



Tuesday, October 4, 2022
9:00 a.m. – 12:00 p.m.

Monterey Plaza Hotel
400 Cannery Row, Monterey, CA 93940
Carmel Meeting Room
[Join Zoom Meeting](#)

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1. Introduction 9:00 a.m.
 - a. Welcome/Roll Call
 - b. Additions to Agenda
 2. Consent Items 9:10 a.m.
 - a. Approval of Minutes from August 2022 Board Meeting
 - b. Approval of Preliminary August 2022 Financial Reports
 - c. September Executive Committee Agenda
 - d. 2023 Annual Conference Contracts for Approval
 - i. Christopher Thornberg
 - ii. Orange Photography
 - iii. Haggin Oaks Golf Course
 - iv. Punch Bowl Social (Thursday night event)
 - v. MAMS Virtual Services
 3. Discussion/Action Items 9:15 a.m.
 - a. 2022 Strategic Action Plan Goals (Scott Catlett)
 - b. Michael Coleman contract for 2023 (Alberto Preciado)
 - c. Scope of complimentary attendance at annual conference (Rich Lee)
 - d. 2023 Annual Conference Budget (Rich Lee)
 - e. 2023 CSMFO Budget (Margaret Moggia & Rich Lee)
 - f. June 2022 Financial Summary (Margaret Moggia & Jean Rousseau)
 - g. Proposed reporting requirements in the US Senate (Jason Al-Imam)
 4. Committee Reports 10:00 a.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. Finance (Margaret Moggia)
 - i. Chapter Chairs (Marcus Pimentel)
- 5. Chapter Roundtable 10:45 a.m.
- 6. 2021 Financial Report 11:00 am
 - a. 2021 Audited Financial Statements (Brian N. Nash, CPA Richardson & Company, LLP)
- 7. Director Roundtable 11:30 a.m.
- 8. Officer Reports 11:45 a.m.
 - a. President (Scott Catlett)
 - b. Past President (Marcus Pimentel)
 - c. President-Elect (Rich Lee)
 - d. Executive Director (Jean Rousseau)
- 10. Other Discussion Items
- 11. Future Topics
- 12. Upcoming Meeting:
Virtual Board Meeting - Thursday, December 15, 2022, 2:00 – 4:00pm
- 13. Adjournment 12:00 p.m.



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

Scott Catlett	James Russell-Field	Steve Heide
Rich Lee	John Adams	Debbie Rosales
Jean Rousseau	Laura Nomura	Kim Scott
Stephen Parker	Ernie Reyna	Jennifer Becker
Grace Castaneda	Jason Al-Imam	Amy Chang
Craig Boyer	Jennifer Wakeman	Jennifer Ustation
Karla Romero	Margaret Moggia	Marisa Villanueva
Dennis Kaufman	Amber Johnson	Harriet Commons
Stephanie Reimer	Alberto Preciado	Janet Salvetti
Joan Michaels Aguilar	Nick Kurns	Sarah Erck
	Tori Roberts	Kory Adams

Introduction

The California Society of Municipal Finance Officers (CSMFO) Board of Directors met in person at the Newport Beach Civic Center on Thursday, August 18, 2022. President Scott Catlett convened the meeting and confirmed a quorum was in attendance at 11:42 a.m. There were no additions to the agenda.

Consent Calendar

The Board addressed the consent calendar, which included the minutes from the June board meeting and the June and July 2022 financial reports. President-Elect Richard Lee moved to approve the consent calendar. Director Grace Castaneda seconded. The motion passed unanimously.

2022 Strategic Action Plan Goals

Brief verbal updates were provided on each of the tactics and actions as included on the spreadsheet. All those with action plan goals should continue to update the spreadsheet prior to each board meeting.

Recommended Revisions to the CSMFO By-Laws

President Scott Catlett section-by-section review of the proposed bylaws updates. Much discussion was had, particularly with respect to the changes to the elected leadership positions and the changes to the North/South pattern for leadership. For clarity, President Catlett requested breaking the approval process into three separate motions.

Director Craig Boyer motioned to approve all but the changes to Article 3, section f and changes to the appointment of vacancies. Director Steven Parker seconded. The motion passed unanimously.

Director Craig Boyer motioned to approve changes to Article 3, section F. Director Steven Parker seconded. The motion passed unanimously.

Director Grace Castaneda motioned to change the recommended language re the North/South pattern to require that there be a maximum of four (4) board members from either the North or South (rather than requiring the 3/3 distribution.) Director Steven Parker seconded. The motion passed unanimously.

Jean will work with SMA to convene a virtual election (to run for 30 days) to be wrapped up by September 30th in order to approve the bylaws in time to move forward with 2023 Nominations.

Travel Reimbursement for Strategic Planning Meeting

President Scott Catlett reviewed the current policy re travel reimbursement to the annual Strategic Planning Meeting and brought forth a concern that the Executive Committee had regarding potential attendees who may not be included in the current policy. Director Dennis Kaufman motioned to allow Vice Chairs, Committee Chairs and Chapter Chairs to request reimbursement if their agencies will not cover travel expenses. President-Elect Richard Lee seconded. The motion passed unanimously.

After a short break President Elect proposed taking item f. Municipal Member Tiered Rate Dues Structure on the agenda out of order

Municipal Member Tiered Rate Dues Structure

Steve Heide reviewed the proposal which was updated by the committee at the request of the board at the June board meeting. John Adams addressed the specifics of the updated data included in the new report. The committee is now recommending one of two options, as reflected in the board report included in the meeting packet. After discussion of the pros and cons of each option, Director Steven Parker motioned to approve Option B. President Elect Richard Lee seconded. The motion passed unanimously.

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

President-Elect presented his plan for the 2023 conference, including questions about rates, the question of holding a virtual conference in 2023, and the philanthropic efforts. After much discussion about the options presented; the following conclusions were reached:

There will be a \$150 differential in member vs. non-member pricing for the in-person conference.

President Scott Catlett motioned to proceed with the virtual conference planning, in conjunction with the live conference planning. Director Dennis Kaufmann seconded. The motion passed unanimously. President Scott Catlett motioned to continue the relationship with out-of-state organizations but manage the costs better. Steven Parker seconded. The motioned passed unanimously.

President Scott Catlett motioned to reduce the proposed Commercial Member contribution to 5% and establish a \$25,000 maximum in matched contributions from CSMFO. Director Grace Castaneda seconded. The motion passed unanimously.

June 2022 Financial Summary

Margaret Moggia and Jean Rousseau reviewed the summary included in the packet. The Finance

Committee will prepare these reports in April and October. Any comments, please reach out to Jean or Margaret.

CSMFO's Role in Advocacy

Jason Al-Imam reported that the recommendations presented in the board report were unanimously agreed upon by the committee. President Scott Catlett and Director Grace Castaneda note that the simplification of the language is appreciated and that the changes align with the mission of the organization. Director Grace Castaneda motions to approve the recommendations as presented in the report. President-Elect Richard Lee seconded. The motion passed unanimously.

Due to the amount of time spent on the Action and Discussion Items, President Scott Catlett proposed extending the meeting to no later than 2:45pm and pushing anything left on the agenda to the October meeting and the attendees agreed to this adjustment to the schedule.

CPFO Scholarship Update

Margaret Moggia reported on the applicants to the CPFO scholarship and noted that the committee would like to increase the budgeted amount by \$1,200 to provide two additional scholarships. Director Grace Castaneda motioned to amend the budget to provide two additional awardees at the discretion of the group. Director Steven Parker seconded. The motion passed unanimously.

2026 Annual Conference Location

President Scott Catlett reviewed his board report, including background on the Site Selection Committee and that due to the size of the conference we're now fairly limited on locations we can fit into. Due to these constraints, Catlett proposed approving Palm Springs as the 2026 conference location rather than attempting to conduct a search for other spaces.

Director Steven Parker motioned to approve the recommendation as presented in the report. Director Stephanie Reimer seconded. The motion passed unanimously.

Therefore, no Committee, Chapter, or Director Reports were provided.

The next board meeting will be held on Tuesday, October 4, 2022, at the Monterey Plaza Hotel, in conjunction with the Annual Planning Session

The meeting adjourned at 2:38pm.

Respectfully submitted,

Sarah Erck

SUMMARY OF APPROVED MOTIONS

Consent Calendar

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

Recommended Revisions to the CSMFO By-Laws

Director Craig Boyer motioned to approve all but the changes to Article 3, section f and changes to the appointment of vacancies. Director Steven Parker seconded. The motion passed unanimously.

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Travel Reimbursement for Strategic Planning Meeting

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Municipal Member Tiered Rate Dues Structure

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

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CSMFO's Role in Advocacy

Director Grace Castaneda motions to approve the recommendations as presented in the report. President-Elect Richard Lee seconded. The motion passed unanimously.

CPFO Scholarship Update

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2026 Annual Conference Location

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

	Aug 31, 22	Aug 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	-860.14	400.00	-1,260.14	-315.04%
1050.13 · Central Los Angeles	525.74	525.74	0.00	0.0%
1050.14 · South Bay (LA)	4,236.58	2,364.54	1,872.04	79.17%
1050.16 · Orange County	2,863.67	4,652.24	-1,788.57	-38.45%
1050.17 · Inland Empire	4,835.62	40.00	4,795.62	11,989.05%
1050.19 · San Diego County	2,081.59	1,400.07	681.52	48.68%
Total 1050 · Chapter Fund Balances	29,862.62	22,565.11	7,297.51	32.34%
1004 · Bank of America - 1982 - Other	152,706.06	0.00	152,706.06	100.0%
Total 1004 · Bank of America - 1982	182,568.68	22,565.11	160,003.57	709.08%
1006 · Bank of America Checking - 4131	0.00	196,582.33	-196,582.33	-100.0%
1040 · Investments LAIF	820,633.00	817,578.40	3,054.60	0.37%
Total Checking/Savings	1,003,201.68	1,036,725.84	-33,524.16	-3.23%
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	11,065.00	3,500.00	7,565.00	216.14%
1250 · Prepaid Expense - General				
1252 · Prepaid Admin/DataBase Fees	0.00	14,005.40	-14,005.40	-100.0%
1250 · Prepaid Expense - General - Other	15,360.00	6,000.00	9,360.00	156.0%
Total 1250 · Prepaid Expense - General	15,360.00	20,005.40	-4,645.40	-23.22%
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 - Oth	79,179.69	18,874.29	60,305.40	319.51%
Total 1260 · Prepaid Expense Conference	158,723.69	144,621.34	14,102.35	9.75%
Total Other Current Assets	185,148.69	168,126.74	17,021.95	10.12%
Total Current Assets	1,188,350.37	1,207,852.58	-19,502.21	-1.62%
Other Assets				
1500 · CSMFO/SMA Database AR	0.00	62,127.52	-62,127.52	-100.0%
Total Other Assets	0.00	62,127.52	-62,127.52	-100.0%

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

	Aug 31, 22	Aug 31, 21	\$ Change	% Change
TOTAL ASSETS	1,188,350.37	1,269,980.10	-81,629.73	-6.43%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts payable	0.00	1,136.95	-1,136.95	-100.0%
Total Accounts Payable	0.00	1,136.95	-1,136.95	-100.0%
Other Current Liabilities				
2003 · A/P Other- SMA Conference	16,431.00	16,431.00	0.00	0.0%
Total Other Current Liabilities	16,431.00	16,431.00	0.00	0.0%
Total Current Liabilities	16,431.00	17,567.95	-1,136.95	-6.47%
Total Liabilities	16,431.00	17,567.95	-1,136.95	-6.47%
Equity				
3020 · Retained earnings	250,696.76	223,230.96	27,465.80	12.3%
3100 · Net Assets-Chapters	29,862.62	22,565.11	7,297.51	32.34%
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	37,499.99	367,615.08	-330,115.09	-89.8%
Total Equity	1,171,919.37	1,252,412.15	-80,492.78	-6.43%
TOTAL LIABILITIES & EQUITY	1,188,350.37	1,269,980.10	-81,629.73	-6.43%

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

	Total Chapters	Conference	Education	Unclassified	TOTAL
Ordinary Income/Expense					
Income					
4000 · OPERATING REVENUES	0.00	0.00	0.00	381,158.49	381,158.49
Total Income	0.00	0.00	0.00	381,158.49	381,158.49
Gross Profit	0.00	0.00	0.00	381,158.49	381,158.49
Expense					
6100 · OPERATING EXPENSES	0.00	0.00	0.00	312,601.37	312,601.37
6148.63 · Executive Director - Ou	0.00	0.00	0.00	2,500.00	2,500.00
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	340,919.87	342,919.87
Net Ordinary Income	0.00	0.00	-2,000.00	40,238.62	38,238.62
Other Income/Expense					
Other Income					
4500 · PROGRAM REVENUES	0.00	1,016,817.48	100,812.50	0.00	1,117,629.98
4501 · Chapter Income	17,750.00	0.00	0.00	0.00	17,750.00
49910 · Unidentified Transactions	0.00	0.00	0.00	0.00	0.00
Total Other Income	17,750.00	1,016,817.48	100,812.50	0.00	1,135,379.98
Other Expense					
6400 · PROGRAM EXPENSES	0.00	1,113,401.25	11,375.00	0.00	1,124,776.25
6401 · Chapter Expenses	11,342.36	0.00	0.00	0.00	11,342.36
Total Other Expense	11,342.36	1,113,401.25	11,375.00	0.00	1,136,118.61
Net Other Income	6,407.64	-96,583.77	89,437.50	0.00	-738.63
Net Income	6,407.64	-96,583.77	87,437.50	40,238.62	37,499.99

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

	Aug 22	Jan - Aug 22	YTD Budget	% of Budget	Budget
Ordinary Income/Expense					
Income					
4000 · OPERATING REVENUES					
4100 · Membership Dues					
4110 · Dues - Municipal	9,260.00	171,500.00	192,260.00	89.2%	195,000.00
4115 · Dues NewMem-Municipal	0.00	0.00			
4120 · Dues - Other Gov	200.00	3,400.00	4,000.00	85.0%	4,000.00
4130 · Dues - Commercial	2,090.00	36,960.00	49,560.00	74.58%	50,000.00
4140 · Dues - Retired	0.00	820.00	1,200.00	68.33%	1,200.00
4150 · Dues - Education	0.00	0.00	0.00	0.0%	0.00
4100 · Membership Dues - Other	0.00	0.00			
Total 4100 · Membership Dues	11,550.00	212,680.00	247,020.00	86.1%	250,200.00
4200 · Interest Income	0.00	2,178.49	3,750.00	58.09%	5,000.00
4302 · Magazine Advertising	0.00	4,275.00	8,500.00	50.29%	10,000.00
4303 · Job Board Post - Member	19,925.00	158,175.00	100,000.00	158.18%	150,000.00
4490 · Budget Awards	1,650.00	3,850.00	2,850.00	135.09%	15,000.00
Total 4000 · OPERATING REVENUES	33,125.00	381,158.49	362,120.00	105.26%	430,200.00
Total Income	33,125.00	381,158.49	362,120.00	105.26%	430,200.00
Gross Profit	33,125.00	381,158.49	362,120.00	105.26%	430,200.00
Expense					
6100 · OPERATING EXPENSES					
6105 · Marketing/Membership	0.00	5,603.67	10,000.00	56.04%	10,000.00
6106 · Storage Expense	0.00	108.77	835.59	13.02%	1,000.00
6110 · President's Expense					
6111 · Presidents CSMFO- Gifts	0.00	88.15	0.00	100.0%	1,000.00
6112 · Presidents CSMFO-Dinner	0.00	0.00	0.00	0.0%	0.00
6110 · President's Expense - Other	-1,344.00	7,425.45	5,000.00	148.51%	5,500.00
Total 6110 · President's Expense	-1,344.00	7,513.60	5,000.00	150.27%	6,500.00
6115 · Board of Directors					
6116 · Board Meeting Expenses	1,659.73	6,584.33	5,000.00	131.69%	10,000.00
Total 6115 · Board of Directors	1,659.73	6,584.33	5,000.00	131.69%	10,000.00
6120 · Committee/Chapter Support					
6121 · Committee Support	0.00	0.00	2,000.00	0.0%	2,000.00
6122 · Chapter Support	0.00	0.00	0.00	0.0%	9,400.00
6120 · Committee/Chapter Support - O	0.00	0.00	0.00	0.0%	0.00
Total 6120 · Committee/Chapter Suppo	0.00	0.00	2,000.00	0.0%	11,400.00
6125 · Board Planning Session-Retreat	0.00	0.00	25,000.00	0.0%	50,000.00
6140 · Management Services					
6143 · Management Services	15,327.00	121,816.00	105,083.48	115.92%	156,500.00
6146 · Consultants					
6146.10 · Coleman Services	0.00	10,641.62	12,020.00	88.53%	24,040.00
6146.20 · CDC - Support	0.00	4,700.00			
6146 · Consultants - Other	0.00	6,000.00	7,864.00	76.3%	11,800.00
Total 6146 · Consultants	0.00	21,341.62	19,884.00	107.33%	35,840.00
6147 · Professional Fees	0.00	357.50			
6470 · Webinar Program Services	0.00	0.00	40,000.00	0.0%	50,000.00
6140 · Management Services - Other	0.00	2,800.00			
Total 6140 · Management Services	15,327.00	146,315.12	164,967.48	88.69%	242,340.00

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

	Aug 22	Jan - Aug 22	YTD Budget	% of Budget	Budget
6148 · Payroll					
6148.10 · Wages	4,973.75	38,743.50	63,666.68	60.85%	107,500.00
6148.20 · Payroll Taxes - Federal	380.49	3,005.88	6,000.00	50.1%	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	0.0%	0.00
Total 6148 · Payroll	5,354.24	42,274.39	69,666.68	60.68%	117,500.00
6150 · Office Supplies	57.71	774.40	150.00	516.27%	250.00
6155 · Merchant Fees/Bank Chgs.	1,905.31	27,915.49	21,500.00	129.84%	30,000.00
6160 · Awards	3,266.45	8,602.59	5,000.00	172.05%	5,000.00
6165 · Printing					
6166 · Printing, copying, and admin	0.72	35.76	1,950.00	1.83%	2,000.00
6167 · Directory	1,704.80	6,608.80	10,000.00	66.09%	10,000.00
6165 · Printing - Other	0.00	0.00	0.00	0.0%	0.00
Total 6165 · Printing	1,705.52	6,644.56	11,950.00	55.6%	12,000.00
6170 · Magazine	0.00	11,046.13	17,500.00	63.12%	20,000.00
6175 · Postage	2.77	247.27	1,285.00	19.24%	2,000.00
6185 · Telephone/Bridge Calls	93.29	367.07	920.00	39.9%	1,500.00
6190 · Web and Technology					
6191 · DataBase Expense	0.00	228.53	0.00	100.0%	0.00
6192 · Web site	0.00	2,500.00	3,000.00	83.33%	3,000.00
6195 · Web Site Hosting Fee	77.99	2,311.93	6,000.00	38.53%	9,000.00
6190 · Web and Technology - Other	3,252.44	16,314.88	22,001.00	74.16%	23,000.00
Total 6190 · Web and Technology	3,330.43	21,355.34	31,001.00	68.89%	35,000.00
6200 · Travel/Staff Expenses	0.00	2,449.32	1,000.00	244.93%	2,000.00
6220 · Audit & Tax Filing	2,305.00	2,305.00	9,500.00	24.26%	9,500.00
6230 · Insurance	0.00	2,118.00	4,000.00	52.95%	4,000.00
6240 · Taxes					
6242 · Current Year Taxes	0.00	0.00	22,000.00	0.0%	30,000.00
6246 · Prior Year Taxes	4,178.24	4,178.24	0.00	100.0%	0.00
Total 6240 · Taxes	4,178.24	4,178.24	22,000.00	18.99%	30,000.00
6250 · Miscellaneous	0.00	0.00	0.00	0.0%	0.00
6255 · GFOA Reception	0.00	16,198.08	21,200.00	76.41%	21,200.00
6260 · Donations	0.00	0.00	0.00	0.0%	0.00
Total 6100 · OPERATING EXPENSES	37,841.69	312,601.37	429,475.75	72.79%	621,190.00
6148.63 · Executive Director - Outreach	2,500.00	2,500.00	6,000.00	41.67%	10,000.00
6900 · OTHER EXPENSES					
6970 · One-Time Budgeted Expenses	0.00	23,250.00	32,666.68	71.17%	49,000.00
Total 6900 · OTHER EXPENSES	0.00	23,250.00	32,666.68	71.17%	49,000.00
9950 · Prior Period Adjustment	0.00	4,568.50	0.00	100.0%	0.00
Total Expense	40,341.69	342,919.87	468,142.43	73.25%	680,190.00
Net Ordinary Income	-7,216.69	38,238.62	-106,022.43	-36.07%	-249,990.00
Other Income/Expense					
Other Income					
4500 · PROGRAM REVENUES					
4502 · Sponsorships - Other					
4502.10 · Sponsorship GFOA Receptio	0.00	5,000.00			
Total 4502 · Sponsorships - Other	0.00	5,000.00			

