475 · Meetings - Other	0.00	7,159.91				
Total 9475 · Meetings	0.00	335,384.64	324,520.00	10,864.64	103.35%	324,520.00
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
Total 9490 · Pre-Conference Wor	0.00	1,716.46	4,050.00	-2,333.54	42.38%	4,050.00
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	7,401.00	7,401.00	0.00	100.0%	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	-2,042.76	4,886.28	16,075.00	-11,188.72	30.4%	16,075.00
9599 · Exhibits-Other	0.00	0.00	0.00	0.00	0.0%	0.00
9500 · Exhibits - Other	0.00	0.00				
Total 9500 · Exhibits	-2,042.76	38,001.67	43,461.00	-5,459.33	87.44%	43,461.00
9600 · Entertainment/Gifts						
9610 · Conference Gifts/Attendee	0.00	59,927.62	57,000.00	2,927.62	105.14%	57,000.00
9620 · Speaker/Board/Committee	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
Total 9600 · Entertainment/Gifts	0.00	65,167.78	64,875.00	292.78	100.45%	64,875.00
9700 · Other Activities						
9732 · Golf Tournament Expense	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
Total 9700 · Other Activities	0.00	17,498.86	20,308.00	-2,809.14	86.17%	20,308.00
9800 · Administration - Conference						
9805 · Conference Marketing	0.00	239.37	1,500.00	-1,260.63	15.96%	1,500.00
9810 · Conference Contract Serv	0.00	74,157.52	77,380.00	-3,222.48	95.84%	77,380.00
9815 · Printing/Copy/Conference	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	0.00	318.15	650.00	-331.85	48.95%	650.00
9840 · Postage & Shipping	30.03	780.66	200.00	580.66	390.33%	200.00
9875 · Signage	0.00	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

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

	Jun 22	Jan - Jun 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
9890 · Conference Committee Ex	0.00	7,174.39	15,208.00	-8,033.61	47.18%	15,208.00
9895 · Staff Exp Inc. Lodging & T	0.00	13,288.16	13,784.00	-495.84	96.4%	13,784.00
9800 · Administration - Conferen	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9800 · Administration - Con	30.03	106,341.20	120,822.00	-14,480.80	88.02%	120,822.00
9000 · Conference Expenses - O	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9000 · Conference Expense	-2,012.73	1,112,845.15	1,406,554.00	-293,708.85	79.12%	1,406,554.00
Total 6400 · PROGRAM EXPENSI	2,237.27	1,121,345.15	1,417,054.00	-295,708.85	79.13%	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	1,132.12	1,132.12	0.00	1,132.12	100.0%	0.00
6401.16 · Orange County	912.25	987.25	0.00	987.25	100.0%	0.00
6401.17 · Inland Empire	783.45	934.38	0.00	934.38	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 E	0.00	0.00	30,000.00	-30,000.00	0.0%	100,000.00
Total 6401.79 · Current Year Cha	2,827.82	3,171.71	30,000.00	-26,828.29	10.57%	100,000.00
6401.89 · Prior Year Chapter Income/Expen						
6401.57 · Prior Period Peninsula	0.00	0.00	0.00	0.00	0.0%	0.00
6401.58 · Prior Period Monterey I	0.00	0.00	0.00	0.00	0.0%	0.00
6401.61 · Prior Period Channel C	0.00	0.00	0.00	0.00	0.0%	0.00
6401.62 · Prior Period San Gabri	0.00	0.00	0.00	0.00	0.0%	0.00
6401.63 · Prior Period Central LA	0.00	0.00	0.00	0.00	0.0%	0.00
6401.66 · Prior Period Orange	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6401.89 · Prior Year Chapt	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6401 · Chapter Expenses	2,827.82	3,171.71	30,000.00	-26,828.29	10.57%	100,000.00
Total Other Expense	5,065.09	1,124,516.86	1,447,054.00	-322,537.14	77.71%	1,570,804.00
Net Other Income	2,039.91	-33,026.88	61,366.00	-94,392.88	-53.82%	99,191.00
Net Income	-28,676.05	13,853.44	23,890.17	-10,036.73	57.99%	-145,199.00

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

	Jan - Jun 22	Jan - Jun 21	\$ Change
Ordinary Income/Expense			
Income			
4000 · OPERATING REVENUES			
4100 · Membership Dues			
4110 · Dues - Municipal	157,250.00	188,805.00	-31,555.00
4115 · Dues NewMem-Municipal	0.00	0.00	0.00
4120 · Dues - Other Gov	3,150.00	3,950.00	-800.00
4130 · Dues - Commercial	34,100.00	44,090.00	-9,990.00
4140 · Dues - Retired	820.00	1,100.00	-280.00
4150 · Dues - Education	0.00	0.00	0.00
4100 · Membership Dues - Other	0.00	0.00	0.00
Total 4100 · Membership Dues	195,320.00	237,945.00	-42,625.00
4200 · Interest Income	644.96	2,785.86	-2,140.90
4302 · Magazine Advertising	4,275.00	12,475.00	-8,200.00
4303 · Job Board Post - Member	113,925.00	89,250.00	24,675.00
4490 · Budget Awards	1,750.00	1,600.00	150.00
Total 4000 · OPERATING REVENUES	315,914.96	344,055.86	-28,140.90
Total Income	315,914.96	344,055.86	-28,140.90
Gross Profit	315,914.96	344,055.86	-28,140.90
Expense			
6100 · OPERATING EXPENSES			
6105 · Marketing/Membership	5,603.67	9,695.22	-4,091.55
6106 · Storage Expense	29.08	506.61	-477.53
6110 · President's Expense			
6111 · Presidents CSMFO- Gifts	57.75	5,164.93	-5,107.18
6110 · President's Expense - Other	9,015.25	710.00	8,305.25
Total 6110 · President's Expense	9,073.00	5,874.93	3,198.07
6115 · Board of Directors			
6116 · Board Meeting Expenses	4,738.40	0.00	4,738.40
Total 6115 · Board of Directors	4,738.40	0.00	4,738.40
6125 · Board Planning Session-Retreat	0.00	355.95	-355.95
6140 · Management Services			
6143 · Management Services	99,377.38	90,461.88	8,915.50
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	12,500.00	-12,500.00
6140 · Management Services - Other	2,800.00	0.00	2,800.00
Total 6140 · Management Services	116,777.50	117,096.88	-319.38
6148 · Payroll			
6148.10 · Wages	25,777.25	0.00	25,777.25
6148.20 · Payroll Taxes - Federal	2,013.96	0.00	2,013.96
6148.30 · Payroll Taxes - State	245.01	0.00	245.01
6148.50 · Payroll Processing Expense	280.00	0.00	280.00

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

	Jan - Jun 22	Jan - Jun 21	\$ Change
Total 6148 · Payroll	28,316.22	0.00	28,316.22
6150 · Office Supplies	667.80	4.40	663.40
6155 · Merchant Fees/Bank Chgs.	24,763.00	7,972.54	16,790.46
6160 · Awards	5,336.14	5,440.01	-103.87
6165 · Printing			
6166 · Printing, copying, and admin	34.92	47.80	-12.88
6167 · Directory	0.00	20,597.08	-20,597.08
Total 6165 · Printing	34.92	20,644.88	-20,609.96
6170 · Magazine	10,988.13	7,566.77	3,421.36
6175 · Postage	228.69	588.23	-359.54
6185 · Telephone/Bridge Calls	226.56	314.42	-87.86
6190 · Web and Technology			
6191 · DataBase Expense	228.53	0.00	228.53
6192 · Web site	2,500.00	3,063.45	-563.45
6195 · Web Site Hosting Fee	2,165.95	5,997.20	-3,831.25
6190 · Web and Technology - Other	12,999.45	12,171.64	827.81
Total 6190 · Web and Technology	17,893.93	21,232.29	-3,338.36
6200 · Travel/Staff Expenses	1,782.12	0.00	1,782.12
6220 · Audit & Tax Filing	0.00	8,000.00	-8,000.00
6230 · Insurance	2,118.00	3,140.22	-1,022.22
6240 · Taxes			
6242 · Current Year Taxes	0.00	10,380.00	-10,380.00
6246 · Prior Year Taxes	0.00	2,548.00	-2,548.00
Total 6240 · Taxes	0.00	12,928.00	-12,928.00
6255 · GFOA Reception	17,207.48	0.00	17,207.48
Total 6100 · OPERATING EXPENSES	245,784.64	221,361.35	24,423.29
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	269,034.64	222,201.35	46,833.29
Net Ordinary Income	46,880.32	121,854.51	-74,974.19
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	20,925.00	-13,675.00
4575 · Investment Accounting	600.00	5,700.00	-5,100.00
4590 · Intermediate Government Acct	44,212.50	28,081.00	16,131.50
4591 · California Local Budgeting	13,500.00	8,850.00	4,650.00
4595 · Revenue Fundamentals	1,600.00	0.00	1,600.00

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

	Jan - Jun 22	Jan - Jun 21	\$ Change
Total 4504 · Education income	67,162.50	82,829.00	-15,666.50
8000 · Conference Revenue			
8100 · Government Registrations			
8102 · Government NonMember	13,950.00	0.00	13,950.00
8104 · Government Member	311,660.00	0.00	311,660.00
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	327,750.00	166,050.00	161,700.00
8200 · Commercial Registrations			
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	25,410.00	0.00	25,410.00
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
Total 8200 · Commercial Registrations	113,953.00	24,000.00	89,953.00
8300 · Pre-Conference Registrations			
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
Total 8300 · Pre-Conference Registrations	13,540.00	16,055.00	-2,515.00
8500 · Extra Meals			
8565 · Hosted Evening Event	0.00	0.00	0.00
8500 · Extra Meals - Other	5,075.00	0.00	5,075.00
Total 8500 · Extra Meals	5,075.00	0.00	5,075.00
8600 · Event Registrations			
8610 · Golf	18,340.00	0.00	18,340.00
8630 · Pickleball/Tennis	385.00	0.00	385.00
Total 8600 · Event Registrations	18,725.00	0.00	18,725.00
8700 · Exhibitors Fees			
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
Total 8700 · Exhibitors Fees	425,687.50	167,500.00	258,187.50
8800 · Sponsorships			
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
Total 8800 · Sponsorships	19,062.50	36,500.00	-17,437.50
8900 · Conference Miscellaneous			
8915 · Hotel Rebate	10,074.48	0.00	10,074.48
8900 · Conference Miscellaneous - Other	0.00	0.00	0.00

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

	Jan - Jun 22	Jan - Jun 21	\$ Change
Total 8900 · Conference Miscellaneous	10,074.48	0.00	10,074.48
8950 · Virtual Conference Registration	77,950.00	0.00	77,950.00
Total 8000 · Conference Revenue	1,011,817.48	410,105.00	601,712.48
Total 4500 · PROGRAM REVENUES	1,083,979.98	495,134.00	588,845.98
4501 · Chapter Income			
4501.03 · North Coast	1,500.00	0.00	1,500.00
4501.04 · Sacramento Valley	400.00	0.00	400.00
4501.09 · South San Joaquin	560.00	0.00	560.00
4501.12 · San Gabriel Valley	960.00	0.00	960.00
4501.14 · South Bay (LA)	1,890.00	0.00	1,890.00
4501.16 · Orange County	980.00	0.00	980.00
4501.17 · Inland Empire	1,220.00	40.00	1,180.00
Total 4501 · Chapter Income	7,510.00	40.00	7,470.00
49910 · Unidentified Transactions	0.00	0.00	0.00
Total Other Income	1,091,489.98	495,174.00	596,315.98
Other Expense			
6400 · PROGRAM EXPENSES			
6404 · Education Expenses			
6430 · Intro to Government			
6430.10 · Intro to Govt Account - Reimbur	0.00	2,000.00	-2,000.00
Total 6430 · Intro to Government	0.00	2,000.00	-2,000.00
6480 · Intermediate Governmental Acct.	5,500.00	7,500.00	-2,000.00
6491 · CA Local Budgeting Expense	3,000.00	1,500.00	1,500.00
6494 · Webinar Expenses	0.00	1,000.00	-1,000.00
6595 · Revenue Fundamental	0.00	750.00	-750.00
Total 6404 · Education Expenses	8,500.00	12,750.00	-4,250.00
9000 · Conference Expenses			
9100 · Food & Beverage			
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 Receipt	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
Total 9100 · Food & Beverage	312,921.20	0.00	312,921.20
9200 · President's Dinners			
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
Total 9200 · President's Dinners	33,475.69	0.00	33,475.69

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

	Jan - Jun 22	Jan - Jun 21	\$ Change
9300 · Hosted Event			
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	-525.28	0.00	-525.28
Total 9300 · Hosted Event	149,886.49	16,300.00	133,586.49
9400 · Meetings and Training			
9410 · Speakers-Honorarium	42,500.00	30,400.00	12,100.00
9420 · Speaker-Expenses-Lodging	5,057.46	0.00	5,057.46
9445 · Speaker-Expenses-Misc	21.69	0.00	21.69
Total 9400 · Meetings and Training	47,579.15	30,400.00	17,179.15
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
Total 9450 · Comps	4,872.01	0.00	4,872.01
9475 · Meetings			
9476 · Audio Visual and Lighting	185,395.75	0.00	185,395.75
9477 · Virtual Platform	41,135.00	82,709.00	-41,574.00
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
Total 9475 · Meetings	335,384.64	82,709.00	252,675.64
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
Total 9490 · Pre-Conference Workshop	1,716.46	300.00	1,416.46
9500 · Exhibits			
9510 · Decorator Booth Fee	23,361.95	0.00	23,361.95
9530 · Meeting space Additions	7,401.00	0.00	7,401.00
9540 · Security	955.00	0.00	955.00
9545 · Exhibit hall game	1,397.44	0.00	1,397.44
9550 · Sponsor Branded Items	4,886.28	0.00	4,886.28
9500 · Exhibits - Other	0.00	0.00	0.00
Total 9500 · Exhibits	38,001.67	0.00	38,001.67
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
Total 9600 · Entertainment/Gifts	65,167.78	4,814.54	60,353.24
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

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

	Jan - Jun 22	Jan - Jun 21	\$ Change
Total 9700 · Other Activities	17,498.86	0.00	17,498.86
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	780.66	3,685.67	-2,905.01
9875 · Signage	4,995.79	0.00	4,995.79
9880 · Bank Merchant Fees	0.00	14,902.50	-14,902.50
9890 · Conference Committee Expenses	7,174.39	15,193.90	-8,019.51
9895 · Staff Exp Inc. Lodging & Travel	13,288.16	0.00	13,288.16
Total 9800 · Administration - Conference	106,341.20	112,539.59	-6,198.39
9000 · Conference Expenses - Other	0.00	0.00	0.00
Total 9000 · Conference Expenses	1,112,845.15	247,063.13	865,782.02
Total 6400 · PROGRAM EXPENSES	1,121,345.15	259,813.13	861,532.02
6401 · Chapter Expenses			
6401.79 · Current Year Chapter Expenses			
6401.09 · South San Joaquin	117.96	225.00	-107.04
6401.12 · San Gabriel Valley	1,132.12	0.00	1,132.12
6401.16 · Orange County	987.25	0.00	987.25
6401.17 · Inland Empire	934.38	0.00	934.38
Total 6401.79 · Current Year Chapter Expenses	3,171.71	225.00	2,946.71
Total 6401 · Chapter Expenses	3,171.71	225.00	2,946.71
Total Other Expense	1,124,516.86	260,038.13	864,478.73
Net Other Income	-33,026.88	235,135.87	-268,162.75
Net Income	13,853.44	356,990.38	-343,136.94

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

	Inland Empire	North Coast	Orange County	Sacramento Valley	San Gabriel Valley	South San Joaquin Valley	SouthBay (LA)	Total Chapters	TOTAL
	(Chapters)	(Chapters)	(Chapters)	(Chapters)	(Chapters)	(Chapters)	(Chapters)		
Other Income/Expense									
Other Income									
4501 · Chapter Income									
4501.03 · North Coast	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
4501.04 · Sacramento Vall	0.00	0.00	0.00	400.00	0.00	0.00	0.00	400.00	400.00
4501.09 · South San Joaqui	0.00	0.00	0.00	0.00	0.00	560.00	0.00	560.00	560.00
4501.12 · San Gabriel Vall	0.00	0.00	0.00	0.00	960.00	0.00	0.00	960.00	960.00
4501.14 · South Bay (LA)	0.00	0.00	0.00	0.00	0.00	0.00	1,890.00	1,890.00	1,890.00
4501.16 · Orange County	0.00	0.00	980.00	0.00	0.00	0.00	0.00	980.00	980.00
4501.17 · Inland Empire	1,220.00	0.00	0.00	0.00	0.00	0.00	0.00	1,220.00	1,220.00
Total 4501 · Chapter Income	1,220.00	1,500.00	980.00	400.00	960.00	560.00	1,890.00	7,510.00	7,510.00
Total Other Income	1,220.00	1,500.00	980.00	400.00	960.00	560.00	1,890.00	7,510.00	7,510.00
Other Expense									
6401 · Chapter Expenses									
6401.79 · Current Year Cha	934.38	0.00	987.25	0.00	1,132.12	117.96	0.00	3,171.71	3,171.71
Total 6401 · Chapter Expen	934.38	0.00	987.25	0.00	1,132.12	117.96	0.00	3,171.71	3,171.71
Total Other Expense	934.38	0.00	987.25	0.00	1,132.12	117.96	0.00	3,171.71	3,171.71
Net Other Income	285.62	1,500.00	-7.25	400.00	-172.12	442.04	1,890.00	4,338.29	4,338.29
Net Income	285.62	1,500.00	-7.25	400.00	-172.12	442.04	1,890.00	4,338.29	4,338.29

California Society of Municipal Finance Officers

Check Detail

June 2022

Type	Num	Date	Name	Account	Paid Amount
Check	ADP	06/09/2022	Rousseau, Jean	1004 · Bank of America - 1982	
				6148.10 · Wages	(4,398.75)
				2111 · Federal Payroll Withholdings	717.73
				2112 · State Payroll Withholdings	199.24
TOTAL					<u>(3,481.78)</u>
Check	ADP	06/09/2022	ADP, Inc.	1004 · Bank of America - 1982	
				2111 · Federal Payroll Withholdings	(717.73)
				2112 · State Payroll Withholdings	(199.24)
				6148.20 · Payroll Taxes - Federal	(336.50)
TOTAL					<u>(1,253.47)</u>
Bill Pmt -Check	BILLPAY	06/13/2022	David Cain {v}	1004 · Bank of America - 1982	
Bill	122	06/01/2022		6491 · CA Local Budgeting Expense	(1,500.00)
TOTAL					<u>(1,500.00)</u>
Bill Pmt -Check	BILLPAY	06/13/2022	Pacific Storage Company	1004 · Bank of America - 1982	
Bill	4211062	05/31/2022		6106 · Storage Expense	(79.69)
TOTAL					<u>(79.69)</u>
Bill Pmt -Check	BILLPAY	06/13/2022	Scott Catlett {v}	1004 · Bank of America - 1982	
Bill	GFOA Conference	06/09/2022		6110 · President's Expense	(904.43)
TOTAL					<u>(904.43)</u>
Bill Pmt -Check	BILLPAY	06/13/2022	Sierra Office Supply & Printing	1004 · Bank of America - 1982	
Bill	3754040-0	06/06/2022		6255 · GFOA Reception	(291.41)
TOTAL					<u>(291.41)</u>

California Society of Municipal Finance Officers

Check Detail

June 2022

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	BILLPAY	06/14/2022	Steve Heide {v}	1004 · Bank of America - 1982	
	Bill		06/07/2022		6116 · Board Meeting Expenses	(347.20)
TOTAL						(347.20)
	Bill Pmt -Check	BILLPAY	06/27/2022	Ernie Reyna [v]	1004 · Bank of America - 1982	
	Bill	Dodgers tickets	06/27/2022		6110 · President's Expense	(3,370.00)
TOTAL						(3,370.00)
	Bill Pmt -Check	BILLPAY	06/27/2022	Irwin B Bornstein [v]	1004 · Bank of America - 1982	
	Bill	336	06/27/2022		6480 · Intermediate Governmental Acct.	(2,750.00)
TOTAL						(2,750.00)
	Bill Pmt -Check	BILLPAY	06/27/2022	Jean Rousseau [v]	1004 · Bank of America - 1982	
	Bill	GFOA Expense	06/27/2022		6255 · GFOA Reception	(13,681.67)
					9895 · Staff Exp Inc. Lodging & Travel	(1,782.12)
TOTAL						(15,463.79)
	Check	EFT	06/02/2022	Affinipay	1004 · Bank of America - 1982	
					6155 · Merchant Fees/Bank Chgs.	(1,477.72)
TOTAL						(1,477.72)
	Check	EFT	06/07/2022	Remote Deposit Fee	1004 · Bank of America - 1982	
					6155 · Merchant Fees/Bank Chgs.	(15.00)
TOTAL						(15.00)
	Check	EFT	06/21/2022	Affinipay	1004 · Bank of America - 1982	
					6155 · Merchant Fees/Bank Chgs.	(2.00)
TOTAL						(2.00)

California Society of Municipal Finance Officers

Check Detail

June 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7546	06/13/2022	Smith Moore and Associates, Inc.	1004 · Bank of America - 1982	
Bill	20220131	05/01/2022		6143 · Management Services	(241.00)
				6140 · Management Services	(9.00)
Bill	20220193	05/12/2022		6170 · Magazine	(400.00)
				6170 · Magazine	(1,350.00)
Bill	20220179	06/01/2022		6143 · Management Services	(18,734.69)
				6143 · Management Services	(700.00)
TOTAL					<u>(21,434.69)</u>
Check	7547	06/13/2022	Chino Valley Independent Fire Distric	1004 · Bank of America - 1982	
Credit Memo	YM200011020	06/10/2022		8104 · Government Member	(120.00)
TOTAL					<u>(120.00)</u>
Bill Pmt -Check	7548	06/27/2022	Smith Moore and Associates, Inc.	1004 · Bank of America - 1982	
Bill	20220205	05/17/2022		9831 · Supplies-Badges-Ribbons-Etc	(153.97)
				6195 · Web Site Hosting Fee	(73.90)
				6175 · Postage	(17.30)
				6175 · Postage	(17.30)
				6175 · Postage	(20.57)
				6175 · Postage	(20.57)
				6175 · Postage	(21.22)
				6195 · Web Site Hosting Fee	(52.88)
				6190 · Web and Technology	(154.77)
				6185 · Telephone/Bridge Calls	(34.69)
				6190 · Web and Technology	(54.18)
				6190 · Web and Technology	(9.72)
				6170 · Magazine	(14.77)
				6190 · Web and Technology	(38.11)
				6190 · Web and Technology	(45.89)
				6190 · Web and Technology	(71.59)
				6170 · Magazine	(45.11)

California Society of Municipal Finance Officers

Check Detail

June 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	20220254	06/13/2022		6175 · Postage	(16.07)
				6175 · Postage	(6.16)
				6166 · Printing, copying, and admin	(1.34)
				9890 · Conference Committee Expenses	(354.72)
				6195 · Web Site Hosting Fee	(50.72)
				6185 · Telephone/Bridge Calls	(35.23)
				6401.16 · Orange County	(680.67)
				9840 · Postage & Shipping	(22.41)
				6190 · Web and Technology	(47.00)
				6190 · Web and Technology	(9.33)
				6401.17 · Inland Empire	(385.07)
				6190 · Web and Technology	(62.68)
				6401.12 · San Gabriel Valley	(844.73)
				6170 · Magazine	(43.28)
				6160 · Awards	(3,609.87)
				6401.17 · Inland Empire	(199.50)
				6175 · Postage	(11.07)
				6166 · Printing, copying, and admin	(2.75)
TOTAL					(7,229.14)

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

	Jul 31, 22	Jul 31, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1004 · Bank of America - 1982				
1050 · Chapter Fund Balances				
1050.03 · North Coast	1,500.00	0.00	1,500.00	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	442.04	-225.00	667.04	296.46%
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	383.82	400.00	-16.18	-4.05%
1050.13 · Central Los Angeles	525.74	525.74	0.00	0.0%
1050.14 · South Bay (LA)	3,716.58	2,364.54	1,352.04	57.18%
1050.16 · Orange County	2,863.67	4,652.24	-1,788.57	-38.45%
1050.17 · Inland Empire	-1,214.38	40.00	-1,254.38	-3,135.95%
1050.19 · San Diego County	2,730.07	1,400.07	1,330.00	95.0%
Total 1050 · Chapter Fund Balances	25,185.06	22,565.11	2,619.95	11.61%
1004 · Bank of America - 1982 - Other	197,129.17	0.00	197,129.17	100.0%
Total 1004 · Bank of America - 1982	222,314.23	22,565.11	199,749.12	885.21%
1006 · Bank of America Checking - 4131	0.00	444,004.96	-444,004.96	-100.0%
1040 · Investments LAIF	820,633.00	567,578.40	253,054.60	44.59%
Total Checking/Savings	1,042,947.23	1,034,148.47	8,798.76	0.85%
Accounts Receivable				
1100 · Accounts receivable	0.00	3,000.00	-3,000.00	-100.0%
Total Accounts Receivable	0.00	3,000.00	-3,000.00	-100.0%
Other Current Assets				
1120 · Accounts Receivable- YM	11,330.00	3,450.00	7,880.00	228.41%
1250 · Prepaid Expense - General				
1252 · Prepaid Admin/DataBase Fees	0.00	17,131.75	-17,131.75	-100.0%
1250 · Prepaid Expense - General - Other	6,000.00	6,000.00	0.00	0.0%
Total 1250 · Prepaid Expense - General	6,000.00	23,131.75	-17,131.75	-74.06%
1260 · Prepaid Expense Conference				
1262 · Facilities Deposits	79,544.00	107,544.00	-28,000.00	-26.04%
1264 · Conference Services	0.00	18,203.05	-18,203.05	-100.0%
1260 · Prepaid Expense Conference - Other	41,476.75	18,874.29	22,602.46	119.75%
Total 1260 · Prepaid Expense Conference	121,020.75	144,621.34	-23,600.59	-16.32%
Total Other Current Assets	138,350.75	171,203.09	-32,852.34	-19.19%
Total Current Assets	1,181,297.98	1,208,351.56	-27,053.58	-2.24%
Other Assets				
1500 · CSMFO/SMA Database AR	0.00	61,915.40	-61,915.40	-100.0%

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

	Jul 31, 22	Jul 31, 21	\$ Change	% Change
Total Other Assets	0.00	61,915.40	-61,915.40	-100.0%

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

	Jul 31, 22	Jul 31, 21	\$ Change	% Change
TOTAL ASSETS	1,181,297.98	1,270,266.96	-88,968.98	-7.0%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts payable	0.00	7,569.85	-7,569.85	-100.0%
Total Accounts Payable	0.00	7,569.85	-7,569.85	-100.0%
Other Current Liabilities				
2003 · A/P Other- SMA Conference	20,538.69	20,538.70	-0.01	0.0%
Total Other Current Liabilities	20,538.69	20,538.70	-0.01	0.0%
Total Current Liabilities	20,538.69	28,108.55	-7,569.86	-26.93%
Total Liabilities	20,538.69	28,108.55	-7,569.86	-26.93%
Equity				
3020 · Retained earnings	255,374.32	223,230.96	32,143.36	14.4%
3100 · Net Assets-Chapters	25,185.06	22,565.11	2,619.95	11.61%
3101 · Operating reserve	153,860.00	126,438.00	27,422.00	21.69%
3102 · Conference reserve	700,000.00	512,563.00	187,437.00	36.57%
Net Income	26,339.91	357,361.34	-331,021.43	-92.63%
Total Equity	1,160,759.29	1,242,158.41	-81,399.12	-6.55%
TOTAL LIABILITIES & EQUITY	1,181,297.98	1,270,266.96	-88,968.98	-7.0%

California Society of Municipal Finance Officers

Summary of Financial Income and Expense

January through July 2022

	Total Chapters	Conference	Education	Unclassified	TOTAL
Ordinary Income/Expense					
Income					
4000 · OPERATING REVENUES	0.00	0.00	0.00	347,923.49	347,923.49
Total Income	0.00	0.00	0.00	347,923.49	347,923.49
Gross Profit	0.00	0.00	0.00	347,923.49	347,923.49
Expense					
6100 · OPERATING EXPENSES	0.00	0.00	0.00	274,679.99	274,679.99
6900 · OTHER EXPENSES	0.00	0.00	0.00	23,250.00	23,250.00
9950 · Prior Period Adjustment	0.00	0.00	2,000.00	2,568.50	4,568.50
Total Expense	0.00	0.00	2,000.00	300,498.49	302,498.49
Net Ordinary Income	0.00	0.00	-2,000.00	47,425.00	45,425.00
Other Income/Expense					
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	83,712.50	0.00	83,712.50
8000 · Conference Revenue	0.00	1,011,817.48	0.00	0.00	1,011,817.48
Total 4500 · PROGRAM REVENUES	0.00	1,011,817.48	83,712.50	5,000.00	1,100,529.98
4501 · Chapter Income	9,620.00	0.00	0.00	0.00	9,620.00
49910 · Unidentified Transactions	0.00	0.00	0.00	0.00	0.00
Total Other Income	9,620.00	1,011,817.48	83,712.50	5,000.00	1,110,149.98
Other Expense					
6400 · PROGRAM EXPENSES					
6404 · Education Expenses	0.00	0.00	8,500.00	0.00	8,500.00
9000 · Conference Expenses	0.00	1,112,845.15	0.00	0.00	1,112,845.15
Total 6400 · PROGRAM EXPENSES	0.00	1,112,845.15	8,500.00	0.00	1,121,345.15
6401 · Chapter Expenses	7,889.92	0.00	0.00	0.00	7,889.92
Total Other Expense	7,889.92	1,112,845.15	8,500.00	0.00	1,129,235.07
Net Other Income	1,730.08	-101,027.67	75,212.50	5,000.00	-19,085.09
Net Income	1,730.08	-101,027.67	73,212.50	52,425.00	26,339.91

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

	Jul 22	Jan - Jul 22	YTD Budget	Budget	% of Budget	Budget
Ordinary Income/Expense						
Income						
4000 · OPERATING REVENUES						
4100 · Membership Dues						
4110 · Dues - Municipal	4,880.00	162,130.00	189,910.00	-27,780.00	85.37%	195,000.00
4115 · Dues NewMem-Municipal	0.00	0.00				
4120 · Dues - Other Gov	50.00	3,200.00	3,950.00	-750.00	81.01%	4,000.00
4130 · Dues - Commercial	770.00	34,870.00	48,900.00	-14,030.00	71.31%	50,000.00
4140 · Dues - Retired	0.00	820.00	1,200.00	-380.00	68.33%	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	5,700.00	201,020.00	243,960.00	-42,940.00	82.4%	250,200.00
4200 · Interest Income	1,533.53	2,178.49	3,750.00	-1,571.51	58.09%	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	24,325.00	138,250.00	87,500.00	50,750.00	158.0%	150,000.00
4490 · Budget Awards	450.00	2,200.00	750.00	1,450.00	293.33%	15,000.00
Total 4000 · OPERATING REVENUE	32,008.53	347,923.49	344,460.00	3,463.49	101.01%	430,200.00
Total Income	32,008.53	347,923.49	344,460.00	3,463.49	101.01%	430,200.00
Gross Profit	32,008.53	347,923.49	344,460.00	3,463.49	101.01%	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	29.08	779.58	-750.50	3.73%	1,000.00
6110 · President's Expense						
6111 · Presidents CSMFO- Gifts	30.40	88.15	0.00	88.15	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	-588.00	8,769.45	5,000.00	3,769.45	175.39%	5,500.00
Total 6110 · President's Expense	-557.60	8,857.60	5,000.00	3,857.60	177.15%	6,500.00
6115 · Board of Directors						
6116 · Board Meeting Expenses	186.20	4,924.60	5,000.00	-75.40	98.49%	10,000.00
Total 6115 · Board of Directors	186.20	4,924.60	5,000.00	-75.40	98.49%	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-R	0.00	0.00	25,000.00	-25,000.00	0.0%	50,000.00
6140 · Management Services						
6143 · Management Services	15,327.00	106,489.00	92,229.35	14,259.65	115.46%	156,500.00
6146 · Consultants						
6146.10 · Coleman Services	0.00	10,641.62	12,020.00	-1,378.38	88.53%	24,040.00
6146.20 · CDC - Support	2,000.00	4,700.00				
6146 · Consultants - Other	0.00	6,000.00	6,880.00	-880.00	87.21%	11,800.00
Total 6146 · Consultants	2,000.00	21,341.62	18,900.00	2,441.62	112.92%	35,840.00

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

	Jul 22	Jan - Jul 22	YTD Budget	Budget	% of Budget	Budget
6147 · Professional Fees	0.00	357.50				
6470 · Webinar Program Services	0.00	0.00	35,000.00	-35,000.00	0.0%	50,000.00
6140 · Management Services - Other	0.00	2,800.00				
Total 6140 · Management Services	17,327.00	130,988.12	146,129.35	-15,141.23	89.64%	242,340.00
6148 · Payroll						
6148.10 · Wages	7,992.50	33,769.75	59,458.35	-25,688.60	56.8%	117,500.00
6148.20 · Payroll Taxes - Federal	611.43	2,625.39	5,000.00	-2,374.61	52.51%	10,000.00
6148.30 · Payroll Taxes - State	0.00	245.01				
6148.50 · Payroll Processing Expense	0.00	280.00				
6148 · Payroll - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6148 · Payroll	8,603.93	36,920.15	64,458.35	-27,538.20	57.28%	127,500.00
6150 · Office Supplies	48.89	716.69	150.00	566.69	477.79%	250.00
6155 · Merchant Fees/Bank Chgs.	1,247.18	26,010.18	19,500.00	6,510.18	133.39%	30,000.00
6160 · Awards	0.00	5,336.14	5,000.00	336.14	106.72%	5,000.00
6165 · Printing						
6166 · Printing, copying, and administrative	0.12	35.04	1,700.00	-1,664.96	2.06%	2,000.00
6167 · Directory	4,904.00	4,904.00	10,000.00	-5,096.00	49.04%	10,000.00
6165 · Printing - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6165 · Printing	4,904.12	4,939.04	11,700.00	-6,760.96	42.21%	12,000.00
6170 · Magazine	58.00	11,046.13	17,500.00	-6,453.87	63.12%	20,000.00
6175 · Postage	15.81	244.50	1,060.00	-815.50	23.07%	2,000.00
6185 · Telephone/Bridge Calls	47.22	273.78	770.00	-496.22	35.56%	1,500.00
6190 · Web and Technology						
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	67.99	2,233.94	5,250.00	-3,016.06	42.55%	9,000.00
6190 · Web and Technology - Other	62.99	13,062.44	22,001.00	-8,938.56	59.37%	23,000.00
Total 6190 · Web and Technology	130.98	18,024.91	30,251.00	-12,226.09	59.59%	35,000.00
6200 · Travel/Staff Expenses	0.00	2,449.32	1,000.00	1,449.32	244.93%	2,000.00
6220 · Audit & Tax Filing	0.00	0.00	9,500.00	-9,500.00	0.0%	9,500.00
6230 · Insurance	0.00	2,118.00	4,000.00	-1,882.00	52.95%	4,000.00
6240 · Taxes						
6242 · Current Year Taxes	0.00	0.00	22,000.00	-22,000.00	0.0%	30,000.00
6246 · Prior Year Taxes	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6240 · Taxes	0.00	0.00	22,000.00	-22,000.00	0.0%	30,000.00
6250 · Miscellaneous	0.00	0.00	0.00	0.00	0.0%	0.00
6255 · GFOA Reception	0.00	16,198.08	20,000.00	-3,801.92	80.99%	20,000.00
6260 · Donations	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6100 · OPERATING EXPENSES	32,011.73	274,679.99	400,798.28	-126,118.29	68.53%	625,590.00
6900 · OTHER EXPENSES						
6970 · One-Time Budgeted Expenses	0.00	23,250.00	28,583.35	-5,333.35	81.34%	49,000.00
Total 6900 · OTHER EXPENSES	0.00	23,250.00	28,583.35	-5,333.35	81.34%	49,000.00
9950 · Prior Period Adjustment	0.00	4,568.50	0.00	4,568.50	100.0%	0.00
Total Expense	32,011.73	302,498.49	429,381.63	-126,883.14	70.45%	674,590.00

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

	Jul 22	Jan - Jul 22	YTD Budget	Budget	% of Budget	Budget
Net Ordinary Income	-3.20	45,425.00	-84,921.63	130,346.63	-53.49%	-244,390.00
Other Income/Expense						
Other Income						
4500 · PROGRAM REVENUES						
4502 · Sponsorships - Other						
4502.10 · Sponsorship GFOA Rec	0.00	5,000.00				
Total 4502 · Sponsorships - Other	0.00	5,000.00				
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 Scholarsh	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
Total 4503 · Contributions and Do	0.00	0.00	0.00	0.00	0.0%	0.00
4504 · Education income						
4505 · Webinar	0.00	0.00	2,600.00	-2,600.00	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, Fe	0.00	0.00	4,150.00	-4,150.00	0.0%	6,150.00
4570 · Intro to Government	-1,800.00	5,450.00	21,000.00	-15,550.00	25.95%	21,000.00
4575 · Investment Accounting	-150.00	450.00	0.00	450.00	100.0%	6,600.00
4590 · Intermediate Government /	5,800.00	50,012.50	26,075.00	23,937.50	191.8%	46,500.00
4591 · California Local Budgeting	600.00	14,100.00	13,500.00	600.00	104.44%	27,000.00
4593 · Capital Assets	9,000.00	9,000.00	3,000.00	6,000.00	300.0%	6,000.00
4594 · CMTA/CSMFO Course	0.00	0.00	0.00	0.00	0.0%	0.00
4595 · Revenue Fundamentals	1,000.00	2,600.00	10,500.00	-7,900.00	24.76%	10,500.00
4597 · Developing Supervisory Sk	0.00	0.00	0.00	0.00	0.0%	0.00
4598 · Leadership Skills	2,100.00	2,100.00	4,500.00	-2,400.00	46.67%	4,500.00
Total 4504 · Education income	16,550.00	83,712.50	85,325.00	-1,612.50	98.11%	151,075.00
8000 · Conference Revenue						
8100 · Government Registrations						
8102 · Government NonMember	0.00	13,950.00	34,210.00	-20,260.00	40.78%	34,210.00
8104 · Government Member	0.00	311,660.00	543,635.00	-231,975.00	57.33%	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 Regu	0.00	0.00	0.00	0.00	0.0%	0.00
8108 · Govt Non-Memb Daily Earl	0.00	0.00	0.00	0.00	0.0%	0.00
8109 · Govt Non-Memb-Daily-Reg	0.00	0.00	0.00	0.00	0.0%	0.00
8110 · Govt Memb - Full Conf-Ear	0.00	0.00	0.00	0.00	0.0%	0.00
8115 · Conf-Gov-Full-Norm-Mem	0.00	2,140.00	0.00	2,140.00	100.0%	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 Onsit	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 Registra	0.00	327,750.00	577,845.00	-250,095.00	56.72%	577,845.00
8200 · Commercial Registrations						
8225 · Conf-Com-Exhibitor-Addn	0.00	0.00	0.00	0.00	0.0%	0.00
8226 · Commercial Exhibitor	0.00	53,815.00	64,730.00	-10,915.00	83.14%	64,730.00

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8227 · Conf-Com-Exhibitor Daily	0.00	0.00	0.00	0.00	0.0%	0.00
8228 · Commercial NonMember	0.00	25,410.00	27,935.00	-2,525.00	90.96%	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-Ear	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-Regula	0.00	0.00	0.00	0.00	0.0%	0.00
8260 · Comm Non-Memb Daily Ea	0.00	0.00	0.00	0.00	0.0%	0.00
8265 · Comm Non-Memb Daily Re	0.00	3,420.00	0.00	3,420.00	100.0%	0.00
Total 8200 · Commercial Registra	0.00	113,953.00	125,385.00	-11,432.00	90.88%	125,385.00
8300 · Pre-Conference Registrations						
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 Registrati	0.00	13,540.00	39,000.00	-25,460.00	34.72%	39,000.00
Total 8300 · Pre-Conference Regi	0.00	13,540.00	39,000.00	-25,460.00	34.72%	39,000.00
8500 · Extra Meals						
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				
Total 8500 · Extra Meals	0.00	5,075.00	4,375.00	700.00	116.0%	4,375.00
8600 · Event Registrations						
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
Total 8600 · Event Registrations	0.00	18,725.00	18,815.00	-90.00	99.52%	18,815.00
8700 · Exhibitors Fees						
8702 · Featured Exhibitor/Sponsc	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
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 883	0.00	14,000.00	36,000.00	-22,000.00	38.89%	36,000.00
8872 · Additional Sponsorship Me	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	0.00	0.00				

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Total 8900 · Conference Miscellar	0.00	10,074.48	0.00	10,074.48	100.0%	0.00
8950 · Virtual Conference Registr	0.00	77,950.00	85,000.00	-7,050.00	91.71%	85,000.00
Total 8000 · Conference Revenue	0.00	1,011,817.48	1,418,920.00	-407,102.52	71.31%	1,418,920.00
Total 4500 · PROGRAM REVENUE	16,550.00	1,100,529.98	1,504,245.00	-403,715.02	73.16%	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	0.00	1,500.00	0.00	1,500.00	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	0.00	560.00	0.00	560.00	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	420.00	1,380.00	0.00	1,380.00	100.0%	0.00
4501.13 · Central Los Angeles	0.00	0.00	0.00	0.00	0.0%	0.00
4501.14 · South Bay (LA)	360.00	2,250.00	0.00	2,250.00	100.0%	0.00
4501.15 · Desert Mountain	0.00	0.00	0.00	0.00	0.0%	0.00
4501.16 · Orange County	0.00	980.00	0.00	980.00	100.0%	0.00
4501.17 · Inland Empire	0.00	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	1,330.00	1,330.00	0.00	1,330.00	100.0%	0.00
4501 · Chapter Income - Other	0.00	0.00	35,000.00	-35,000.00	0.0%	100,000.00
Total 4501 · Chapter Income	2,110.00	9,620.00	35,000.00	-25,380.00	27.49%	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	18,660.00	1,110,149.98	1,539,245.00	-429,095.02	72.12%	1,669,995.00
Other Expense						
6400 · PROGRAM EXPENSES						
6404 · Education Expenses						
6420 · Weekend Training						
6420.10 · Weekend Training Reim	0.00	0.00	5,000.00	-5,000.00	0.0%	25,000.00
Total 6420 · Weekend Training	0.00	0.00	5,000.00	-5,000.00	0.0%	25,000.00
6430 · Intro to Government						
6430.10 · Intro to Govt Account - I	0.00	0.00	0.00	0.00	0.0%	0.00
6430 · Intro to Government - Othe	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 Governmenta	0.00	5,500.00	0.00	5,500.00	100.0%	15,250.00
6491 · CA Local Budgeting Expen	0.00	3,000.00	10,000.00	-7,000.00	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 Exp	0.00	0.00	0.00	0.00	0.0%	3,500.00

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6598 · Leadership Skills	0.00	0.00	0.00	0.00	0.0%	2,000.00
Total 6404 · Education Expenses	0.00	8,500.00	20,500.00	-12,000.00	41.46%	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-Exhibito	0.00	21,455.72	40,000.00	-18,544.28	53.64%	40,000.00
9138 · Wednesday-Beverage-Exhi	0.00	8,966.15	20,000.00	-11,033.85	44.83%	20,000.00
9140 · Thursday-Breakfast-Chapt	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 &	0.00	25,351.52	34,000.00	-8,648.48	74.56%	34,000.00
9220 · Entertain-Transport-Decor	0.00	3,346.88	10,974.00	-7,627.12	30.5%	10,974.00
9250 · Pres Dinner-Out of State G	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	-525.28	0.00	-525.28	100.0%	0.00
Total 9300 · Hosted Event	0.00	149,886.49	184,633.00	-34,746.51	81.18%	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-Lodgin	0.00	5,057.46	9,125.00	-4,067.54	55.42%	9,125.00
9430 · Speaker-Expenses-Transp	0.00	0.00	0.00	0.00	0.0%	0.00
9445 · Speaker-Expenses-Misc	0.00	21.69				
Total 9400 · Meetings and Trainin	0.00	47,579.15	55,625.00	-8,045.85	85.54%	55,625.00
9450 · Comps						
9460 · Other Guests Lodging (OO	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
Total 9450 · Comps	0.00	4,872.01	12,396.00	-7,523.99	39.3%	12,396.00
9475 · Meetings						

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9476 · Audio Visual and Lighting	0.00	185,395.75	185,251.00	144.75	100.08%	185,251.00
9477 · Virtual Platform	0.00	41,135.00	39,385.00	1,750.00	104.44%	39,385.00
9478 · General Session - Addl' pr	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 Cc	0.00	125.00	500.00	-375.00	25.0%	500.00
9475 · Meetings - Other	0.00	7,159.91				
Total 9475 · Meetings	0.00	335,384.64	324,520.00	10,864.64	103.35%	324,520.00
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
Total 9490 · Pre-Conference Work	0.00	1,716.46	4,050.00	-2,333.54	42.38%	4,050.00
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	7,401.00	7,401.00	0.00	100.0%	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	4,886.28	16,075.00	-11,188.72	30.4%	16,075.00
9599 · Exhibits-Other	0.00	0.00	0.00	0.00	0.0%	0.00
9500 · Exhibits - Other	0.00	0.00				
Total 9500 · Exhibits	0.00	38,001.67	43,461.00	-5,459.33	87.44%	43,461.00
9600 · Entertainment/Gifts						
9610 · Conference Gifts/Attendee	0.00	59,927.62	57,000.00	2,927.62	105.14%	57,000.00
9620 · Speaker/Board/Committee	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
Total 9600 · Entertainment/Gifts	0.00	65,167.78	64,875.00	292.78	100.45%	64,875.00
9700 · Other Activities						
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
Total 9700 · Other Activities	0.00	17,498.86	20,308.00	-2,809.14	86.17%	20,308.00
9800 · Administration - Conference						
9805 · Conference Marketing	0.00	239.37	1,500.00	-1,260.63	15.96%	1,500.00
9810 · Conference Contract Servi	0.00	74,157.52	77,380.00	-3,222.48	95.84%	77,380.00
9815 · Printing/Copy/Conference	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	0.00	318.15	650.00	-331.85	48.95%	650.00
9840 · Postage & Shipping	0.00	780.66	200.00	580.66	390.33%	200.00
9875 · Signage	0.00	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 Ex	0.00	7,174.39	15,208.00	-8,033.61	47.18%	15,208.00
9895 · Staff Exp Inc. Lodging & Ti	0.00	13,288.16	13,784.00	-495.84	96.4%	13,784.00
9800 · Administration - Conferenc	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9800 · Administration - Conf	0.00	106,341.20	120,822.00	-14,480.80	88.02%	120,822.00

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9000 · Conference Expenses - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9000 · Conference Expenses	0.00	1,112,845.15	1,406,554.00	-293,708.85	79.12%	1,406,554.00
Total 6400 · PROGRAM EXPENSE	0.00	1,121,345.15	1,427,054.00	-305,708.85	78.58%	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	1,132.12	0.00	1,132.12	100.0%	0.00
6401.14 · South Bay (LA)	500.00	897.96				
6401.16 · Orange County	0.00	2,307.50	0.00	2,307.50	100.0%	0.00
6401.17 · Inland Empire	2,500.00	3,434.38	0.00	3,434.38	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	35,000.00	-35,000.00	0.0%	100,000.00
Total 6401.79 · Current Year Chapter Expenses	3,000.00	7,889.92	35,000.00	-27,110.08	22.54%	100,000.00
6401.89 · Prior Year Chapter Income/Expenses						
6401.57 · Prior Period Peninsula	0.00	0.00	0.00	0.00	0.0%	0.00
6401.58 · Prior Period Monterey Bay	0.00	0.00	0.00	0.00	0.0%	0.00
6401.61 · Prior Period Channel Islands	0.00	0.00	0.00	0.00	0.0%	0.00
6401.62 · Prior Period San Gabriel Valley	0.00	0.00	0.00	0.00	0.0%	0.00
6401.63 · Prior Period Central LA	0.00	0.00	0.00	0.00	0.0%	0.00
6401.66 · Prior Period Orange	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6401.89 · Prior Year Chapter Income/Expenses	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6401 · Chapter Expenses	3,000.00	7,889.92	35,000.00	-27,110.08	22.54%	100,000.00
Total Other Expense	3,000.00	1,129,235.07	1,462,054.00	-332,818.93	77.24%	1,570,804.00
Net Other Income	15,660.00	-19,085.09	77,191.00	-96,276.09	-24.73%	99,191.00
Net Income	15,656.80	26,339.91	-7,730.63	34,070.54	-340.72%	-145,199.00

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

	Jan - Jul 22	Jan - Jul 21	\$ Change
Ordinary Income/Expense			
Income			
4000 · OPERATING REVENUES			
4100 · Membership Dues			
4110 · Dues - Municipal	162,130.00	190,420.00	-28,290.00
4115 · Dues NewMem-Municipal	0.00	0.00	0.00
4120 · Dues - Other Gov	3,200.00	4,050.00	-850.00
4130 · Dues - Commercial	34,870.00	44,420.00	-9,550.00
4140 · Dues - Retired	820.00	1,140.00	-320.00
4150 · Dues - Education	0.00	0.00	0.00
4100 · Membership Dues - Other	0.00	0.00	0.00
Total 4100 · Membership Dues	201,020.00	240,030.00	-39,010.00
4200 · Interest Income	2,178.49	3,461.01	-1,282.52
4302 · Magazine Advertising	4,275.00	12,475.00	-8,200.00
4303 · Job Board Post - Member	138,250.00	105,850.00	32,400.00
4490 · Budget Awards	2,200.00	1,900.00	300.00
Total 4000 · OPERATING REVENUES	347,923.49	363,716.01	-15,792.52
Total Income	347,923.49	363,716.01	-15,792.52
Gross Profit	347,923.49	363,716.01	-15,792.52
Expense			
6100 · OPERATING EXPENSES			
6105 · Marketing/Membership	5,603.67	9,695.22	-4,091.55
6106 · Storage Expense	29.08	506.61	-477.53
6110 · President's Expense			
6111 · Presidents CSMFO- Gifts	88.15	2,826.93	-2,738.78
6110 · President's Expense - Other	8,769.45	710.00	8,059.45
Total 6110 · President's Expense	8,857.60	3,536.93	5,320.67
6115 · Board of Directors			
6116 · Board Meeting Expenses	4,924.60	0.00	4,924.60
Total 6115 · Board of Directors	4,924.60	0.00	4,924.60
6125 · Board Planning Session-Retreat	0.00	355.95	-355.95
6140 · Management Services			
6143 · Management Services	106,489.00	105,538.86	950.14
6146 · Consultants			
6146.10 · Coleman Services	10,641.62	16,678.90	-6,037.28
6146.20 · CDC - Support	4,700.00	0.00	4,700.00
6146 · Consultants - Other	6,000.00	6,900.00	-900.00
Total 6146 · Consultants	21,341.62	23,578.90	-2,237.28
6147 · Professional Fees	357.50	525.00	-167.50
6470 · Webinar Program Services	0.00	13,250.00	-13,250.00
6140 · Management Services - Other	2,800.00	900.00	1,900.00
Total 6140 · Management Services	130,988.12	143,792.76	-12,804.64
6148 · Payroll			
6148.10 · Wages	33,769.75	0.00	33,769.75