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

	Aug 22	Jan - Aug 22	YTD Budget	% of Budget	Budget
4503 · Contributions and Donations					
4503.5 · CALCPA Contribution	0.00	0.00	0.00	0.0%	0.00
4503.75 · Robert O'Dell Scholarship	0.00	0.00	0.00	0.0%	0.00
4503 · Contributions and Donations - C	0.00	0.00	0.00	0.0%	0.00
Total 4503 · Contributions and Donations	0.00	0.00	0.00	0.0%	0.00
4504 · Education income					
4505 · Webinar	0.00	0.00	2,600.00	0.0%	2,600.00
4520 · Weekend Training	0.00	0.00	0.00	0.0%	20,225.00
4540 · Fundamentals of Rates, Fees	0.00	0.00	4,150.00	0.0%	6,150.00
4570 · Intro to Government	1,200.00	6,650.00	21,000.00	31.67%	21,000.00
4575 · Investment Accounting	0.00	450.00	0.00	100.0%	6,600.00
4590 · Intermediate Government Acct	-200.00	49,812.50	28,625.00	174.02%	46,500.00
4591 · California Local Budgeting	750.00	14,850.00	13,500.00	110.0%	27,000.00
4593 · Capital Assets	-150.00	8,850.00	6,000.00	147.5%	6,000.00
4594 · CMTA/CSMFO Course	0.00	0.00	0.00	0.0%	0.00
4595 · Revenue Fundamentals	12,800.00	15,400.00	10,500.00	146.67%	10,500.00
4597 · Developing Supervisory Skills	0.00	0.00	0.00	0.0%	0.00
4598 · Leadership Skills	2,700.00	4,800.00	4,500.00	106.67%	4,500.00
Total 4504 · Education income	17,100.00	100,812.50	90,875.00	110.94%	151,075.00
8000 · Conference Revenue					
8100 · Government Registrations					
8102 · Government NonMember	0.00	13,950.00	34,210.00	40.78%	34,210.00
8104 · Government Member	0.00	311,660.00	543,635.00	57.33%	543,635.00
8105 · Govt Non-Memb Full Early	0.00	0.00	0.00	0.0%	0.00
8106 · Govt Non-Memb-Full Regular	0.00	0.00	0.00	0.0%	0.00
8108 · Govt Non-Memb Daily Early	0.00	0.00	0.00	0.0%	0.00
8109 · Govt Non-Memb-Daily-Regular	0.00	0.00	0.00	0.0%	0.00
8110 · Govt Memb - Full Conf-Early	0.00	0.00	0.00	0.0%	0.00
8115 · Conf-Gov-Full-Norm-Mem	0.00	2,140.00	0.00	100.0%	0.00
8120 · Govt Memb Daily-Early	0.00	0.00	0.00	0.0%	0.00
8125 · Govt Memb-Daily Regular	0.00	0.00	0.00	0.0%	0.00
8150 · Govt Non-Memb Full Onsite	0.00	0.00	0.00	0.0%	0.00
8155 · Govt Memb-Full Regular	0.00	0.00	0.00	0.0%	0.00
Total 8100 · Government Registrations	0.00	327,750.00	577,845.00	56.72%	577,845.00
8200 · Commercial Registrations					
8225 · Conf-Com-Exhibitor-Addn Full	0.00	0.00	0.00	0.0%	0.00
8226 · Commercial Exhibitor	0.00	53,815.00	64,730.00	83.14%	64,730.00
8227 · Conf-Com-Exhibitor Daily	0.00	0.00	0.00	0.0%	0.00
8228 · Commercial NonMember	0.00	25,410.00	27,935.00	90.96%	27,935.00
8229 · Commercial Member	0.00	29,793.00	32,720.00	91.05%	32,720.00
8230 · Comm Non-Memb-Full-Early	0.00	0.00	0.00	0.0%	0.00
8231 · Comm Non-Memb-Full-Reg	0.00	1,515.00	0.00	100.0%	0.00
8235 · Comm Memb-Full-Early	0.00	0.00	0.00	0.0%	0.00
8236 · Comm Memb-Full-Regular	0.00	0.00	0.00	0.0%	0.00
8245 · Comm Memb-Daily-Early	0.00	0.00	0.00	0.0%	0.00
8250 · Comm-Memb Daily-Regular	0.00	0.00	0.00	0.0%	0.00
8260 · Comm Non-Memb Daily Early	0.00	0.00	0.00	0.0%	0.00
8265 · Comm Non-Memb Daily Regular	0.00	3,420.00	0.00	100.0%	0.00

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

	Aug 22	Jan - Aug 22	YTD Budget	% of Budget	Budget
Total 8200 · Commercial Registrations	0.00	113,953.00	125,385.00	90.88%	125,385.00
8300 · Pre-Conference Registrations					
8371 · PreConference-Session A	0.00	0.00	0.00	0.0%	0.00
8373 · PreConference-Session B	0.00	0.00	0.00	0.0%	0.00
8375 · PreConference-Session C	0.00	0.00	0.00	0.0%	0.00
8376 · PreConference-Session D	0.00	0.00	0.00	0.0%	0.00
8300 · Pre-Conference Registrations -	0.00	13,540.00	39,000.00	34.72%	39,000.00
Total 8300 · Pre-Conference Registrations	0.00	13,540.00	39,000.00	34.72%	39,000.00
8500 · Extra Meals					
8565 · Hosted Evening Event	0.00	0.00	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	116.0%	4,375.00
8600 · Event Registrations					
8610 · Golf	0.00	18,340.00	18,815.00	97.48%	18,815.00
8630 · Pickleball/Tennis	0.00	385.00	0.00	100.0%	0.00
Total 8600 · Event Registrations	0.00	18,725.00	18,815.00	99.52%	18,815.00
8700 · Exhibitors Fees					
8702 · Featured Exhibitor/Sponsor	0.00	0.00	0.00	0.0%	0.00
8703 · Sapphire Exhibitor	0.00	101,500.00	112,000.00	90.63%	112,000.00
8704 · Premier Exhibitor	0.00	0.00	0.00	0.0%	0.00
8707 · Deluxe Exhibitor	0.00	0.00	0.00	0.0%	0.00
8715 · Gold Package	0.00	193,562.50	272,000.00	71.16%	272,000.00
8725 · Silver Package	0.00	40,625.00	45,000.00	90.28%	45,000.00
8735 · Diamond Package	0.00	90,000.00	91,000.00	98.9%	91,000.00
Total 8700 · Exhibitors Fees	0.00	425,687.50	520,000.00	81.86%	520,000.00
8800 · Sponsorships					
8830 · Non-Exhibitor Sponsor 8830	0.00	14,000.00	36,000.00	38.89%	36,000.00
8872 · Additional Sponsorship Monies	0.00	5,062.50	12,500.00	40.5%	12,500.00
Total 8800 · Sponsorships	0.00	19,062.50	48,500.00	39.3%	48,500.00
8900 · Conference Miscellaneous					
8910 · Cancellation Fees	0.00	0.00	0.00	0.0%	0.00
8915 · Hotel Rebate	0.00	10,074.48	0.00	100.0%	0.00
8900 · Conference Miscellaneous - Other	0.00	0.00			
Total 8900 · Conference Miscellaneous	0.00	10,074.48	0.00	100.0%	0.00
8950 · Virtual Conference Registration	0.00	77,950.00	85,000.00	91.71%	85,000.00
Total 8000 · Conference Revenue	0.00	1,011,817.48	1,418,920.00	71.31%	1,418,920.00
Total 4500 · PROGRAM REVENUES	17,100.00	1,117,629.98	1,509,795.00	74.03%	1,569,995.00
4501 · Chapter Income					
4501.01 · Northwest Counties	0.00	0.00	0.00	0.0%	0.00
4501.02 · Northeast Counties	0.00	0.00	0.00	0.0%	0.00
4501.03 · North Coast	0.00	1,500.00	0.00	100.0%	0.00
4501.04 · Sacramento Valley	0.00	400.00	0.00	100.0%	0.00
4501.05 · East Bay (SF)	0.00	0.00	0.00	0.0%	0.00
4501.06 · Central Valley	0.00	0.00	0.00	0.0%	0.00
4501.07 · Peninsula	0.00	0.00	0.00	0.0%	0.00
4501.08 · Monterey Bay	0.00	0.00	0.00	0.0%	0.00
4501.09 · South San Joaquin	0.00	560.00	0.00	100.0%	0.00
4501.11 · Channel Counties	0.00	0.00	0.00	0.0%	0.00

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

	Aug 22	Jan - Aug 22	YTD Budget	% of Budget	Budget
4501.12 · San Gabriel Valley	230.00	1,610.00	0.00	100.0%	0.00
4501.13 · Central Los Angeles	0.00	0.00	0.00	0.0%	0.00
4501.14 · South Bay (LA)	770.00	3,020.00	0.00	100.0%	0.00
4501.15 · Desert Mountain	0.00	0.00	0.00	0.0%	0.00
4501.16 · Orange County	0.00	980.00	0.00	100.0%	0.00
4501.17 · Inland Empire	6,050.00	7,270.00	0.00	100.0%	0.00
4501.18 · Coachella Valley	0.00	0.00	0.00	0.0%	0.00
4501.19 · San Diego County	1,080.00	2,410.00	0.00	100.0%	0.00
4501 · Chapter Income - Other	0.00	0.00	40,000.00	0.0%	100,000.00
Total 4501 · Chapter Income	8,130.00	17,750.00	40,000.00	44.38%	100,000.00
49910 · Unidentified Transactions	0.00	0.00			
8999 · YM Import Items	0.00	0.00	0.00	0.0%	0.00
Total Other Income	25,230.00	1,135,379.98	1,549,795.00	73.26%	1,669,995.00
Other Expense					
6400 · PROGRAM EXPENSES					
6404 · Education Expenses					
6420 · Weekend Training					
6420.10 · Weekend Training Reim. Exp	0.00	0.00	5,000.00	0.0%	25,000.00
6420 · Weekend Training - Other	2,875.00	2,875.00			
Total 6420 · Weekend Training	2,875.00	2,875.00	5,000.00	57.5%	25,000.00
6430 · Intro to Government					
6430.10 · Intro to Govt Account - Reim	0.00	0.00	0.00	0.0%	0.00
6430 · Intro to Government - Other	0.00	0.00	2,000.00	0.0%	5,000.00
Total 6430 · Intro to Government	0.00	0.00	2,000.00	0.0%	5,000.00
6480 · Intermediate Governmental Acc	0.00	5,500.00	10,000.00	55.0%	15,250.00
6491 · CA Local Budgeting Expense	0.00	3,000.00	10,000.00	30.0%	10,000.00
6494 · Webinar Expenses	0.00	0.00	0.00	0.0%	0.00
6594 · CMTA/CSMFO Course Exp	0.00	0.00	0.00	0.0%	0.00
6595 · Revenue Fundamental	0.00	0.00	3,500.00	0.0%	3,500.00
6596 · Revenue Fundamental Expense	0.00	0.00	3,500.00	0.0%	3,500.00
6598 · Leadership Skills	0.00	0.00	2,000.00	0.0%	2,000.00
Total 6404 · Education Expenses	2,875.00	11,375.00	36,000.00	31.6%	64,250.00
9000 · Conference Expenses					
9100 · Food & Beverage					
9105 · Registration Prep-Lunch	0.00	620.64	1,200.00	51.72%	1,200.00
9115 · Wednesday-Breakfast	0.00	0.00	0.00	0.0%	0.00
9125 · Wednesday-Lunch	0.00	87,359.93	124,000.00	70.45%	124,000.00
9135 · Wednesday-Food-Exhibitor Rec	0.00	21,455.72	40,000.00	53.64%	40,000.00
9138 · Wednesday-Beverage-Exhibitor	0.00	8,966.15	20,000.00	44.83%	20,000.00
9140 · Thursday-Breakfast-Chapter Ch	0.00	2,700.15	2,700.00	100.01%	2,700.00
9143 · Thursday-Breakfast	0.00	57,235.45	91,000.00	62.9%	91,000.00
9145 · Thursday-Coffee Service	0.00	0.00	0.00	0.0%	0.00
9147 · Thursday-Lunch	0.00	67,503.69	103,950.00	64.94%	103,950.00
9148 · Thursday-PM Break	0.00	15,002.03	49,500.00	30.31%	49,500.00
9150 · Friday-Breakfast	0.00	36,001.97	60,000.00	60.0%	60,000.00
9155 · Friday-Lunch	0.00	2,245.57	2,100.00	106.93%	2,100.00
9197 · Food&Beverage-Other	0.00	13,725.04	30,625.00	44.82%	30,625.00
9100 · Food & Beverage - Other	0.00	104.86			

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

	Aug 22	Jan - Aug 22	YTD Budget	% of Budget	Budget
Total 9100 · Food & Beverage	0.00	312,921.20	525,075.00	59.6%	525,075.00
9200 · President's Dinners					
9210 · President's Dinner - Food & Bev	0.00	25,351.52	34,000.00	74.56%	34,000.00
9220 · Entertain-Transport-Decor-Favc	0.00	3,346.88	10,974.00	30.5%	10,974.00
9250 · Pres Dinner-Out of State Guest	0.00	4,777.29	5,815.00	82.16%	5,815.00
Total 9200 · President's Dinners	0.00	33,475.69	50,789.00	65.91%	50,789.00
9300 · Hosted Event					
9310 · Event Entertainment	0.00	27,806.19	26,527.00	104.82%	26,527.00
9320 · Event Food	0.00	101,357.06	115,983.00	87.39%	115,983.00
9321 · Event Bar	0.00	17,603.39	24,918.00	70.65%	24,918.00
9330 · Event Decor	0.00	3,645.13	17,205.00	21.19%	17,205.00
9340 · Event Other	0.00	-525.28	0.00	100.0%	0.00
Total 9300 · Hosted Event	0.00	149,886.49	184,633.00	81.18%	184,633.00
9400 · Meetings and Training					
9410 · Speakers-Honorarium	0.00	42,500.00	46,500.00	91.4%	46,500.00
9420 · Speaker-Expenses-Lodging	0.00	5,057.46	9,125.00	55.42%	9,125.00
9430 · Speaker-Expenses-Transportati	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	85.54%	55,625.00
9450 · Comps					
9460 · Other Guests Lodging (OOS)	0.00	2,724.33	6,200.00	43.94%	6,200.00
9462 · Comps - Other	0.00	2,075.68	1,946.00	106.66%	1,946.00
9465 · Board Scholarships	0.00	72.00	4,250.00	1.69%	4,250.00
9450 · Comps - Other	0.00	0.00	0.00	0.0%	0.00
Total 9450 · Comps	0.00	4,872.01	12,396.00	39.3%	12,396.00
9475 · Meetings					
9476 · Audio Visual and Lighting	0.00	185,395.75	185,251.00	100.08%	185,251.00
9477 · Virtual Platform	0.00	41,135.00	39,385.00	104.44%	39,385.00
9478 · General Session - Addtl' produc	0.00	8,605.82	21,400.00	40.21%	21,400.00
9479 · WiFi Internet	0.00	11,080.00	12,000.00	92.33%	12,000.00
9480 · Electric Power/Rigging	0.00	44,360.09	30,000.00	147.87%	30,000.00
9481 · Reg/Attendance Tracking	0.00	37,523.07	35,984.00	104.28%	35,984.00
9485 · Convention/Hotel Other Costs	0.00	125.00	500.00	25.0%	500.00
9475 · Meetings - Other	0.00	7,159.91			
Total 9475 · Meetings	0.00	335,384.64	324,520.00	103.35%	324,520.00
9490 · Pre-Conference Workshop					
9494 · Food & Beverage	0.00	1,716.46	4,050.00	42.38%	4,050.00
9496 · Pre-Conference-Other	0.00	0.00	0.00	0.0%	0.00
Total 9490 · Pre-Conference Workshop	0.00	1,716.46	4,050.00	42.38%	4,050.00
9500 · Exhibits					
9510 · Decorator Booth Fee	0.00	23,361.95	18,585.00	125.7%	18,585.00
9530 · Meeting space Additions	0.00	7,401.00	7,401.00	100.0%	7,401.00
9540 · Security	0.00	955.00	400.00	238.75%	400.00
9545 · Exhibit hall game	0.00	1,397.44	1,000.00	139.74%	1,000.00
9550 · Sponsor Branded Items	0.00	4,886.28	16,075.00	30.4%	16,075.00
9599 · Exhibits-Other	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	87.44%	43,461.00

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

	Aug 22	Jan - Aug 22	YTD Budget	% of Budget	Budget
9600 · Entertainment/Gifts					
9610 · Conference Gifts/Attendees	0.00	59,927.62	57,000.00	105.14%	57,000.00
9620 · Speaker/Board/Committee Mem	0.00	5,240.16	7,875.00	66.54%	7,875.00
9630 · Gift Baskets (VIPs)	0.00	0.00	0.00	0.0%	0.00
Total 9600 · Entertainment/Gifts	0.00	65,167.78	64,875.00	100.45%	64,875.00
9700 · Other Activities					
9732 · Golf Tournament Expenses	0.00	17,348.86	20,008.00	86.71%	20,008.00
9750 · Other Event Expenses	0.00	150.00	300.00	50.0%	300.00
Total 9700 · Other Activities	0.00	17,498.86	20,308.00	86.17%	20,308.00
9800 · Administration - Conference					
9805 · Conference Marketing	0.00	239.37	1,500.00	15.96%	1,500.00
9810 · Conference Contract Services	0.00	74,157.52	77,380.00	95.84%	77,380.00
9815 · Printing/Copy/Conference Medi	0.00	4,891.79	7,800.00	62.72%	7,800.00
9820 · President Expenses	0.00	495.37	800.00	61.92%	800.00
9831 · Supplies-Badges-Ribbons-Etc	0.00	318.15	650.00	48.95%	650.00
9840 · Postage & Shipping	0.00	780.66	200.00	390.33%	200.00
9875 · Signage	0.00	4,995.79	3,500.00	142.74%	3,500.00
9880 · Bank Merchant Fees	0.00	0.00	0.00	0.0%	0.00
9890 · Conference Committee Expens	556.10	7,730.49	15,208.00	50.83%	15,208.00
9895 · Staff Exp Inc. Lodging & Travel	0.00	13,288.16	13,784.00	96.4%	13,784.00
9800 · Administration - Conference - C	0.00	0.00	0.00	0.0%	0.00
Total 9800 · Administration - Conferen	556.10	106,897.30	120,822.00	88.48%	120,822.00
9000 · Conference Expenses - Other	0.00	0.00	0.00	0.0%	0.00
Total 9000 · Conference Expenses	556.10	1,113,401.25	1,406,554.00	79.16%	1,406,554.00
Total 6400 · PROGRAM EXPENSES	3,431.10	1,124,776.25	1,442,554.00	77.97%	1,470,804.00
6401 · Chapter Expenses					
6401.79 · Current Year Chapter Expenses					
6401.07 · Peninsula	0.00	0.00	0.00	0.0%	0.00
6401.08 · Monterey Bay	0.00	0.00	0.00	0.0%	0.00
6401.09 · South San Joaquin	0.00	117.96	0.00	100.0%	0.00
6401.12 · San Gabriel Valley	1,473.96	2,606.08	0.00	100.0%	0.00
6401.14 · South Bay (LA)	250.00	1,147.96			
6401.16 · Orange County	0.00	2,307.50	0.00	100.0%	0.00
6401.17 · Inland Empire	0.00	3,434.38	0.00	100.0%	0.00
6401.19 · San Diego County	1,728.48	1,728.48	0.00	100.0%	0.00
6401.79 · Current Year Chapter Expens	0.00	0.00	40,000.00	0.0%	100,000.00
Total 6401.79 · Current Year Chapter E	3,452.44	11,342.36	40,000.00	28.36%	100,000.00
6401.89 · Prior Year Chapter Income/Ex	0.00	0.00	0.00	0.0%	0.00
Total 6401 · Chapter Expenses	3,452.44	11,342.36	40,000.00	28.36%	100,000.00
Total Other Expense	6,883.54	1,136,118.61	1,482,554.00	76.63%	1,570,804.00
Net Other Income	18,346.46	-738.63	67,241.00	-1.1%	99,191.00
Net Income	11,129.77	37,499.99	-38,781.43	-96.7%	-150,799.00