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	Jan - Jul 22	Jan - Jul 21	\$ Change
6148.20 · Payroll Taxes - Federal	2,625.39	0.00	2,625.39
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	36,920.15	0.00	36,920.15
6150 · Office Supplies	716.69	9.65	707.04
6155 · Merchant Fees/Bank Chgs.	26,010.18	8,744.00	17,266.18
6160 · Awards	5,336.14	5,440.01	-103.87
6165 · Printing			
6166 · Printing, copying, and admin	35.04	55.00	-19.96
6167 · Directory	4,904.00	20,597.08	-15,693.08
Total 6165 · Printing	4,939.04	20,652.08	-15,713.04
6170 · Magazine	11,046.13	7,566.77	3,479.36
6175 · Postage	244.50	589.25	-344.75
6185 · Telephone/Bridge Calls	273.78	360.80	-87.02
6190 · Web and Technology			
6191 · DataBase Expense	228.53	0.00	228.53
6192 · Web site	2,500.00	3,063.45	-563.45
6195 · Web Site Hosting Fee	2,233.94	6,747.20	-4,513.26
6190 · Web and Technology - Other	13,062.44	12,171.64	890.80
Total 6190 · Web and Technology	18,024.91	21,982.29	-3,957.38
6200 · Travel/Staff Expenses	2,449.32	0.00	2,449.32
6220 · Audit & Tax Filing	0.00	8,000.00	-8,000.00
6230 · Insurance	2,118.00	3,140.22	-1,022.22
6240 · Taxes			
6242 · Current Year Taxes	0.00	10,380.00	-10,380.00
6246 · Prior Year Taxes	0.00	2,548.00	-2,548.00
Total 6240 · Taxes	0.00	12,928.00	-12,928.00
6255 · GFOA Reception	16,198.08	0.00	16,198.08
Total 6100 · OPERATING EXPENSES	274,679.99	247,300.54	27,379.45
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
9950 · Prior Period Adjustment	4,568.50	0.00	4,568.50
Total Expense	302,498.49	248,140.54	54,357.95
Net Ordinary Income	45,425.00	115,575.47	-70,150.47
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

California Society of Municipal Finance Officers
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	Jan - Jul 22	Jan - Jul 21	\$ Change
4540 · Fundamentals of Rates, Fees	0.00	16,650.00	-16,650.00
4570 · Intro to Government	5,450.00	20,925.00	-15,475.00
4575 · Investment Accounting	450.00	6,450.00	-6,000.00
4590 · Intermediate Government Acct	50,012.50	32,731.00	17,281.50
4591 · California Local Budgeting	14,100.00	13,050.00	1,050.00
4593 · Capital Assets	9,000.00	0.00	9,000.00
4595 · Revenue Fundamentals	2,600.00	0.00	2,600.00
4598 · Leadership Skills	2,100.00	0.00	2,100.00
Total 4504 · Education income	83,712.50	92,429.00	-8,716.50
8000 · Conference Revenue			
8100 · Government Registrations			
8102 · Government NonMember	13,950.00	0.00	13,950.00
8104 · Government Member	311,660.00	0.00	311,660.00
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	327,750.00	166,050.00	161,700.00
8200 · Commercial Registrations			
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	25,410.00	0.00	25,410.00
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
Total 8200 · Commercial Registrations	113,953.00	24,000.00	89,953.00
8300 · Pre-Conference Registrations			
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
Total 8300 · Pre-Conference Registrations	13,540.00	16,055.00	-2,515.00
8500 · Extra Meals			
8565 · Hosted Evening Event	0.00	0.00	0.00
8500 · Extra Meals - Other	5,075.00	0.00	5,075.00
Total 8500 · Extra Meals	5,075.00	0.00	5,075.00
8600 · Event Registrations			
8610 · Golf	18,340.00	0.00	18,340.00
8630 · Pickleball/Tennis	385.00	0.00	385.00
Total 8600 · Event Registrations	18,725.00	0.00	18,725.00
8700 · Exhibitors Fees			
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

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	Jan - Jul 22	Jan - Jul 21	\$ Change
8725 · Silver Package	40,625.00	0.00	40,625.00
8735 · Diamond Package	90,000.00	0.00	90,000.00
Total 8700 · Exhibitors Fees	425,687.50	167,500.00	258,187.50
8800 · Sponsorships			
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
Total 8800 · Sponsorships	19,062.50	36,500.00	-17,437.50
8900 · Conference Miscellaneous			
8915 · Hotel Rebate	10,074.48	0.00	10,074.48
8900 · Conference Miscellaneous - Other	0.00	0.00	0.00
Total 8900 · Conference Miscellaneous	10,074.48	0.00	10,074.48
8950 · Virtual Conference Registration	77,950.00	0.00	77,950.00
Total 8000 · Conference Revenue	1,011,817.48	410,105.00	601,712.48
Total 4500 · PROGRAM REVENUES	1,100,529.98	504,734.00	595,795.98
4501 · Chapter Income			
4501.03 · North Coast	1,500.00	0.00	1,500.00
4501.04 · Sacramento Valley	400.00	0.00	400.00
4501.09 · South San Joaquin	560.00	0.00	560.00
4501.12 · San Gabriel Valley	1,380.00	0.00	1,380.00
4501.14 · South Bay (LA)	2,250.00	0.00	2,250.00
4501.16 · Orange County	980.00	0.00	980.00
4501.17 · Inland Empire	1,220.00	40.00	1,180.00
4501.19 · San Diego County	1,330.00	0.00	1,330.00
Total 4501 · Chapter Income	9,620.00	40.00	9,580.00
49910 · Unidentified Transactions	0.00	0.00	0.00
Total Other Income	1,110,149.98	504,774.00	605,375.98
Other Expense			
6400 · PROGRAM EXPENSES			
6404 · Education Expenses			
6430 · Intro to Government			
6430.10 · Intro to Govt Account - Reimbur	0.00	2,000.00	-2,000.00
Total 6430 · Intro to Government	0.00	2,000.00	-2,000.00
6480 · Intermediate Governmental Acct.	5,500.00	10,000.00	-4,500.00
6491 · CA Local Budgeting Expense	3,000.00	1,950.00	1,050.00
6494 · Webinar Expenses	0.00	1,000.00	-1,000.00
6595 · Revenue Fundamental	0.00	750.00	-750.00
Total 6404 · Education Expenses	8,500.00	15,700.00	-7,200.00
9000 · Conference Expenses			
9100 · Food & Beverage			
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 Receipt	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

California Society of Municipal Finance Officers
Statement of Financial Income and Expense
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	Jan - Jul 22	Jan - Jul 21	\$ Change
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
Total 9100 · Food & Beverage	312,921.20	0.00	312,921.20
9200 · President's Dinners			
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
Total 9200 · President's Dinners	33,475.69	0.00	33,475.69
9300 · Hosted Event			
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	-525.28	0.00	-525.28
Total 9300 · Hosted Event	149,886.49	16,300.00	133,586.49
9400 · Meetings and Training			
9410 · Speakers-Honorarium	42,500.00	30,400.00	12,100.00
9420 · Speaker-Expenses-Lodging	5,057.46	0.00	5,057.46
9445 · Speaker-Expenses-Misc	21.69	0.00	21.69
Total 9400 · Meetings and Training	47,579.15	30,400.00	17,179.15
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
Total 9450 · Comps	4,872.01	0.00	4,872.01
9475 · Meetings			
9476 · Audio Visual and Lighting	185,395.75	0.00	185,395.75
9477 · Virtual Platform	41,135.00	82,709.00	-41,574.00
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
Total 9475 · Meetings	335,384.64	82,709.00	252,675.64
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
Total 9490 · Pre-Conference Workshop	1,716.46	300.00	1,416.46

California Society of Municipal Finance Officers
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	Jan - Jul 22	Jan - Jul 21	\$ Change
9500 · Exhibits			
9510 · Decorator Booth Fee	23,361.95	0.00	23,361.95
9530 · Meeting space Additions	7,401.00	0.00	7,401.00
9540 · Security	955.00	0.00	955.00
9545 · Exhibit hall game	1,397.44	0.00	1,397.44
9550 · Sponsor Branded Items	4,886.28	0.00	4,886.28
9500 · Exhibits - Other	0.00	0.00	0.00
Total 9500 · Exhibits	38,001.67	0.00	38,001.67
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
Total 9600 · Entertainment/Gifts	65,167.78	4,814.54	60,353.24
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
Total 9700 · Other Activities	17,498.86	0.00	17,498.86
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	780.66	3,685.67	-2,905.01
9875 · Signage	4,995.79	0.00	4,995.79
9880 · Bank Merchant Fees	0.00	14,902.50	-14,902.50
9890 · Conference Committee Expenses	7,174.39	15,193.90	-8,019.51
9895 · Staff Exp Inc. Lodging & Travel	13,288.16	0.00	13,288.16
Total 9800 · Administration - Conference	106,341.20	112,539.59	-6,198.39
9000 · Conference Expenses - Other	0.00	0.00	0.00
Total 9000 · Conference Expenses	1,112,845.15	247,063.13	865,782.02
Total 6400 · PROGRAM EXPENSES	1,121,345.15	262,763.13	858,582.02
6401 · Chapter Expenses			
6401.79 · Current Year Chapter Expenses			
6401.09 · South San Joaquin	117.96	225.00	-107.04
6401.12 · San Gabriel Valley	1,132.12	0.00	1,132.12
6401.14 · South Bay (LA)	897.96	0.00	897.96
6401.16 · Orange County	2,307.50	0.00	2,307.50
6401.17 · Inland Empire	3,434.38	0.00	3,434.38
Total 6401.79 · Current Year Chapter Expenses	7,889.92	225.00	7,664.92
Total 6401 · Chapter Expenses	7,889.92	225.00	7,664.92
Total Other Expense	1,129,235.07	262,988.13	866,246.94
Net Other Income	-19,085.09	241,785.87	-260,870.96
Net Income	26,339.91	357,361.34	-331,021.43

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

	Inland Empire	North Coast	Orange County	Sacramento Valley	San Diego	San Gabriel Valley	South San Joaquin Valley
	(Chapters)	(Chapters)	(Chapters)	(Chapters)	(Chapters)	(Chapters)	(Chapters)
Other Income/Expense							
Other Income							
4501 · Chapter Income							
4501.03 · North Coast	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00
4501.04 · Sacramento Valley	0.00	0.00	0.00	400.00	0.00	0.00	0.00
4501.09 · South San Joaquin	0.00	0.00	0.00	0.00	0.00	0.00	560.00
4501.12 · San Gabriel Valley	0.00	0.00	0.00	0.00	0.00	1,380.00	0.00
4501.14 · South Bay (LA)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4501.16 · Orange County	0.00	0.00	980.00	0.00	0.00	0.00	0.00
4501.17 · Inland Empire	1,220.00	0.00	0.00	0.00	0.00	0.00	0.00
4501.19 · San Diego County	0.00	0.00	0.00	0.00	1,330.00	0.00	0.00
Total 4501 · Chapter Income	1,220.00	1,500.00	980.00	400.00	1,330.00	1,380.00	560.00
Total Other Income	1,220.00	1,500.00	980.00	400.00	1,330.00	1,380.00	560.00
Other Expense							
6401 · Chapter Expenses							
6401.79 · Current Year Chapter Expenses	3,434.38	0.00	2,307.50	0.00	0.00	1,132.12	117.96
Total 6401 · Chapter Expenses	3,434.38	0.00	2,307.50	0.00	0.00	1,132.12	117.96
Total Other Expense	3,434.38	0.00	2,307.50	0.00	0.00	1,132.12	117.96
Net Other Income	-2,214.38	1,500.00	-1,327.50	400.00	1,330.00	247.88	442.04
Net Income	-2,214.38	1,500.00	-1,327.50	400.00	1,330.00	247.88	442.04

California Society of Municipal Finance Officers
Chapter Income and Expense
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	SouthBay (LA)	Total Chapters	TOTAL
(Chapters)			
Other Income/Expense			
Other Income			
4501 · Chapter Income			
4501.03 · North Coast	0.00	1,500.00	1,500.00
4501.04 · Sacramento Valley	0.00	400.00	400.00
4501.09 · South San Joaquin	0.00	560.00	560.00
4501.12 · San Gabriel Valley	0.00	1,380.00	1,380.00
4501.14 · South Bay (LA)	2,250.00	2,250.00	2,250.00
4501.16 · Orange County	0.00	980.00	980.00
4501.17 · Inland Empire	0.00	1,220.00	1,220.00
4501.19 · San Diego County	0.00	1,330.00	1,330.00
Total 4501 · Chapter Income	2,250.00	9,620.00	9,620.00
Total Other Income	2,250.00	9,620.00	9,620.00
Other Expense			
6401 · Chapter Expenses			
6401.79 · Current Year Chapter Expenses	897.96	7,889.92	7,889.92
Total 6401 · Chapter Expenses	897.96	7,889.92	7,889.92
Total Other Expense	897.96	7,889.92	7,889.92
Net Other Income	1,352.04	1,730.08	1,730.08
Net Income	1,352.04	1,730.08	1,730.08

California Society of Municipal Finance Officers

Check Detail

July 2022

Type	Num	Date	Name	Account	Paid Amount
Check		07/29/2022		1004 · Bank of America - 1982	
				6155 · Merchant Fees/Bank Chgs.	(15.00)
TOTAL					(15.00)
Check	ADP-June	07/12/2022	Rousseau, Jean	1004 · Bank of America - 1982	
				6148.10 · Wages	(7,992.50)
				2111 · Federal Payroll Withholdings	1,767.10
				2112 · State Payroll Withholdings	589.82
TOTAL					(5,635.58)
Check	ADP-June	07/12/2022	ADP, Inc.	1004 · Bank of America - 1982	
				2111 · Federal Payroll Withholdings	(1,767.10)
				2112 · State Payroll Withholdings	(589.82)
				6148.20 · Payroll Taxes - Federal	(611.43)
TOTAL					(2,968.35)
Bill Pmt -Check	BILLPAY	07/13/2022	Badawi & Associates	1004 · Bank of America - 1982	
Bill	1215	05/05/2022		9950 · Prior Period Adjustment	(1,000.00)
				9950 · Prior Period Adjustment	(1,000.00)
Bill	1243	07/01/2022		4570 · Intro to Government	(1,000.00)
				4570 · Intro to Government	(1,000.00)
TOTAL					(4,000.00)
Bill Pmt -Check	BILLPAY	07/13/2022	Harriet Commons {v}	1004 · Bank of America - 1982	
Bill	2022--CDC-03	07/13/2022		6146.20 · CDC - Support	(1,000.00)
				6146.20 · CDC - Support	(1,000.00)
TOTAL					(2,000.00)
Bill Pmt -Check	BILLPAY	07/13/2022	Keppler Speakers	1004 · Bank of America - 1982	

California Society of Municipal Finance Officers

Check Detail

July 2022

	Type	Num	Date	Name	Account	Paid Amount
	Bill	Contract K-1018774	07/13/2022		9410 · Speakers-Honorarium	(8,750.00)
TOTAL						(8,750.00)
	Bill Pmt -Check	BILLPAY	07/13/2022	Michael Coleman {v}	1004 · Bank of America - 1982	
	Bill	Apr-May June 2022	06/16/2022		6146.10 · Coleman Services	(5,099.00)
					6401.14 · South Bay (LA)	(397.96)
TOTAL						(5,496.96)
	Bill Pmt -Check	BILLPAY	07/13/2022	Sloan, Sakai, Yeung & Wong, LLP	1004 · Bank of America - 1982	
	Bill	48062	06/16/2022		9950 · Prior Period Adjustment	(2,568.50)
TOTAL						(2,568.50)
	Bill Pmt -Check	BILLPAY	07/13/2022	Convention Connection	1004 · Bank of America - 1982	
	Bill	A232023	07/13/2022		9410 · Speakers-Honorarium	(7,500.00)
TOTAL						(7,500.00)
	Bill Pmt -Check	BILLPAY	07/27/2022	Karla Romero {v}	1004 · Bank of America - 1982	
	Bill		07/26/2022		6116 · Board Meeting Expenses	(186.20)
TOTAL						(186.20)
	Bill Pmt -Check	BILLPAY	07/27/2022	Sierra Office Supply & Printing	1004 · Bank of America - 1982	
	Bill	3764782-0	07/22/2022		6167 · Directory	(4,477.00)
					6167 · Directory	(427.00)
TOTAL						(4,904.00)
	Check	EFT	07/02/2022		1004 · Bank of America - 1982	
					6155 · Merchant Fees/Bank Chgs.	(1,216.48)
TOTAL						(1,216.48)
	Bill Pmt -Check	7549	07/13/2022	City of Stanton - V	1004 · Bank of America - 1982	

California Society of Municipal Finance Officers

Check Detail

July 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	0000286	06/16/2022		6401.16 · Orange County	(1,320.25)
TOTAL					(1,320.25)
Bill Pmt -Check	7550	07/13/2022	Sacramento Convention Center	1004 · Bank of America - 1982	
Bill	193-65-210722023 CSM	07/13/2022		9485 · Convention/Hotel Other Costs	(24,771.00)
TOTAL					(24,771.00)
Bill Pmt -Check	7551	07/13/2022	Smith Moore and Associates, Inc.	1004 · Bank of America - 1982	
Bill	20220234	07/01/2022		6143 · Management Services	(14,627.00)
				6143 · Management Services	(700.00)
				2003 · A/P Other- SMA Conference	(4,107.69)
TOTAL					(19,434.69)
Bill Pmt -Check	7552	07/27/2022	Smith Moore and Associates, Inc.	1004 · Bank of America - 1982	
Bill	20220305	07/12/2022		6111 · Presidents CSMFO- Gifts	(30.40)
				6401.14 · South Bay (LA)	(500.00)
				6150 · Office Supplies	(30.44)
				6195 · Web Site Hosting Fee	(67.99)
				6185 · Telephone/Bridge Calls	(47.22)
				6401.17 · Inland Empire	(2,500.00)
				6190 · Web and Technology	(62.99)
				6150 · Office Supplies	(12.50)
				6175 · Postage	(13.69)
				6170 · Magazine	(58.00)
				6175 · Postage	(2.12)
				6150 · Office Supplies	(5.95)
				6166 · Printing, copying, and admin	(0.12)
TOTAL					(3,331.42)



CSMFO Executive Committee

Agenda

June 15, 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
 - 2022 Strategic Action Plan Goals
 - Exclusive Member Benefits/Preferred Member Pricing and Dues Structure
 - Weekend Training Contract and Budget Approval
 - Final 2022 Conference Results
 - CPFO Scholarships
- LMS update
- League of Cities committee appointment/s

* Responsibility of both the Executive Committee and Executive Director

- Succession planning for Michael Coleman's contract
- Relationship with the League's Fiscal Officers' Department
- Temporary housing for Marcus



CSMFO Executive Committee

Agenda

July 13, 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 August 18th Board Meeting
 - 2022 Strategic Action Plan Goals
 - Exclusive Member Benefits/Preferred Member Pricing and Dues Structure
 - SMA Survey Results
 - Executive Director's Organizational Assessment
- LMS update, August 4th core course
- Succession planning for Michael Coleman's contract
- Relationship with the League's Fiscal Officers' Department

* Responsibility of both the Executive Committee and Executive Director

- Chapter discussion in the recent Commercial Roundtable meeting



CSMFO Executive Committee

Agenda

August 9, 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 August 18th Board Meeting
 - 2022 Strategic Action Plan Goals, next step
 - Exclusive Member Benefits/Preferred Member Pricing and Dues Structure
 - Executive Director's Organizational Assessment
 - 2023 Annual Conference Board Report
 - 2026 Annual Conference Location
 - Proposed by-laws amendments
 - CSMFO's role in advocacy
 - June 2022 Financial Summary

* Responsibility of both the Executive Committee and Executive Director

- GFOA scholarships update
 - Chapter banner budget adj - consent
-
- Succession planning for Michael Coleman's contract, website
 - Audit committee process options
 - WFOA annual conference in Tacoma 9/14-16
 - Tax issue
 - Budget transfer for exhibit booth
 - Cvent and Collette Carlson contracts
 - Retention policy

CSMFO 2022 Strategic Action Plan Status Update Report							
August 2022 Board Meeting Update							
	Focus Area	Goal	Responsible Parties	Reporting Party	Target Date for Completion	Complete?	August 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	February 2022	Yes	
4	Communication and Organizational Effectiveness	Improve Communication Between Committees and Avoid Redundancy	Executive Committee Executive Director	Scott Catlett	April 2022	Yes	
5	Communication and Organizational Effectiveness	Executive Director's Organizational Assessment	Executive Director	Jean Rousseau	July 2022	Yes	To be presented at August Board meeting.
6	Communication and Organizational Effectiveness	Improve Goal Setting and Monitoring for Committees and Chapters	Executive Committee Executive Director	Scott Catlett	October 2022	Yes	The consensus from the Executive Committee and Jean is that it is appropriate for Jean to track items that need to be completed by the Committees that are not part of this Strategic Action Plan (e.g. contract renewals, invoice submittals, etc.) and to address deficiencies. The recently approved attendance policy combined with feedback from the President should address engagement concerns.
7	Unfinished Business	Chapter Meeting Consistency and Quality Control	Administration Committee	Alberto Preciado	July 2022	No	<p>Updates to the Chapter Chair handbook have largely resolved this item.</p> <p>The Administration Committee has prepared a draft evaluation, derived from the existing webinar evaluation for use at Chapter meetings. Feedback is being sought from Chapter leadership; however, a draft will be presented as part of the Administration Committee report.</p>

CSMFO 2022 Strategic Action Plan Status Update Report							
August 2022 Board Meeting Update							
	Focus Area	Goal	Responsible Parties	Reporting Party	Target Date for Completion	Complete?	August 2022 Update
8	Unfinished Business	Enhanced Communications	Communications Committee	Will Fuentes	July 2022	No	<p>Committee discussed on July 28 1) creating a Chapter Toolkit for important regular information such as Annual Conference Updates, Information about significant CSMFO initiatives, Reminders for membership renewals, Call to participate in committees and leadership. Working with David Garrison to create a professional PDF handout for Chapter Chairs that will be updated throughout the year as needed, but also contain some standard information for chapters to regularly let members know about. May also do a video at some point to play at beginning of each meeting. A draft of PDF should be done by September. 2) State of Association regular updates. Met with Jean and David on August 1 to discuss further. Jean is working on developing a quarterly update, with first one to be published in October.</p>

CSMFO 2022 Strategic Action Plan Status Update Report							
August 2022 Board Meeting Update							
	Focus Area	Goal	Responsible Parties	Reporting Party	Target Date for Completion	Complete?	August 2022 Update
9	Innovation and the Future	Evaluate Question of Advocacy	Professional Standards Committee	Jason Al-Imam	August 2022	No	The Advocacy Working Group, which is led by the Professional Standards Committee Chair and Vice Chair, plans to propose a redefined role related to advocacy for consideration at the Board meeting on August 18th.
10	Unfinished Business	Modernize Revenue Structure	Finance Committee	Margaret Moggia	October 2022	No	The Board has previously approved a distinction on the member and non-member benefits, and is set to provide additional approval and direction to the ad hoc working group to bring forth a proposed changed in rate structure. This item will be addressed at the August 18 board meeting.

CSMFO 2022 Strategic Action Plan Status Update Report							
August 2022 Board Meeting Update							
	Focus Area	Goal	Responsible Parties	Reporting Party	Target Date for Completion	Complete?	August 2022 Update
11	Unfinished Business	Succession Planning	Executive Committee Executive Director	Scott Catlett	January 2023	No	Recommended to have the incoming President meet informally with the Committee Chairs and Vice Chairs to identify new leaders and strongly consider appointing them to the Standing Committees where there may be identified succession planning issues. Additionally, schedule a breakfast and coffee session on the first day of the conference for members who are interested in volunteering for CSMFO to meet with the Executive Director and President to learn more about volunteer opportunities. The Executive Director in his attendance at Standing Committee meetings would also play a role in identifying potential new member of the leadership.
12	Unfinished Business	Engage New Agencies	Membership Committee Executive Director	Jennifer Wakeman	January 2023	No	The subcommittee will have a written Plan of Action for the September 1st Membership Committee meeting.
13	Innovation and the Future	Evaluate the Organizational Structure and By-Laws for Opportunities for Change	Ad Hoc Committee	Scott Catlett	January 2023	No	By-laws changes are on the agenda for the August Board meeting. Policies and Procedures changes will follow.

CSMFO 2022 Strategic Action Plan Status Update Report							
August 2022 Board Meeting Update							
	Focus Area	Goal	Responsible Parties	Reporting Party	Target Date for Completion	Complete?	August 2022 Update
14	Innovation and the Future	Develop a Long-Term Financial Plan	Finance Committee	Margaret Moggia	January 2023	No	With the completion of the improved financial reporting, gathering of long-term contracts and the discussion around membership due structure, the Finance Committee will focus on the development of a long term financial plan. There is also a discussion around development of new financial policies that will help guide long term financial reporting.
15	Innovation and the Future	Improve Financial Reporting	Finance Committee	Margaret Moggia	January 2023	No	The Finance Committee has prepared an Executive Summary that provides an overview of the financial reports through the June 30, 2022. This information is to be presented at the August 18 board meeting.

CSMFO 2022 Strategic Action Plan Status Update Report							
August 2022 Board Meeting Update							
	Focus Area	Goal	Responsible Parties	Reporting Party	Target Date for Completion	Complete?	August 2022 Update
16	Leadership Identification and Development	Better Engagement with Early Career Members	Ad Hoc Committee	Rich Lee	January 2023	No	<p>We've shifted away from having a focus group at the conference. This will avoid having a mixed group with the first time attendees. In addition, early career members tend to not be able to attend the conference. Instead, we will be working on questions to be posed at local chapter meetings that the group will aggregate responses and report back to the Board at the meeting on 2/3/23.</p> <p>We have solicited "up and comers" via the board community of the Knowledge Base to get sound bytes and quotes from to articulate how CSMFO has helped them in their careers. The intent is to put the quotes into a CSMFO News article and possibly a short video.</p>
17	Leadership Identification and Development	Commercial Member Involvement	Ad Hoc Committee	Marcus Pimentel	January 2023	No	<p>Committee held first meeting 7/29/22 and will meet every 3rd Friday at 11am. Initial research showed 6 of 13 associations where Commercial members had full rights and served on the Board. Additional research assigned is due Aug 19th to consider recommendations by Sept 16th towards a Dec 2022 Board recommendation.</p>

CSMFO 2022 Strategic Action Plan Status Update Report							
August 2022 Board Meeting Update							
	Focus Area	Goal	Responsible Parties	Reporting Party	Target Date for Completion	Complete?	August 2022 Update
18	Leadership Identification and Development	Define "Finance Officer" and Establish Criteria for Leadership Participation	Ad Hoc Committee	Scott Catlett	January 2023	No	Items 1 and 3 are complete. We have thoughts on #2 - what training for non-professional level staff should look like. Feedback from the Board would be helpful with a report to then come back in October, if the Board concurs with our thoughts.
19	Communication and Organizational Effectiveness	New Opportunities for Member Engagement and Communications	Career Development Committee	Nick Kurns	January 2023	No	Developing pilot "front porch forum" which will be informal gatherings for members to get information on a timely topic and build their network. Goal to hold pilot session by end of the year.
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 August 18, 2022

FROM: Scott Catlett, 2022 President and Members of the Organizational Structure & By-Laws Ad-Hoc Committee

SUBJECT: Recommended Revisions to the CSMFO By-Laws

Background:

Included within the 2022 CSMFO Strategic Action Plan “Innovation and the Future” Focus Area was a goal to evaluate CSMFO’s organizational structure and By-Laws for opportunities for change. The specific action plan for this goal included the following items:

1. Evaluate and clarify as needed:
 - Presidential powers
 - Executive Committee powers and duties
 - Value of Board Liaison positions
 - Value of League Policy Committee appointments
 - Geographic limitations on board membership and presidency
2. Evaluate By-Laws and Policies & Procedures for any other deficiencies or vague language.

The 2022 President recommended, and the Board approved, assigning this goal to an ad-hoc committee composed of the Executive Committee (Scott Catlett, Rich Lee, and Marcus Pimentel) and five Past-Presidents (Mary Bradley, John Adams, Steve Heide, Margaret Moggia, and Laura Nomura). The ad-hoc committee first convened on March 29, 2022, followed by an additional meeting on May 16, 2022. In addition to these two meetings, various ideas were shared via an online copy of the documents and email discussions. Ultimately, the ad-hoc committee determined it appropriate to present the proposed By-Laws amendments for the Board’s consideration prior to bringing forward recommended changes to the Policies and Procedures for consideration.

Proposed Changes:

The Ad-Hoc Committee worked collaboratively to clarify contradictory or vague elements of the By-Laws and to put together a list of changes that the group collectively felt were in the best interests of CSMFO. These can be broken down into three categories of proposed changes as follows:

1. Language Clarifications

- Article III, Section F – various changes to clarify what happens if an officer leaves office in the middle of their term.
- Article III, Section G – various minor changes to make duties of officers and the Executive Director consistent with current practice.
- Article IV, Section D – clarifies requirements for Chapter officers to be consistent with current practice.
- Article III, Sections D and E – removes conflicting language that both suggested members were limited to one term on the Board and that Board terms could not be immediately adjacent.
- Throughout – consistent references to CSMFO in lieu of “the association”, “the society” or “the organization” and elimination of gender-specific references.

2. Transparency / Good Governance Changes

- Article II, Section B – vests responsibility for membership determinations in the full Board instead of the Executive Committee.
- Article III, Section C – simplifies the nominating committee process to refer to specific dates instead of dates calculated backwards from the date of next Annual Conference.
- Article III, Section D – memorializes past practice to allow Board Members six months to obtain employment if they lose their government job while in office.
- Article III, Section E – sets January 1 as the date of transition for members of the leadership in lieu of the date floating with the timing of the Annual Conference.
- Article III, Section F – vests the responsibility for recommending names for filling vacancies in the Nominating Committee instead of the President or the Board.
- Article III, Section G – vests the responsibility for appointing members of ad-hoc committees in the Board, not the President.
- Article III, Section G – defines and limits the scope of responsibility of the Executive Committee.
- Article III, Section G – provides that any member of the leadership may place an item on the Board’s agenda with or without consent of the President, Executive Committee, or Executive Director.
- Article III, Section G – strengthens language regarding officers being assigned other duties by the Board to indicate that officers shall “take no

other actions nor enjoy any other powers beyond these” unless the Board has so delegated.

- Article IV, Section C – provides specific reasons why a closed session of the Board may be called rather than “for any reason”.

3. Other Recommended Changes

In addition to the changes recommended for clarity or to enhance transparency and promote good governance, the Ad-Hoc Committee recommends three proposed changes to the By-Laws for the Board’s consideration.

- Article III, Section A – indicates that an effort should be made by the Nominating Committee to maintain a balance of three northern and three southern Board Members unless it is not in the best interests of CSMFO, in which case that balance would no longer be required to be maintained.
- Article III, Section A – eliminates the requirement that the President be alternated between northern and southern members.
- Article III, Section B – provides flexibility for the Board to determine when there should be an appointed secretary, treasurer, or secretary-treasurer and allows that position to be filled by a member of the Board, the Executive Director, or any municipal member as the Board sees fit.

Next Steps:

Should the Board approve the proposed changes to the By-Laws, they will be brought before the full membership for an online election for approval. Given the timing involved, it is anticipated that the By-Laws vote can occur prior to the upcoming election for two new members of the Board and the 2024 President. The Ad-Hoc Committee will return to the Board with recommended revisions to the Policies & Procedures Manual at the October meeting following the conclusion of the election process.

Recommendations:

That the CSMFO Board of Directors:

1. Approve the proposed changes to the CSMFO By-Laws.
2. Direct the Executive Director to schedule an online election for approval of the proposed changes by the full CSMFO membership concluding no later than September 30, 2022.

CSMFO Bylaws

Article I – Name, Purpose, and Structure

Section A.

This organization shall be known as the California Society of Municipal Finance Officers, which in these by-laws shall be referred to as “CSMFO”.

Section B.

The purpose of the organization shall be to promote professional administration of government finance and to strive for the attainment of professional status of all those responsible for the conduct of the activities of the field.

Section C.

The organization may have such Chapters as may be necessary or desirable for the best conduct of meetings.

Section D.

The fiscal year shall be January 1 to December 31.

Article II – Membership and Dues

Section A. Qualifications

1. Membership shall be open to any person presently or formerly actively engaged in the field of government finance in one of the following classifications, providing no direct conflict of interest exists. A member shall be considered to be in good standing if his or her dues are paid for that membership year and his or her professional conduct adheres to the values of CSMFO.

a. Municipal member. This classification shall be open to all public employees and elected or appointed officials having responsibility for, oversight of, or engaged in, the function of government finance in any city, county, or special district in the State of California. Municipal members that cease to be employed, for whatever reason, may continue as a municipal member through the end of the membership year or until they are once again employed under the municipal membership categorization, whichever comes first. If a municipal member accepts employment outside the municipal eligibility, the member's categorization shall change effective with their first date of new employment, and all rights and privileges of the new classification shall immediately take effect. Dues for the new category will be assessed upon the beginning of the next membership year.

b. Other Government member. This classification shall be open to any person employed by a government agency that is not eligible for municipal membership.

c. Commercial member. This classification shall be open to persons not currently employed by a governmental agency whose livelihood derives principally from activities of a commercial or professional nature directly related to government finance. The board of directors may adopt other categories within the Commercial member classification. Commercial members that cease to be employed, for whatever reason, may continue as a commercial member through the end of the membership year or until they are once again employed under the commercial membership categorization, whichever comes first. If a commercial member accepts employment outside the commercial eligibility, the member's categorization shall change effective with their first date of new employment, and all rights and privileges of the new classification shall immediately take effect. Dues for the new category will be assessed upon the beginning of the next membership year.

d. Other Classifications. The board of directors may from time to time adopt through the CSMFO Policies and Procedures Manual other membership categories such as Student, Professor, Honorary, or Retired, and determine specific membership dues, if any, for each category.

Section B. Membership Determination

Any dispute involving eligibility for or classification of membership shall be resolved ~~by a unanimous vote of the president, president-elect, immediate past president and secretary-treasurer, or lacking such a unanimous vote,~~ by a two-thirds (2/3) vote of the board of directors. The Board of Directors may delegate such determination.

Section C. Dues and Assessments

1. Dues will be payable annually on a calendar year basis, and will be due January 1 of each year. Members who permit their dues to remain unpaid on March 1 shall automatically be suspended from membership until all dues are paid. Dues may be prorated at the discretion of the board of directors.
2. Dues by category shall be determined from time to time by the board of directors. No Chapter shall be authorized to collect separate dues.
3. No assessments, other than dues, may be levied except by affirmative vote of two-thirds (2/3) of municipal members in good standing. Said vote shall be taken by ballot or any other means approved by the board of directors.

Section D. Rights and Privileges

Persons of all classifications shall be accorded full rights and privileges as provided hereinafter except that only those persons in the municipal member classification shall be eligible to serve on the CSMFO board of directors, hold a leadership position on a CSMFO standing committee, or serve as a chapter leader. All members in good standing shall be accorded the right to vote, except that only municipal members shall vote on by-laws amendments.

Article III – Directors and Officers

Section A. Directors

There shall be a board of directors consisting of the president, the president-elect, the

immediate past president, and six members elected at large. Of the six members elected at large, an effort shall be made by the nominating committee to maintain balance such that three shall be from the southern portion of the state and three shall be from the northern portion. However, in years where the nominating committee determines that such balance is not in the best interests of CSMFO, more than three members may serve on the board of directors from either the northern or southern portion of the state. The position of president-elect shall be from the southern portion of the state in years when the position of president is from the northern portion. Should any matter before the board of directors create a conflict of interest, the director so conflicted shall disclose the nature and abstain from vote on the matter.

Section B. Officers

The officers of this organization shall consist of a president who shall automatically assume the office after serving one year as president-elect, a president-elect who shall be elected annually at large, the immediate past president, and a secretary-treasurer and a secretary and a treasurer who shall be elected-appointed by majority vote of the board of directors from its own membership. The offices of secretary and treasurer may be held by the same person at the discretion of the board of directors. The board of directors, by majority vote, may employ an administrative secretary-executive director in lieu of the election of appointing a secretary-treasurer secretary and a treasurer, such person to serve at the pleasure of the board and to perform all routine administrative duties that are assigned to the secretary-and treasurer elsewhere herein and necessary for the effective administration of the organization. The office(s) of secretary and treasurer may be held by a member or members of the board of directors, the Executive Director, or any municipal member in good standing.

Section C. Elections

A nominating committee shall be annually appointed by the president no less than one hundred thirty five (135) days prior to the start of the next annual conference later than August 1 of each year. The composition of the nominating committee shall be the president-elect, president, immediate past president, and up to five (5) additional past presidents. The president-elect shall chair the nominating committee. The nominating committee shall develop a slate consisting of at least one-two (12) candidates for northern California board members, one (1) candidate for southern California board member and one (1) candidate for president-elect.

A general invitation may be extended to all municipal members soliciting nominations for the positions of president-elect or board member. In addition, the nominating committee may solicit, identify or employ other methods as deemed appropriate to recruit members for nomination consideration.

The nominating committee is to report its recommendations to the secretary-treasurer/board of directors no less later than one hundred five (105) days prior to the start of the following year's annual conference October 1 of each year. The secretary-treasurer shall deliver Ballots, shall be delivered by any means approved by the board of directors, to all members not later than ninety (90) days prior to the following year's annual conference, and voting shall be open for thirty (30) days. Election results shall be reported to the board of directors no later than December 1 of each year.

Section D. Eligibility

Any municipal member in good standing is eligible for election to membership on the board of directors or for the office of president-elect. A change in membership status category will require the member of the board of directors to vacate the board position or office. In the event that a member of the board of directors is no longer eligible for municipal membership due to a change in employment status other than one that immediately results in a change of membership category, the member shall have up to six months to obtain eligible employment again before their membership on the board of directors is terminated. No member shall be eligible to serve be elected to more than one full term on the board of directors or as president-elect/president, but a former board member or officer may be recalled as outlined in Section F – Vacancies below.

Section E. Term

The ~~The~~ term of office for the president, president elect, immediate past president, and new directors shall commence on January 1. with the board of directors meeting held immediately prior to and in conjunction with the annual conference.

The ~~The~~ term of office for the president and, president elect, and immediate past president shall be for one year. The term of office of the president-elect shall be for one year at the conclusion of which said The president-elect shall assume the office of president by automatic right of succession at the conclusion of their term as president-elect.

The term of office of the directors shall be for three years, except in situations as outlined in Section F without the right of immediate succession.

Section F. Vacancies

1. If the office of president becomes vacant, the president-elect shall forthwith succeed to the balance of the unexpired term, thereafter continuing as president for ~~his or her~~ their regular one-year term.
2. If the office of president-elect becomes vacant prior to the routine election process concluding for the subsequent year, the president shall call a special election to fill the vacancy in accordance with the procedures set forth in Section C, excepting that the dates shall be adjusted to provide the earliest possible election process, and that the successful nominee shall immediately take office upon completion of the election. If the office of president-elect becomes vacant subsequently to the routine election process concluding, the incoming president-elect shall immediately begin their term in order to fill the vacancy and shall continue to serve in the new year.
3. If the office of immediate past president becomes vacant, the most recent past president who is still a municipal member in good standing and willing to serve shall assume the office of immediate past president for the balance of the unexpired term.
4. In the event that the offices of ~~the~~ president and ~~the~~ president-elect become vacant at the same time, the immediate past president shall assume the office of president for the balance of the unexpired term and shall call a special meeting of the ~~board of directors at which meeting said board shall select one of their members to serve as president~~ most recently convened nominating committee to propose new candidates for president-elect. who shall then call a special election to fill the vacancy of president-elect shall then be scheduled as soon as practicable.

5. If any director's office becomes vacant during ~~his or her~~their regular term of office, the president shall call a special meeting of the most recently convened nominating committee to propose new candidates for consideration by a majority vote of the Board of Directors. it shall be filled for the unexpired term by vote of the board of directors from a list of not more than three names submitted by the president. Members that have previously served on the board of directors are eligible to fill director vacancies, provided the remaining term of the vacancy being filled is ~~less than a full three-year term~~two years or less.

Section G. Duties of Directors, ~~and~~ Officers, and the Executive Director

1. The board of directors shall be the governing body, act on behalf of CSMFO, and set policies and administrative procedures not specifically covered in these by-laws.
2. The board of directors may establish standing or ad-hoc committees to achieve the strategic goals and business activities of CSMFO. The leadership roles of chair, vice chair, and senior advisor shall be appointed edment for one-year terms by the ~~president-elect who is to assume the president role in the upcoming conference~~incoming president each year.
3. The president, president-elect, and immediate past president shall comprise the executive committee, which shall:
 - a. Serve as the audit committee for the ~~society~~CSMFO;
 - b. Submit an annual budget for consideration by the board of directors;
 - c. Determine the agenda content and order for meetings of the board of directors, provided, however, that any member of the board of directors or standing committee chair may add an item to the agenda directly without the concurrence of the executive committee;
 - d. Advise and provide direction to the executive director, should one be employed, between meetings of the board of directors; and
 - e. Take any other actions that are in the best interests of ~~the society~~CSMFO between meetings of the board of directors that cannot in the unanimous judgment of the members of the executive committee wait for a meeting of the board of directors to be called;
 - f. Report all actions taken by the executive committee to the board of directors at its next meeting; and
 - g. Take no other actions nor enjoy any other powers beyond these unless given or assigned by majority vote of the board of directors.
4. The president shall:
 - a. Preside at all meetings of the board of directors, executive committee, and ~~meetings of the~~ general membership;
 - b. ~~Appoint the leaders of all committees created by the board of directors;~~
 - c. Represent the organization to other professional organizations;
 - d. Appoint and participate on the nominating committee; and
 - e. ~~Appoint ad hoc committees as deemed necessary; and~~
 - f. Take no other actions nor enjoy any other powers beyond these unless ~~Carry out such other duties as~~ given or assigned to ~~him/her~~them by majority vote of the board of directors.
5. The president-elect shall:
 - a. Assume the office of president as provided in Sections B and G herein;

- b. Chair the annual conference host committee and nominating committee;
 - c. Appoint the standing committee leadership roles of chair, vice chair, and senior liaison~~advisor for the subsequent year~~;
 - d. Assist the president in such a manner as shall be requested by the president;
 - e. Discharge pro tempore, the duties of the president in the president's absence; and
 - f. Take no other actions nor enjoy any other powers beyond these unless ~~Carry out such other duties as are~~ given or assigned to him/her~~them~~ by majority vote of the board of directors.
6. The immediate past president shall:
- a. Serve as the chapter chair liaison;
 - b. Participate in the nominating committee;
 - ~~c. Assist with site selection for the next upcoming annual conference;~~
 - d. Chair any board of directors meeting in the absence of the president and president-elect; and
 - e. Take no other actions nor enjoy any other powers beyond these unless ~~Carry out such other duties as are~~ given or assigned to him/her~~them~~ by majority vote of the board of directors.
7. The ~~secretary treasurer~~Executive Director, if employed, or in his/her~~their~~ absence the secretary and treasurer shall with the assistance of contractors and/or employees of ~~the society~~CSMFO:
- a. Keep a record of proceedings of meetings;
 - b. Issue notices of meetings;
 - c. Issue correspondence on behalf of ~~the organization~~societyCSMFO;
 - d. Collect all fees and dues;
 - e. Maintain the financial records for ~~the society~~CSMFO;
 - f. Render a financial statement each month ~~of~~indicating the financial status of ~~the organization~~societyCSMFO;
 - g. Control and make all disbursements of ~~the society~~CSMFO as authorized in the annual budget approved by the board of directors;
 - h. Ensure an operating budget for the subsequent year is submitted to the board of directors by calendar year end; and
 - i. With approval of the board of directors, employ a person, ~~or~~ persons, company, or companies to assist with the ~~duties of this office~~administration of ~~the society~~CSMFO.

Article IV – Meetings

Section A. Number of Meetings

1. There shall be not less than two (2) meetings of the board of directors each year.
2. There shall be at least one (1) meeting each year of the general membership, held in conjunction with the annual conference.

Section B. Quorum

1. A quorum of the board of directors shall consist of a majority of directors.
2. A quorum for conduct of business at a regular meeting shall consist of a majority of the members present at said meeting.

Section C. Closed Sessions

Closed sessions of the board of directors may be called at any time ~~and for any reason for the purposes of discussing confidential, legal, contract negotiation, or personnel matters~~ by the president or at the request of a majority of the other members of the board ~~of directors~~, provided at least twenty-four (24) hours' notice is given in writing. Any actions taken by the board of directors during a closed session will be reported during the next regular meeting of the board and recorded in meeting minutes.

Section D. Chapter Meetings

Chapter organization and meeting schedules shall be determined by the chapter membership, and each chapter shall select leaders, including ~~at a minimum, a chapter chair and vice chair~~. The leadership shall be municipal members, and shall act as the liaisons between the officers of the organization and the chapter.

Article V – Amendments

Section A. Amendments to By-Laws

Amendments to the by-laws may be made by a two-thirds (2/3) vote of the voting members by electronic means or any other means as approved by the board of directors. Notice of the amendments shall be provided to the members no less than thirty (30) days prior to voting. The voting period shall commence immediately following the thirty-day notice, and be open for a period of one (1) week.

Board Meeting August 18, 2022

To: CSMFO BOARD

Date: August 1, 2022

FROM: Marcus Pimentel, Past President, Chapter Chair liaison

SUBJECT: New Chapter Chair banners and updated Chapter Chair Handbook

RECOMMENDATION

That the Board:

- approves the order of new double sided, light weight Chapter Chair banners;
- amends the 2022 budget to allocate up to \$4,400 for design and purchase of the banners; and
- accepts the updated Chapter Chair Handbook (7/18/22)

Fiscal Impact

This action will obligate CSMFO for an estimated one-time cost of up to \$4,400 for the purchase of new chapter chair banners (\$184.39 /each before tax) and design services by SMA (billed at \$150/hour). At this upper limit, the average cost per banner would be \$220.

Background

At the 2022 conference Chapter Chair roundtable, it was determined that several chapters no longer had banners. There was also considerable interest in updating the imagery on the banners to be more reflective of a chapter meeting event, illustrate the diversity of CSMFO, as well as look for options that reduce how large and heavy the banners were for travel. Another initiative from the roundtable was to provide an update to the Chapter Chair Handbook.

Analysis

In April 2022, Barbara Arenado (City of Seal Beach, Orange County Chapter), Dawn Burns (Chino Valley Fire, Inland Empire Chapter), Debbie Rosales (Las Virgenes Municipal Water District, Channel Counties Chapter) Jennifer Pope (City of Pacific Grove, Monterey Bay Chapter) & Michelle Bannigan (City of Stanton, Orange County Chapter) from the Chapter Chair leadership volunteered to serve on a subcommittee to evaluate banner options, including size, weight, imagery with a focus on keeping costs reasonable. The committee recommended keeping the size of the banners to 7-feet tall, use a “feather” banner design, to provide the chapter chair name prominently at the top, use a consistent image for all chapters, and selecting images that represent chapter meetings and the diversity of attendees. On May 18, 2022, SMA provided a quote of \$150/hour for design work and a banner cost of \$184.39 on June 2, 2022. Based on comparable pricing, the “feather” banner is half the price to replicate the existing “pull-up retractable” banners.

The Chapter Chair leadership reviewed the design on July 18, 2022 and approved submitting this request to the Board for their August 18, 2022 meeting. It is hoped that SMA will receive the banners in time for the strategic planning session.

Although the Chapter Chair Handbook was last updated in February 2020, recent pandemic inspired changes required updates to processes, including virtual storage of chapter resources in Basecamp, CPE process, marketing, and accessing chapter communications and information within the Chapter Community of the CSMFO Knowledge Base. Another update was adding the Nov 1st due date for chapters to send to the CSMFO Executive Director their schedule of the next calendar year meetings.