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

	Jan - Aug 22	Jan - Aug 21	\$ Change
Ordinary Income/Expense			
Income			
4000 · OPERATING REVENUES			
4100 · Membership Dues			
4110 · Dues - Municipal	171,500.00	192,515.00	-21,015.00
4115 · Dues NewMem-Municipal	0.00	0.00	0.00
4120 · Dues - Other Gov	3,400.00	4,050.00	-650.00
4130 · Dues - Commercial	36,960.00	44,640.00	-7,680.00
4140 · Dues - Retired	820.00	1,160.00	-340.00
4150 · Dues - Education	0.00	0.00	0.00
4100 · Membership Dues - Other	0.00	0.00	0.00
Total 4100 · Membership Dues	212,680.00	242,365.00	-29,685.00
4200 · Interest Income	2,178.49	3,673.13	-1,494.64
4302 · Magazine Advertising	4,275.00	12,475.00	-8,200.00
4303 · Job Board Post - Member	158,175.00	122,625.00	35,550.00
4490 · Budget Awards	3,850.00	4,150.00	-300.00
Total 4000 · OPERATING REVENUES	381,158.49	385,288.13	-4,129.64
Total Income	381,158.49	385,288.13	-4,129.64
Gross Profit	381,158.49	385,288.13	-4,129.64
Expense			
6100 · OPERATING EXPENSES			
6105 · Marketing/Membership	5,603.67	9,122.17	-3,518.50
6106 · Storage Expense	108.77	506.61	-397.84
6110 · President's Expense			
6111 · Presidents CSMFO- Gifts	88.15	488.93	-400.78
6110 · President's Expense - Other	7,425.45	710.00	6,715.45
Total 6110 · President's Expense	7,513.60	1,198.93	6,314.67
6115 · Board of Directors			
6116 · Board Meeting Expenses	6,584.33	0.00	6,584.33
Total 6115 · Board of Directors	6,584.33	0.00	6,584.33
6125 · Board Planning Session-Retreat	0.00	355.95	-355.95
6140 · Management Services			
6143 · Management Services	121,816.00	120,615.84	1,200.16
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	13,750.00	-13,750.00
6140 · Management Services - Other	2,800.00	900.00	1,900.00
Total 6140 · Management Services	146,315.12	159,369.74	-13,054.62
6148 · Payroll			
6148.10 · Wages	38,743.50	0.00	38,743.50
6148.20 · Payroll Taxes - Federal	3,005.88	0.00	3,005.88
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	42,274.39	0.00	42,274.39

California Society of Municipal Finance Officers
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	Jan - Aug 22	Jan - Aug 21	\$ Change
6150 · Office Supplies	774.40	9.65	764.75
6155 · Merchant Fees/Bank Chgs.	27,915.49	9,811.64	18,103.85
6160 · Awards	8,602.59	8,058.51	544.08
6165 · Printing			
6166 · Printing, copying, and admin	35.76	98.16	-62.40
6167 · Directory	6,608.80	20,597.08	-13,988.28
Total 6165 · Printing	6,644.56	20,695.24	-14,050.68
6170 · Magazine	11,046.13	7,611.77	3,434.36
6175 · Postage	247.27	678.09	-430.82
6185 · Telephone/Bridge Calls	367.07	407.18	-40.11
6190 · Web and Technology			
6191 · DataBase Expense	228.53	0.00	228.53
6192 · Web site	2,500.00	3,130.44	-630.44
6195 · Web Site Hosting Fee	2,311.93	7,581.14	-5,269.21
6190 · Web and Technology - Other	16,314.88	12,171.64	4,143.24
Total 6190 · Web and Technology	21,355.34	22,883.22	-1,527.88
6200 · Travel/Staff Expenses	2,449.32	0.00	2,449.32
6220 · Audit & Tax Filing	2,305.00	8,000.00	-5,695.00
6230 · Insurance	2,118.00	3,140.22	-1,022.22
6240 · Taxes			
6242 · Current Year Taxes	0.00	16,602.00	-16,602.00
6246 · Prior Year Taxes	4,178.24	2,548.00	1,630.24
Total 6240 · Taxes	4,178.24	19,150.00	-14,971.76
6250 · Miscellaneous	0.00	20.00	-20.00
6255 · GFOA Reception	16,198.08	0.00	16,198.08
Total 6100 · OPERATING EXPENSES	312,601.37	271,018.92	41,582.45
6148.63 · Executive Director - Outreach	2,500.00	0.00	2,500.00
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	342,919.87	271,858.92	71,060.95
Net Ordinary Income	38,238.62	113,429.21	-75,190.59
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	3,200.00	-3,200.00
4504 · Education income			
4505 · Webinar	0.00	2,623.00	-2,623.00
4540 · Fundamentals of Rates, Fees	0.00	16,500.00	-16,500.00
4570 · Intro to Government	6,650.00	20,925.00	-14,275.00
4575 · Investment Accounting	450.00	6,450.00	-6,000.00
4590 · Intermediate Government Acct	49,812.50	36,481.00	13,331.50
4591 · California Local Budgeting	14,850.00	22,350.00	-7,500.00
4593 · Capital Assets	8,850.00	0.00	8,850.00

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	Jan - Aug 22	Jan - Aug 21	\$ Change
4595 · Revenue Fundamentals	15,400.00	0.00	15,400.00
4598 · Leadership Skills	4,800.00	0.00	4,800.00
Total 4504 · Education income	100,812.50	105,329.00	-4,516.50
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 - Ot	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

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	Jan - Aug 22	Jan - Aug 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	1,117,629.98	518,634.00	598,995.98
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	1,610.00	0.00	1,610.00
4501.14 · South Bay (LA)	3,020.00	0.00	3,020.00
4501.16 · Orange County	980.00	0.00	980.00
4501.17 · Inland Empire	7,270.00	40.00	7,230.00
4501.19 · San Diego County	2,410.00	0.00	2,410.00
Total 4501 · Chapter Income	17,750.00	40.00	17,710.00
49910 · Unidentified Transactions	0.00	0.00	0.00
Total Other Income	1,135,379.98	518,674.00	616,705.98
Other Expense			
6400 · PROGRAM EXPENSES			
6404 · Education Expenses			
6420 · Weekend Training	2,875.00	0.00	2,875.00
6430 · Intro to Government			
6430.10 · Intro to Govt Account - Reimbu	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	3,450.00	-450.00
6494 · Webinar Expenses	0.00	1,000.00	-1,000.00
6595 · Revenue Fundamental	0.00	750.00	-750.00
Total 6404 · Education Expenses	11,375.00	17,200.00	-5,825.00
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 Recep	21,455.72	0.00	21,455.72
9138 · Wednesday-Beverage-Exhibitor R	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
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	Jan - Aug 22	Jan - Aug 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 Memen	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			

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	Jan - Aug 22	Jan - Aug 21	\$ Change
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	7,730.49	15,193.90	-7,463.41
9895 · Staff Exp Inc. Lodging & Travel	13,288.16	0.00	13,288.16
Total 9800 · Administration - Conference	106,897.30	112,539.59	-5,642.29
9000 · Conference Expenses - Other	0.00	0.00	0.00
Total 9000 · Conference Expenses	1,113,401.25	247,063.13	866,338.12
Total 6400 · PROGRAM EXPENSES	1,124,776.25	264,263.13	860,513.12
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	2,606.08	0.00	2,606.08
6401.14 · South Bay (LA)	1,147.96	0.00	1,147.96
6401.16 · Orange County	2,307.50	0.00	2,307.50
6401.17 · Inland Empire	3,434.38	0.00	3,434.38
6401.19 · San Diego County	1,728.48	0.00	1,728.48
Total 6401.79 · Current Year Chapter Expenses	11,342.36	225.00	11,117.36
Total 6401 · Chapter Expenses	11,342.36	225.00	11,117.36
Total Other Expense	1,136,118.61	264,488.13	871,630.48
Net Other Income	-738.63	254,185.87	-254,924.50
Net Income	37,499.99	367,615.08	-330,115.09

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

	Inland Empire (Chapters)	North Coast (Chapters)	County (Chapters)	Valley (Chapters)	San Diego (Chapters)
Other Income/Expense					
Other Income					
4501 · Chapter Income					
4501.03 · North Coast	0.00	1,500.00	0.00	0.00	0.00
4501.04 · Sacramento Valley	0.00	0.00	0.00	400.00	0.00
4501.09 · South San Joaquin	0.00	0.00	0.00	0.00	0.00
4501.12 · San Gabriel Valley	0.00	0.00	0.00	0.00	0.00
4501.14 · South Bay (LA)	0.00	0.00	0.00	0.00	0.00
4501.16 · Orange County	0.00	0.00	980.00	0.00	0.00
4501.17 · Inland Empire	7,270.00	0.00	0.00	0.00	0.00
4501.19 · San Diego County	0.00	0.00	0.00	0.00	2,410.00
Total 4501 · Chapter Income	7,270.00	1,500.00	980.00	400.00	2,410.00
Total Other Income	7,270.00	1,500.00	980.00	400.00	2,410.00
Other Expense					
6401 · Chapter Expenses					
6401.79 · Current Year Chapter Expenses	3,434.38	0.00	2,307.50	0.00	1,728.48
Total 6401 · Chapter Expenses	3,434.38	0.00	2,307.50	0.00	1,728.48
Total Other Expense	3,434.38	0.00	2,307.50	0.00	1,728.48
Net Other Income	3,835.62	1,500.00	-1,327.50	400.00	681.52
Net Income	3,835.62	1,500.00	-1,327.50	400.00	681.52

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

	San Gabriel Valley (Chapters)	Joaquin Valley (Chapters)	SouthBay (LA) (Chapters)	Chapters	TOTAL
Other Income/Expense					
Other Income					
4501 · Chapter Income					
4501.03 · North Coast	0.00	0.00	0.00	1,500.00	1,500.00
4501.04 · Sacramento Valley	0.00	0.00	0.00	400.00	400.00
4501.09 · South San Joaquin	0.00	560.00	0.00	560.00	560.00
4501.12 · San Gabriel Valley	1,610.00	0.00	0.00	1,610.00	1,610.00
4501.14 · South Bay (LA)	0.00	0.00	3,020.00	3,020.00	3,020.00
4501.16 · Orange County	0.00	0.00	0.00	980.00	980.00
4501.17 · Inland Empire	0.00	0.00	0.00	7,270.00	7,270.00
4501.19 · San Diego County	0.00	0.00	0.00	2,410.00	2,410.00
Total 4501 · Chapter Income	1,610.00	560.00	3,020.00	17,750.00	17,750.00
Total Other Income	1,610.00	560.00	3,020.00	17,750.00	17,750.00
Other Expense					
6401 · Chapter Expenses					
6401.79 · Current Year Chapter Expenses	2,606.08	117.96	1,147.96	11,342.36	11,342.36
Total 6401 · Chapter Expenses	2,606.08	117.96	1,147.96	11,342.36	11,342.36
Total Other Expense	2,606.08	117.96	1,147.96	11,342.36	11,342.36
Net Other Income	-996.08	442.04	1,872.04	6,407.64	6,407.64
Net Income	-996.08	442.04	1,872.04	6,407.64	6,407.64

California Society of Municipal Finance Officers

Check Detail

August 2022

	Type	Num	Date	Name	Account	Paid Amount
	Check		08/31/2022	Piper Jaffray & Co.	1004 · Bank of America - 1982	
	Payment	5147576	03/01/2022	Piper Jaffray & Co.	1100 · Accounts receivable	(75.00)
TOTAL						(75.00)
	Check	ADP-July	08/09/2022	Rousseau, Jean	1004 · Bank of America - 1982	
					6148.10 · Wages	(4,973.75)
					2111 · Federal Payroll Withholdings	872.06
					2112 · State Payroll Withholdings	255.34
TOTAL						(3,846.35)
	Check	ADP-July	08/09/2022	ADP, Inc.	1004 · Bank of America - 1982	
					2111 · Federal Payroll Withholdings	(872.06)
					2112 · State Payroll Withholdings	(255.34)
					6148.20 · Payroll Taxes - Federal	(380.49)
TOTAL						(1,507.89)
	Bill Pmt -Check	BILLPAY	08/10/2022	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	08/10/2022	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	08/25/2022	Amber Johnson {v}	1004 · Bank of America - 1982	
	Bill		08/24/2022		6116 · Board Meeting Expenses	(261.97)
TOTAL						(261.97)

California Society of Municipal Finance Officers

Check Detail

August 2022

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	BILLPAY	08/25/2022	Chavez Accountancy Corporation	1004 · Bank of America - 1982	
	Bill		08/16/2022		6220 · Audit & Tax Filing	(2,305.00)
TOTAL						(2,305.00)
	Bill Pmt -Check	BILLPAY	08/25/2022	Classic Awards & Promotions	1004 · Bank of America - 1982	
	Bill	86019	08/06/2022		6160 · Awards	(3,064.74)
TOTAL						(3,064.74)
	Bill Pmt -Check	BILLPAY	08/25/2022	Cvent, Inc.	1004 · Bank of America - 1982	
	Bill	4110110707	08/02/2022		9481 · Reg/Attendance Tracking	(35,503.76)
TOTAL						(35,503.76)
	Bill Pmt -Check	BILLPAY	08/25/2022	Higher Logic, LLC	1004 · Bank of America - 1982	
	Bill	INV044307	08/18/2022		6190 · Web and Technology	(3,120.00)
					6190 · Web and Technology	(9,360.00)
TOTAL						(12,480.00)
	Bill Pmt -Check	BILLPAY	08/25/2022	Jean Rousseau [v]	1004 · Bank of America - 1982	
	Bill		08/18/2022		6116 · Board Meeting Expenses	(337.50)
TOTAL						(337.50)
	Bill Pmt -Check	BILLPAY	08/25/2022	Rich Lee [v]	1004 · Bank of America - 1982	
	Bill		08/18/2022		6116 · Board Meeting Expenses	(185.96)
TOTAL						(185.96)
	Bill Pmt -Check	BILLPAY	08/25/2022	Roxanne Muhlmeister {v}	1004 · Bank of America - 1982	
	Bill		08/18/2022		6401.19 · San Diego County	(1,256.13)
TOTAL						(1,256.13)

California Society of Municipal Finance Officers

Check Detail

August 2022

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	BILLPAY	08/25/2022	Scott Catlett {v}	1004 · Bank of America - 1982	
	Bill		08/18/2022		6116 · Board Meeting Expenses	(497.98)
TOTAL						(497.98)
	Bill Pmt -Check	BILLPAY	08/25/2022	Sierra Office Supply & Printing	1004 · Bank of America - 1982	
	Bill	3770131-0	08/15/2022		6167 · Directory	(751.11)
	Bill	3770704-0	08/17/2022		6167 · Directory	(953.69)
TOTAL						(1,704.80)
	Check	EFT	08/01/2022	Merchant Service	1004 · Bank of America - 1982	
					6155 · Merchant Fees/Bank Chgs.	(1,849.61)
TOTAL						(1,849.61)
	Check	EFT	08/05/2022	Remote Deposit Fee	1004 · Bank of America - 1982	
					6155 · Merchant Fees/Bank Chgs.	(15.00)
TOTAL						(15.00)
	Check	EFT	08/15/2022	Internal Revenue Service	1004 · Bank of America - 1982	
					6246 · Prior Year Taxes	(4,178.24)
TOTAL						(4,178.24)
	Bill Pmt -Check	7553	08/10/2022	The Westin - Long Beach	1004 · Bank of America - 1982	
	Bill	California Society	08/09/2022		6420 · Weekend Training	(1,500.00)
TOTAL						(1,500.00)
	Bill Pmt -Check	7553	08/10/2022	Smith Moore and Associates, Inc.	1004 · Bank of America - 1982	
	Bill	20220285	08/01/2022		6143 · Management Services	(14,627.00)
					6143 · Management Services	(700.00)
					2003 · A/P Other- SMA Conference	(4,107.69)

California Society of Municipal Finance Officers

Check Detail

August 2022

	Type	Num	Date	Name	Account	Paid Amount
TOTAL						(19,434.69)
	Bill Pmt -Check	7554	08/10/2022	Jean Rousseau [v]	1004 · Bank of America - 1982	
	Bill	Printer ink	08/10/2022		6150 · Office Supplies	(45.21)
	Bill	Exhibit booth Monter	08/10/2022		6148.63 · Executive Director - Outreach	(2,500.00)
TOTAL						(2,545.21)
	Check	7554	08/18/2022	City of Hemet	1004 · Bank of America - 1982	
	Credit Memo	YM200013803	08/15/2022		4593 · Capital Assets	(150.00)
TOTAL						(150.00)
	Bill Pmt -Check	7555	08/10/2022	Jennifer Becker [v]	1004 · Bank of America - 1982	
	Bill	San Gabriel Chapter	08/10/2022		6401.12 · San Gabriel Valley	(98.99)
TOTAL						(98.99)
	Bill Pmt -Check	7555	08/25/2022	Smith Moore and Associates, Inc.	1004 · Bank of America - 1982	
	Bill	20220357	08/18/2022		6195 · Web Site Hosting Fee	(71.56)
					6190 · Web and Technology	(14.63)
					6401.14 · South Bay (LA)	(229.37)
					6160 · Awards	(185.06)
					6185 · Telephone/Bridge Calls	(42.40)
					6190 · Web and Technology	(57.79)
					6150 · Office Supplies	(11.47)
					9890 · Conference Committee Expenses	(27.52)
					9890 · Conference Committee Expenses	(482.69)
					6420 · Weekend Training	(1,261.53)
					6190 · Web and Technology	(49.09)
					6401.12 · San Gabriel Valley	(1,261.50)
					6401.19 · San Diego County	(433.37)
					6116 · Board Meeting Expenses	(115.93)
					6116 · Board Meeting Expenses	(229.34)
					6175 · Postage	(2.54)

California Society of Municipal Finance Officers

Check Detail

August 2022

Type	Num	Date	Name	Account	Paid Amount
				6166 · Printing, copying, and admin	(0.66)
				6185 · Telephone/Bridge Calls	(43.19)
				9895 · Staff Exp Inc. Lodging & Travel	(154.10)
				9895 · Staff Exp Inc. Lodging & Travel	(64.22)
				9890 · Conference Committee Expenses	(1,297.09)
				9895 · Staff Exp Inc. Lodging & Travel	(56.88)
				9895 · Staff Exp Inc. Lodging & Travel	(22.92)
				9895 · Staff Exp Inc. Lodging & Travel	(41.23)
				9895 · Staff Exp Inc. Lodging & Travel	(197.77)
				9890 · Conference Committee Expenses	(183.49)
TOTAL					<u>(6,537.34)</u>
Bill Pmt -Check	7556	08/10/2022	Pacific Storage Company	1004 · Bank of America - 1982	
Bill	4212832	07/29/2022		6106 · Storage Expense	(79.69)
TOTAL					<u>(79.69)</u>



CSMFO Executive Committee

Agenda

September 23, 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 October 4th Board Meeting
 - 2022 Strategic Action Plan Goals
 - Michael Coleman contract for 2023
 - 2022 Audited Financial Statements
 - 2023 Draft Operating Budget
 - Scope of complimentary attendance at annual conference
 - Proposed reporting requirements in the US Senate
 - June 2022 Financial Summary (Margaret Moggia & Jean Rousseau)
 - Executive Director Update

* Responsibility of both the Executive Committee and Executive Director

- Board liaisons for 2023
- Bylaws update (election email to go out 9/30)
- 2023 annual conference
- Membership dues update
- Planning session
- Election
- GFOA (comping for hotel room at annual conference)
- Proposed reporting requirements in the US Senate
- Ad hoc update - commercial partner opportunities
- Chapter sponsorship: remove guideline that prohibits sponsorship to only one chapter's event per year
- Succession planning for Michael Coleman's contract, website
- Budget responsibility
- LMS update

2023 PRESENTER AGREEMENT

The undersigned **California Society of Municipal Finance Officers** ("CLIENT"), located at 808 R Street, Suite 209, Sacramento, California 95811 hereby agrees to engage the undersigned **Beacon Economics, LLC** ("BEACON"), located at 110 South Fairfax Avenue, Suite 380, Los Angeles, California 90036, to deliver a presentation under the terms and conditions set forth below:

Presentation

1. BEACON shall, pursuant to the terms and provisions of this Agreement, render presentation as set forth here:
 - One speech of up to 90 minutes in length.
 - An accompanying Power Point presentation in 16:9 format*.
 - Presentation by Beacon Economics' Founding Partner, Christopher Thornberg ("Speaker").
 - Time allotted for audience questions and interaction.