ATTACHMENTS

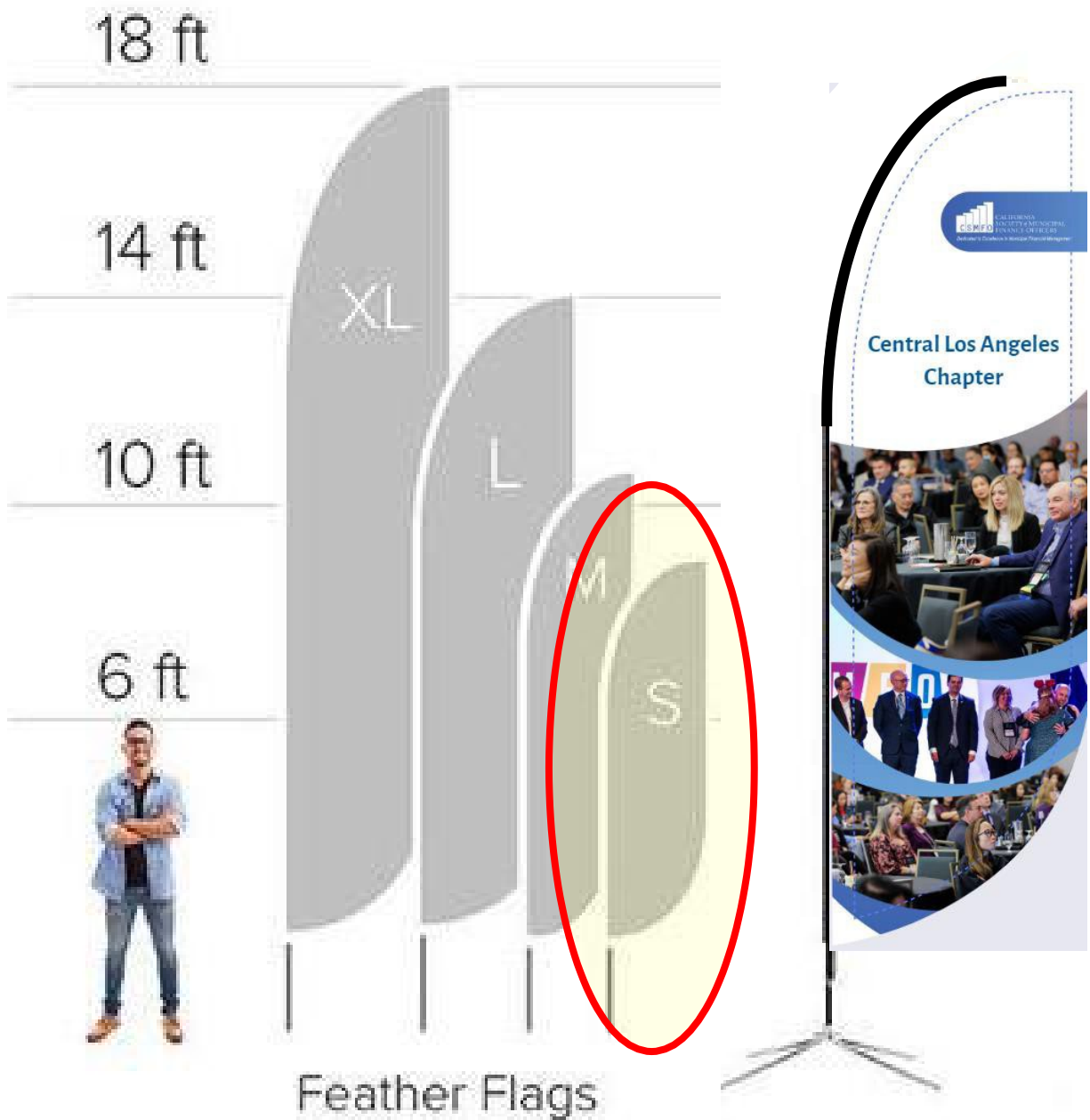
Banner proposed style & imagery

Chapter Chair Handbook (revised 7/18/22)



**Central Los Angeles
Chapter**





CHAPTER CHAIR HANDBOOK

Revised July 18, 2022

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01. Northwest Counties Chapter

02. Northeast Counties Chapter

03. North Coast Chapter

04. Sacramento Valley Chapter

05. East Bay (S.F.) Chapter

06. Central Valley Chapter

07. Peninsula Chapter

08. Monterey Bay Chapter

09. South San Joaquin Chapter

10. Central Coast Chapter

11. Channel Counties Chapter

12. San Gabriel Valley Chapter

13. Central Los Angeles Chapter

14. South Bay (L.A.) Chapter

15. Desert Mountain Chapter

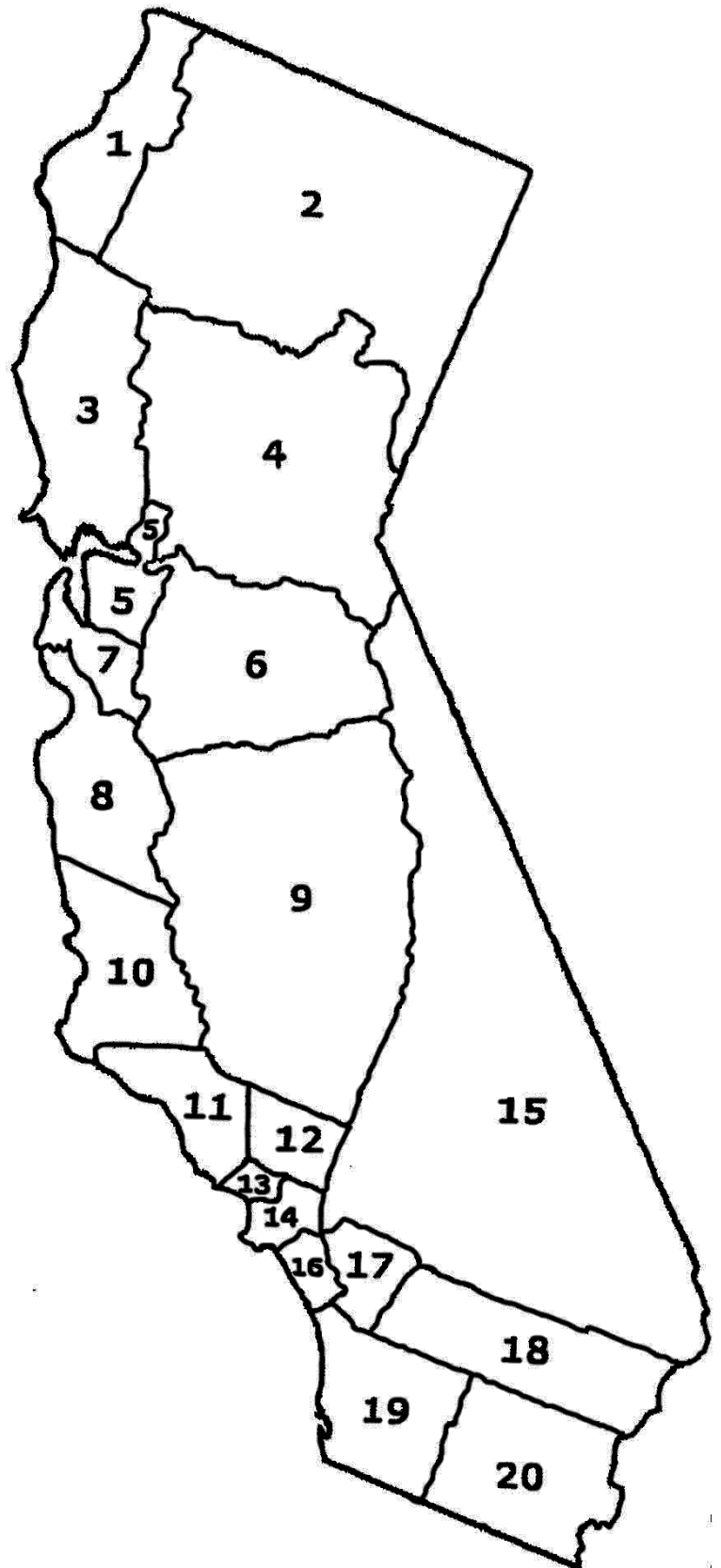
16. Orange County Chapter

17. Inland Empire Chapter

18. Coachella Valley Chapter

19. San Diego County Chapter

20. Imperial County Chapter



INTRODUCTION

Thank you for serving as a Chapter Chair or Vice Chair and being a leader in the California Society of Municipal Finance Officers (CSMFO). Your job is an important one, with certain responsibilities including scheduling recurring meetings, selecting topics and speakers, and attending Chapter Chair Leadership coordination meetings and CSMFO Board Meetings.

CSMFO Chapters across the state provide a local and regular educational opportunity where members can connect with and exchange ideas with each other on topics meaningful to their agencies. While most meetings remain virtual, we envision that Chapters will settle into a mix of virtual and in person meetings, depending on the interest of members locally.

CSMFO is committed to your success and assigns the immediate Past President to hold leadership meetings every other month, to support your needs and provide guidance. In addition, CSMFO provides administrative and meeting logistical support and can provide, as necessary financial support.

If you need support during the year, the Past President and the Board of Directors are available to provide assistance. Please feel free to use the resources we have available.

YOUR RESPONSIBILITIES & THIS HANDBOOK

Each Chair is responsible to the Board of Directors for the leadership necessary to conduct an effective program in accord with the policies and procedures of CSMFO. Chapters play an important role in the CSMFO organization. The regular meetings of each Chapter provide our membership with opportunities for personal and professional development that can only be accomplished at the local level. They also create an environment that allows the membership to grow and learn from others.

Following are the minimum responsibilities of each Chapter Chair (or Vice Chair):

1. Schedule in advance recurring chapter meetings at least twice a year and send subsequent calendar year list to Executive Director by Nov 1st.
2. Attend Chapter Chair Leadership coordination meetings (Vice Chair may replace a Chair),
3. Write an annual report of activities, generally due to Executive Director by mid-January,
4. Identify your successor,
5. Help peers see the value of joining CSMFO,
6. Attend at least two CSMFO Board Meetings,
7. Attend the annual Strategic Planning session (generally in September or October), and
8. Support the annual conference by volunteering for duties, notifying your chapter members in advance to attend Chapter events (such as meetings or chapter breakfast).

This handbook has been prepared to assist in accomplishing these responsibilities. As you use the handbook in conducting your own Chapter leadership program, please make a note of any improvements that would make the handbook more useful. *The handbook should be considered a living document maintained and improved for transmittal to the next chapter leaders.* Please send any suggestions you may have for improvements to the handbook to the CSMFO office.

Thank you for volunteering to support CSMFO and for your leadership. With your support, we can all continue to strengthen our organization to meet our vision of being the preeminent resource for promoting excellence in government finance.

PLANNING YOUR MEETINGS

Meetings should be planned well enough in advance to permit sufficient time to arrange for a meeting location, well qualified speakers and proper publicity. Topics and speakers should be chosen carefully. The five major elements, which contribute to successful and well-attended meetings, are as follows:

- Topics and speakers that are interesting
- A pleasant environment
- A current mailing list/advance notification
- Schedule of all meeting dates & times
- Consistency in place and day of meeting
- Good food at a reasonable cost

MEETING SCHEDULES

The Bylaws provide that Chapter meeting schedules shall be determined by the Chapter membership. A regular schedule of meetings for the upcoming calendar year should be established by November 1st and sent to the CSMFO Executive Director before the year starts. Most Chapters hold four to six meetings a year but no less than two per year.

Please be sure that your Chapter meetings do not conflict with other CSMFO activities. ***Always review the [CSMFO Events Master Calendar](http://www.csmfo.org) at www.csmfo.org for up-to-date listings.***

SELECTING THE TOPIC AND SPEAKERS

Topics and speakers should be chosen carefully. Select speakers who have imagination, originality, and the ability to get an idea across. To assure well-balanced programs over the course of the year, assign topics to speakers rather than allowing them to select their own.

In panel presentations, if the main speaker is to present an unbiased, informative explanation of the topic, the panel members should be selected to balance each other's opinions--pro and con.

Topics for Consideration

- Current and Pending Legislative Action
- Banking
- Generally Accepted Accounting Practices
- Compliance w/Federal and State Regulations
- Ethics
- Long-range Planning
- Disaster Recovery Planning
- Pensions
- CSMFO Programs/benefits of membership
- Budgeting
- Economic Forecasts
- Financing Capital Projects
- Inter-Agency Relations
- Hiring Employees
- Management Information Systems
- Technology and Public Finance
- Retaining or supporting workforce
- Investments

Suggested Sources of Speakers

- Finance Officers
- Attorneys
- Certified Public Accountants
- County Assessors, Tax Collectors, etc.
- College/University Professors
- Elected Officials/Legislators--State and Local
- CSMFO Board and Committee Members
- Economists
- Interesting CEOs
- City Managers
- Bankers
- Bond Counsel
- Financial Consultants
- Electronic and Print Media
- Chambers of Commerce
- City Professional Staff
- Strategic Planners
- Federal Reserve Officials

For potential topics and speakers, please see Basecamp or the Chapter Community within the CSMFO Knowledge base . Knowledge base is accessible through your CSMFO online account at www.csmfo.org.

CAVEAT: There must be **NO SALES PITCH**. As Chair, your responsibility is to make sure the presentation is informational and generic in nature. **NO COMMERCIALS!**

All meeting details should be confirmed with the speaker in writing in advance of the meeting. Provide the speaker with an idea of the type of meeting and the attendance to be expected. Ask for biographical material prior to the meeting. An outline of the speaker's presentation and/or a copy of handout material for your review prior to the meeting are also helpful.

Some Chapters have a tradition of presenting speakers with gifts to acknowledge their efforts. While this practice is not mandatory, CSMFO would like to encourage this practice.

SPONSORSHIP GUIDELINES

CSMFO acknowledges that commercial vendors are key partners in the success of our organization. The annual conference would not be possible without commercial sponsorships, and individual chapters may wish to seek commercial sponsorships to defray costs of special meetings from time to time. As such, CSMFO wishes to clarify the procedures for obtaining commercial sponsors for chapter meetings.

- 1) Chapters may request multiple sponsorships for chapter meetings, but should limit the sponsorships received from any one sponsor to no more than 50% of the estimated costs for any individual meeting.
- 2) Chapters can only seek sponsorship from each commercial entity once per calendar year.
- 3) Providing gift cards or other items to be raffled to the attendees of a chapter meeting is not considered sponsorship for the purpose of these guidelines. Raffle prizes should be less than \$50, but will allow discretion by Chapter Chair as they can work with Commercial members and sponsors of events for special purposes with advance notice.
- 4) Chapter speakers should be selected based on the value they present to the governmental members. At no times should a sponsorship be used to "pay" for the right to present at a meeting. As such, to avoid the appearance of impropriety, commercial sponsorships shall not be obtained from any company providing a speaker at that same meeting.
- 5) A sponsor may provide a short introduction and description of services for meetings they sponsor. That is not considered speaking for the purposes of these guidelines.

MEETING PREPARATION

MEETING REGISTRATION

Chapter meeting registration is provided by CSMFO staff. Meetings will be posted as events in the CSMFO database and on the CSMFO website ([Events Master Calendar](#)), allowing for online registration. Shown below is a guideline on typical key due dates. These are suggested as a best practice but can be changed based on Chapter desire.

	Site Selection & Pricing	Scheduling your meeting	Food Menu & Pricing	Registration Deadline	Audio, Visual	Refund Deadline & Food Order	Finalize Presentation Materials
In Person	10 weeks	8 weeks	3 weeks	1 week	1 week	3-5 business days	2 days
Virtual	n/a	8 weeks	n/a	24 hours	24 hours		2 days

To schedule your chapter meeting, submit your event details here: <https://www.csmfo.org/csmfo-chapter-meeting-form/>. Once submitted, a registration link will be sent back to you within 72 hours.

It is best to do this at least six (6) weeks in advance of your meeting, to allow ample online pre-registration time. Your event will be posted to the CSMFO website within 1-2 days. You will be sent the link to the online registration upon posting, for use in promoting the meeting. You will also be given a link to allow you to check registration counts directly.

In general, registration lists are not available to commercial attendees. If a chapter event is being sponsored, the Chapter Chair may at their discretion share the listing with the commercial sponsor(s).

Chapter chairs and vice chairs may receive complimentary registration to their respective chapter's meetings, in recognition of their time and effort. Presenters will receive complimentary registration for the meetings at which they speak. Chapters may provide complimentary registrations to host venues or those otherwise providing support for the meeting (up to two (2) per meeting).

Online registration will generally close one week prior to the meeting; you may request a different date if desired. Once online registration is closed, you may pull a registration list, complete with whether not payment has been received, through the admin link previously provided. A CPE certificate template for your meeting will be forwarded to you by SMA staff upon request.

After the meeting, send to the CSMFO office any checks received onsite at the meeting, along with contact information (such as a business card) for any who signed up onsite. Please make sure to note which checks are for which attendees. *NOTE: The CSMFO office cannot accept cash.*

MARKETING YOUR MEETING

Consider reaching beyond those you are already on your Chapter mailing/distribution list, such as:

- College students (community or 4-year colleges)
- Other departmental staff across local government agencies
- Finance staff in special districts or JPAs (Joint Power Authorities)

For college students, CSMFO has prioritized outreach to students through the CSMFO Student Engagement Committee. As you are setting your calendar for the coming year, please coordinate with the Student Engagement committee about opportunities to help CSMFO and, from a local perspective, help with any local internship or recruitment efforts. This could include marketing a future meeting topic relevant to students or holding an in person meeting on campus.

ONSITE MEETING ARRANGEMENTS

At least two months prior to the meeting, you should arrange the meeting place. You will need to know the following from each location:

- ✓ The room capacity
- ✓ Whether a separate room will be provided for the meal
- ✓ The price of the meal, tax and gratuity
- ✓ Room charge (if any)
- ✓ Your requirements for morning and/or afternoon refreshments
- ✓ No-host bar requirements
- ✓ Facilities for golf, tennis, racquetball or other sports if such activity is to be provided in the afternoon
- ✓ Seating arrangements (including speaker's table)
- ✓ Arrangements for slides, laptops, overhead projector, DVD/VCRs and any other audio/visual needs required by your speakers
- ✓ Registration table at door
- ✓ Percent of meals provided by restaurant more than the number guaranteed (usually 5%)

When selecting a non-traditional meeting site, please use proper discretion. *The CSMFO Board prohibits the use of CSMFO letterhead or signage to advertise events at places that may give the perception of unethical conduct (e.g., racetracks, gambling establishments, etc.).*

The Board recognizes there are a few Chapters that have traditionally met once a year at such places. The Board does not want to disallow such meetings nor do they want to dictate exactly what is or is not appropriate. However, the Board feels strongly enough about the issue that CSMFO will not officially endorse such meetings by use of its letterhead. The Board, therefore, encourages each Chapter Chair to use their own best judgment in making decisions regarding meeting places. If you feel you need further clarification or direction, please call your designated Board Director.

After the meeting place has been selected, get a written confirmation from the facility of the date and time of the meeting, menus, cost, room capacity and, in general, all the items you have discussed with them by phone. They will usually require a deposit. The meal price will be an important factor. It should be neither too high nor too low.

Consideration should be given to rotating scheduled Chapter meetings to various host agencies within the chapter. The host agency would schedule the program and speaker as well as coordinate the meeting location. This practice would reduce the workload of the Chapter leadership.

For deposits and payments that need to be submitted to venues, please submit information and documentation here: <https://www.csmfo.org/csmfo-chapter-payment-requests/>. The CSMFO office will then handle the payment.

REGISTRATION FEES

To determine the registration fee, you should add up the total costs listed below and divide by your anticipated attendance. You may consider charging non-member or commercial attendees a slightly higher fee for attending your meetings.

Include the following:

Lunch	_____
Tax	_____
Tip	_____
Morning and/or afternoon refreshments	_____
Room charge	_____
Minimum bar guarantee (if applicable)	_____
Postage and copy cost	_____
Speaker gift	_____
Total	_____
Anticipated paying attendance (Speakers are not charged)	_____
Fee per participant	_____

Once your Chapter has a sufficient reserve, you may create a set price for your events. It is common for any one event to finish with a cash surplus or cash shortfall depending on the final attendance and the guarantee that you must provide.

When making your guarantee, bear in mind that attendance is normally 85-90% of the total reserved. Some who reserve may not attend, and some who do not reserve may attend. If you are collecting sufficient funds at your meetings, you may be building an excess of funds.

You are not encouraged to build a significant balance of funds for your Chapter beyond a general reserve, however you can use those to pay for a speaker for a future meeting or to have a reduced or free meeting to encourage greater attendance.

NOTE: No dues may be charged by Chapters for any chapter members. CSMFO membership dues are set by the Board.

CONTINUING PROFESSION EDUCATION (CPE) REQUIREMENTS

To qualify as continuing education, presentations must meet specific standards set by the California Board of Accountancy. Essentially, a 50-minute presentation is equal to 1 CPE credit.

The California Code of Regulations regulate CPE requirements and detail what qualifies as CPE. See Title 16, Division 1, Article 12, Section 88- Programs Which Qualify). They can be viewed within the California Department of Industrial Relations website or the California Board of Accountancy regulations website here: <https://www.dca.ca.gov/cba/about-cba/regulations.shtml>.

Here are the steps for a Chapter to ensure their attendees are able to obtain CPE.

- (1) Chapter chairs indicate on their meeting information form to CSMFO staff if their meeting is eligible for CPE
- (2) An attendee must request during their registration they want CPE.
- (3) For virtual chapter meetings, attendees must actively participate in virtual polls. CSMFO staff use the polls to determine who qualifies for CPE and emails the CPE certificates to qualifying attendees.
- (4) For in person meetings, the chapter must send the sign-up sheet to CSMFO staff to identify who qualifies and requested CPE. Certificates would then be emailed out.
- (5) Certificates are generally sent out within 2 weeks of the meeting.

Those chapter meetings that are CPE eligible are marketed as such by CSMFO staff in the chapter event post and in marketing materials.

REFUNDS

After the meetings, some individuals request refunds because they were unable to attend. If you have a good registration sheet, you can probably verify this. Also, you may receive refund requests prior to the meeting from people who will be unable to attend. It is a good practice to state in the meeting notice that refunds will be given only to those individuals who advise you in advance. Generally, that is one week before the event for in-person or two to three days in advance that they will be unable to attend.

You have guaranteed attendance at the meeting, and you are depending on the members who made reservations when you submit your final attendance figures. You may have to pay the facility for your guarantee. Accordingly, you may have to refuse refunds to those people who have not given you adequate notice. However, if there are sufficient funds available, you may use your own discretion to provide a refund.

EVENT REPORTING

At the back of this handbook are event sheets. As Chair, you should fill out a sheet for each meeting you hold to help create your annual report. Record the date, location, topic, speaker, attendance, cost and fees collected. A notice of the meeting should be attached. *At the end of your term, pass this book on to your successor.* Maintenance of the event sheets for those who come after you is one of the most important things you can do for CSMFO.

THE MEETING DAY

BEFORE THE MEETING

Arrive at the facility early to make sure all is in order. You will need to set up a registration table. You will need to take the following supplies with you:

- The nametags for those who pre-registered (if you're doing nametags).
- Blank nametags and felt pens for use on the nametags (if you're doing nametags, for those not pre-registered)
- Change fund
- A list of the pre-registered individuals and whether they have prepaid or not
- CSMFO membership brochures and volunteer flyers
- Receipts for those that may request one
- If your session qualifies, CPE certificates for attendees

For Virtual meetings, coordinate with CSMFO staff to have your presenters and CSMFO staff join 30-minutes before the start of the meeting. It is important to test connections, sound quality, and screen sharing. If you are doing a raffle using an online tool, test the website and leave it open for quick access during the meeting.

STARTING A MEETING

You will Chair the meeting. You may find yourself a “rover” or “gofer” while at the meeting, taking care of last-minute details. If possible, delegate this to someone else. Be sure to document who attended, and, for CPE eligibility, may need to have attendees sign in. For the presentations, prepare a few questions to ask to stimulate engagement between the presenters and audience.

For virtual meetings, ask attendees to turn on their camera but mute their microphones during a presentation. Use the chat feature to remind attendees of this. And designate someone to watch for anyone who has virtually raised their hand to ask a question and to monitor the chat for other questions.

THE AGENDA

A neatly formatted, well-spaced agenda will serve as an aid in keeping the meeting events orderly, and it will be useful from the standpoint of timing. Besides serving as a guide to the order of business or events, an agenda may include the Chair's notes, in appropriate order, with reference to comments about the speaker and introductions.

Introductions

An introduction should be short. It should be interesting, appropriate and adequate, but still short. A good speech introduction might include: Why this speaker--at this time--to this audience?

Adjournment

Close the meeting with an announcement of the next meeting; an expression of appreciation to all those who have been present; a hope that they have enjoyed themselves; thank the speakers, and, if elections are to be held at the next meeting, announce them.

AFTER THE MEETING

The facility operator will ask you to sign the bill at the time of the meeting (even though you may be able to pay it later by check). Verify the number of people attending, the unit price, the extensions and the additions on this ticket before you sign it. You may wish to count the number of people at the luncheon after they are seated.

You may set up payment for the venue by emailing in advance CSMFO staff, or you may handle it personally. If you handle it personally, please submit your reimbursement request to the CSMFO office after the meeting, complete with receipt and information to whom to make the check payable, within sixty (60) days of the event.

CHAPTER BUDGETING & ACCOUNTING

Chapters are responsible for developing and managing their budgeting and financial results within the course of their meetings. Chapters should set their event pricing at enough to build a 10% reserve balance of their annual costs or up to 50% of the cost of a single event.

Chapters can pay for costs upfront and request a reimbursement, or ask CSMFO to pay vendors directly. If a Chapter does not have sufficient balances to pay upfront for an event, they should contact in advance CSMFO staff.

The CSMFO Board sets aside a minimum of \$500 per chapter annually in the operational budget to assist with chapter expenses. Requests can be emailed and sent to the Executive Director and Past President. Requests more than \$500 for any one chapter in any given year will be forwarded to the CSMFO Executive Director or a member of the Executive Committee for review and possible approval. Chapters should utilize their existing chapter funds for most of their expenses, and request assistance from CSMFO only in the case of a fund balance shortfall.

The CSMFO office is responsible for handling all Chapter accounting. Registration income is received by the CSMFO office, and is coded to your Chapter income. Likewise, all Chapter expenses should be run through the CSMFO office. To request a check or credit card payment from CSMFO, please email CSMFO staff. Please allow a 3-week turnaround on all check requests.

Chapter financial reports will be included in each packet disseminated for CSMFO Board of Directors meetings. This will be a profit & loss report specific to each Chapter. The Statement of Net Assets will show your Chapter's fund balance. To determine your Chapter's fund balance at any given time, simply add the net income from your Chapter's profit & loss report to the fund balance as listed on the Statement of Net Assets.

CONNECTING WITH CHAIRS & MEMBERS

There is a group email just for [Chapter leaders](mailto:chapterchairs@csmfo.org) (chapterchairs@csmfo.org) and a group email for each of the individual Chapters. This is replicated in the CSMFO Knowledge base accessible through your [CSMFO online account](http://www.csmfo.org) (www.csmfo.org).

Chapter leaders are encouraged to use these groups to connect with other chapter leadership (such as speaking topic or meeting tips) and to keep chapter members up-to-date on the latest happenings.

Chapter leaders will be notified of Board meeting and Chapter conference calls using these distribution lists.

The individual Chapter lists/knowledge base may be used to post meeting notices and changes, send inquiries to local members and post updates on local issues. These listservs are for you and your Chapter to use as a valuable communication tool to keep each other informed on regional financial news, reviews and events. Use this listserv in any way you find helpful. You will want members to observe standard e-mail use guidelines as a courtesy to others and to encourage members to join and participate. To make the list most effective, you will want to publicize the group list at your Chapter meetings and in your mailing notices. The more members on the list, the greater the opportunity to share local news.

Now the important part - how to join! Just like the CSMFO general members group list, you may subscribe directly from within your [CSMFO online account](http://www.csmfo.org). As a Chapter Chair, you may also add individuals to the list manually. In addition, CSMFO will distribute a "New Member" listing for each chapter on a regular basis. Chapter Chairs are encouraged to reach out and invite the new member to the next meeting.

To send a message to your Chapter, address it to the "name of chapter@csmfo.org" (for example: central-coast@csmfo.org). The Chapter names are listed below:

central-coast	desert-mountain	north-coast	sacramento-valley
central-la	east-bay-sf	northeast-counties	san-diego-county
central-valley	imperial-county	northwest-counties	san-gabriel-valley
channel-counties	inland-empire	orange-county	south-bay
coachella-valley	monterey-bay	peninsula	south-san-joaquin

For questions about the use of the listservs/knowledge base, please contact CSMFO staff.

CSMFONEWS

The [CSMFO News](#) is intended to be a grassroots publication for information, input, articles, news clips, job changes, Chapter highlights, etc. coming from members across the state. The News is only as successful as individual members make it. Therefore, we hope you will be proactive in soliciting articles from your Chapter or submitting articles on upcoming meetings or to share what you learned from a presenter across all CSMFO.

It is easy to find a topic, simply remember that ***if it interests you, it's going to interest other members***. Maybe you could write about a local ballot measure or State regulation that's getting a lot of attention in your Chapter, or a project you've taken on that's interesting. Please coordinate submissions through the Communications Committee Chair.

ONLINE CHAPTER INFORMATION

Each Chapter has a [CSMFO Chapter online site](#). The section contains a brief summary of the Chapter and its regular activity, a list of Chapter contacts, and a link to join a Chapter's mailing list.

There is also a Chapter Resource area within Basecamp where this handbook is located or the CSMFO Chapter Chair within the Knowledge base,. There are also meeting ideas and past presentation information posted by all Chapters. Please review the contents and contact staff with revisions and updates.

SPECIAL MEMBER AWARDS OR RECOGNITION

On occasion, you may want to verbally recognize certain Chapter members during your Chapter meetings for accomplishments they have made in their own agencies, awards they have received through CSMFO or other associations, or milestones they have reached in their career, such as job promotions or retirement. This recognition is initiated at the Chapter level so consider creating time at the beginning of each meeting for such announcements or to remind members to contact you in advance with notice of such an accomplishment.

Special certificates of appreciation are also available to recognize those who have demonstrated long-term commitment to municipal finance and membership in CSMFO (20 years is the suggested benchmark). Such awards are generally given at retirement. The certificates can be obtained by contacting CSMFO staff at least three weeks in advance of the meeting. *Any Chapter Chair wishing to award a certificate of appreciation must first receive approval by the Executive Director or President.*

RESPONSIBILITIES FOR CHAPTER LEADERS

Following are the minimum responsibilities of each Chapter Chair (or Vice Chair):

1. Schedule in advance recurring chapter meetings at least twice a year and send subsequent calendar year list to Executive Director by Nov 1st,
2. Attend each Chapter Chair Leadership coordination meeting (Vice Chair may replace a Chair),
3. Write an annual report of your activities, generally due to the Executive Director by mid-January,
4. Identify your successor,
5. Help peers see the value of joining CSMFO,
6. Attend at least two CSMFO Board Meetings,
7. Attend the annual Strategic Planning session (generally in September or October), and
8. Support the annual conference by volunteering for duties, notifying your chapter members in advance to attend Chapter events (such as meetings or chapter breakfast).

Chapter Chair Leadership Coordination

Per Board policy, at least one Chapter Chair or Vice Chair from each Chapter are required to participate in Chapter Chair leadership coordination meetings, led by the Past President (unless excused by providing 24-hour notice to the Past President). These meetings are an opportunity to share meeting strategies, discuss organizational issues and communicate with your fellow Chapter leaders. It is encouraged that Chapter Chairs share information with each other, particularly regarding meeting dates and topics, so as not to unduly compete with other chapters.

Summary Article for The Annual Report

At the conclusion of each calendar year, you are responsible to prepare a Chapter Annual Report to summarize the events in your Chapter. This summary is generally due in early January and will be included in CSMFO's Annual Report.

A brief synopsis, maybe one or two paragraphs, is all that is required. Begin by listing your Chapter Chair and Vice Chair(s) by name, title, and agency they work at. As a best practice, highlight each meeting include speakers, topics, sponsors, and where your meetings were held. If applicable, consider including the number of attendees, acknowledging any sponsors, or thank any agencies that hosted a meeting.

Your Successor

Each Chapter should have a Chair and one or two Vice Chair(s). Terms are one year, and concurrent with the CSMFO Board terms (term begins and ends with the Annual Conference). There are no term limits for Chapter Chairs, but it is expected when the Chair steps down the Vice Chair will take their place. The Chair/Vice Chair structure was implemented by the Board of Directors as a means of easing a successor into the role of Chair.

Chapters are encouraged to hold elections annually for the position of Chair. It is recommended that elections take place at the last meeting of the calendar year. Elections may be held in whichever manner each Chapter deems most feasible (i.e., electronic, written ballot, show of hands, etc.). If a Chapter does not conduct an election, the Chapter Liaison/Past President may appoint a Chair. Vice Chair are appointed by the Chair.

Certain Chapters have experienced difficulty in developing a potential replacement. Experience has shown that many are willing to serve, yet are reluctant to volunteer. One of the primary responsibilities of a Chapter Chair is to nurture a successor. To maintain a vibrant organization, it is important to identify up-and-coming talent. Don't underestimate the power of the ask.

When you do step down as Chair and a new Chair/Vice Chair are appointed, please email CSMFO staff so that updates can be made to all applicable CSMFO documents. Please do not step down without first identifying your successor.

Membership Development

Chapters have a responsibility to CSMFO to support their peers by understanding the value of joining CSMFO. Membership applications and materials are available within the [Join CSMFO website](#), and brochures and volunteer flyers are available by request from the CSMFO office.

Special benefits of CSMFO membership include:

- heavily discounted training for the annual conference,
- discounted year-round technical training,
- access to a member only knowledgebase and learning management system,
- personal professional development through mentorship,
- personal leadership development by volunteering in CSMFO leadership roles, and
- bring prestige to your agency through any of CSMFO award programs.

See the [Join CSMFO website](#) for additional membership values.

Participate in CSMFO Board Meetings

The CSMFO Board of Directors regularly meets each year. As a Chair, you are encouraged to attend any or all Board meetings and to participate in the discussion of issues facing our organization. The in-person meetings are held at a minimum in conjunction with the Annual Conference and at the Board retreat in September/October. Review the CSMFO Master Calendar, or contact the Past President or CSMFO assigned staff for more information on exact meeting times and locations.

CSMFO CHAPTER MEETING SUMMARY (example)

MEETING

DATE

LOCATION

TOPIC

SPEAKER

ATTENDANCE

COST

FEES COLLECTED

Note: Please attach a copy of your meeting notice to the back of this sheet, and pass on all sheets to your successor.



CSMFO BOARD REPORT

DATE: August 18, 2022

FROM: Rich Lee, President Elect

SUBJECT: 2023 Annual Conference – Philanthropy, State Finance Organization Relationships, and Virtual Conference

Background:

While most of the primary components of the 2023 annual conference have been determined (conference site, featured speakers, president's dinner venue, Thursday night event venue, etc.), there are decision points that have a material financial impact on the conference budget that warrant Board input.

PHILANTHROPY

As the Board may recall, one of the primary themes for the 2023 annual conference is philanthropy. The charity working group of the host committee has selected to support three nonprofit organizations from the Sacramento region that provide basic human needs. The demand for the services provided by these nonprofit organizations has grown substantially, predicated on the homeless population in Sacramento County doubling between 2019 and 2022. Each of the selected nonprofits were rated very highly by Charity Navigator, an independent entity that reviews nonprofit organizations, which includes evaluating how efficiently the organizations utilize donations.

- **Sacramento Food Bank & Family Services** – largest nonprofit provider of basic human needs in Sacramento County. Services include clothing, food, parent education, immigration legal help, refugee support, and utility help.
- **Sacramento Loaves and Fishes** – largest homeless service provider in Sacramento. Dedicated to providing warm meals, essential survival supplies and services for nearly 1,000 adults and children daily.
- **My Sister's House** - Serves Asian and Pacific Islander and other underserved women and children impacted by domestic violence, sexual assault, and human trafficking by

providing a culturally appropriate and responsive safe haven, job training, and community services.

The fundraising goal for the 2023 annual conference is \$100,000. The strategy for meeting the fundraising goal and engaging all CSMFO stakeholders is as follows:

1. Contribution from CSMFO:
 - a. A matching contribution of \$25,000 from CSMFO, which represents its commitment to another conference theme – going green. The \$25,000 contribution is the approximate difference between what CSMFO normally spends on swag/handouts (i.e. towels, backpacks, bags, etc.) for conference attendees, and what it has budgeted for an environmentally responsible/sustainable bag for the 2023 annual conference, which will only be made available to those that opt in and participate in early bird registration.
 - b. Ten percent of all commercial sponsorship revenue will be contributed to the selected nonprofits. CSMFO has options for the administrative process for doing so. The most direct method is for the commercial sponsors to remit the full commercial sponsorship amount to CSMFO, and have SMA staff remit 10% to the selected nonprofits. Some commercial sponsors have expressed an interest in supporting nonprofits from their local area, so perhaps this flexibility can be built into the commercial sponsorship prospectus, where the default options are the selected nonprofits, but providing options for a nonprofit of their choice. Alternatively, CSMFO could use the Sacramento Region Community Foundation's GivingEdge platform to collect donations from the commercial sponsors and remit to the nonprofits. Another option for consideration is having the commercial sponsors remit the charitable contributions directly to the nonprofits. We are assuming that commercial sponsorships will be \$500,000 for the 2023 annual conference, so approximately \$50,000 in donations from commercial sponsors.

CSMFO's independent audit firm has determined that CSMFO can make donations to other nonprofit charities as a 501(c)(6) organization as long as it does not materially change CSMFO's main purpose or function as a nonprofit educational organization.

2. A fundraising competition for members to begin on October 23, 2022 and end on January 31, 2023. Arguably, CSMFO's most successful social engagement has been the step challenge. One way to engage members in the philanthropic theme is to combine the step challenge with a fundraising effort. The commencement of the step challenge on October 23, 2022 is not arbitrary. It is exactly 100 days before the start of the 2023 annual conference. If CSMFO members average 10,000 steps per day during the challenge, they will be able to achieve 1,000,000 steps. As an example of the potential fundraising effort, a member could get a donor to contribute \$1 per 10,000 steps. If the member joined the Million Step Club, the donor would contribute \$100. In the spirit of a friendly fundraising competition, we could recognize the chapter that raises the most money, as well as the individual member that raises the most money. Given that chapters vary in the number of members, we would likely evaluate on the average amount raised per member by chapter.

To lead by example, I will be donating \$1,000 of my own money through the Million Step Challenge, and I encourage CSMFO leadership to participate as well.

STATE FINANCE ORGANIZATION RELATIONSHIPS

CSMFO has existing relationships with Washington Finance Officers Association (WFOA), Oregon Government Finance Officers Association (OGFOA), and Alaska Government Finance Officers Association (AGFOA), which include providing their members with access to CSMFO's webinar series for a shared cost and having their presidents attend our annual conference. As a gesture of good will, CSMFO has historically included the following as a part of the conference experience, which is also extended to representatives from the California Municipal Treasurers Association (CMTA) and the Government Finance Officers Association (GFOA):

- Complimentary conference registration (~\$470 per person)
- Attendance at the president's dinner (~\$300 per person)
- Attendance at the out-of-state guest event (~\$200 per person)
- Gift basket (~\$150 per person)

The approximate value for each out-of-state representative is approximately \$1,120 for the 2023 annual conference. With one representative each from WFOA, OGFOA, AGFOA, CMTA, and two from GFOA (Executive Director and President), the projected cost to continue providing each of the items noted above is \$6,720. Over the past couple of years, CSMFO's collaboration with other state finance officer organizations has extended to Michigan, Colorado, and Ohio, but to date, is limited to virtual discussions about organizational administration, membership engagement, etc., and has not evolved into attendance at each other's annual conference, though that could be considered in the future if deemed valuable. The discussion before the Board is whether it wishes to continue offering the same benefits noted above or modify to help balance the budget for the 2023 annual conference (and beyond).

VIRTUAL CONFERENCE

As the Board may recall, the 2021 annual conference shifted to a virtual conference in response to health and safety restrictions and concerns related to COVID-19. While the 2022 annual conference was held in person, CSMFO permitted 150 members to shift their registration from the in person conference to the virtual conference. In total, approximately 300 members attended the virtual conference in 2022. The virtual conference was not without its challenges, which included recorded content from sessions that were unusable, or sessions that were cut short when being rebroadcast.

The discussion before the Board is whether it wishes to continue offering the virtual conference for 2022.

The merits for offering the virtual conference in 2023 include:

- Making the conference accessible to CSMFO members that would typically not attend the in person conference due to cost.
- Including CSMFO members that are immunocompromised or have health and safety concerns with an in person conference.

The merits for discontinuing the virtual conference in 2023 include:

- A broader topic for the Board to consider is whether we want to encourage members to return to the in person conference.
- With the issues from the 2022 virtual conference as context, without a virtual conference, we would not need to be concerned with whether recorded content is going to be useable, the execution of the virtual platform, and the additional cost of both.
- SMA will be querying the composition of the 2022 virtual conference attendees to validate the anecdotal statement that the virtual conference was primarily attended by early career members that would likely not have attended the in person conference due to cost.

FINANCIAL/BUDGET IMPACT

The table below summarizes the rough draft of the 2023 annual conference budget:

Virtual Conference	Philanthropy	Net Gain / (Loss) in '000s
No	No	\$30
Yes	No	\$13
Yes	Yes	(\$62)
No	Yes	(\$45)

In the conference update CSMFO News article from May 2022, I committed to calling every commercial sponsor to discuss the philanthropy theme and ask for their support. I have called approximately 80% of every commercial sponsor to date, and 100% of the commercial sponsors that I have spoken with is in support of CSMFO's philanthropic effort, which included the primary selling points that strongly resonated with them:

1. The total cash outlay to the commercial sponsor is the same as 2022 (if they stay at the same sponsorship level).
2. CSMFO is leading by example by providing a matching contribution of \$25,000.
3. CSMFO is considering for a fundraising competition for its members to generate interest and support for the nonprofits. The CSMFO President Elect is donating \$1,000 to lead by example and encourage CSMFO leaders to participate as well.

Recommendation:

Discuss the following decision points related to the 2023 annual conference and provide direction/feedback:

1. Philanthropy
 - a. \$25,000 donation to nonprofits
 - b. 10% of commercial sponsorship revenue donated to nonprofits
2. State Organization Relationships
3. Virtual Conference for 2023



CSMFO BOARD REPORT

DATE: August 18, 2022

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

SUBJECT: Municipal Member Tiered Rate Dues Structure

BACKGROUND

In November 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 organizational goals.

June Board Meeting Direction

At the Board's meeting in June 2022, on behalf of a joint subcommittee of Administration, Finance and Membership, a conceptual proposal was presented for a three-tiered municipal member rate structure. The discussion concluded with tentative Board support and a request for a clarifying report at the August 2022 Board to outline the finer points of the proposal.

DISCUSSION

Per direction received at the June Board meeting, the 2022 database was cleaned up and used as the basis to develop a more current CSMFO Membership Dues Structure Analysis, which is attached.

While the discussion at the June Board meeting centered around a three-tier municipal dues structure, after additional review and deliberation, the subcommittee is providing an additional rate structure option for the Board's consideration. Both of the options are projected to be revenue neutral, based on current municipal revenues of \$160,400.

Option A – THREE Tiers

Three-tier municipal dues structure as follows:

1. E – Executive - \$150
2. M – Mid-Level Management - \$100
3. P – Professional - \$50

Projected revenue based on current database: **\$158,750**

Municipal/Other Gov't. Membership Categories

1. Executive (E) – The executive category is for those who serve as the Senior Finance Officer, often the Finance Director or Chief Financial Officer. There should be at least one Executive membership for each agency and could have multiples when another Senior Executive has oversight like an Asst. City Manager or Asst. General Manager. For Counties, the Executive category is for Department Heads like the Treasurer-Tax Collector, Auditor-Controller, or Assessor.
2. Mid-Level Management (M) – The manager category applies for municipal finance officers who are manager or supervisors over a specific area of finance. This category includes Assistant Directors and Controllers that report to a CFO/Director. Other possible titles include: Budget Officer, Finance Administrator, Revenue Supervisor, etc.
3. Professional (P) – The professional category is for non-management/supervising positions. Could include Accountants, Analysts, Specialist, Technicians. The category is meant for early career individuals and can include positions like "Senior Accountant" if limited supervising is included.

Option B – TWO Tiers

Two-tier municipal dues structure whereby the Executive and Mid-Level Management categories would be combined into a single Management category:

1. Management (M) – Finance Officers/Management - \$120
2. Professional Staff (P) – All Others - \$55

Projected revenue based on current database: **\$160,545**

With either option, a new municipal dues structure geared toward a more favorable member rate for staff-level positions would potentially provide additional incentive for professional staff to join CSMFO, ideally earlier in their careers than might currently be

the case. In both models, we would eliminate the current 4th municipal member or more from-same-agency discount, and commercial member rates would remain unchanged. Preliminarily, either of the new rate structures would appear to be largely revenue neutral when compared with our current rate structure, assuming a similar number of member renewals to current numbers under a new structure.

Option B is being presented because it would potentially provide for ease of administration, given only two municipal member tiers which are more clearly distinct from each other.

Tracking and Reporting

At the June meeting, the Board expressed a desire to track whether or not the change in the dues structure results in the intended goal of expanding the Professional tier of membership. While there are several initiatives currently underway and singling out specific outcomes from the change in dues structure would be difficult, it was proposed that membership changes by tier could be tracked on the CSMFO Membership Count summary that is provided in the Board packet three times a year.

A sample of the updated report format is attached to this report and includes a new section at the bottom that would break-down the annual municipal membership by the proposed tiers. Instead of having this summary on the consent agenda for the first meeting of the calendar year, it may be helpful after implementation for a discussion to be held for the purpose of reviewing municipal tier counts.

The subcommittee is looking for approval from the Board on a new municipal dues structure with the intent of having it communicated to the full membership in advance of renewals being sent out for calendar year 2023.

FISCAL IMPACTS

While not likely to be significant, fiscal impacts will be determined based upon implementation and membership renewals. Implementation costs provided by SMA staff are estimated to be up to \$1,500 for one-time changes to the membership database.

RECOMMENDATION

1. It is recommended that the Board approve a new tiered municipal member rate structure consistent with either Option A or Option B, as presented above.

Attachments:

- CSMFO Membership Dues Structure Analysis
- CSMFO Membership Counts

CSMFO MEMBERSHIP DUES STRUCTURE ANALYSIS

CSMFO Membership Category	OPTION A (3 Tier Model)			
	July 2022 (New)	Propose Rate	Revenue	
<u>Government</u>				
E - Executive	444	26%	\$ 150	\$ 66,600
M - Mid-Level Management	590	35%	100	59,000
P - Professional	632	37%	50	31,600
Z - No Title (Municipal)	31	2%	50	1,550
Total	1697	100%		\$ 158,750
	OPTION B (2 Tier Model)			
	July 2022 (New)	Propose Rate	Revenue	
M - Finance Officers/Management	1034	61%	\$ 120	\$ 124,080
P - Municipal Finance Professionals	663	39%	55	36,465
Total	1,697	100%		\$ 160,545
G - Governmental	1697	87%		
CO - Commercial	178	9%	220	39,160
R- retired	41	2%	20	820
S - Student	37	2%	0	-
	1953			198,730

CURRENT Dues Revenues	YTD Jun 2022	Avg. Rate	Actual Rate
Municipal	\$ 157,250	94.52	110 or 75
Other Gov	3,150		50.00
Subtotal	160,400		
Commercial	34,100	191.57	220.00
Retired	820	20.00	20.00
Education	-		
Other	-		
	\$ 195,320		

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Accrual Basis

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

	Jun 22	Jan - Jun 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Ordinary Income/Expense						
Income						
4000 · OPERATING REVENUES						
4100 · Membership Dues						
4110 · Dues - Municipal	3,380.00	157,250.00	188,550.00	-31,300.00	83.4%	195,000.00
4115 · Dues NewMem-Municipal	0.00	0.00				
4120 · Dues - Other Gov	0.00	3,150.00	3,750.00	-600.00	84.0%	4,000.00
4130 · Dues - Commercial	1,540.00	34,100.00	48,350.00	-14,250.00	70.53%	50,000.00
4140 · Dues - Retired	0.00	820.00	1,200.00	-380.00	68.33%	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	4,920.00	195,320.00	241,850.00	-46,530.00	80.76%	250,200.00

As of July 2022

CSMFO Membership Counts

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

Date Prepared: 4/5/2022

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

	Notices Sent	Renewals Received	Retention Rate	Variance from Prior Year
2018	2144	1691	79%	
2019	2419	2029	84%	6%
2020	2446	2041	83%	-1%
2021	2338	1738	74%	-11%
2022	2215	1740	79%	5.7%

*First time the renewal count was pulled before March 31st

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

	New Members
2018	499
2019	516
2020	433
2021	480
2022	

3) Total Membership - Paid and unpaid- run on December 31st - to be used in the Annual Report.

	Total Members	Municipal	Commercial	Student	Other Gov.	Professor	Comp.	Honorary	Retired
2018	2377	1947	276	18	56	1	2	2	75
2019	2654	2120	273	75	109	3	2	3	69
2020	2474	1992	221	76	107	9	2	3	64
2021	2619	2136	259	69	95	0	1	0	59
2022									

4) Total Municipal Membership - Paid and unpaid- run on December 31st - broken out by tier

	Total Members	Executive	Mid-Level Management	Professional
2022	0			



June 2022 Financial Summary

TO: Board of Directors

FROM: Jean Rousseau, Executive Director

DATE: August 18, 2022

INTRODUCTION

The Board approved the 2022 preliminary operating budget and final operating budget at the November 2021 and January 2022 meetings, respectively. The final budget reflects the addition of the Executive Director position, which represents the first employee established by the CSMFO Board. As a direct hire, I will continue to further the goals and strategic plans of this organization.

It is my pleasure to provide the Board the first financial summary, which will provide context to the attached financials. This additional reporting summary will be provided to the Board on a **quarterly** basis and will continue to add depth and clarity to the financials as we build data to provide trend analysis of our revenues and expenditures. Providing this information to the Board will enable more informed decisions related to our organization.

The Board will be kept apprised of the financial condition through this **quarterly** review process. This ongoing process ensures a forum to look at revenue and expenditure deviations from the estimates made in the budget document. Additionally, any significant changes in projected revenue or unanticipated expenditures that may occur will be shared with the Board.

This report provides a review of the unaudited financial results at the second quarter of 2022 (January 2022 – June 2022, 50% of the year).

REVENUE AND EXPENDITURE SUMMARY

The following table contains a summary of the approved budget and the second quarter revenues and expenditures. The totals represent each major operating and program category of the financials.

Table 1. Revenues and Expenditures

		Actuals as of 6/30/22	
	2022 Budget	(unaudited)	% of Budget
Ordinary Income/Expense			
Income			
Operating Revenues	\$ 430,200.00	\$ 315,914.96	73%
Total Income	430,200.00	315,914.96	73%
Gross Profit	\$ 430,200.00	\$ 315,914.96	73%
Expense			
Operating Expenses	\$ 625,590.00	\$ 245,784.64	39%
Other Expenses	49,000.00	23,250.00	47%
Total Expense	\$ 674,590.00	\$ 269,034.64	40%
Net Ordinary Income	\$ (244,390.00)	\$ 46,880.32	-19%
Other Income/Expense			
Other Income			
Program Revenues	\$ 1,569,995.00	\$ 1,083,979.98	69%
Chapter Income	100,000.00	7,510.00	8%
Total Other Income	\$ 1,669,995.00	\$ 1,091,489.98	65%
Other Expense			
Program Expense	\$ 1,470,804.00	\$ 1,121,345.15	76%
Chapter Expense	100,000.00	3,171.71	3%
Total Other Expense	\$ 1,570,804.00	\$ 1,124,516.86	72%
Net Other Income	\$ 99,191.00	\$ (33,026.88)	-33%
Net Income	\$ (145,199.00)	\$ 13,853.44	-10%

OPERATING REVENUES AND EXPENSES

The following table contains a summary of the operating revenues and expenditures. The totals represent each major operating category of the financials.

Table 2. Operating Revenue and Expenses

		Actuals as of 6/30/22	
	2022 Budget	(unaudited)	% of Budget
Operating Revenues			
Membership Dues:			
Municipal	\$ 195,000.00	\$ 157,250.00	81%
Other Gov	4,000.00	3,150.00	79%
Commercial	50,000.00	34,100.00	68%
Retired	1,200.00	820.00	68%
Interest Income	5,000.00	644.96	13%
Magazine Advertising	10,000.00	4,275.00	43%
Job Board Post	150,000.00	113,925.00	76%
Budget Awards	15,000.00	1,750.00	12%
Total Operating Revenues	\$ 430,200.00	\$ 315,914.96	73%
Operating Expenses			
President's expense	\$ 6,500.00	\$ 9,073.00	140%
Board of Directors	10,000.00	4,738.40	47%
Committee/Chapter support	7,000.00	-	0%
Board planning session (Retreat)	50,000.00	-	0%
Management & Professional Services	242,340.00	116,777.50	48%
Payroll	127,500.00	28,316.22	22%
Office supplies/Storage	1,250.00	696.88	56%
Merchant fees	30,000.00	24,763.00	83%
Awards	5,000.00	5,336.14	107%
Printing	12,000.00	34.92	0%
Marketing/Membership	10,000.00	5,603.67	56%
Magazine/News	20,000.00	10,988.13	55%
Postage	2,000.00	228.69	11%
Telephone/Bridge calls	1,500.00	226.56	15%
Web and technology expenses	35,000.00	17,893.93	51%
Travel	2,000.00	1,782.12	89%
Audit	9,500.00	-	0%
Insurance	4,000.00	2,118.00	53%
Taxes	30,000.00	-	0%
Miscellaneous	-	-	0%
GFOA Reception	20,000.00	17,207.48	86%
Donations/Other	49,000.00	23,250.00	47%
Total Operating Expenses	\$ 674,590.00	\$ 269,034.64	40%
Net Ordinary Income	\$ (244,390.00)	\$ 46,880.32	-19%

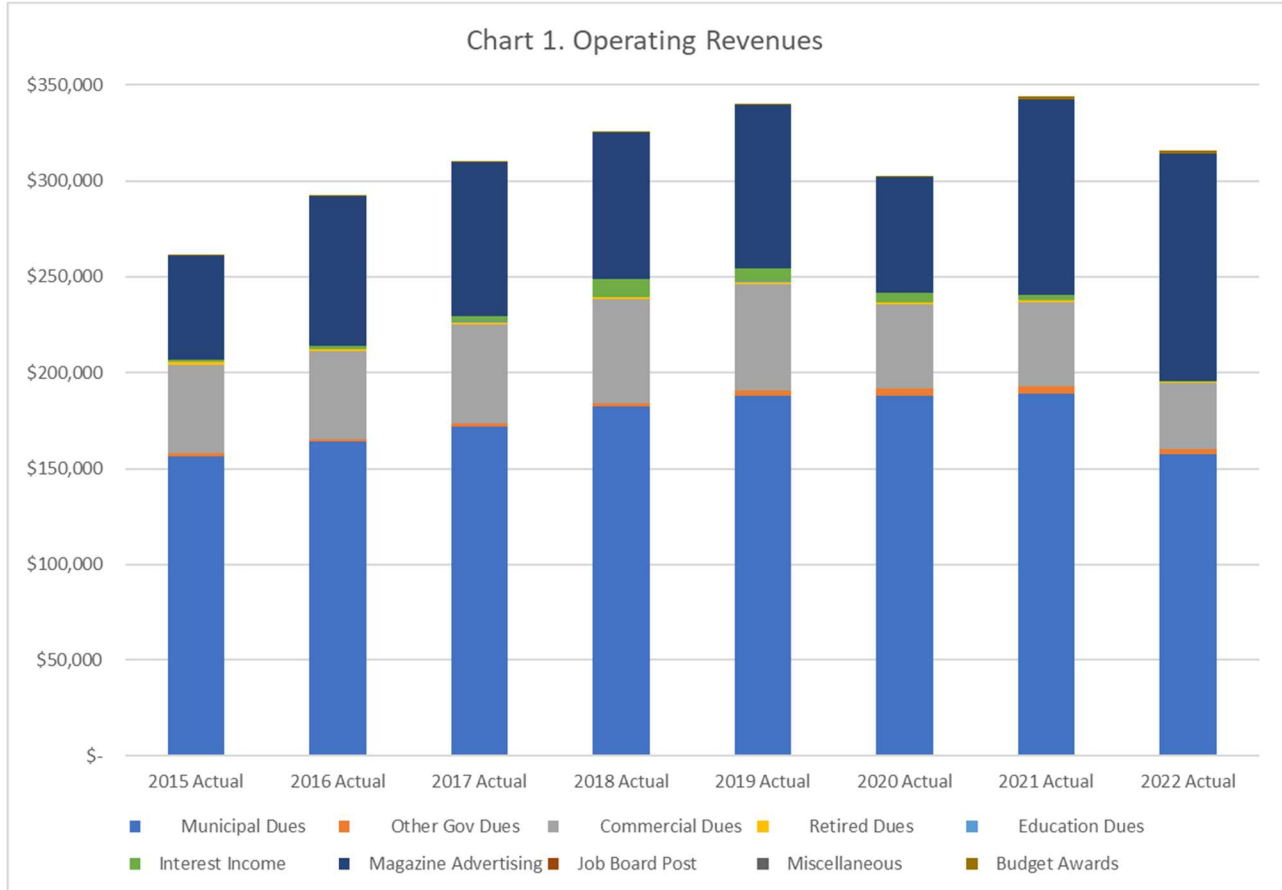
PROGRAM REVENUES AND EXPENSES

The following table contains a summary of the program revenues and expenditures. The totals represent each major program category of the financials.