*If CLIENT requests the Speaker's PowerPoint presentation in 4:3 format, CLIENT understands and agrees to request the custom format at least thirty (30) days prior to the EVENT.

Event

2. This Agreement covers an "Event" set forth and described by CLIENT as its Annual Conference occurring on February 2, 2023, at the Safe Credit Union Conference Center located at 1401 K Street, Sacramento, CA 95814, with Christopher Thornberg's presentation scheduled to take place between 9:00 a.m. and 10:00 a.m. BEACON requires confirmation of the "Event" date, time, and location ninety (90) days in advance of the "Event" occurrence. BEACON cannot guarantee availability if CLIENT makes any changes to the date, time, or location within ninety (90) days of the "Event" and such a change could nullify the undersigned Agreement. All management responsibilities related to the Event are the sole responsibility of CLIENT.

Compensation

3. In consideration of services rendered, CLIENT agrees to compensate BEACON in the amount of \$7,000, with 50% of the agreed upon fee \$3,500 is due at the time of signing, with the remaining balance of \$3,500 due following the completion of the event. CLIENT also agrees to reimburse BEACON for expenses incurred directly as a result of fulfilling this Agreement. Expenses under this Agreement may include a one-night hotel stay, round trip coach airfare, local transportation, meals, and incidentals. Note that any change to the location of the event as described hereunder may add additional expenses. CLIENT agrees to pay presentation fee and applicable expenses within 15 days of invoice receipt.

All payments should be made payable to: Beacon Economics, LLC.
All payments should be sent to:
Beacon Economics, LLC
Attn: Cyndi Goddard
P.O. Box 2431
Mill Valley, CA 94942

Independent Contractor

4. Under this Agreement CLIENT and BEACON are independent contractors and neither will be considered an employee of the other for any purpose; neither has any responsibility to the other for withholding taxes, social security, workers compensation, unemployment tax, or any other similar coverage.

Copyright Permission

5. BEACON represents and warrants that it has the skill and expertise to provide the services under this Agreement and that it is the sole and exclusive creator of the work and that the work does not and will not in any way infringe upon any copyright, violate any proprietary rights, or contain any scandalous, libelous, injurious, or unlawful matter. All materials created by BEACON for and used during the fulfillment of this Agreement are and shall remain the property of BEACON, and intellectual rights to the content thereof are and shall remain with BEACON.

Indemnification:

6. BEACON will indemnify, defend and hold harmless CLIENT, its officers, directors, employees and agents (collectively "the CLIENT indemnitees"), from and against any and all claims, demands, actions, judgments, costs and expenses, including costs of defense thereof, incurred by any of the CLIENT indemnitees to the extent caused by or arising from (a) the negligence, gross negligence, or intentional misconduct of BEACON, its Speaker, officers, directors, employees, agents or contractors, or (b) a third party claim that material, work, or services provided or used by BEACON in fulfilling this agreement infringe on the third party's intellectual property rights.
7. CLIENT will indemnify, defend and hold harmless BEACON, its officers, directors, employees and agents (collectively "the BEACON indemnitees"), from and against any and all claims, demands, actions, judgments, costs and expenses, including costs of defense thereof, incurred by any of the BEACON indemnitees to the extent caused by or arising from the negligence, gross negligence, or intentional misconduct of CLIENT, its officers, directors, employees, agents or contractors. The terms of this provision shall survive the termination or expiration of this Agreement.

Force Majeure

8. Should events beyond the control of BEACON or CLIENT, such as acts of God, war, curtailment or interruption of transportation facilities, strikes (except those involving BEACON's or CLIENT's employees) or the imminent threat thereof, threats or acts of terrorism or similar acts, disease, State Department or other governmental or international agency travel advisory, civil disturbance, or any other cause beyond the Parties' control, which, in either Party's reasonable judgment, would make it commercially inadvisable (from a safety, health or financial standpoint), illegal or impossible for either Party or its members to perform their obligations under the Agreement as they relate to the "Event", such Party may cancel the Agreement without liability upon written notice to the other party. Notice of cancellation may be sent at any time prior to the "Event" provided the canceling Party has met the requirements of this provision.

Cancellation Clause

9. This Agreement may be terminated by either CLIENT or BEACON without penalty upon provision of written notice to the other party at least thirty (30) days prior to the "Event," or upon mutual agreement between the parties. If BEACON cancels this Agreement at any time following its full execution, BEACON will supply a replacement speaker of similar background and experience. Except in the event of Force Majeure, (i) CLIENT agrees to pay a Cancellation Fee of 20% of the

Presentation Fee in the event it cancels this Agreement between thirty (30) and five (5) days prior to the "Event"; and (ii) CLIENT agrees to pay a Cancellation Fee of 30% of the Presentation Fee in the event it cancels this Agreement less than five (5) days prior to the "Event." If CLIENT cancels this Agreement within thirty (30) days of the "Event," CLIENT agrees to reimburse BEACON for expenses incurred directly as a result of fulfilling or preparing to fulfill this Agreement as specified in the Compensation section of this Agreement from which BEACON cannot fully recoup from vendor(s).

Settlement of Disputes

10. Any disputes among the parties related to any part of this Agreement shall be decided according to the laws of California.

Damages

11. The parties agree that liability resulting from breach of this Agreement shall be limited to actual damages and shall not include consequential or special damages.

Expiration

12. This Speaking Agreement is valid for a period of up to 30-days from receipt. If this Speaking Agreement is not executed prior to the 30-day expiration, its content is null and void and any associated dates held on Beacon Economics' calendars will be removed.

Acceptance

For questions about this Agreement, please contact Beacon Economics' Managing Partner, Sherif Hanna, at 424-646-4656 or at Sherif@beaconecon.com.

Upon signature by both parties, CLIENT and BEACON shall have agreed to and executed this Agreement by their authorized representatives as of the dates indicated below.

SIGNATURES

**Approved and authorized on behalf of
California Society of Municipal Finance
Officers:**

Name: (Print) _____

Title: (Print) _____

Signature:

Date: _____

**Approved and authorized on behalf of
Beacon Economics, LLC:**

Name: Sherif Hanna

Title: Managing Partner

Signature:

Date: _____



When your image matters

Project Name/ID: 02.1-02.02.23 CSMFO Headshots

Contract Start Date : 2/1/2023

Project Fee (35% retainer due upon signing): \$10,412.00

Payment Due Date: 2/2/2023

This contract constitutes an order for photographic services, including the taking of still or motion photographs as agreed to by both parties— Orange Photography (“Photographer”) and CSMFO (“Contracting Party”). Please be advised that strike-outs or hand written modifications to this Agreement will not be accepted. Although all care will be taken with the photographs taken at the event, the Photographer limits any liability for loss, damage or failure to deliver pictures for any reason to the return of any retainer made.

PHOTOGRAPHER'S STANDARD PRICE LIST: The charges in this Agreement are based on the Photographer's current standard price list. This price list is adjusted periodically and any future orders outside of this Agreement shall be charged at the prices in effect at the time when the future order is placed. If there is to be a breach in Photographer's standard delivery process due to Contracting Party's request, then Photographer shall not be required to refund any payment made for package or contract deliverables.

Photographer will charge minimum of \$350 for each additional hour of service for a single photographer and \$475 per hour per photographer/assistant for each hour if more than one photographer and/or when additional lighting/printing equipment is required (billed in 30-minute increments), if requested by Contracting Party to extend the shoot. Contracting Party agrees to pay percentage of invoiced rate for expedited turnaround of ANY number of images requested on or after shoot date at 20% for 3 business-days, 35% for 2-business-days and 50% for less than 2 business-day turnaround. Extended coverage duration requested day of event will be billed at 150% of extended hourly rate if less than 48 hr. turnaround included. Should your package contain elements that are to be fulfilled after your session, such as retouching, Photographer will do our due diligence to reach out and provide the opportunity for feedback. If no selection or response is provided by Contracting Party within 30 days of your session, Photographer will fulfill contractual obligation by making a reasonable selection on the Contracting Party's behalf. Additional fees may be assessed at our standard price list should additional requests be made.

FLEX PACKAGES and MULTI-EVENT BOOKINGS: For events/sessions in which the package specifies a flex session that has yet to be scheduled, such as bulk headshot or portrait packages, the following additional stipulations apply: 1) Bookings must be made at least two (2) weeks prior to desired session or additional fees apply. Session availability is subject to Photographer's availability and dates cannot be guaranteed. 2) Travel fees/additional fees may apply per our standard agreements if session request is beyond our standard shoot area. 3) Cancellations of session or No Shows subject to cancellation policy/fee outlined in our Cancellation/Change Policy outlined below.

CANCELLATION/CHANGE POLICY: A signed contract and retainer fee are required to reserve the dates and times. If the job(s) are rescheduled, postponed, or canceled; or if there is a breach of contract by the Contracting Party, the retainer fee is non-refundable and shall be liquidated damages to Photographer. The Contracting Party shall also be responsible for payment for any of the Photographer's materials charges incurred up to time of cancellation.

Contracting Party agrees to pay 35% of invoice if event is canceled more than TWENTY DAYS prior to event start time should the event for which services have been contracted be canceled/changed. For any cancellations or changes of event date/time or package elements per Contracting Party's request BETWEEN TWENTY DAYS AND SEVENTY-TWO (72) hours prior to event start date a 50% change fee will be assessed on the invoiced amount per cancellation or change. If notice of postponement is given by Contracting Party less than SEVENTY-TWO (72) hours prior to shoot starting date, the Contracting Party will be charged 100% of invoiced amount. In the event of a rescheduled event/session all new arrangements must be scheduled within one (1) calendar year of the initially agreed upon event/session date or payment for services. For flex sessions independently scheduled a flat rate of \$75 rather than a percentage of said invoice will apply to any no show/cancellation appointment that occurs within the stipulated time frames above.

LATE CHARGES/FEES: Due to the nature of our agency, Photographer reserves the right to bill for additional surcharges due to late booking and the additional cost associated with said bookings. These charges include: Late Staffing Surcharge in the amount of 5% of the net total for bookings not signed within 2 weeks of shoot date or within 48 hours when a project is less than 5 days from the request of the quote . If you have requested service within 2 weeks, this surcharge may already be assessed in your package and client signature must be received within 48-hours of receiving said contract from Photographer representative. A Late Asset Compliance Fee will be assessed should assets be required by Photographer from client and are not delivered within 5 business days prior to shoot date. Assets may include logo/brand requirements for photobooth branding, location/venue details, etc. In addition to this fee, changes to assets or branding elements within 48 hours of shoot date will incur a Last Minute Change Fee billed at \$75 per hour

based on the complexity of desired changes. A Late Revision Request Fee of \$175 may be assessed should client not respond in a reasonable and timely manner regarding revisions for video projects or retouching selections. This fee would be applied if our requests for revisions go unanswered for 21 days post shoot date. Additional de-archiving fees may also be necessary should the request go unanswered after 3 months from shoot date.

ARCHIVING OF ASSETS: While Photographer will archive the Image(s), it is Client's responsibility to properly store and archive the Image(s). Photographer cannot guarantee the availability of any Image(s) beyond three (3) months from event date(s) unless otherwise stated in packaged items. For image requests beyond these dates, Photographer will assess a dearchiving fee (minimum \$250) if assets are still available. Additional fees may apply for out of process requests.

Client is aware that optical, magnetic, electronic, and any other, media for storing digital data are inherently unstable. Client hereby releases Photographer and his contractors, and representatives, from any liability for any claims, damages, or costs, arising from any media supplied by Photographer becoming unusable.

DIGITAL FILE QUALITY: Photographer is committed to providing high quality services. Unless otherwise specified within package terms, Photographer may deliver, and Client agrees to accept, the Image(s) encoded in an industry-standard data format that Photographer may select, at a resolution that Photographer reasonably determines will be suitable to the reproduction technology and use(s) for which the Image(s) is used. Photographer uses cameras and monitors that are color calibrated to industry standards. But due to variances in other monitors, software and computer platforms, the Image(s) may display differently on other monitors. Therefore, neutrals will be set for mathematical neutrality and color will be adjusted for pleasing tonalities. It is Client's responsibility to verify that the digital data, including color profile, if provided, are suitable for reproduction of the expected quality and color accuracy, and that all necessary steps are taken to ensure correct reproduction. If the data are not deemed suitable, Photographer's sole obligation will be to replace or repair the data, but in no event will Photographer be liable for poor reproduction quality, delays, losses, expenses, or consequential damages, resulting directly, or indirectly, from defects or errors in digital files or their use.

RELEASES: Both Parties agree to hereby releases, discharges and agrees to hold harmless from the other, its heirs, legal representatives, assigns, employees or any persons or corporations acting under permission or authority from the Photographer from and against any liability as a result of any distortion, blurring or alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in the taking, processing or reproduction of the photographs. Photographer is not responsible for obtaining model, property, or other releases in connection with any of the photograph's usage. Contracting Party hereby releases and discharges

Photographer from any and all claims and demands arising out of or in connection with Contracting Party's use of the photographs, including any and all claims for libel or invasion of privacy.

COVID-19 LIABILITY: Due to the 2019-2022 outbreak of the novel Coronavirus (COVID-19), Photographer is taking extra precautions with the care of every client. Contracting Party will release Photographer from any and all liability for unintentional exposure or harm due to COVID-19.

FORCE MAJEURE: Both parties are not liable for failure to perform obligations if such failure is as a result of Acts of God (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, blockage, embargo, labor dispute, strike, lockout or interruption or failure of electricity or telephone service. No party is entitled to terminate this Contract under Cancellation/Change Policy in such circumstances. If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, then the nonperforming party must prove that the party took reasonable steps to minimize delay or damages caused by foreseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was Timely notified of the likelihood or actual occurrence of an event described in Force Majeure.

NO-HIRE CLAUSE: If the Client elects to directly hire (on any basis, including as a full-time, part-time or temporary employee) a photography associate presented by Photographer, then Client agrees to immediately pay Photographer a recruiting/placement fee equal to 50% of what Client would pay for the Photographer's services if Client were to receive those services through Photographer for a period of one year following each contractual arrangement directly hired. Client shall not be obligated to pay Photographer a recruiting/placement fee if more than one year has passed following since the date the photography associate was presented by Photographer.

DELIVERABLES HOLD: The aforementioned non-refundable retainer fee is due at the time of signing of agreement. Balance shall be paid in full during or before the event for the service to be provided. Photographer reserves the right to withhold all deliverables, including digital negatives, edited files, album production and prints until full payment has been received.

USAGE: All photographic products created under the auspices of this Agreement (collectively, the "Products") are the property of Photographer. These products are protected by United States and international copyright law and may be licensed to Contracting Party if license is specified in selected package. Client acknowledges that Photographer is the author of the Image(s) and also the first and sole owner of all

copyrights of the Image(s). The Image(s) and all copyrights remain the exclusive property of Photographer without limitation. All usage rights to the Image(s) specifically granted by Photographer to Client appear below in the licensing terms of this Agreement.

IMAGES ARE LICENSED FOR SPECIFIC USE(S) AND ARE NOT SOLD.

Client understands and agrees that it is not buying the Image(s) but is paying only for a license to use the Image(s) as specified in this Agreement. The term of license begins from the date Photographer receives full payment of invoice. Unless otherwise agreed, any rights granted are always non-exclusive, non-sub-licensable and non-transferable. Any Image(s) may not be used in a logo, corporate identity, trademark or other service mark. The use of any Image(s) will not constitute a work of joint authorship. Copyright metadata contained within any digital file may not be altered, or removed, without the express consent of Photographer.

Photographer also reserves the right to use suitable images from our events in social media applications, i.e. Facebook, Twitter and our blog without notification to Contracting Party, unless contract includes privacy clause or client has purchased copyright/buyout from Photographer.

LICENSING: Photographer agrees to license images per the licensing terms outlined in this contract to the Contracting Party for their non-commercial use with photographic credits made to Orange Photography, when appropriate. Photo credit should appear as: Photographer's Name/Orange Photography. Photographer uses the PLUS (Picture Licensing Universal System) language for licensing (<http://www.useplus.com/>). Included by default for all bookings are the following types of licensing in our Standard Licensing Package: PAMM, PAWE and PICO, PRCO, PRWC for five (5) years, All regions, No constraints, All industries, All end users, All products or services, and licensing starts at invoice date. Our Premium Licensing Package includes paid advertising placement of assets for up to \$1 million and extension of licensing usage to Contracting Party's end users, In the Buyout option the Contracting Party owns the copyright of assets.

LICENSING DESCRIPTIONS: Marketing Materials (PAMM): Use in any marketing materials distributed to a targeted audience. Includes use in printed brochure, catalog, annual report, public relations and sales material. Also includes electronic (PDF) versions of the original printed uses. Applies to a specified end user product or service. Web and Electronic Advertising (PAWE): Use in any web and electronic media for advertising and promotional purposes including website, web banner ad, promotional email and mobile ad. Applies to a specified end user product or service. Internal Company (PICO): Use in any media intended for internal business purposes including internal presentation, newsletter, brochure, intranet and video. Applies to a specified end user. Internal Company (PRCO): Use in any medium intended for internal company use. Web or Electronic or Broadcast - Editorial (PREW): Use in web, electronic or broadcast media – including internet, mobile devices, television or film – not intended

for commercial or promotional purposes. Use applies to a single edition, issue or program and all copies or versions of the original use appearing in electronic or broadcast format. Web or Electronic or Broadcast - Commercial (PRWC): Use in any web, electronic or broadcast media - including internet, email, mobile devices, television or presentation software - intended for commercial or promotional purposes. Also includes use in any film, video or theatrical production.

FINANCE CHARGES: Unless Contracting Party pays in full by the end of the month in which they were initially billed, a Finance Charge will be added to the account. The Finance Charge will be computed by multiplying the net amount due on all purchases and Finance Charges from all transactions prior to the current month by 2.0%, which is an Annual Percentage Rate of 24%. When a balance is overdue by 45-days, we will charge any credit card on file for the full balance due if a card is on file.

LIMITATION OF LIABILITY: In no event shall either party be liable for any indirect, incidental, punitive, special, exemplary or consequential damages arising out of or related to this agreement, however caused or on any theory of liability. In no event shall either party's cumulative aggregate liability, in contract and at law and irrespective of fault or negligence, exceed the fee paid by contracting party pursuant to this agreement.

APPLICABLE LAW: This Agreement and any action arising out of this Agreement shall be governed, controlled, interpreted, and defined by the laws of the City of San Francisco in the State of California, without regard for its conflict of law provisions.

Tournament Contract

Bartley Cavanaugh Golf Course
8301 Freeport Boulevard
Sacramento, CA 95832
(916) 808-2315
Fax: (916) 665-9173



Haggin Oaks Golf Complex
3645 Fulton Avenue
Sacramento, CA 95821
(916) 808-0963
Fax: (916) 808-2523



Bing Maloney Golf Complex
6801 Freeport Boulevard
Sacramento, CA 95822
(916) 808-6616
Fax: (916) 808-6389



CSMFO Golf Tournament

Name of Tournament

1/31/2023

Event Date(s)

Tuesday

Day of the Week

Brandon Young

Name of Event Representative

Street Address

916-562-1579

Work Phone

Home Phone

Brandon.Young@slcpas.com

Email Address

2023

85

Number of Expected Guests

Straight Start

Shotgun

Split Tee

XXX

Mackenzie

Course

9:00

First Tee Time

City

Zip

Cell Phone

Fax

Food and Beverage

Continental Breakfast:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Time 8AM	Location Flagpoles
Lunch:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Time 8 AM	Location Flagpoles
Dinner:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Time 2 PM	Location Flagpoles
Beverage Cart:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Time 8 AM	

TOURNAMENT INFORMATION		REGISTRATION	ON COURSE ACTIVITIES	Y/N	HOLE#
Power Carts?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Range?	Y	
QTY			Closest to the Pin?	TBD	
Group pay	SKU LITTLE	SET UP TIME 8:00	Longest Drive?	TBD	
Green Fees	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	LOCATION Flagpoles	Hole in One?	N	
Carts	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	EXTRA:			

TOURNAMENT POLICIES

*** In order to guarantee a tournament reservation this contract must be signed by the event representative and an authorized representative of Morton Golf.**

* Shotgun events must pay 50% of their tournament total (green fees, carts, range balls, merchandise, food & beverage, etc.) at least 14 days before the tournament date. The remaining 50% balance must be paid before teeing off. The tournament will be charged according to the final player count, even if actual player count is lower.

* Group pay straight start tournaments must be paid in full upon arrival to the golf course the day of the tournament.

* Individual pay straight start tournaments: All individuals must check-in and pay before teeing off.

*** Final player counts are due 14 days prior to the event. Within 14 days, groups can add more players (if tee times are available), but cannot lower their player count. Tournaments are responsible for the payment of all items confirmed at the 14 day cut-off.**

*** Final pairings must be submitted at least 5 days before the event.**

* Any incidental charges, such as committee meals or food & beverage additions, must be paid before completion of the event.

* Once the tournament has begun, no refunds will be given unless the course is closed by the course manager.

Event Representative

Date

9/13/2022, 7:57 AM

Tournament Invoice

(Please make checks payable to: Morton Golf LLC)

Green Fees/Carts/Range

DESCRIPTION	QTY	PRICE	TOTAL
Green Fees/Carts/Range	85	\$68.00	\$5,780.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
* (Price effective 01/01/2021, per City of Sacramento approved rates)		TOTAL	\$5,780.00

Merchandise/Gift Cards/Prizes/Other

DESCRIPTION	QTY	PRICE	TOTAL
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
		SALES TAX	\$0.00
		TOTAL	\$0.00

Food and Beverage

ITEM	QTY	AMOUNT	TOTAL
The Starter	40	\$13.99	\$559.60
Boxed Lunches	85	\$15.99	\$1,359.15
Drink Tickets (2 Beverage Carts)	340	\$10.00	\$3,400.00
(Bev Cart will move to Creekside for happy hour)			\$0.00
			\$0.00
Appetizers	6	\$160.00	\$960.00
(1 Slider, 1 Street Tacos, 1 Hot Wings)			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
SUBTOTAL CATERING			\$6,278.75
SERVICE CHARGE			\$1,318.54
TOTAL TAX			\$664.76
		SUB TOTAL	\$8,262.05
		TOTAL	\$14,042.05

Event Representative

Date

9/13/2022, 7:57 AM

Food & Beverage Policies

*** When catering is included in this contract, a minimum guarantee (count) and menu selection must be submitted at least FOURTEEN (14) days prior to the scheduled event.**

*** As is customary, banquet prices are subject to change due to fluctuating food costs. Original estimates should only be used as a guideline for costs. Prices for all meal functions will be guaranteed by Morton Golf sixty (60) days prior to the function. PLEASE NOTE: A 20% service charge will be added to all Food, Beverages and Alcohol costs, and as required by law (CA State Board of Equalization Regulation No. 1603), current California Sales Taxes will be added to all Food, Beverages, Alcohol, Service Charges, merchandise, miscellaneous charges. **This service charge is not a gratuity.****

* Due to health codes, liquor license laws and liability, all food, beverages and alcohol must be provided and served by Morton Golf. In the event the tournament chooses to break the contract by bringing outside food, beverages and/or alcohol, the tournament will pay Morton Golf the retail price on the same or similar items.

* Private coolers and ice chests are not allowed. Morton Golf will provide water on the course.

*A meal serving time shall be established and complied with.

Prohibited Activities/Damage/Assumption of Responsibility

* Morton Golf will not permit the affixing of anything to walls, floors or ceilings with nails, tape or any other substance without prior arrangements. In the event misuse or damages to the property, equipment or linens occur, the cost of repair and/or replacement will be billed. A substantial penalty shall be applied for non-compliance. Smoking is not permitted within 20 feet of any building including the restrooms and lobbies. All lighting, heating, and/or air-conditioning must be regulated by Morton Golf. Upon completion of the event, the tournament shall remove all belongings. In case an item or items are forgotten, Morton Golf shall not assume any responsibility for lost, misplaced, or missing items. We agree to provide the facilities and items as specified on this agreement, which must be signed by the engager. We shall not be liable for delays, caused by the engager, act of God, civil disturbances, other persons, utility interruption, or for any delay caused by the later release of the assigned space of the prior occupant having been given the proper notice.

**We, the undersigned, understand and agree to the contract's stated terms and conditions
presented by Morton Golf**

Event Representative

Date

Morton Golf Authorized Representative

Date

9/13/22



Credit Card Payment Authorization Form

Sign and complete this form to authorize Morton Golf, LLC to charge your credit card listed below.

By signing this form you give us permission to charge your credit card for any outstanding charges on or after the indicated date.

Please complete the information below:

I _____ authorize Morton Golf, LLC to charge my credit card

indicated below for event _____

on or after _____.

Billing Address _____

Phone# _____

City, State, Zip _____

Email _____

Account Type: ☐ Visa ☐ MasterCard ☐ AMEX ☐ Discover

Cardholder Name _____

Account Number _____

Expiration Date _____

CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) _____

SIGNATURE _____

DATE _____

I authorize Morton Golf, LLC to charge the credit card indicated in this authorization form according to the terms outlined above. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.



CSMFO Thursday Night Event

Thursday, February 2, 2023

EVENT CONTRACT

ACCOUNT: CSMFO

CONTACT: Marisa Anticevich

EMAIL: marisa.anticevich@staff.csmfo.org

PHONE: 9513779705

ADDRESS:

SALES MANAGER: Brittney White

EMAIL: bwhite@punchbowlsacramento.com

PHONE:

EVENT SUMMARY

Name	Date	Time	Areas	Guests	Gtd	Event F&B Min	Location
CSMFO Thursday Night Event	2/2/2023	6:00 pm – 11:00 pm	Buy Out	600		\$40,000.00	Punch Bowl Social Sacramento

FOOD

Qty.		Price	Total
600	THE MAIN EVENT	\$55.00	\$33,000.00
	SHRIMP COCKTAIL (GF) Poached Shrimp Over Ice, Lemon Wedges, Cocktail Sauce, Curry Mayo		
	KALE CAESAR SALAD (GFA, V) Tuscan Kale, Romaine, Pickled Red Onion, Spicy Croutons, Parmigiano Reggiano, Caesar-esque Dressing		
	BASMATI RICE (V)		
	PARMESAN HERB-CRUSTED CHICKEN (GF) Pomodoro Sauce with Basil		
	SLOW-BRAISED SHORT RIB (GF) With Creamy Polenta & Fine Herbs		
	THE GRAND FINALE - Dessert Platters serving 20 People		
17	DELECTABLE FUDGE BROWNIE	\$70.00	\$1,190.00
18	LUSCIOUS LEMON SQUARES	\$65.00	\$1,170.00

BEVERAGE

Qty.		Price	Total
	DRINK TICKETS		
1200	All Beer, Select Wine & House Spirits	\$9.00	\$10,800.00
1	Coffee Station (Priced per gallon)	\$48.00	\$48.00

ACTIVITIES

Qty.		Price	Total
COST OF ACTIVITIES WILL COUNT TOWARDS THE F&B MINIMUM (PER DARJANA)			
5	ARCADE - Freeplay: Exclusive use of all arcade games, shuffleboard and skeeball; Priced per hour	\$200.00	\$1,000.00
40	EVENT BOWLING - Rate: Thur – Sat after 5pm; Pricing is per lane per hour; Shoe Rental Included	\$50.00	\$2,000.00
	**Each bowling lane accommodates about 8-10 guests		
	Bowling Socks (client will pay for socks on main bill)	\$7.00	
10	EVENT KARAOKE ROOM - Rate: Sun – Thur; Priced per hour	\$25.00	\$250.00
5	ACTIVITIES - Ping Pong Table: Priced per hour	\$12.00	\$60.00
5	ACTIVITIES - Bonzini: Priced per hour	\$12.00	\$60.00
5	ACTIVITIES - Cornhole: Priced per hour	\$12.00	\$60.00
5	ACTIVITIES - Giant Scrabble: Priced per hour	\$12.00	\$60.00
10	ACTIVITIES - Bocce Ball: Priced per hour	\$12.00	\$120.00
5	ACTIVITIES - Billiards: Priced per hour	\$12.00	\$60.00
3	ACTIVITIES - Dart Boards: Priced per Board; 2 sets of darts provided per board	\$7.00	\$21.00
	ACTIVITIES - Giant Jenga (Complimentary)		
	ACTIVITIES - Giant Connect Four (Complimentary)		

A/V & OTHER

Qty.		Price	Total
EVENT POLICIES			
	All F&B selections and final guest count must be confirmed at least 10 days prior to the event. A slight increase may be accommodate but not a decrease as product has been purchased and staff has been scheduled.		
	Outside celebration cakes are welcomed as long as provided by a licensed commercial bakery. If Client arranges for a celebration cake, Punch Bowl Social will apply a \$2 per person charge to the Client's final bill.		
	Event food is NOT permitted to leave the property in any capacity at the conclusion of the event.		
	All reservations will begin and end at indicated time on the event order and contract. All activities charges will begin and end at the indicated time in the event order.		
	Identification cards (US Government Issued ID or Passport) will be requested for all persons and must be provided by the person purchasing an alcoholic beverage.		
	All guests must be above the age of 21 beginning at 10pm, nightly. If guests in attendance are under 21, they must vacate the venue prior to 10pm.		
	All Activities are Spatially Contingent - Because the activities listed above are located in the space and completely exclusive to your group, you would be responsible for their costs for the duration of your event.		

BILLING

	Total
Liquor	\$10,800.00

Food & Beverage		\$35,408.00
Other Charges (Minimum)		\$3,691.00
Subtotal		\$49,899.00
Sales Tax	8.75%	\$4,366.16
Service Charge	4.0%	\$1,995.96
Gratuity	0.0%	\$0.00
Grand Total		\$56,261.12
Deposit		-\$0.00
Deposit (Due 11/25/2022)	Unpaid	\$14,065.28
Deposit (Due 10/21/2022)	Unpaid	\$14,065.28
Estimated Amount Due		\$56,261.12
F&B Minimum	\$40,000.00 Total	\$0.00
	-\$40,000.00 Met	



CSMFO Thursday Night Event

Thursday, February 2, 2023

TERMS AND CONDITIONS

Venue

New Punch Bowl Social Sacramento
500 J St.
Sacramento, CA 95814

Guarantee

Punch Bowl Social requires a final guest count at least ten (10) days prior to the date of your event. Your final guest count is considered a guarantee not subject to reductions. Your final billing will be based on this guarantee or the actual number of guests served, whichever is greater. If the actual number is greater, this number of guests will be charged the meal price plus an additional tax & tip.

Punch Bowl Social prepares staffing, space, and food in advance of the event based on the guest count and cannot guarantee service to any more than five (5) persons over Client's final guest count. Buffets are portioned based on the guaranteed guest count and are not unlimited. Additional food purchases cannot be guaranteed on the day of the event.

Menu Selections & Prices

Menu selections and choices must be confirmed ten (10) days prior to the event. All menu prices are per person unless otherwise noted. All event prices are subject to change prior to thirty (30) days before the event date. Events opting for more than one entrée menu must provide a coding system (i.e., place cards).

Minimum Spend Requirements

For exclusive use of event space, within the time frame indicated, client agrees to the minimum food and beverage spend listed above, exclusive of related tax and tip. To the extent the minimum spend requirement is not met, Client will incur a room rental charge equal to the difference.

Service Charge, Tax, & Tip

A service fee equal to 4.0% of the Sub-Total set forth above will be included in the final charges (or Total Event Cost). The service fee is an administrative fee – Client acknowledges that the service fee is not distributed as a tip or gratuity to employees serving guests at the event.

Additionally, Punch Bowl Social will apply all relevant sales (and other) taxes and such amounts will be added to the Client's bill. Client agrees to be responsible for all such amounts.

Client has the option, but is not required, to add a tip to all food and beverage sales. Typical tip amounts are between 18% and 25%. Client requested tip amount (please check, if physically signing Agreement) ☐ 15% ☐ 18% ☐ 20% ☐ 25%

Deposits & Payment Terms

In order to reserve your date and space, a deposit and signed Agreement are required for all events. All deposits will be applied to applicable minimums. **Twenty-Five Percent (25%) of the total estimated bill is due upon signing no later than October 21, 2022 and another Twenty-Five Percent (25%) by November 25, 2022** to reserve your date and space prior to the date of the event. Client may pay the deposit either by check, ACH wire transfer, or credit card. If the estimated bill for the event increases after Client remits the initial deposit, Punch Bowl Social may require Client to pay an additional deposit.

If Client pays the initial deposit by credit card, Punch Bowl Social will use that credit card for any charges associated with cancellation under this Agreement. If Client does not pay the initial deposit by credit card, Client must provide a valid credit card, no later than 3 days after payment of the deposit, to be used for any charges associated with cancellation under this Agreement.

The balance of the bill is to be paid on site after the event concludes via cash or credit card. All contracted events will be on one check with one form of payment.

All event deposits and credits are valid only at the Venue specified herein and not transferrable.

Food & Beverage Regulations

Due to health department regulations, Punch Bowl Social must provide all food and beverage consumed at the Venue. Banquet food is not permitted to leave the property in any capacity at the conclusion of the event. We do welcome outside celebration cakes provided by a licensed commercial bakery. If Client arranges for a celebration cake, Punch Bowl Social will apply a \$2 per person charge to the Client's final bill.

Rentals

Punch Bowl Social will provide its standard presentation and place settings for all tables in station or buffet set up. Client will be responsible for any specialty cloths required for buffet & guest tables.

Music & Entertainment

Outside entertainment will be allowed only in the event of a full venue reservation. Entertainment must comply with any city specific noise ordinances. Any outside entertainment vendor must sign a waiver stating that such vendor will comply with city specific outdoor noise policies and certain other matters. Punch Bowl Social reserves the right to control the volume of any music in its sole discretion.

Event Clean-Up

Please assign a person from your group to take care of all cards and gifts, decorations, and any extra items provided by Client. Upon leaving the area, please have all items removed from the Venue. Punch Bowl Social is not responsible for any lost or stolen items. Punch Bowl Social reserves the right to charge an appropriate cleaning fee if the condition of the Client's room or area requires additional cleaning beyond normal usage.

Theft & Damages

Client agrees to be responsible for any damage to, or theft of, furniture, fixtures, equipment, table accessories, or other Venue property by the Client or any of Client's guests, employees, or other individuals invited into the location by Client. Punch Bowl Social assumes no responsibility for damaged or stolen property brought to the facility by the Client, its guests or outside vendors.

Age Restriction

All guests must be above the age of 21 beginning at 10pm, nightly. If guests in attendance are under 21, they must vacate the Venue prior to 10pm.

Cancellation- General

A notice of cancellation shall be considered an effective notice for purposes hereof only if such notice is (i) a written notice and (ii) sent to the PBS representative set forth above.

Any event re-scheduled pursuant to the terms hereof shall be the documented pursuant to a new (updated) event agreement,

will be scheduled in accordance with normal Venue scheduling procedures, is subject to Venue availability, must occur within 180 days of the related notice of cancellation, and must have a Total Event Cost at least equal to that of the cancelled event.

In the event that a cancelled event is not re-scheduled within the time periods or in the manner set forth above, then Punch Bowl Social shall retain the related deposit and Client shall forfeit same.

Cancellation- Deposit Procedures

In the event the Client cancels an event (*other than an event scheduled during the Holiday Season*), then the related deposit shall be handled in the following manner –

if the written notice of cancellation is received *more than 120 days* from the scheduled date of the event, then the entire deposit shall be returned to the Client.

if the written notice of cancellation is received *more than 30 days but less than 120 days* from the scheduled date of the event, then

the related deposit shall be held as a credit (deposit) to be applied to a future Client event.

if the written notice of cancellation is received *more than 3 days but less than 30 days* from the scheduled date of the event, then (a) 50% of the related deposit shall be forfeited by Client (that is, retained by Punch Bowl Social with no further liability therefor) and (b) 50% of the related deposit shall be held as a credit (deposit) to be applied to a future Client event.

In the event that Client cancels an event scheduled *during the Holiday Season*, then the related deposit shall be handled in the following manner -

if the written notice of cancellation is received *more than 90 days* from the scheduled date of the event, then the entire deposit shall be returned to the Client.

if the written notice of cancellation is received *more than 30 days but less than 90 days* from the scheduled date of the event, then the related deposit shall be held as a credit (deposit) to be applied to a future Client event.

if the written notice of cancellation is *30 days or less* from the scheduled date of the event, then the related deposit shall be forfeited by Client (that is, retained by Punch Bowl Social with no further liability therefor) and Client shall not be entitled to any credit related thereto.

In the event that Client (i) *cancels an event within seventy-two (72) hours of the scheduled start time therefor* or (ii) *is a "no show"* for a contracted event, then the total remaining contracted amount will be charged to the credit card on file and the deposit shall be forfeited.

For purposes hereof, "Holiday Season" shall mean the period of time commencing on the day that is the last Friday in November for any calendar year and ending on the day that is the last Sunday in January for the succeeding calendar year.

Force Majeure

Neither party is liable hereunder for any failure or delay in the performance of its obligations under this Agreement, if performance is rendered impossible by a Force Majeure Event in which case the non-performing party will be excused from its obligations for the period of the delay and in the manner set forth herein. Each party shall use its best efforts to notify the other party of the occurrence of such an event as soon as possible.