Table 3. Program Revenue and Expenses

		Actuals as of 6/30/22 (unaudited)	% of Budget
	2022 Budget		
Program Revenues			
Sponsorships	\$ -	\$ 5,000.00	0%
Contributions and Donations	-	-	0%
Webinar	2,600.00	-	0%
Weekend Training	20,225.00	-	0%
Fundamentals of Rates, Fees	6,150.00	-	0%
Introduction To Government	21,000.00	7,250.00	35%
Investment Accounting	6,600.00	600.00	9%
Intermediate Government	46,500.00	44,212.50	95%
California Local Budgeting	27,000.00	13,500.00	50%
Capital Assets	6,000.00	-	0%
CMTA/CSMFO Joint Course	-	-	0%
Revenue Fundamentals	10,500.00	1,600.00	15%
Developing Supervisory Skills	-	-	0%
Leadership Skills	4,500.00	-	0%
Chapter Income	100,000.00	7,510.00	8%
Program Revenues	\$ 251,075.00	\$ 79,672.50	32%
Program Expenses			
Weekend Training	\$ 25,000.00	\$ -	0%
Introduction to Government	5,000.00	-	0%
Intermediate Government	15,250.00	5,500.00	36%
California Local Budgeting	10,000.00	3,000.00	30%
Webinar	-	-	0%
CMTA/CSMFO Joint Course	-	-	0%
Revenue Fundamental	3,500.00	-	0%
Revenue Fundamental II	3,500.00	-	0%
Leadership Skills	2,000.00	-	0%
Chapter Expenses	100,000.00	3,171.71	3%
Program Expenses	\$ 164,250.00	\$ 11,671.71	7%
Total Program Revenue over Expense	\$ 86,825.00	\$ 68,000.79	
Annual Conference			
Conference revenues	\$ 1,418,920.00	\$ 1,011,817.48	71%
Conference expenses	1,406,554.00	1,112,845.15	79%
Annual Conference Revenue over Expense	\$ 12,366.00	\$ (101,027.67)	-817%
Net Other Income	\$ 99,191.00	\$ (33,026.88)	-33%

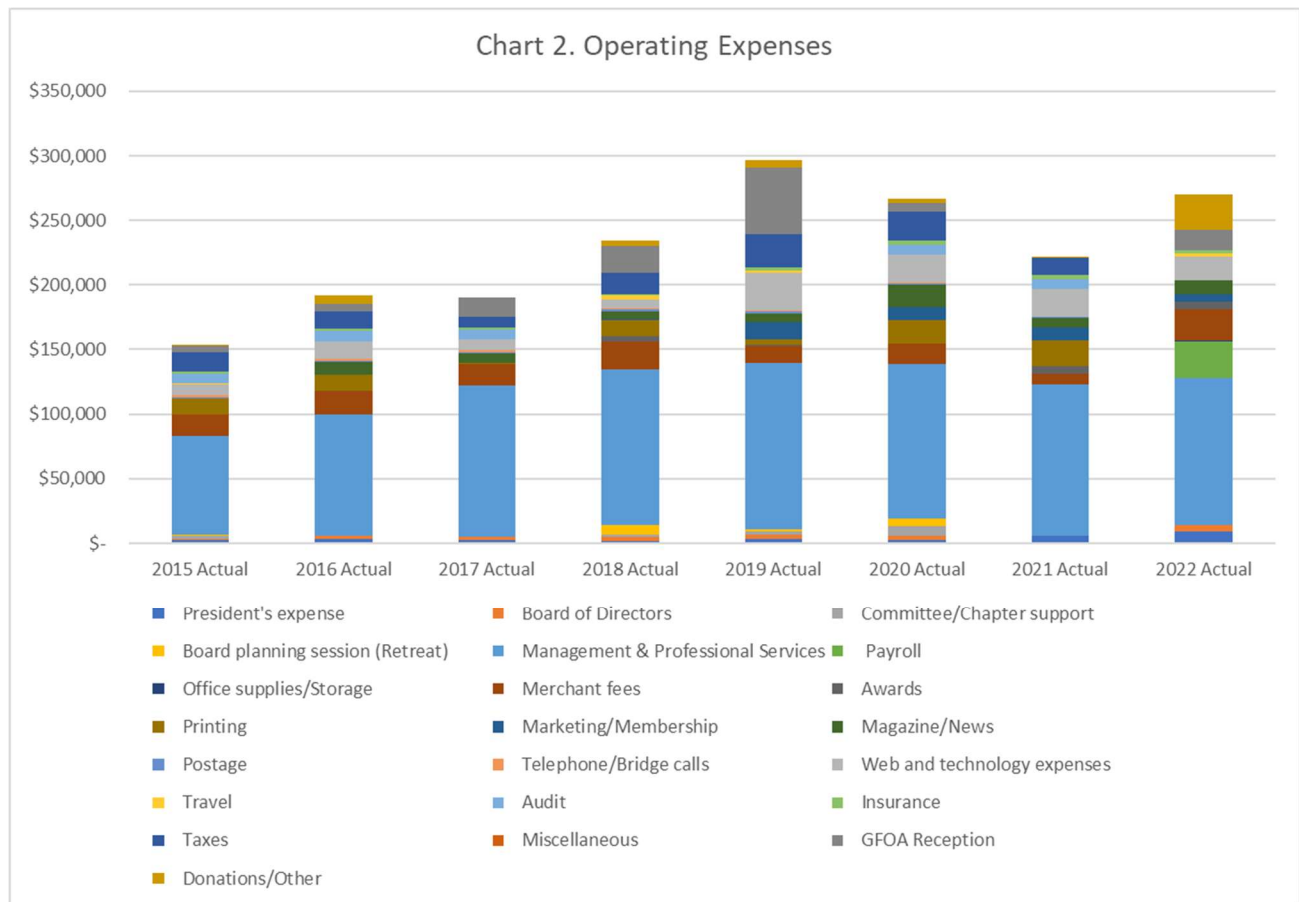
The following operating and program category charts will provide a historical trend analysis for the revenues and expenses through the second quarter reporting.



Operating Revenues

Operating Revenues were budgeted to increase by 26% from the 2021 Budget. Revenues will need to be continually monitored through the year to determine if current trends begin to plateau or begin to decrease.

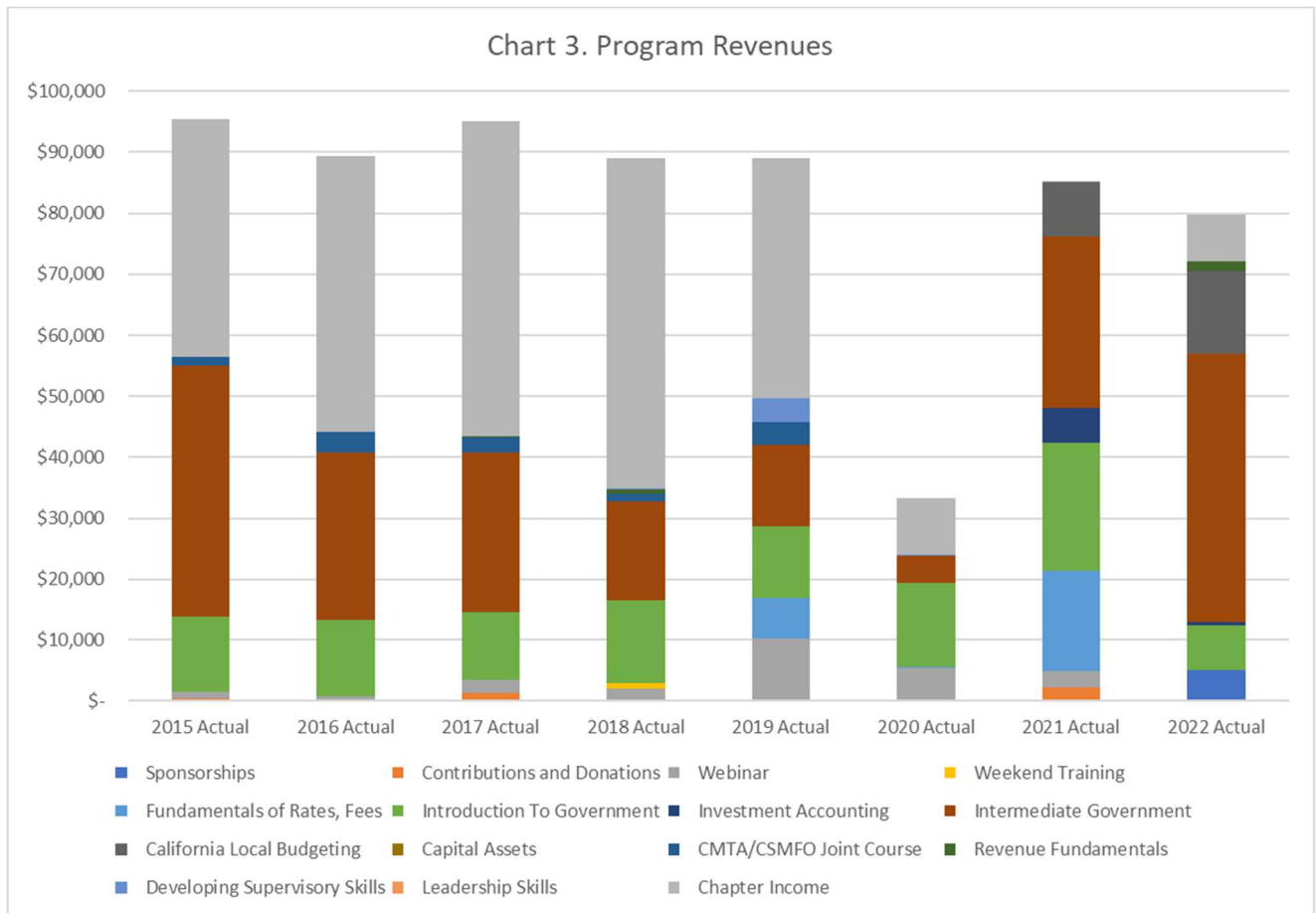
Based on historical averages of actual receipts, CSMFO is estimated to receive 83% of the budgeted operating revenues through second quarter. CSMFO has currently received 73% through second quarter.



Operating Expenses

Operating Expenses were budgeted to increase by 1% from the 2021 Budget. During the pandemic there were operational reductions. Expenses are trending back to normal as we move to post-pandemic operations.

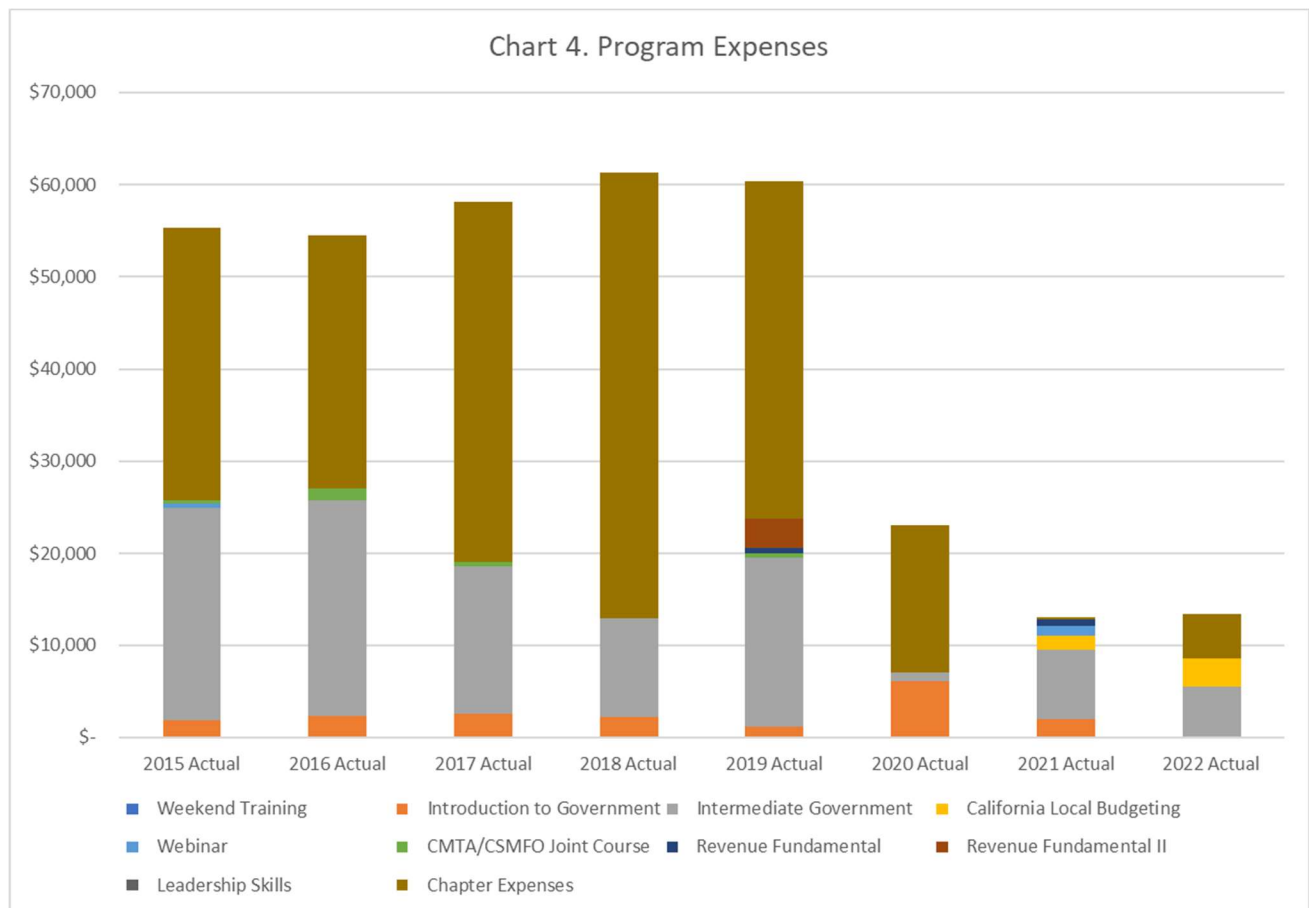
Based on historical averages of actual expenses, CSMFO is estimated to expend 54% of the budgeted operating expenses through second quarter. CSMFO has currently expended 40% through second quarter.



Program Revenues

Program Revenues were budgeted to increase by 1% from the 2021 Budget. Revenues will need to be continually monitored through the year to determine if current trends begin to plateau or begin to decrease.

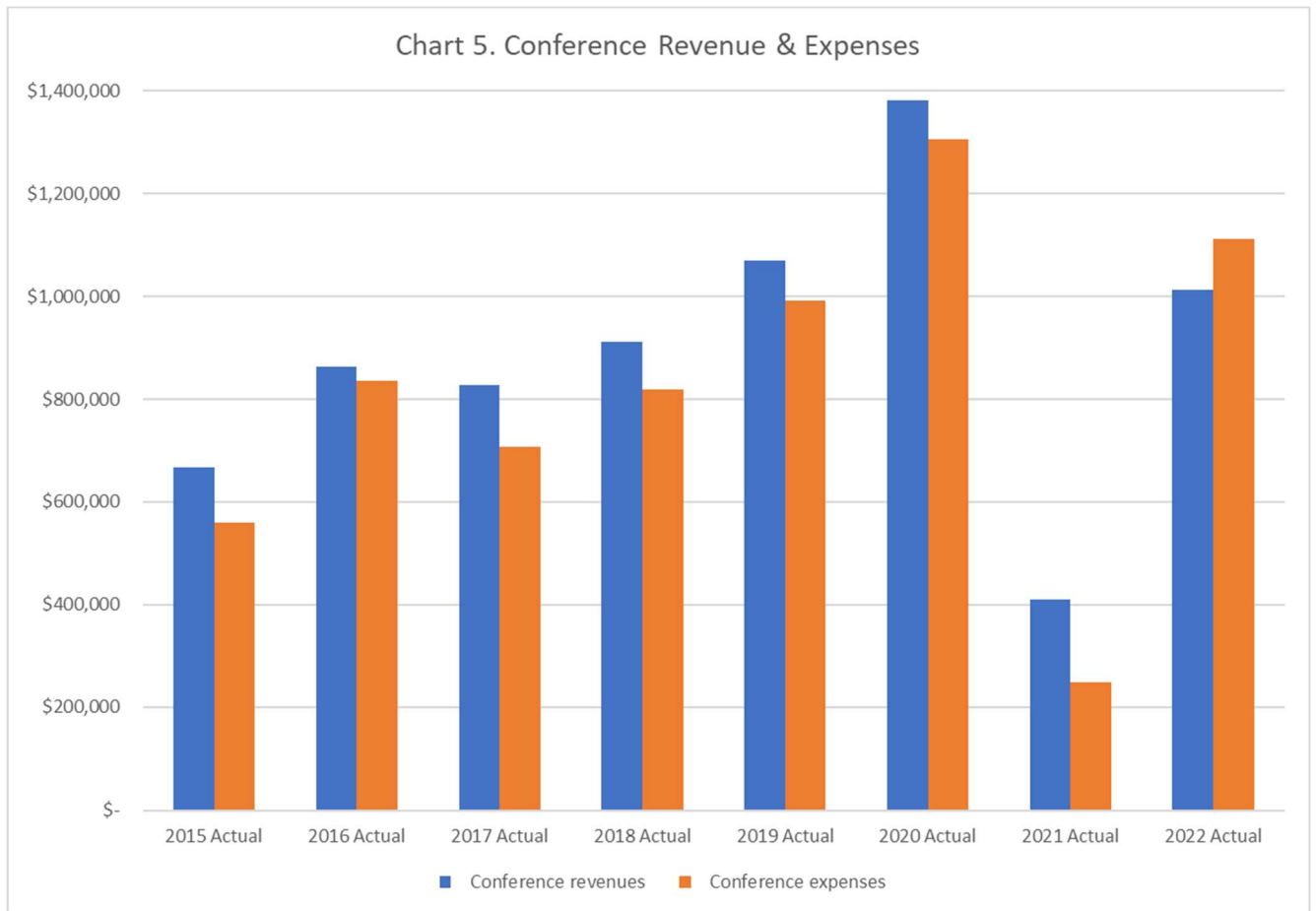
Based on historical averages of actual receipts, CSMFO is estimated to receive 47% of the budgeted program revenues through second quarter. CSMFO has currently received 32% through second quarter.



Program Expenses

Program Expenses were budgeted to decrease by 12% from the 2021 Budget. Expenses have been greatly impacted by the pandemic and will continue to trend below historical data until our members' jurisdictions have the resources to increase their training budgets and our membership feels comfortable with in-person training.

Based on historical averages of actual expenses, CSMFO is estimated to expend 30% of the budgeted program expenses through second quarter. CSMFO has currently expended 7% through second quarter.



Conference Revenues & Expenses

Conference Revenues were budgeted to increase by 427% and Expenses were budgeted to increase by 421% from the 2021 Budget. The large increase in budget is due to the annual conference moving to an in-person setting as the pandemic social distancing mandates have been lifted.

Based on historical averages of actual receipts and expenses, CSMFO is estimated to receive 114% of the budgeted conference revenues and 96% of budgeted conference expenses through second quarter. CSMFO has currently received 71% and expended 79% through second quarter.

Summary

CSMFO was negatively impacted by the pandemic as our program revenues and expenses lagged compared to prior years. We are seeing a return to normal but are not quite at pre-pandemic levels. Staff will continue to monitor these trends on a quarterly basis so we can further refine our budget discussions in the near future.



CSMFO BOARD REPORT

DATE: August 18, 2022

FROM: Jason Al-Imam, Professional Standards Committee Chair

SUBJECT: CSMFO's Role in Advocacy

Summary:

The 2022 Action Plan includes a goal that was assigned to the Professional Standards Committee to evaluate what role CSMFO as an organization, and the President and Executive Director as individual representatives of the association, should play in advocacy. This report proposes a redefined role related to advocacy whereby it is recommended that CSMFO primarily function as a facilitator, bringing stakeholders together to ensure the interests of our members are represented, rather than taking policy positions on legislative issues or other matters unless those matters are of extraordinary significance.

Recommendation:

It is recommended that Section XII of CSMFO's Policy and Procedures Manual (titled "Advocacy Task Force") be replaced with a new section titled "Governmental Affairs Liaison Officers" as reflected in **Attachment I**.

Discussion:

The 2022 Action Plan includes a goal that was assigned to the Professional Standards Committee to evaluate what role CSMFO as an organization, and the President and Executive Director as individual representatives of the association, should play in advocacy. A working group led by the Professional Standards Committee convened meetings over the past several months to evaluate what role CSMFO should play in advocacy. The working group includes Jason Al-Imam (Professional Standards Committee Chair), Dan Buffalo (Professional Standards Committee Vice Chair), Jean Rousseau (Executive Director), Grace Castaneda (Board Member), John Adams (Past President), Marcus Pimentel (Past President), and Jesse Takahashi (Past President). In May 2022, the working group also met with Michael Coleman and Nick Romo to solicit feedback from the League of California Cities.

A limited role related to advocacy is recommended to ensure that resources remain focused on CSMFO's primary mission, which is training and development. This redefined role is also designed to avoid potentially duplicating efforts made by the League of California Cities, GFOA, and other partners.

Section XII of CSMFO's Policy and Procedures Manual outlines responsibilities for an "Advocacy Task Force", which may be convened by the President in order to develop positions for the Board's consideration. It is recommended that this section be replaced with a new section titled "Governmental Affairs Liaison Officers" as reflected in Attachment I, which outlines a redefined role related to advocacy whereby it is recommended that CSMFO primarily function as a facilitator, bringing stakeholders together to ensure the interests of our members are represented, rather than taking policy positions on legislative issues or other matters unless those matters are of extraordinary significance.

It is recommended that the Executive Director and the President (or designee) serve as Governmental Affairs Liaison Officers. The primary responsibility of the Governmental Affairs Liaison Officers is to coordinate and communicate with legislative advocates and other partners, rather than taking policy positions on legislative issues or other matters. For example, Governmental Affairs Liaison Officers may attend the Fiscal Officers Department meetings and the Revenue and Taxation Policy Committee meetings that are coordinated by the League of California Cities. It is recommended that the individual responsible for attending meetings with the League serve for three years in order to provide for continuity.

The Governmental Liaison Officers may also engage in the following types of activities on matters that are of extraordinary significance: solicit feedback and input, communicate concerns, ensure CSMFO members are readily notified of pending legislation, and present positions for consideration to the Board.

If the Board approves the recommendation outlined in this report, it is recommended that the Governmental Affairs Liaison Officers review the Advocacy Guiding Principles (**Attachment II**) and identify any potential changes for the Board's consideration.

Attachment I – Policy and Procedures Manual - XII Governmental Affairs Liaison Officers

Attachment II – Advocacy Guiding Principles

CSMFO Policy and Procedures Manual (Excerpt)

XII. GOVERNMENTAL AFFAIRS LIAISON OFFICERS

The Executive Director and the President (or designee) shall serve as Governmental Affairs Liaison Officers, representing CSMFO on legislative issues, and other matters that:

- Involve professional standards and the public perception of the profession of local government accounting, budgeting, and financial management, and/or
- Have significant or extraordinary implications for, or threaten the stability of, local government finances.