In the event that the Client Event described herein is cancelled pursuant to a Force Majeure Event, then the Client, within seventy-two (72) hours of the event cancellation, shall inform Punch Bowl Social if it selects to either (i) reschedule or (ii) cancel such event. If the Client choose to reschedule the event, such event shall be rescheduled pursuant to the procedures for event rescheduling set forth herein (see Cancellation – General above). If the Client chooses to cancel the event, then Punch Bowl Social shall, within seventy-two (72) hours of being informed of such decision, refund 50% of the related deposit (in the manner in which the deposit was initially received) and retain 50% of the related deposit (that is, 50% of the deposit will be forfeited and Client shall not be entitled to any credit related thereto).

For purposes hereof, "Force Majeure Event" shall mean labor disputes, civil commotion, war, fires, weather events (but only to the extent that such events are specifically covered by a governmental mandate restricting travel), governmental regulations or controls (including those related to a pandemic), government authority, strikes, or acts of God.

This section sets forth the only provision between the parties regarding Force Majeure Events and any other similar terms in the Agreement are not applicable to a Force Majeure Event.

Indemnification

Each party (each, the "Indemnifying Party") agrees to indemnify, defend, and hold the other party (each, the "Indemnified Party"), along with the Indemnified Party's affiliates, officers, directors, employees, subsidiaries, parent, agents, and permitted assigns, harmless from and against any and all third-party claims, losses, liabilities, damages, expenses, and costs, including reasonable outside attorneys' fees and court costs, to the extent arising out of the Indemnifying Party's (a) gross negligence or willful misconduct or (b) material breach of any of the terms of this Agreement. The Indemnified Party must provide the Indemnifying Party with prompt written notice of any claim and give complete control of the defense and settlement to the Indemnifying Party, and must reasonably cooperate with the Indemnifying Party, its insurance company, and its legal counsel in its defense of such claim(s), at the Indemnifying Party's expense. This indemnity will not cover any claims in which there is a failure to give the Indemnifying Party prompt notice, to the extent such lack of notice prejudices the defense of the claim. The Indemnifying Party may not settle any potential suit hereunder without the Indemnified Party's prior written approval, not to be unreasonably withheld, conditioned, or delayed.

Alcohol Policy

As the Client, you are responsible and accountable for the behavior of your guests. Please help us enforce responsible drinking behavior so that your event will be a success. The following is our policy, which has proven effective and discrete:

No liquor will knowingly be sold to or consumed on any Punch Bowl Social property by any person under the legal drinking age of 21.

Identification cards will be requested for all persons and must be provided by the person purchasing or requesting an alcoholic beverage.

In accordance with state law, no alcoholic beverage will be sold or consumed by any person who, in the sole opinion of Punch Bowl Social staff, is or appears to be intoxicated.

In an effort to control alcohol consumption the staff may proceed as follows when a problem is developing:

Step 1 - The server will notify a manager of any potential issue

Step 2 -The manager and server will make special note of and address the situation

Step 3 -The manager will ask for cooperation from the others in the party

Step 4 -Cease serving a particular group

Step 5 -Close the bar

Step 6 -Halt the party

Step 7 -Call the police

Reservations & Time Frames

All reservations will begin and conclude at the indicated time on the event order. All activity charges will begin and end at the indicated time in the event order. Upon the conclusion of scheduled reservation, group must vacate event space to allow for additional reservations. Bowling reservations will begin and conclude at the indicated event time, regardless of guest participation. Length of reservation will be the time committed to in this Event Agreement and no longer. Client acknowledges that its exclusive use of any Venue space or activity will not extend beyond the time set forth herein and will promptly vacate any such space or activity at such time. If the Client wishes to continue using the space, use of the space is on a first come, first served basis.

Venue Modifications

Client may not make any modifications to the Venue, including holes, structural modifications, and covering or removing any Punch Bowl Social signage. Punch Bowl Social may, in its sole discretion, agree to allow Client to temporarily move furniture and other moveable items from the Venue on the express condition that the Client assumes sole responsibility for (a) removal, storage, and replacement, and (b) returning the items in the same condition and placing them in the same position within 3 hours of the conclusion of the Client's event. Punch Bowl Social may require the Client to photograph furniture or other moveable items before removal to ensure the Client can correctly replace the items. Client agrees that it will not make any future request that Punch Bowl Social deviate from the venue modification provisions set forth herein.

Insurance

Punch Bowl Social provides insurance in the types and amounts set forth in the attached Certificate of Insurance. If requested by Client, Punch Bowl Social will add Client as an additional insured on its policy, solely with respect to the event set forth herein. By entering into this Agreement, Client accepts the coverage provided by Punch Bowl Social in the amounts stated and agrees this coverage, if applicable, will be the sole source of any recovery for any and all claims made by Client in law or equity.

Dispute Resolution

If a dispute arises under this Contract and the dispute cannot be resolved informally, the parties agree to first try to resolve the dispute with the help of a mutually agreed-upon mediator in the metropolitan area of Denver, Colorado. The parties will share any costs and fees, other than attorney fees associated with the mediation, equally. If the dispute is not resolved through mediation, the parties agree to submit the dispute to binding arbitration by a single arbitrator in Denver, Colorado under the rules of the American Arbitration Association. The decision of the arbitrator will be final and binding on the parties and may be entered and enforced in any court of competent jurisdiction by either party. The prevailing party in the arbitration proceedings will be awarded reasonable attorney fees, expert witness costs and expenses, and all other costs and expenses incurred directly or indirectly in connection with the proceedings, unless the arbitrator for good cause determines otherwise.

This Agreement, all related documents, and all matters arising out of or relating hereto will be governed by, construed with, and enforced in accordance with the laws of Colorado, without giving effect to the conflict of laws provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than the State of Colorado.

Miscellaneous

Each party agrees that its rights and obligations under this Agreement may not be assigned or otherwise transferred to a third party without the prior written consent of the other party hereto. But either party may transfer or assign its rights and obligations under this Agreement to (a) an affiliate, subject to the prior notice to the other party and the assigning party remaining responsible for such affiliate's performance or (b) a successor to all or substantially all of its business or assets relating to this Agreement whether by sale, merger, operation of law or otherwise, without the prior written consent of the other party, provided that such assignee or transferee has agreed to be bound by the terms and conditions of this Agreement. Subject to the foregoing, this Agreement is binding upon and inures to the benefit of the parties hereto, their successors, and assigns.

Each party represents, warrants, and covenants to the other party that (a) it has the right, power, and authority to enter into this Agreement and to perform its obligations hereunder, (b) this Agreement is enforceable against each such party in accordance with its terms, and (c) the party is duly organized, validly existing, and in good standing under the laws of its jurisdiction of organization, if the party is a registered entity.

This Agreement constitutes the binding terms of the Agreement between the parties and supersedes any prior written or oral agreements regarding the subject matter hereof. This Agreement may not be modified, renewed, extended, discharged, or any covenant or provision hereof waived except by an agreement in writing signed by the parties. If any provision of this Agreement is prohibited or invalid under applicable law, such provision will be ineffective only to the extent of such provision or invalidity and will not invalidate the remainder of such provision or the remaining provisions of this Agreement, which will remain in full force and effect. This Agreement may be executed in multiple counterparts, including electronically, each of which will constitute an original and all of which together will constitute one and the same agreement. This Restaurant Event Agreement (the "Agreement") is entered into by and between New Punch Bowl Social Sacramento LLC Venue ("Punch Bowl Social") and the Client - Company set forth above ("Client") (and together, "the parties"), in connection with the Client Event to be held (i) at the date and time, (ii) in the manner and (iii) at the Venue set forth above. This Agreement and the related reservation for the Client Event will be valid upon the later to occur of (i) the receipt by Punch Bowl Social of the required deposit and (ii) the mutual execution of this Agreement.

Punch Bowl Social

Darjana Kalfic

Director of Sales & Event

By signing below, you (I) acknowledge that you have read and agree to all of the terms and conditions listed in this Restaurant Event Agreement and the related Event Summary and Event Policies and (II) approve of the event arrangements as set forth above.

Gratuity

Gratuity is based on original total and may be selected here. Gratuity will appear in final invoice.

- ☐ 15%
- ☐ 18%
- ☐ 20%
- ☐ 25%

Client Signature

[Gratuity must be confirmed](#) before signing.

No signature on file

**Agreement for Professional Services between
Meeting & Association Management Services, Inc. and
California Society of Municipal Finance Officers**

California Society of Municipal Finance Officers (“CSMFO”) and Meeting & Association Management Services, Inc. (“MAMS”) hereby agree that MAMS will provide professional services to CSMFO pursuant to the terms of this Agreement for Professional Services (“Agreement”).

1. **Services.** MAMS will provide to CSMFO services at the time, place and in the manner as described in **Exhibit A**.
2. **Payment.** MAMS will bill CSMFO and CSMFO will pay MAMS for services provided under this Agreement at the time and in the manner set forth in **Exhibit B**.
3. **Exhibits.** Exhibit A and Exhibit B are attached to this Agreement and by this reference are incorporated into this Agreement.
4. **Effective Date.** The effective date of this agreement is August 30, 2022.
5. **Duration.** This Agreement will terminate on April 30, 2023, unless extended by written mutual agreement between the parties.
6. **Notice.** Any notices under this agreement by either party to the other may be given by either personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested. Notices must be delivered or mailed to the following:

Teri Anticevich Meeting & Association Management Services, Inc. 17605 Mockingbird Hill Circle Riverside, CA 92504	CSMFO 808 R Street, Suite 209 Sacramento, CA 95811
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7. **CSMFO’s Control Over Work Program.** CSMFO retains all discretion and control over the scope and implementation of MAMS’s work product.
8. **Extra Work.** CSMFO may request that MAMS provide additional services that are deemed necessary for the proper completion or implementation of CSMFO’s work product, but which the parties did not anticipate at the execution of this Agreement. The exact scope of the additional work and the cost will be mutually agreed upon in writing prior to MAMS commencing work.

9. **Sub-Contractor(s).** If MAMS intends to sub-contract any of the services provided CSMFO, they are required to identify the proposed contractor(s) that will perform those services and their qualifications in writing to CSMFO prior to engaging contractor. CSMFO retains the right to approve or reject any sub-contractors in their sole discretion.
10. **Termination.** This Agreement may be terminated by CSMFO immediately for cause or by either party without cause upon sixty (60) days' written notice. Upon termination, MAMS will be entitled to compensation for services performed up to the effective date of the termination, provided that MAMS presents an invoice describing such work completed and expenses incurred and has been accepted by CSMFO. In addition, MAMS must immediately turn over all work product and records associated with this Agreement to CSMFO as described in Exhibit A. Final payment may be withheld until all documents have been transferred to CSMFO.
11. **Compliance with Laws.** Both MAMS and CSMFO will comply with all applicable federal, state and local laws, codes, ordinances and regulations in the performance of this Agreement.
12. **Taxes.** Except as expressly provided elsewhere in this Agreement, MAMS will be responsible for--and the compensation under this Agreement includes--all sales, use, excise, income, employment, property and any other applicable local, municipal, state or federal taxes, and all other governmental fees, taxes or other governmental charges applicable to the work.
13. **Records.** MAMS will maintain all books of account, invoices, vouchers, canceled checks and other records or documents evidencing or relating to charges for services and expenditures and disbursements charged to CSMFO for a minimum period of three years, or any longer period required by law, from the date of final payment to MAMS under this Agreement. MAMS will make such records available for inspection or audit at any time during regular business hours, upon CSMFO's request.
14. **Insurance Requirements.**
 - A. *General Liability.* Both parties agree to maintain general liability insurance in an amount not less than one million dollars per occurrence for bodily injury, personal injury and property damage.
 - B. *Professional Liability.* Both parties will maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors or omissions, whether such error or omission is by the party, or by its directors, employees,

subcontractors, or sub consultants. The amount of this insurance will not be less than one million dollars on a claims-made annual aggregate basis, or a combined single-limit per occurrence basis.

- C. *Workers Compensation.* MAMS will maintain workers compensation and employer's liability insurance for all employees, including those whose primary responsibility is to implement CSMFO's work program, in accordance with state and federal laws.

15. **Indemnification.** Each party agrees to indemnify, defend and hold harmless the other party, its directors, officers, employees, agents and volunteers, from and against all claims and actions and all expenses incidental to such claims or actions, based upon or arising out of damage to property or injuries to persons or other harmful acts caused or contributed to by the other party or anyone acting under its direction, control or behalf. This indemnity and hold harmless agreement will not be applicable to any liability based upon the sole negligence of any single party.
16. **Liability.** Contractor will be liable for such damages as may be caused by the negligence of the Contractor and its employees and shall not be liable for damages to the extent caused by the negligence of others. Contractor will not be responsible for any loss, damage, or injury, bodily or to property, that may occur at any function held by the client, from any cause whatsoever (excluding the above), prior to, during, or subsequent to the period covered in this agreement.
17. **Impossibility of Performance.** This agreement will terminate without liability to either party if substantial performance of either party's obligations is prevented by an unforeseeable cause reasonably beyond that party's control. Such causes include, but are not limited to, acts of God; acts, regulations or orders of governmental authorities; fire, flood or explosion; war, disaster, civil disorder, curtailment of transportation facilities, or other emergency making it illegal, or otherwise impossible to provide the services or to hold the conference.
18. **Work Product.** All "Work Product," which includes, but is not limited to, any report, plan, data, map, design, drawing, estimate, model, chart, report, study, software program, specification, survey, photograph, memoranda or any type of document, material or other work of authorship that is prepared or caused to be prepared by MAMS, its employees, agents and sub consultants for CSMFO under this Agreement, will become "work for hire" and the exclusive property of CSMFO. To the extent such Work Product may not be "work for hire" under applicable law, MAMS hereby assigns CSMFO all rights, title and interest in and to all of MAMS's rights for such work. MAMS agrees to execute and deliver to CSMFO such instruments of

transfer and take such other action that CSMFO may reasonably request, including, without limitation, executing and filing, at CSMFO's expense, copyright applications, assignments and other documents required for the protection of CSMFO's rights to such materials.

19. **Use of Work Product.** CSMFO will have the sole right to use any Work Product at its discretion without further compensation to MAMS or to any other party. MAMS will provide such documents and materials to CSMFO, within 15 days upon written request. MAMS agrees not to use Work Product developed under this Agreement in any forum or media without CSMFO's prior written consent.
20. **Governing Law.** California law will govern this Agreement and all related matters. Any suit or action by either party will be brought in Sacramento County.
21. **Amendment.** This Agreement may only be amended or modified by a written agreement signed by CSMFO and MAMS.
22. **Mediation.**
 - A. *Mediation.* Should any dispute arise out of this Agreement, the parties will meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. Neither party may file a legal action without first meeting in mediation and making a good faith attempt to reach a resolution. The costs of the mediator, if any, will be shared equally by the parties. If a mediated settlement is reached, neither party will be deemed the prevailing party for purposes of the settlement and each party will bear its own legal costs.
 - B. *Mediator.* If the parties cannot agree upon any single mediator, then each party will designate a representative to serve on a three-person mediation board. The representative should be a local government official not presently serving MAMS or CSMFO in any official capacity. The two representatives will then select a third mediator to serve on the mediation board. The mediation board may determine the means in which the dispute is to be resolved.
 - C. *Litigation.* If the dispute remains unresolved after mediation, either party may pursue resolution in court.
23. **Attorneys' Fees.** If a party brings any court action, including an action for declaratory relief, to enforce or interpret the provisions of this Agreement in a court of law, the prevailing party is entitled to reasonable attorneys' fees, including court costs, expert witness fees and discovery expenses, in

addition to any other relief to which the party may be entitled. Such fees may be set by the court in the same action or in a separate action brought for that purpose.

24. **Assignment.** Neither this Agreement nor any duties or obligations under this Agreement may be assigned by MAMS without the prior written consent of CSMFO.
25. **No-Waiver.** The waiver of any breach or default of a specific provision of this Agreement does not constitute a continuing waiver of a subsequent breach of the same or any other provision under this Agreement.
26. **Validity.** The invalidity in whole or in part of any provision of this Agreement will not void or affect the validity of any other provision of this Agreement.
27. **Entire Agreement of the Parties.** This Agreement represents the parties' final mutual understanding. It replaces and supersedes any prior agreements, communications and understandings, whether oral or written.
28. **Counterpart Execution.** This Agreement may be executed in counterparts, and recorded with counterpart original signature pages; and when so executed by all Parties, each such counterpart will be an original document.

EXECUTED:

Meeting & Association Management California Society of Municipal Finance Officers
Services Inc.

Date:

Date:

By:

By:

Teri Anticevich
President

EXHIBIT A SCOPE OF SERVICES

MAMS has been contracted by CSMFO to perform Virtual/Hybrid conference planning services for the California Society of Municipal Finance Officers (CSMFO). MAMS will proactively coordinate its professional services with the appropriate CSMFO staff and CSMFO volunteers.

1. Platform Selection/Additional Services Contracting

CSMFO designates, assigns, and authorizes MAMS, as CSMFO's agent, to pursue and provide platform selection or additional services assistance for CSMFO, to negotiate with additional contractors on behalf of CSMFO, and to assist CSMFO in all ways and activities necessary to facilitate obtaining the proper services for this Event. The CSMFO Board retains the final selection of platform and signing of contract or contracts necessary for completion of events.

Fees for this service: 5 hours at \$80/hour (\$400)

2. Committee Meetings Related to Virtual/Hybrid Events

Committee/Staff meetings regarding the platform and the event schedule of the Virtual/Hybrid event.

Fees for this service: 6 one-hour calls at \$80/hour (\$480)

3. Set Up of the Virtual Platform

Work with SMA and Harriet Commons on the set up of the platform for Events, which includes uploading design work, developing website content, and reviewing any speaker/session data. Includes any scripting needed for opening and closing remarks or recorded content. Be available for any rehearsals/office hours needed for speakers. This also includes working with a production company as necessary.

Fees for this service: 30 hours at \$80/hour (\$2,400)

4. During the Events

Two staff members to oversee the events, in real time

Fees for this service: 2 staff members for up to 20 hours each at \$80/per hour (\$3,200)

EXHIBIT B
PAYMENTS, REIMBURSEMENTS
AND COMPENSATION

CSMFO will pay MAMS according to the following provisions:

1. **Fee Payments.**

CSMFO agrees to pay MAMS a total of Six Thousand and Four Hundred and Eighty Dollars (\$6,480), payable at the conclusion of the events. MAMS will submit an invoice to CSMFO.

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?	October 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	
6	Communication and Organizational Effectiveness	Improve Goal Setting and Monitoring for Committees and Chapters	Executive Committee Executive Director	Scott Catlett	October 2022	Yes	
7	Unfinished Business	Chapter Meeting Consistency and Quality Control	Administration Committee	Alberto Preciado	July 2022	No	

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?	October 2022 Update
8	Unfinished Business	Enhanced Communications	Communications Committee	Will Fuentes	July 2022	No	

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?	October 2022 Update
9	Innovation and the Future	Evaluate Question of Advocacy	Professional Standards Committee	Jason Al-Imam	August 2022	No	
10	Unfinished Business	Modernize Revenue Structure	Finance Committee	Margaret Moggia	October 2022	No	At the August 18, 2022 Board meeting, the Board approved the new rate structure that approved two rates for managers and professionals to be effective January 1, 2023.

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?	October 2022 Update
11	Unfinished Business	Succession Planning	Executive Committee Executive Director	Scott Catlett	January 2023	No	Implementation in progress.
12	Unfinished Business	Engage New Agencies	Membership Committee Executive Director	Jennifer Wakeman/Jean Rousseau	January 2023	No	Executive Director will attend CALPERA conference in mid-November.
13	Innovation and the Future	Evaluate the Organizational Structure and By-Laws for Opportunities for Change	Ad Hoc Committee	Scott Catlett	January 2023	No	Policies and Procedures draft to be circulated this week to the Ad-Hoc to then come to the Board in December.