Advocacy Guiding Principles

The Governmental Affairs Liaison Officers shall develop Advocacy Guiding Principles, which shall be adopted by the Board. The Advocacy Guiding Principles shall avoid controversial matters that may be divisive, and mindful that CSMFO members represent many types of agencies, which include cities, counties, school districts, and special districts.

Responsibilities

The primary responsibility of the Governmental Affairs Liaison Officers is to coordinate and communicate with legislative advocates and other partners, rather than taking policy positions on legislative issues or other matters. The Governmental Affairs Liaison Officers will act as a facilitator to bring key stakeholders together to discuss legislative issues and other matters, where the primary objective is to ensure that the interests of CSMFO members (as set forth in the Advocacy Guiding Principles) are represented. For example, Governmental Affairs Liaison Officers may attend the Fiscal Officers Department meetings and the Revenue and Taxation Policy Committee meetings that are coordinated by the League of California Cities. The Governmental Affairs Liaison Officers shall provide a report to the Board on these activities.

The Governmental Liaison Officers may also engage in the following types of activities on matters that are of extraordinary significance: solicit feedback and input, communicate concerns, ensure CSMFO members are readily notified of pending legislation, and present positions for consideration to the Board.



ADVOCACY GUIDING PRINCIPLES

A. Support Local Equity & Long-Term Sustainability of Financial Resources

Support legislation that:

1. Promotes fiscal responsibility, stability, predictability, and financial independence
2. Preserves agency's revenue bases
3. Avoids County, State or Federal Government efforts to borrow local revenues
4. Provides for local sales and use tax reform to create an accurate and equitable distribution system that appropriately captures and allocates sales tax revenues
5. Avoids costly and unnecessary regulations
6. Ensures that existing mandated programs provide administrative funding to offset local costs
7. Avoids unfunded mandates or significant compliance costs
8. Promotes the tax-free treatment of municipal bond – both original issue and refunding opportunities
9. Reduces the risk of cyber threats
10. Preserves or increases funding for CDBG programs
11. Enhances statewide efforts to attract and retain businesses/job creation
12. Avoids duplicate, unnecessary costs, waste and/or more complex administration without a corresponding benefit

B. Support Transparent & Efficient Financial Reporting

Support legislation that:

1. Simplifies procurement and contracting procedures
2. Encourages the streamlining of processes to respond to public records requests

C. Maintain Local Control & Fiscal Independence

Support legislation that:

1. Preserves local control and authority
2. Preserves authority and accountability for revenues raised and services provided
3. Preserves local authority for employee relations issues and the collective bargaining process
4. Preserves local control over government budgeting
5. Avoids the shifting of local funds to the County, State or Federal Governments
6. Supports streamlined environmental and regulatory initiatives that improve the speed and efficiency for projects that are reviewed and permitted, such as CEQA and other measures that streamlines the environmental review process
7. Enables local amendments to fire and building codes
8. Enables law enforcement agencies to provide quality safety, fire and emergency medical services to Californians



CSMFO BOARD REPORT

Date August 18, 2022

FROM: Scott Catlett, 2022 President

SUBJECT: 2026 Annual Conference Location

Background:

CSMFO currently has conference locations selected through 2026, with 2023 slated to be in Sacramento, 2024 in Anaheim, and 2025 in San Jose. The staff from M&AMS are now recommending that we lock in a location for the 2026 Annual Conference, which pursuant to the typical north-south rotation would be held in Southern California. Due to the size of our conference, our options for a location are limited. Given that the 2022 conference was in San Diego, options for 2026 include Long Beach, Palm Springs, and perhaps Los Angeles.

Based on the work done by prior search committees, Long Beach and Los Angeles have been eliminated for various reasons, including the size of the facilities and the dates that those facilities are willing to provide for our conference. This effectively limits our conference locations in the south to Anaheim, San Diego, and Palm Springs. In consultation with Rich Lee and with the advice of M&AMS, I am therefore recommending that we select Palm Springs as our 2026 conference location. Due to the thorough analysis done in the past, we do not believe it is necessary to convene a site selection committee at this time.

The location and format would be identical to the 2019 conference, utilizing the Palm Springs Convention Center and adjacent Renaissance hotel. The facility is more than adequate in size for our conference, and reviews were generally positive for the 2019 conference after some challenges experienced in 2014 were ironed out. Major events would be in the convention center facility, to include the general sessions and meals, exhibit hall, and most breakout sessions. Additional breakout sessions would utilize rooms adjacent to the Convention Center that are part of the Renaissance Hotel. Costs for the meeting space are comparable to 2019, with discounts depending on the number of room nights utilized and the total food and beverage spend. M&AMS is comfortable with the proposal in hand from the Convention Center. Hotel rooms would be provided in the Renaissance and the adjacent Hilton, with overflow rooms accommodated at the

Courtyard Marriott, Kimpton, and Zoso hotels. Room pricing would range from \$249 to \$260 per night.

Recommendation:

That the CSMFO Board of Directors:

1. Approve the selection of Palm Springs as the site for the 2026 Annual Conference;
2. Direct M&AMS and the Executive Director to negotiate the required contracts to secure the facility and hotel room blocks; and
3. Authorize the President and/or Executive Director to sign any required contracts.



**Agenda, CSMFO Annual Conference Program Committee Planning Meeting
Friday, June 10, 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=TndCdWdmcTdPb2UwKzIzU1ZZUDZXZz09>
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: Laura

1. Recap of June 9 Host Committee meeting – Rich 3:00 – 3:10 pm
2. Brainstorm potential topics/speakers – Ernie 3:10 – 3:30 pm
 - a. General session
 - i. Economic update
 1. Chris Thornberg (every other year, and try someone else in between?)
 2. UC Irvine economist – Christopher Schwarz
<https://www.newportbeach.com/gallery/2022-economic-forecast-featuring-the-uci-paul-merage-school-of-business/> - starts ~16 minutes in
 3. Robert Reich
<https://www.aaespeakers.com/keynote-speakers/robert-reich#video>
 - b. Pre-conference sessions 3:30 – 3:50 pm
 - i. Potential topics for 2023
 1. How to invest/manage significant influx of major federal funding
 2. Communications
 3. Team building
 4. Bertolini ideas
 5. Budgeting
 6. Capital assets (half day?)
 7. Are you ready for your auditor (half day?)
 8. Ethics
 9. Economics of climate change (East Bay Chapter)
 10. Neil Kupchin
 11. Year-end close
 12. Revenues (all the various types) – revamp of revenue core course
 13. Public Pension - reading your actuarial report, emerging trends and topics – Todd Tauser (Segal) and Debby Cherney

ii. Past Topics

1. 2022

- a. Sharpening Fiscal Foresight... Through the Lens of Priority Based Budgeting – Seeing Things Differently (Jon Johnson)
- b. Becoming a “Debt”-I Master: Controlling Your Next Municipal Debt Issuance (Kevin Mascaro, Darren Hodge, Tyler Old, Cyrus Torabi)
- c. The Art of Communicating for Finance Directors: Building the Skills to Speak and Write to Influence Decision Makers (Bertolini)
- d. Where do You Want to be Tomorrow, or Next Year? Career Advancement Through the Lens of Professionals Who can Help You get There (Matt Hawkesworth, Tony Dahlerbruck, Terra Saltzman-Baker) (1/2 day)

2. 2021 (Virtual)

- a. Water and Wastewater Rates Workshop: 101 (Sanjay et al)
- b. The Leader in All of Us: Leadership in the Next Normal (Bertolini)

3. 2020 (Anaheim)

- a. Oh No, Another Grant! Now What? (EMWD)
- b. Building a Better Budget: Best Practices and Insightful Perspectives for the Budget Practitioner
- c. Money Talks: The Art of Speaking About Government Finance! (Bertolini)
- d. Doing the Right Thing when it is Hard: Living Your Ethics in Tough Situations (1/2 day)

4. 2019 (Palm Springs)

- a. The Art of Public Speaking for Finance Officers: Can You Hear Me Now? (Bertolini)
- b. Everything You Ever Wanted to Know About Bonds (but Were Afraid to Ask) (Debby Cherney et al)
- c. Fundamentals of Municipal Revenues: Taxes

5. 2018 (Riverside)

- a. Successful Leadership Skills for Finance Directors (Kupchin)
- b. Mission Critical – Getting Through a Successful ERP Implementation (Bertolini/Hackelman)
- c. Rates 101: The Fundamentals of Conducting a Water and Wastewater Rates Study (Sanjay et al)

6. 2017 (Sacramento)

- a. Fundamentals of Municipal Revenues: Fees, Rates, Charges, and Land-Based Financing Tools (Coleman/Seufert)
- b. What Every Finance Professional Should Know About Large Complex Technology Implementations (Bertolini/Hackelman)

c. Concurrent sessions

- i. Michael Colantuno – legal update re municipal revenues, Prop 218
- ii. Revenues – all the various types
- iii. Land-secured financing (Hays, Webb, Straddling) – call for sessions to come
- d. 30-minute session for first-timers: How to Navigate the Conference
- e. Membership benefits session
- f. Focus group – better engagement for early career members (types of training, education, beyond what we offer) – in exchange for breakfast
 - i. Soundbite from Thomas Hays

3. Next Call – June 17, 3:00-4:00 pm

3:50 – 3:55 pm

CSMFO ANNUAL CONFERENCE PROGRAM COMMITTEE

Broad Guidelines

- Keep in mind that we want to ensure our program addresses all topics that should be of interest to CSMFO members, including current hot topics, basic skills for up-and-comers, and topics of interest to special districts.
- Plan on identifying sessions that we may want to repeat.
- Be cognizant of not using the same “usual suspects” speakers year after year.
- Although some firms submit multiple proposals, generally only one-two should be selected.
- Although some commercial members will be proposed for several sessions, each commercial member should generally only participate in one concurrent session.
- Although some proposals include several speakers from the same firm for a concurrent session, generally only one person from a firm should be included on a panel.
- Generally, each concurrent session should include at least one government member as a panel participant.
- The maximum number of speakers on a panel is three.
- **General sessions** are informational in nature and present material of importance to all conference attendees. Examples include an economic update, or a presentation from the State Legislative Analyst or State Treasurer. The Program Committee generally proposes General sessions.
- **Keynote sessions** are inspirational/motivational in nature and are considered to be of interest to all conference attendees. The Host Committee generally proposes Keynote sessions.

Suggested Steps for Program Development

- a) Review prior years' programs and identify “standard/foundational” offerings (i.e., those that should be offered every year)
- b) Review Call for Sessions submittals
 - a. *The Call for Sessions form will include criteria and a requirement to make sure proposed speakers are actually available during the timeframe of the conference.*
 - b. *The Call for Sessions period will commence the beginning of May and will conclude in early June; the document will be in Drop Box, with the track for each session noted in the upper right-hand corner.*
- c) Identify additional topics that should be included:
 - a. Additional basics
 - b. “Hot” topics
- d) Review GFOA, CMTA, and CalPELRA programs for sessions that fill gaps identified in previous step.
- e) Identify subject experts for needed sessions and make contact, as appropriate.
- f) Prepare first listing by track of proposed sessions identified in steps, above – utilize the Recommended Session Tracker worksheet located in Drop Box (or equivalent if another alternative is identified).



STUDENT ENGAGEMENT COMMITTEE AGENDA

Date: Tuesday, April 12, 2022
Time: 12:00 p.m.
Zoom Meeting: [Zoom Link](#)
or by phone +1 669 900 6833
Meeting ID: 891 1761 2341
Password: 940666

1. School Presentations – Veronica and Jessica

- Goal: Remain aware of opportunities to speak at student/school events and coordinate volunteer CSMFO speakers to attend.
- Recent & future presentations:
 - 4/14 CPP BAP and Accounting Society meeting (?)
 - 5/18 UCSB End of Year Job Fair
- Initial budget of \$1,000 per year for these events; estimating \$200 per event for 5 events. Potential to increase the budget if necessary.
- Basecamp link for tracking interactions: [2022 Student Engagement Tracking .xlsx \(basecamp.com\)](#)

Veronica – we have one presentation at Cal Poly this week

Santa Barbara career fair in may – No responses from volunteers. Veronica is unsure if there is a fee

Dan is working on something with USC

Jessica Brown was able to set up a telephone call with Cal Baptist. She hasn't been able to make contact with the University of Riverside.

Amber noted that we have a budget for these events and volunteers should update the tracker in basecamp to track contacts.

2. School Relationships – Sara and Dan

- Goal: Ensure we are maintaining our existing relationships and fostering new ones.
- Update on USC event last week.
- Update about potential partnership with USC Price to develop governmental accounting/finance program.
- Potential "Student Liaison" initiative – students assigned to chapters from local schools.

Sara is working on making contact with University of the Pacific and Stanislaus State. She was wondering whether we have standardized message. She is trying to localize her efforts.

Amber reported that Dan is working with USC to develop a Governmental Accounting program

Li reported that Dan, Jennifer and Li attended an event at USC and didn't feel that Price group would have the proper career track. CSMFO booth was not very popular. There were some technical challenges using the online format.

Dan formed a connection with career services at Price and is trying to incorporate Marshalls. The program would come online in school year 23/24 if it proceeds. There may be a Northern CA and a Southern CA component. The USC event resulted in 4 contacts. Need to make students aware of benefits available in municipal career.

Li is receiving email updates on upcoming events

Rui suggested that we make more contact with the professors to get a better response. CSUDH is having an in-person meet the company event April 28th. Must RSVP by April 26th. Rui will send via Basecamp. Michelle volunteered to attend this event but needs some guidance.

Veronica is piloting a student liaison between chapter and accounting club. Goal to have local groups attend the Inland Empire meeting. Give liaison a leadership role in the chapter.

- Basecamp link: [Listing of College Campus Contacts with Committee Assignments.xlsx \(basecamp.com\)](#)

3. Communications Plan – Li and Jessica

- Goal: Update the “Communications Plan” document that details proposed marketing strategies for student engagement. Include recurring outreach efforts to schools, timelines/cycles for pushing out internship opportunities, and other areas of outreach such as letting people know about the O'Dell Scholarship. Aim for revised document by end of the calendar year.
- Basecamp link: [Student Engagement Committee Communication Plan.docx \(basecamp.com\)](#)

No update

4. Conference Outreach – Craig and Kate (hold until mid-year)

- Goal: Conduct outreach to schools in the same area as the annual conference to share scholarship information and encourage student attendance.

No update

5. Other Announcements/Discussion items

Craig reported that he and David presented to San Francisco State mid-March. They received a contact from a student that requested a repeat of the presentation to another group.

Amber share update of discussion from early career engagement discussion

Jennifer suggested surveys from participants after presentations. She will prepare a survey to add to presentations.

Amber will reach out to David to determine if he has the booth table cloth.

Kate will help Veronica with CalPoly event on Thursday, April 14th.

6. Next Meeting – Tuesday, May 10



STUDENT ENGAGEMENT COMMITTEE MINUTES

Date: Tuesday, May 10, 2022
Time: 12:00 p.m.
Zoom Meeting: [Zoom Link](#)
or by phone +1 669 900 6833
Meeting ID: 891 1761 2341
Password: 940666

Jean, Kate, Amber, Jessica, Craig, Michelle, Artem, Stephanie, Sara

1. School Presentations – Veronica and Jessica

- Goal: Remain aware of opportunities to speak at student/school events and coordinate volunteer CSMFO speakers to attend.
- Recent & future presentations:
 - CPP BAP and Accounting Society meeting 4/14
 - CSUDH 4/28 Meet the Firms - In person
[Michelle attended this event. Provided handouts and walked through the CSMFO handouts. Feels we benefitted from small, outdoor space.](#)
 - UC Santa Barbara 5/18/22 End of Year Career Fair -In Person
[There has been no interest in representing CSMFO at this event](#)
 - 5/18 UCSB End of Year Job Fair
- New relationship with CalBaptist
- Basecamp link for tracking interactions: [2022 Student Engagement Tracking.xlsx \(basecamp.com\)](#) [Thanks for keeping this up to date!](#)
[Jessica reported that CalBaptist is very excited to have CSMFO join them. She has not had much luck with other colleges through the handshake application. For \\$750/year, we can have a link on their website. Agencies can use their job fairs collectively.](#)
[Veronica saw a similar program in San Diego. There are no virtual fairs in CA at this time. She has one registered student scheduled for next week.](#)

2. School Relationships – Sara and Dan

- Goal: Ensure we are maintaining our existing relationships and fostering new ones.
- Discussion about potential partnerships with schools to develop governmental accounting/finance program – USC or others
- Discussion/ideas about how to get schools to respond to inquiries

- Potential “Student Liaison” initiative – students assigned to chapters from local schools.
- Basecamp link: [Listing of College Campus Contacts with Committee Assignments.xlsx \(basecamp.com\)](#)
Sarah reported that making contact has been a challenge
Veronica is now on the Accounting Society advisory board for Cal State San Bernardino and will identify outreach opportunities and whether we could pursue a educational program that facilitates government employment

3. Communications Plan – Li and Jessica

- Goal: Update the “Communications Plan” document that details proposed marketing strategies for student engagement. Include recurring outreach efforts to schools, timelines/cycles for pushing out internship opportunities, and other areas of outreach such as letting people know about the O’Dell Scholarship. Aim for revised document by end of the calendar year.
- Basecamp link: [Student Engagement Committee Communication Plan.docx \(basecamp.com\)](#)
No update on this item

4. Conference Outreach – Craig and Kate (hold until mid-year)

- Goal: Conduct outreach to schools in the same area as the annual conference to share scholarship information and encourage student attendance.
Craig is waiting to get his budget, this will likely be available in August. Last year we offered student and first-time attendee scholarships. In the past, we have also offered a financial hardship.
Veronica suggested that we could use Handshake to advertise the scholarships
Amber suggested utilizing LinkedIn

5. Other Announcements/Discussion items

Michelle will keep the table cloth until the next in-person

6. Next Meeting – Tuesday, June 14

- We previously agreed to skip the June meeting, but Amber will be out of town for the July meeting, and proposes we skip July instead. 😊
Kate will not be at the June meeting



STUDENT ENGAGEMENT COMMITTEE AGENDA

Date: Tuesday, June 14, 2022
Time: 12:00 p.m.
Zoom Meeting: [Zoom Link](#)
or by phone +1 669 900 6833
Meeting ID: 891 1761 2341
Password: 940666

Attendees: [Amber Johnson](#), [Jean Rousseau](#), [Craig Boyer](#), [Dan Buffalo](#), [Diem Hoang](#), [Jennifer Wakeman](#), [Li Zhang](#), [Michael Gomez](#), [Michelle Bannigan](#), [Sandra Laureano](#), [Sara Cowell](#), [Stephanie Reimer](#), [Veronica Bustillos](#)

1. School Presentations – Veronica and Jessica

- Goal: Remain aware of opportunities to speak at student/school events and coordinate volunteer CSMFO speakers to attend.
- Recent & future presentations: N/A
- Develop survey for end of presentation to collect information from students
- Basecamp link for tracking interactions: [2022 Student Engagement Tracking .xlsx \(basecamp.com\)](#) Thanks for keeping this up to date!

[Jean is in touch with his alumni association at Fresno State and will reach out to find out more about potential events/opportunities to present.](#)

[Printed brochures were discussed – may be time to update with Early Career info – unclear which committee is responsible for this.](#)

[Jenn is developing a post-presentation student/faculty survey and will circulate it for committee feedback.](#)

2. School Relationships – Sara and Dan

- Goal: Ensure we are maintaining our existing relationships and fostering new ones.
- Discussion about potential partnerships with schools to develop governmental accounting/finance program – USC or others
- Discussion/ideas about how to get schools to respond to inquiries

- Potential “Student Liaison” initiative – students assigned to chapters from local schools.
- Basecamp link: [Listing of College Campus Contacts with Committee Assignments.xlsx \(basecamp.com\)](#)

Sara made contact with CSU Sacramento and confirmed contact information. She will continue to try 2-3 schools per week.

Jenn suggested developing a quarterly e-mail “blast” to existing school contacts to stay in touch and keep CSMFO’s name on the minds of faculty/students. Sara and Dan will work on this. Jenn said Kory (CSMFO staff) is helpful with sending these types of communications.

Dan suggested that CSMFO volunteers should bring a list of open positions to school presentations and career fair events – so that CSMFO is delivering actual opportunities to students to enter government careers. Chapters could be useful in identifying career fair opportunities in their general vicinity. Stephanie cautioned that we would need to be careful not to cross the line from representing CSMFO to representing the various agencies who are hiring.

3. Communications Plan – Li and Jessica

- Goal: Update the “Communications Plan” document that details proposed marketing strategies for student engagement. Include recurring outreach efforts to schools, timelines/cycles for pushing out internship opportunities, and other areas of outreach such as letting people know about the O’Dell Scholarship. Aim for revised document by end of the calendar year.
- Basecamp link: [Student Engagement Committee Communication Plan.docx \(basecamp.com\)](#)

Li confirmed she and Jessica would begin working on this later this year.

4. Conference Outreach – Craig and Kate (hold until mid-year)

- Goal: Conduct outreach to schools in the same area as the annual conference to share scholarship information and encourage student attendance.

5. Other Announcements/Discussion items

Sandra raised the issue that sometimes, governments aren’t ready for younger employees and/or interns. Her agency experienced difficulties keeping early career interns engaged in the work plans offered. Stephanie said that the committee does have a draft internship program document that addresses some of these issues but it could use an update. Amber suggested this would be a good CSMFO news article and Stephanie suggested a conference roundtable discussion on the topic.

6. Next Meeting – Tuesday, August 9

- No July meeting



Dedicated to Excellence in Municipal Financial Management

CSMFO FINANCE COMMITTEE

Date: May 10, 2022, 7am

Members:

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

Present: Margaret, John, Stephen, Jackie

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

Update:

Brian was unable to attend and a separate update will be requested as we had targeted the information for the June board update.

John is to follow up with Amelia to request the auditors to address the handling of the conference reserve or should it be considered a liability.

Stephen to provide a list of the commitment to the Finance Committee from the items he has gathered from MAMS. This information will be helpful to understand the potential liability as we review CSMFO's reserve policy.

Margaret shared that the Board review the member vs non-member benefit schedule. The schedule will be reviewed by CDC and then presented in June to finalize. The effort of the CDC cost allocation will now include Jackie on the team and a separate meeting will be calendared for Jackie and Margaret to review the financial statements to breakdown the costs by program and identify the share costs to be allocated.

2. Other Discussion Items

Update:

The topic of investments came up and the Committee acknowledge that it may time to review what other opportunities CSMFO has to invest with a rising interest rate environment. Example: an LIGP like CAMP. Action item is to find out what is CSMFO's investment policy so these can be explored. In addition, it was discussed who is making the decisions to transfer funds between checking and LAIF and identify the process and see where the Secretary Treasurer should be more involved in the process.

As Jackie is new to the committee, Margaret requested Amelia to add Jackie to the distribution list for the monthly financial statements. Jackie will work with Margaret to better understand the check run process and provide suggested improvements and forms to enhance the review and internal controls on disbursements.

Attachments

None



Dedicated to Excellence in Municipal Financial Management

CSMFO FINANCE COMMITTEE

Date: June 14, 2022, 7am

Members:

Margaret Moggia, Chair
Brian Mohan, Vice Chair
John Adams, Senior Advisor
Stephen Parker, Board Liaison, Secretary-Treasurer
Jackie Rice, Member

Present: Margaret, 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

Update:

Brian was unable to attend and a separate update will be requested as we had targeted the information for August update. John reached out to SMA accountant to correct the amount of Conference reserve to equal amount per Policies and Procedures Manual.

2. Other Discussion Items

The committee reviewed the analysis on the member pricing recommendation to be presented to the Board on June 16 to receive feedback and be prepared to discuss any additional points to the board memo as prepared by Membership.

Attachments

None



Dedicated to Excellence in Municipal Financial Management

CSMFO FINANCE COMMITTEE

Date: July 12, 2022, 7am

Members:

Margaret Moggia, Chair
Brian Mohan, Vice Chair
John Adams, Senior Advisor
Stephen Parker, Board Liaison, Secretary-Treasurer
Jackie Rice, Member

Present: Margaret, Brian, John, Stephen, Jackie

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

Comments/observations

- Obtain Membership counts back to 2010 to understand trends
- Conference policy – breakeven or money maker, not going to make it on education or dues to cover operating losses
- Chart of account revision is recommended to allow for better reporting
- Executive summary – categorical sections, trend analysis, who is going to update
- Membership directory could be eliminated if membership database can gather all interests, work history
- Chapter expenses – review background on chapter fee of \$10
- One-time use of fund balance policy, currently using reserves to pay for operating losses (annual)
- Brian to share the workbook of trends and executive summary to the Finance Committee

John (lead)

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

Comments/observations

- John to follow up with Jean/Sarah and Harriet on the database so he can update his analysis to prepare input into the August board update on the membership dues.

- Fund balance policy recommendation should be developed that overages could be used for one-time

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

Comments/observations

- Jackie and Margaret are to meet later in July to review the accounts that should be allocated to Education Program and then will review with CDC members.

Stephen (lead)

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

Comments/observations

- Stephen reported that commitment worksheet is current and with the finalization of the financial trends, he can begin to develop the forecast.

2. Review Suggested Policy and Procedures recommendations

- Committee reviewed and made suggestions and list will be shared at July meeting with Jean and Amelia

3. Discuss agenda for July 2022 Meeting with Jean Rousseau and Amelia Clarke

- Review Executive Summary
- Discuss simplifying Chart of Accounts
- Review observations of the Policies and Procedures manual and discuss suggested improvements

4. Review of June 2022 Financial Statements

- Committee members discussed financial statements. Margaret shared that there are some corrections that need to be made and has sent an email to Amelia Clarke and is awaiting a response.

5. Other Discussion Items

- Margaret and Jackie will be reviewing procedures and forms later in the month to understand if the information being captured in the correct account and has appropriate oversight.

Attachments

Policy and Procedures Manual Considerations
June 2022 Financial Statements