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?	October 2022 Update
14	Innovation and the Future	Develop a Long-Term Financial Plan	Finance Committee	Margaret Moggia	January 2023	No	Development of the long term plan are currently underway and will incorporate the recent board decisions on member and non-member pricing, new rate structures.
15	Innovation and the Future	Improve Financial Reporting	Finance Committee	Margaret Moggia	January 2023	No	An update of the new financial report was shared at the August 18, 2022 board meeting. The Finance Committee has been evaluating the reporting cycle and leaning towards bi-annual.

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?	October 2022 Update
16	Leadership Identification and Development	Better Engagement with Early Career Members	Ad Hoc Committee	Rich Lee	January 2023	No	
17	Leadership Identification and Development	Commercial Member Involvement	Ad Hoc Committee	Marcus Pimentel	January 2023	No	

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?	October 2022 Update
18	Leadership Identification and Development	Define "Finance Officer" and Establish Criteria for Leadership Participation	Ad Hoc Committee	Scott Catlett	January 2023	No	Report pending.
19	Communication and Organizational Effectiveness	New Opportunities for Member Engagement and Communications	Career Development Committee	Nick Kurns	January 2023	No	
20	Unfinished Business	Formalize Board, Committee, and Chapter Orientation and Metrics	Executive Director	Jean Rousseau	2023 Conference	No	Will discuss orientation plan during my Executive Director comments in the October board meeting.



CSMFO BOARD REPORT

DATE: September 26, 2022

FROM: Alberto Preciado
Administration Committee Chair

SUBJECT: Renewal of Contract with Michael Coleman

Background:

Previous Contract

In 2020, the California Society of Municipal Finance Officers (CSMFO) entered into an agreement with Michael Coleman (consultant) for services pertaining to the consultant's specialized knowledge in the field of California government finance. Services included preparing and presenting educational webinars, participating in the CSMFO Annual Conference as a speaker, presenting at CSMFO chapter events, and publishing articles. This contract expires on December 31, 2022.

At the direction of the Executive Committee, the Administration Committee requested updated terms from the consultant for 2023 and potentially beyond.

Proposed Terms for 2023 Contract

Consultant proposed a one-year contract with the following differences from the contract executed in 2020:

- Increase of 3.8% to annual retainer from \$19,468 in 2022 to \$20,200 in 2023;
- Reduction of chapter events from nine (9) annually to eight (8);
- Removal of CSMFO Weekend Training and CSMFO Board meetings from scope of work;
- Change to the scope of work removing webinars from a required part of consultant's duties to an ad hoc item requiring agreement by both CSMFO and consultant, with a cost per 90-minute webinar of \$250 where consultant is a moderator, or \$500 where consultant is a presenter;
- Removal of listserv review and response from scope of work.

Fiscal Impact

The increase in cost for the annual retainer with consultant is \$732. There are also potential costs for any ad hoc webinars ranging from \$250 to \$500. Administration Committee recommends that

the 2023 budget for account #6146.10 – Coleman Services be reevaluated to allow for an annual increase of \$2,732, which includes the increased retainer and four (4) potential webinars with consultant as presenter.

Recommendation:

- It is recommended that the Board of Directors approve the proposed contract with Michael Coleman and direct the Executive Director to execute it.
- It is recommended that the President-Elect review the 2023 Budget to ensure that the increased costs for this contract are included.

Attachments:

1. Proposed 2023 Michael Coleman Contract
2. Michael Coleman Contract for 2021-2022

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made and entered into as of this 5 day of May, 2020, by and between the California Society of Municipal Finance Officers ("CSMFO"), a nonprofit corporation located in Sacramento, California, and Michael Coleman, ("Consultant"), an individual located in Davis, California doing business as "Coleman Advisory Services" and "CaliforniaCityFinance.com."

RECITALS

- A. Consultant is specially trained, experienced and competent to perform the special services that will be required by this Agreement; and
- B. Consultant possesses the skill, experience, ability, background, certification, and knowledge to provide services according to the terms and conditions described in this Agreement; and
- C. CSMFO desires to retain Consultant to provide professional consulting on local government fiscal services as set forth in this Agreement.

AGREEMENT

CSMFO and Consultant agree that Consultant will provide consulting services to CSMFO, subject to the following terms and conditions:

1. **Services.** Consultant will provide to CSMFO services at the time, place and in the manner as described in Exhibit A.
2. **Performance of Services.** Except as otherwise provided in this Agreement, the manner in which the Services are to be performed and the specific hours to be worked by Consultant shall be determined by Consultant. CSMFO will rely on Consultant to work as many hours as may be reasonably necessary to fulfill Consultant's obligations under this Agreement.
3. **Consultant's means.** Except as otherwise provided in this Agreement, Consultant will, at its sole cost and expense, furnish all facilities and equipment that may be required to furnish services under this Agreement.
4. **Payment, reimbursement and compensation.** CSMFO will pay Consultant for services performed under this Agreement at the time and in the manner set forth in Exhibit B.
5. **Relationship of Parties.** The Consultant is an independent contractor with respect to CSMFO, and not an employee of CSMFO. CSMFO will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of Consultant. Consultant is exempt from backup withholding.
6. **Insurance.** Consultant acknowledges Consultant's obligation to obtain appropriate insurance coverage for the benefit of Consultant. Consultant waives any rights to recovery from CSMFO for any injuries that Consultant (and/or Consultant's employees) may sustain while performing services under this Agreement and that are a result of the negligence of Consultant.
7. **Indemnification.**

- a. Consultant agrees to indemnify and hold harmless CSMFO from all claims, losses, expenses, fees including attorney fees, costs, and judgments that may be asserted against CSMFO that result from the acts or omissions of Consultant.
 - b. CSMFO agrees to indemnify and hold harmless Consultant from all claims, losses, expenses, fees including attorney fees, costs, and judgments that may be asserted against Consultant that result from the acts or omissions of CSMFO, CSMFO's employees, if any, and CSMFO's agents.
8. **Licenses, Permits, Etc.** Consultant warrants to CSMFO that it has and will maintain through the duration of this Agreement all licenses, qualifications, permits and approvals that are legally required for Consultant to be engaged in Consultant's line of work or profession.
9. **Workers Compensation Exemption.** Consultant has no employees for the purposes of this Agreement, and Consultant agrees to sign the "Certificate of Exemption from Workers Compensation Insurance." (Exhibit C)
10. **Assignment.** Consultant's obligations under this Agreement may not be assigned or transferred to any other person, firm, or corporation without the prior written consent of CSMFO.
11. **Termination.** This Agreement may be terminated by either party without cause upon thirty days written notice. Upon termination, Consultant will be entitled to compensation for services performed up to the effective date of termination, provided that Consultant presents an invoice describing all work completed and expenses incurred and turns over all work product and records associated with this Agreement to CSMFO.
12. **Governing Law.** California law will govern this Agreement and all related matters.
13. **Amendments.** This Agreement may only be amended or modified by a written agreement signed by CSMFO and Consultant.
14. **Mediation.** Should any dispute arise out of this Agreement, the parties will meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. Neither party will be permitted to file a legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution. The costs of the mediator, if any, will be shared equally by the parties. If a mediated settlement is reached, neither party will be deemed the prevailing party for purposes of the settlement and each party will bear its own legal costs.
15. **No-Waiver.** The waiver of any breach or default of a specific provision of this Agreement does not constitute a waiver of a subsequent breach of the same or any other provision under this Agreement.
16. **Validity.** The invalidity in whole or in part of any provision of this Agreement will not void or affect the validity of any other provision of this Agreement.
17. **Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between CSMFO and Consultant survive the termination of this Agreement.
18. **Exhibits.** Exhibits A, B, and C are attached to this Agreement and are by this reference incorporated.
19. **Entire Agreement.** This Agreement represents the parties' final mutual understanding. It replaces and supersedes all prior agreements, communications and understandings, whether written or oral.
20. **Effective Date.** The effective date of this agreement is January 1, 2021.
21. **Duration.** This Agreement will terminate on December 31, 2022, unless extended by written mutual agreement between the parties.

22. Contract Administration. This Agreement will be administered by the CSMFO Executive Director on behalf of CSMFO. All correspondence will be directed to or through the CSMFO Executive Director or his or her designee.

23. Notices. Any written notice will be sent to the following addresses:

CONSULTANT:

Michael Coleman
CaliforniaCityFinance.com
2217 Isle Royale Lane
Davis, CA 95616-6616
TEL/FAX: 530-758-3952
MOBILE/TEXT: 530-219-3691
EMAIL: coleman@muniwest.com
SSN: 554-31-0735

CSMFO:

Executive Director
California Society of Municipal Finance Officers
1215 K Street Suite 2290
Sacramento, CA 95814

EXECUTED:

CONSULTANT

By:
Michael Coleman



CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS

By:
Melissa Manchester

5/11/2020

EXHIBIT A SCOPE OF SERVICES

- I. Scope of Consultant Services. Consultant agrees to perform the following services for CSMFO annually:
 - A. Research, prepare and provide up to twelve (12) session hours for training and educational presentations at CSMFO events as follows, as requested:
 1. CSMFO Annual Conference
 2. CSMFO Weekend Training
 3. Webinars
 - B. Research, prepare and provide up to eighteen (18) CSMFO Chapter meeting presentations or training events over the course of this two year agreement of one to four (1 to 4) hours each per event day.
 - C. Publish handout versions of CSMFO presentations on CaliforniaCityFinance.com and on the CSMFO website.
 - D. Attend and provide ad hoc professional advice and support to attendees at the CSMFO Annual Conference, CSMFO Weekend Training, and (as requested) meetings of the CSMFO Board.
 - E. Respond to CSMFO listserv inquiries related to state budget, fiscal legislation, and revenue and taxation law, practice, and history. Provide updates on critical legislation and events of concern to CSMFO members.
- II. Scope of CSMFO Obligations to Consultant. CSMFO is responsible for the following:
 - A. Providing direction and suggestions within the scope of this agreement and consistent with CSMFO's overall strategic objectives in the local government finance arena.
 - B. Making CSMFO staff available for consultation on all projects.
 - C. Extending complimentary full event registration to Consultant at CSMFO programs and meetings relevant to Consultant's responsibilities to CSMFO.
 - D. Providing complimentary lodging at prevailing CSMFO rates at CSMFO conferences and meetings for the full duration of the event including related preconference or pre-meeting events.
 - E. Providing complimentary commercial membership in CSMFO.
 - F. Providing email address, username, and password information to Consultant to facilitate consultant's access to CSMFO websites and internet communication systems. Periodically update content for relevancy.
 - G. Perform annual review of Consultant's performance as described herein.

EXHIBIT B PAYMENTS, REIMBURSEMENTS AND COMPENSATION

CSMFO will pay Consultant according to the following provisions:

1. **Quarterly Retainer.** CSMFO will pay Consultant will be paid for work on a flat fee, quarterly retainer basis as follows:

Year	Quarterly Retainer	Annual Retainer Total
2021	\$4,635	\$18,540
2022	\$4,867	\$19,468

2. **Chapter Meeting presentations,** training, workshops of 1 to 6 hours in a day. Up to eighteen (18) event days during the course of this contract. CSMFO will pay Consultant:

Year	CSMFO Chapter fee per event	Chapter event at Annual Conference
2021	\$600	\$ 0
2022	\$600	\$0

3. **Board Meeting in-person attendance** at the discretion of the Board President which may or may not include presentation, training or workshop of up to 6 hours.

- a. CSMFO will pay consultant:

- i. \$900 per day for an event at a site over 60 miles from Consultant's office,
- ii. \$600 per half-day for an event at a site within 60 miles from Consultant's office.

- b. CSMFO will reimburse expenses according to the section 2.

4. **Reimbursement of Expenses.** Total reimbursable expenses under this Agreement will not exceed \$5,500 per year. CSMFO will reimburse expenses according to the schedule below.

- a. Ground transportation. Automobile rental or mileage at the current Standard Business Mileage Rate established by Internal Revenue Service, plus tolls, parking, taxi, shuttle services, transit, ferry, and bus fares and related gratuities.
- b. Airline. Coach airline fares. Whenever possible, airline tickets will be purchased at least 14 days in advance.
- c. Meals at conferences or meetings except when meals are otherwise available as a part of the event. Up to \$25 for breakfast, \$30 for lunch and \$60 for dinner.
- d. Lodging. Other than lodging paid by CSMFO at CSMFO conferences and meetings, up to \$325 per night when the work requires overnight stays at sites over 60 miles from Consultant's primary office or residence, whichever is closer.
- e. Conference or other event registration fees.
- f. Presentation polling subscription. Up to \$600 per year for subscription to presentation polling software (such as "Poll Everywhere") for use at CSMFO presentations.

5. **Invoices.** Consultant will submit quarterly invoices to CSMFO. Invoices will contain the following information:

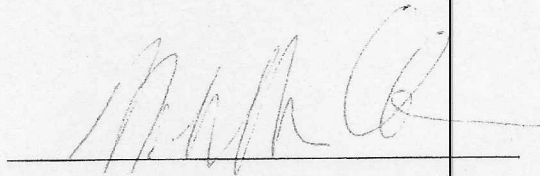
- a. The beginning and ending dates of the billing period.

- b. **Itemized Work Description.** A detailed itemization of all charges, including: (i) the work performed during the billing period, referring to tasks and deliverables identified in Exhibit A; and (ii) the hours spent.
 - c. **Reimbursable Expenses.** An itemized list of reimbursable expenses will be submitted quarterly. CSMFO will notify Consultant in writing of any expenses it disputes within ten (10) days of CSMFO's receipt and will resolve any disputes promptly.
6. **Quarterly Payments.** CSMFO will compensate Consultant based upon invoices for services satisfactorily performed and, if appropriate, for authorized, reimbursable costs incurred. CSMFO will pay all undisputed invoices and reimbursement lists presented by Consultant within ten (10) days of the receipt of such invoices.
7. **Total Compensation.** The total sum stated above in Sections 1 through 4 of this Exhibit will be the total that CSMFO will pay for the services to be rendered annually by Consultant under this Agreement.

EXHIBIT C CERTIFICATE OF EXEMPTION FROM WORKERS COMPENSATION INSURANCE

I hereby certify that in the performance of the work for which this Agreement is entered into, I shall not employ any person in any manner so as to become subject to the Workers Compensation Laws of the State of California.

Executed on this 5 day of May, 2020.

A handwritten signature in dark ink, appearing to read "Michael Coleman", is written over a horizontal line.

Michael Coleman

CaliforniaCityFinance.com / Coleman Advisory Services

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made and entered into as of this ~~fifth day of March, 2020~~, by and between the California Society of Municipal Finance Officers ("CSMFO"), a nonprofit corporation located in Sacramento, California, and Michael Coleman, ("Consultant"), an individual located in Davis, California doing business as "Coleman Advisory Services" and "CaliforniaCityFinance.com."

RECITALS

- A. Consultant is specially trained, experienced and competent to perform the special services that will be required by this Agreement; and
- B. Consultant possesses the skill, experience, ability, background, certification, and knowledge to provide services according to the terms and conditions described in this Agreement; and
- C. CSMFO desires to retain Consultant to provide professional consulting on local government fiscal services as set forth in this Agreement.

AGREEMENT

CSMFO and Consultant agree that Consultant will provide consulting services to CSMFO, subject to the following terms and conditions:

1. **Services.** Consultant will provide to CSMFO services at the time, place and in the manner as described in Exhibit A.
2. **Performance of Services.** Except as otherwise provided in this Agreement, the manner in which the Services are to be performed and the specific hours to be worked by Consultant shall be determined by Consultant. CSMFO will rely on Consultant to work as many hours as may be reasonably necessary to fulfill Consultant's obligations under this Agreement.
3. **Consultant's means.** Except as otherwise provided in this Agreement, Consultant will, at its sole cost and expense, furnish all facilities and equipment that may be required to furnish services under this Agreement.
4. **Payment, reimbursement and compensation.** CSMFO will pay Consultant for services performed under this Agreement at the time and in the manner set forth in Exhibit B.
5. **Relationship of Parties.** The Consultant is an independent contractor with respect to CSMFO, and not an employee of CSMFO. CSMFO will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of Consultant. Consultant is exempt from backup withholding.
6. **Insurance.** Consultant acknowledges Consultant's obligation to obtain appropriate insurance coverage for the benefit of Consultant. Consultant waives any rights to recovery from CSMFO for any injuries that Consultant (and/or Consultant's employees) may sustain while performing services under this Agreement and that are a result of the negligence of Consultant.
7. **Indemnification.**

- a. Consultant agrees to indemnify and hold harmless CSMFO from all claims, losses, expenses, fees including attorney fees, costs, and judgments that may be asserted against CSMFO that result from the acts or omissions of Consultant.
 - b. CSMFO agrees to indemnify and hold harmless Consultant from all claims, losses, expenses, fees including attorney fees, costs, and judgments that may be asserted against Consultant that result from the acts or omissions of CSMFO, CSMFO's employees, if any, and CSMFO's agents.
8. **Licenses, Permits, Etc.** Consultant warrants to CSMFO that it has and will maintain through the duration of this Agreement all licenses, qualifications, permits and approvals that are legally required for Consultant to be engaged in Consultant's line of work or profession.
9. **Workers Compensation Exemption.** Consultant has no employees for the purposes of this Agreement, and Consultant agrees to sign the "Certificate of Exemption from Workers Compensation Insurance." (Exhibit C)
10. **Assignment.** Consultant's obligations under this Agreement may not be assigned or transferred to any other person, firm, or corporation without the prior written consent of CSMFO.
11. **Termination.** This Agreement may be terminated by either party without cause upon thirty days written notice. Upon termination, Consultant will be entitled to compensation for services performed up to the effective date of termination, provided that Consultant presents an invoice describing all work completed and expenses incurred and turns over all work product and records associated with this Agreement to CSMFO.
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15. **No-Waiver.** The waiver of any breach or default of a specific provision of this Agreement does not constitute a waiver of a subsequent breach of the same or any other provision under this Agreement.
16. **Validity.** The invalidity in whole or in part of any provision of this Agreement will not void or affect the validity of any other provision of this Agreement.
17. **Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between CSMFO and Consultant survive the termination of this Agreement.
18. **Exhibits.** Exhibits A, B, and C are attached to this Agreement and are by this reference incorporated.

19. Entire Agreement. This Agreement represents the parties' final mutual understanding. It replaces and supersedes all prior agreements, communications and understandings, whether written or oral.

20. Effective Date. The effective date of this agreement is January 1, ~~2021~~2023.

21. Duration. This Agreement will terminate on December 31, ~~2022~~2023, unless extended by written mutual agreement between the parties.

22. Contract Administration. This Agreement will be administered by the CSMFO Executive Director on behalf of CSMFO. All correspondence will be directed to or through the CSMFO Executive Director or his or her designee.

23. Notices. Any written notice will be sent to the following addresses:

CONSULTANT:

Michael Coleman
CaliforniaCityFinance.com
2217 Isle Royale Lane
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CSMFO:

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~~California Society of Municipal Finance Officers~~
~~1215 K Street Suite 2290~~
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Jean M. Rousseau
Executive Director
California Society of Municipal Finance Officers
MOBILE/TEXT: 559-281-9582
EMAIL: jean.rousseau@staff.csmfo.org

EXECUTED:

CONSULTANT

By:
Michael Coleman

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE
OFFICERS

By:
~~Melissa Manchester~~ Jean M. Rousseau

EXHIBIT A SCOPE OF SERVICES

I. Scope of Consultant Services. Consultant agrees to perform the following services for CSMFO annually:

- A. Respond to CSMFO listserv inquiries related to California municipal finance.
- B. Maintain CaliforniaCityFinance.com as a public resource.
- C. Attend and provide ad hoc professional advice and support to attendees at the CSMFO Annual Conference. Moderate, present and participate in sessions and events as requested by the program committee.
- ~~A. Research, prepare and provide up to twelve (12) session hours for training and educational presentations at CSMFO events as follows, as requested:~~
 - ~~1. CSMFO Annual Conference~~
 - ~~2. CSMFO Weekend Training~~
 - ~~3. Webinars~~
- B.D. Research, prepare and provide up to eighteen (18) CSMFO Chapter meeting presentations or training events over the course of this two-year agreement of one to four (1 to 4) hours each per event day.
- ~~C.E. Publish handout versions of CSMFO presentations on CaliforniaCityFinance.com and on the CSMFO website.~~
- ~~D. Attend and provide ad hoc professional advice and support to attendees at the CSMFO Annual Conference, CSMFO Weekend Training, and (as requested) meetings of the CSMFO Board.~~
- ~~E. Respond to CSMFO listserv inquiries related to state budget, fiscal legislation, and revenue and taxation law, practice, and history. Provide updates on critical legislation and events of concern to CSMFO members.~~

II. Scope of CSMFO Obligations to Consultant. CSMFO is responsible for the following:

- A. Providing direction and suggestions within the scope of this agreement and consistent with CSMFO's overall strategic objectives in the local government finance arena.
- B. Making CSMFO staff available for consultation on all projects.
- C. Extending complimentary full event registration to Consultant at CSMFO programs and meetings relevant to Consultant's responsibilities to CSMFO.
- D. Providing complimentary lodging at prevailing CSMFO rates at CSMFO conferences and meetings for the full duration of the event including related preconference or pre-meeting events.
- E. Providing complimentary commercial membership in CSMFO.
- F. Providing email address, username, and password information to Consultant to facilitate consultant's access to CSMFO websites and internet communication systems. ~~Periodically update content for relevancy.~~
- ~~G. Performing an~~ ing an annual review of Consultant's performance as described herein.

EXHIBIT B PAYMENTS, REIMBURSEMENTS AND COMPENSATION

CSMFO will pay Consultant according to the following provisions:

1. **Quarterly Retainer.** CSMFO will pay Consultant will be paid for work on a flat fee, quarterly retainer basis as follows:

Year	Quarterly Retainer	Annual Retainer Total
2021	\$4,635	\$18,540
2022	\$4,867	\$19,468
<u>2023</u>	<u>\$5,050</u>	<u>\$20,200</u>

2. **Chapter Meeting presentations**, training, workshops of 1 to 6 hours in a day. Up to ~~eighteen (18)~~ event days during the course of this contract. CSMFO will pay Consultant:

Year	CSMFO Chapter fee per event	Chapter event at Annual Conference
2021	\$600	\$0
2022 <u>2023</u>	\$600	\$0

3. **Webinars.** Consultant is not required to participate in webinars under this agreement. However, CSMFO and consultant may agree to hold webinars on an ad hoc basis. In these instances, per 90-minute webinar, CSMFO will pay consultant:

<u>Webinar Moderator only</u>	<u>\$250</u>
<u>Webinar Presenter</u>	<u>\$500</u>

- ~~3.4.~~ **Board Meeting in-person attendance** at the discretion of the Board President which may or may not include presentation, training or workshop of up to 6 hours.

- a. CSMFO will pay consultant:

- i. \$900 per day for an event at a site over 60 miles from Consultant's office,
- ii. \$600 per half-day for an event at a site within 60 miles from Consultant's office.

- b. CSMFO will reimburse expenses according to the section 52.

- ~~4.5.~~ **Reimbursement of Expenses.** Total reimbursable expenses under this Agreement will not exceed ~~\$5,500~~ \$6,000 per year. CSMFO will reimburse expenses according to the schedule below.

- a. Ground transportation. Automobile rental or mileage at the current Standard Business Mileage Rate established by Internal Revenue Service, plus tolls, parking, taxi, shuttle services, transit, ferry, and bus fares and related gratuities.
- b. Airline. Coach airline fares. Whenever possible, airline tickets will be purchased at least 14 days in advance.
- c. Meals at conferences or meetings except when meals are otherwise available as a part of the event. Up to \$25 for breakfast, \$30 for lunch and \$60 for dinner.

- d. Lodging. Other than lodging paid by CSMFO at CSMFO conferences and meetings, up to \$325 per night when the work requires overnight stays at sites over 60 miles from Consultant's primary office or residence, whichever is closer.
- e. Conference or other event registration fees.
- f. Presentation polling subscription. Up to \$600 per year for subscription to presentation polling software (such as "Poll Everywhere") for use at CSMFO presentations.

5.6. Invoices. Consultant will submit quarterly invoices to CSMFO. Invoices will contain the following information:

- a. The beginning and ending dates of the billing period.
- b. Itemized Work Description. A detailed itemization of all charges, including: (i) the work performed during the billing period, referring to tasks and deliverables identified in Exhibit A; and (ii) the hours spent.
- c. Reimbursable Expenses. An itemized list of reimbursable expenses will be submitted quarterly. CSMFO will notify Consultant in writing of any expenses it disputes within ten (10) days of CSMFO's receipt and will resolve any disputes promptly.

6.7. Quarterly Payments. CSMFO will compensate Consultant based upon invoices for services satisfactorily performed and, if appropriate, for authorized, reimbursable costs incurred. CSMFO will pay all undisputed invoices and reimbursement lists presented by Consultant within ten (10) days of the receipt of such invoices.

7.8. Total Compensation. The total sum stated above in Sections 1 through 54 of this Exhibit will be the total that CSMFO will pay for the services to be rendered annually by Consultant under this Agreement.

EXHIBIT C CERTIFICATE OF EXEMPTION FROM WORKERS COMPENSATION INSURANCE

I hereby certify that in the performance of the work for which this Agreement is entered into, I shall not employ any person in any manner so as to become subject to the Workers Compensation Laws of the State of California.

Executed on this _____ day of _____, 2020.

Michael Coleman

CaliforniaCityFinance.com / Coleman Advisory Services



CSMFO BOARD REPORT

DATE: October 4, 2022

FROM: Rich Lee, President Elect

SUBJECT: 2023 Annual Conference Budget

Background:

The proposed 2023 annual conference budget assumes total revenues of \$1.1 million, largely comprised of registration fees of \$0.6 million and exhibitor fees of \$0.5 million. Total conference expenses are projected to be \$1.1 million, of which \$0.4 million is for food and beverage, and \$0.4 million is for meeting services. If the projected revenues and expenses come to fruition, the projected conference will generate a net loss of \$24,000. The narratives below focus on the primary components of conference revenues and expenses.

CONFERENCE REVENUES

REGISTRATION FEES

	Government Member											
Registration Type	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2022	2023
Early	300	299	325	350	350	370	370	370	370	425	470	470
Regular	350	350	375	400	400	420	420	420	420	485	535	575
On Site		475	450	475	475	475	475	475	525	605	665	675
Daily	200	200	200	225	215	225	225	225	225	260	285	300

	Government Non-Member											
Registration Type	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2022	2023
Regular	455	455	510	535	535	560	560	560	560	645	710	725
On Site		475	585	610	610	610	610	610	665	765	840	825
Daily	255	255	270	285	285	300	300	300	300	345	380	400

As shown in the tables above, the government member full conference early registration rate of \$470 remains unchanged from the prior year, however the differential between early registration and regular registration has been increased from \$65 to \$105 to incentivize members to register

early. As directed by the Board during its August 2022 meeting, the differential between member and non-member regular conference rate is \$150.

Of the \$0.6 million in registration revenues, \$0.4 million or 65% is projected to be from government attendee registration, and projects 800 government attendees relative to the total in-person conference attendance of 1,300.

Commercial Member										
Registration Type	2013	2014	2015	2016	2017	2018	2019	2020	2022	2023
Early	615	615	615	615	615	615	615	665	730	730
Regular	675	675	675	675	675	675	675	730	805	805
On Site							725	785	865	865
Daily	425	425	425	425	425	425	425	460	505	505

Commercial Non-Member										
Registration Type	2013	2014	2015	2016	2017	2018	2019	2020	2022	2023
Regular	785	785	785	785	785	785	785	850	935	935
On site							835	900	900	995
Daily	480	480	480	480	480	480	480	520	570	570

Exhibitor - Additional										
Registration Type	2013	2014	2015	2016	2017	2018	2019	2020	2022	2023
Regular		600	600	600	600	600	600	650	650	650
Daily								405	445	445

As shown in the tables above, other than the non-member on site registration which increased from \$900 to \$995, commercial attendee conference rates are unchanged from 2022.

Of the \$0.6 million in registration revenues, \$0.1 million, or 22%, is projected to be from commercial attendee registration, and projects 500 commercial attendees relative to the total in-person conference attendance of 1,300.

EXHIBITOR FEES

Package	Rate	Slots	Revenue
Diamond	\$13,000	8	\$104,000
Sapphire	7,000	17	119,000
Gold	4,000	60	240,000
Silver	2,500	15	37,500
Total		100	\$500,500

The exhibitor rates shown above are unchanged from the 2022 annual conference. If CSMFO meets its targeted distribution and number of exhibitors, total exhibitor fees are projected to account for \$0.5 million in revenues.

VIRTUAL CONFERENCE

The Board approved a virtual conference for 2023 at its August 2022 meeting. The proposed budget assumes 50 members will add on to the in-person conference to take advantage of the additional continuing professional education (CPE) credits at a rate of \$150, and 180 members attending the virtual conference only at a rate of \$350, which will ensure that conference content is accessible to members that would not otherwise have been able to attend the conference due to cost or other reasons. If the projected registration targets come to fruition, virtual conference revenue will total \$70,500, and comprise the remaining 13% of total registration revenue.

CONFERENCE EXPENSES

MEETING SERVICES

Expenses for meeting services comprise \$0.4 million of the \$1.1 million in total conference expenses. Over half of the meeting services expenses are for audio, visual, and lighting services with Clarity. In 2022, the cost for these services was \$185,000. However, in 2023, costs will increase by \$30,000, primarily due to the increase in the cost of labor and equipment. Of note, the agreement with Clarity assumes that selected conference sessions will not be recorded, but rather, that presenters will re-present the sessions live during the virtual conference. While not the primary focus of this report, the topic of whether CSMFO should record selected sessions and rebroadcast them for the virtual conference or have the presenters present them again (with the exception of the featured speakers).

Inflationary pressure impacted other meeting services, including the headshot station which increased from \$7,400 to \$10,500. While the cost of the proposed agreement with the incumbent vendor has increased by 42%, their bid is still 14% less than other photographers, and providing headshots to conference attendees is a valuable and important service to continue to offer.

FOOD AND BEVERAGE

Food and beverage expenses are projected to be \$0.4 million, primarily comprised of the meals to be served during the conference – Wednesday lunch, Thursday breakfast and lunch, and Friday breakfast. In line with the going green initiative, CSMFO will be encouraging conference attendees to bring a water bottle and refill at hydration stations (filtered tap water) rather than using the bottled water stations, which are relatively expensive and are charged based on the number of bottles used.

OTHER NOTABLE EXPENSES

The President's Dinner, which will be held at Ella Dining Room and Bar, is projected to cost \$42,000 for approximately 130 guests.

The Thursday Night Event at Punchbowl Social is estimated at \$97,000, which is primarily comprised of the cost of food at \$62,000.

The cost of the featured speakers, Brett Culp, Chris Thornberg, and Colette Carlson, including travel and hotel costs, will be \$46,000.

Conference administration costs of \$119,000 are primarily comprised of \$79,000 in conference contract services from SMA, M&AMS, and Harriet Commons. SMA's cost is an allocation of their operating agreement with CSMFO based on the amount of support they provide for the conference relative to the full service year.

The proposed 2023 annual conference budget includes the Board-approved donation to the selected Sacramento nonprofits (Sacramento Food Bank & Family Services, Sacramento Fishes & Loaves, and My Sister's House) of 5% of commercial sponsorship revenues. While the actual amount will be calculated at the end of the conference, the budgeted amount is \$25,925 based on the estimated commercial sponsorship revenues of \$500,500.

Conversely, the proposed conference budget does *not* include the Board-authorized matching contribution of up to \$25,000 to the selected Sacramento nonprofits. The contribution will be included in the 2023 proposed operating budget under the President's expenses.

For administrative ease purposes, it is recommended that the contributions to the nonprofit organizations (both the 5% of commercial sponsorships and matching contribution of up to \$25,000) be remitted equitably between the three nonprofit organizations.

Recommendation:

That the Board review and approve the proposed 2023 annual conference budget.

2023 CSMFO CONFERENCE BUDGET

CONFERENCE REVENUE				
GL	Category	Rate	#	Budgeted
			Budgeted	Est Revenue
Government Registrations				
	Conference support - zero fee		75	
	(one day speakers/staffs/guests)			
8106	Gov-NonMemb-FullConf	\$ 725	25	\$ 18,125
8109	Gov-NonMemb-Daily	\$ 400	2	\$ 800
8110	Gov-Member-Full Con-Early	\$ 470	593	\$ 278,710
8115	Gov-Member-FullCon-Regular	\$ 575	90	\$ 51,750
8125	Gov-Member-Daily	\$ 300	14	\$ 4,200
8150	Gov-NonMemb-OnSite	\$ 825	5	\$ 4,125
8155	Gov-Member-OnSite	\$ 675	2	\$ 1,350
	Total 8100 • Government Registrations		806	\$ 359,060
Commercial Registrations				
	Complimentary Exhibitor Attendee		315	
8225	Comm-Exhibitor-Additional Full Conf	\$ 650	85	\$ 55,250
8227	Comm-Exhibitor-Additional Daily	\$ 445	10	\$ 4,450
8231	Comm-NonMemb-FullConf-Regular	\$ 935	21	\$ 19,635
8235	Comm-Member-FullConf-Early	\$ 730	23	\$ 16,790
8236	Comm-Member-FullConf-Regular	\$ 805	13	\$ 10,465
8250	Comm-Member-Daily-Regular	\$ 505	11	\$ 5,555
8265	Comm-NonMemb-Daily-Regular	\$ 570	9	\$ 5,130
	Comm-Member Full Onsite	\$ 865	2	\$ 1,730
	Comm Non Member Full Onsite	\$ 995	5	\$ 4,975
	Total 8200 • Commercial Registrations		494	\$ 123,980
Virtual Conference Registration				
	Conference attendee add on	\$ 150	50	\$ 7,500
	Government/Commercial	\$ 350	180	\$ 63,000
	Total 84xx • Virtual attendee Registration		230	\$ 70,500
	TOTAL ATTENDEE REGISTRATION		1,530	\$ 553,540
	(not including virtual conf or pre conf)		1,300	\$ 483,040
Pre-Conference Registrations				
8371	PreConference-Session A	\$ 200	40	\$ 8,000
8373	PreConference-Session B	\$ 200	40	\$ 8,000
8375	PreConference-Session C	\$ 100	40	\$ 4,000
8376	PreConference-Session D	\$ 100	40	\$ 4,000
	Total Pre-Conference Registrations			\$ 24,000
Extra Meals				
8565	Hosted Evening Event	\$ 125	25	\$ 3,125
	Total Extra Meals			\$ 3,125
Event Registrations				

GL	Category	Rate		Budgeted
8610	Golf			\$ 15,675
8630	Tennis			
8699	Event Registrations - Other			
	Total Event Registrations			\$ 15,675
	Exhibitors Fees			
8702	Featured Exhibitor/Sponsor			
8703	Sapphire Exhibitor	\$ 7,000	17	\$ 119,000
8715	Gold Package	\$ 4,000	60	\$ 240,000
8725	Silver Package	\$ 2,500	15	\$ 37,500
8735	Diamond Package	\$ 13,000	8	\$ 104,000
	Total Exhibitors Fees		100	\$ 500,500
	Sponsorships			
8830	Non-Exhibitor Sponsor	\$ 3,000	6	\$ 18,000
8870	President's Dinner Sponsorship			
8872	Additional Sponsorship Monies			\$ -
	Total Sponsorships			\$ 18,000
	Conference Miscellaneous			
8905	Misc Hotel Income			\$ 9,600
8910	Cancellation Fees			
8915	Hotel Rebate for Convention Ctr			\$ 20,000
New	Community donation			\$ (25,925)
	Total Conference Miscellaneous			\$ 3,675
	Total Conference Revenue			\$ 1,118,515
	CONFERENCE EXPENSE			
	Food & Beverage			
9105	Registration prep - Lunch			\$ 600
	Board meeting			
9115	Wednesday-Breakfast			\$ 5,000
9125	Wednesday-Lunch & EH dessert break			\$ 89,200
9135	Wednesday-Food-Exhibitor Reception			\$ 25,000
9138	Wednesday-Bev-Exh Hall Reception			\$ 14,130
9140	Thursday-Breakfast-Chapter Chair			\$ 2,200
9143	Thursday-Breakfast			\$ 44,000
9147	Thursday-Lunch			\$ 86,400
9148	Thursday-PM Break-EH Close			\$ 13,500
9150	Friday-Breakfast			\$ 33,000
9155	Friday-Lunch-debrief			\$ 3,500
9195	Water for Sessions			\$ 7,600
9197	Food&Beverage-Other			\$ 27,230
	Total Food & Beverage			\$ 351,360
	President Dinners			
9210	President's dinner -Food & Bev			\$ 32,000
9220	Entertain-Transport-Decor-Favor			\$ 5,560
9250	Out of State Guest Event			\$ 4,300

GL	Category	Rate	Budgeted
	Total President's Dinners		\$ 41,860
Hosted Event			
9310	Event Entertainment		\$ 15,000
9320	Event Food		\$ 62,000
9321	Event Beverage		\$ 16,000
9330	Event Décor		
9340	Hosted Event - Other		\$ 3,500
	Total Hosted Event		\$ 96,500
Speakers			
9410	Speakers-Honorarium		\$ 39,500
9420	Speaker-Expenses-Lodging/other		\$ 6,149
9430	Speaker-Expenses-Other		
9450	Comps - Other		
	Total Speakers		\$ 45,649
Meeting Services			
9476	Audio Visual and Lighting Services		\$ 215,000
9477	Virtual conference services		\$ 16,980
9478	Other production & services		\$ 3,388
9479	WiFi Internet		\$ 34,500
9480	Electric Power/Rigging		\$ 40,000
9481	Reg Services/Attendance tracking		\$ 36,500
9485	Convention/Hotel Other Costs		\$ 75,065
	Total Meeting Services		\$ 421,433
Comps			
9460	Other Guests Lodging (OOS)		\$ 4,580
9462	Room Comps - Other		\$ 2,374
9465	Board Scholarships		\$ 1,000
	Total Comps		\$ 7,954
Pre Conference Training			
9494	Food & Beverage		\$ 2,630
9495	Speaker Fees		
9496	Pre-Conference-Other		
	Total Pre-Conference Training		\$ 2,630
Exhibit Hall & Other meeting space expense			
9510	Decorator Booth Fee		\$ 18,943
9530	Meeting space additions		\$ 10,500
9540	Security		\$ 1,250
9545	Exhibit hall game		\$ 500
9550	Sponsor Branded items		\$10,550
9599	Exhibits-Other		
	Total Exhibits		\$ 41,743
Entertainment/Gifts			
9610	Conference Gifts/Attendees		
9620	Speaker/Board/Committee Memento		
9630	Gift Baskets (VIPs)		
	Total Entertainment/Gifts		\$ -

GL	Category	Rate	Budgeted
	Other activities		
9732	Golf		\$ 14,050
9750	Other activities		
	Other Activities		\$ 14,050
	Conference Administration		
9805	Conference Marketing		
9810	Conference Contract Services		\$ 78,890
9815	Printing/Copy/Conference Media		\$ 5,000
9818	Office/Telephones/Printer		\$ 500
9820	President Expenses		\$ 500
9831	Supplies-Badges-Ribbons-Etc		\$ 500
9840	Postage & Shipping		\$ 500
9875	Signage		\$ 3,000
	Merchant Fees - Reg Fox system		
9890	Conference Committee Expenses		\$ 16,000
9895	Staff Exp Inc. Lodging & Travel		\$ 14,000
9899	Administration - Other		
	Total Conference Administration		\$ 118,890
	Total Conference Expense		\$ 1,142,069
	NET INCOME / (LOSS)		\$ (23,554)



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%

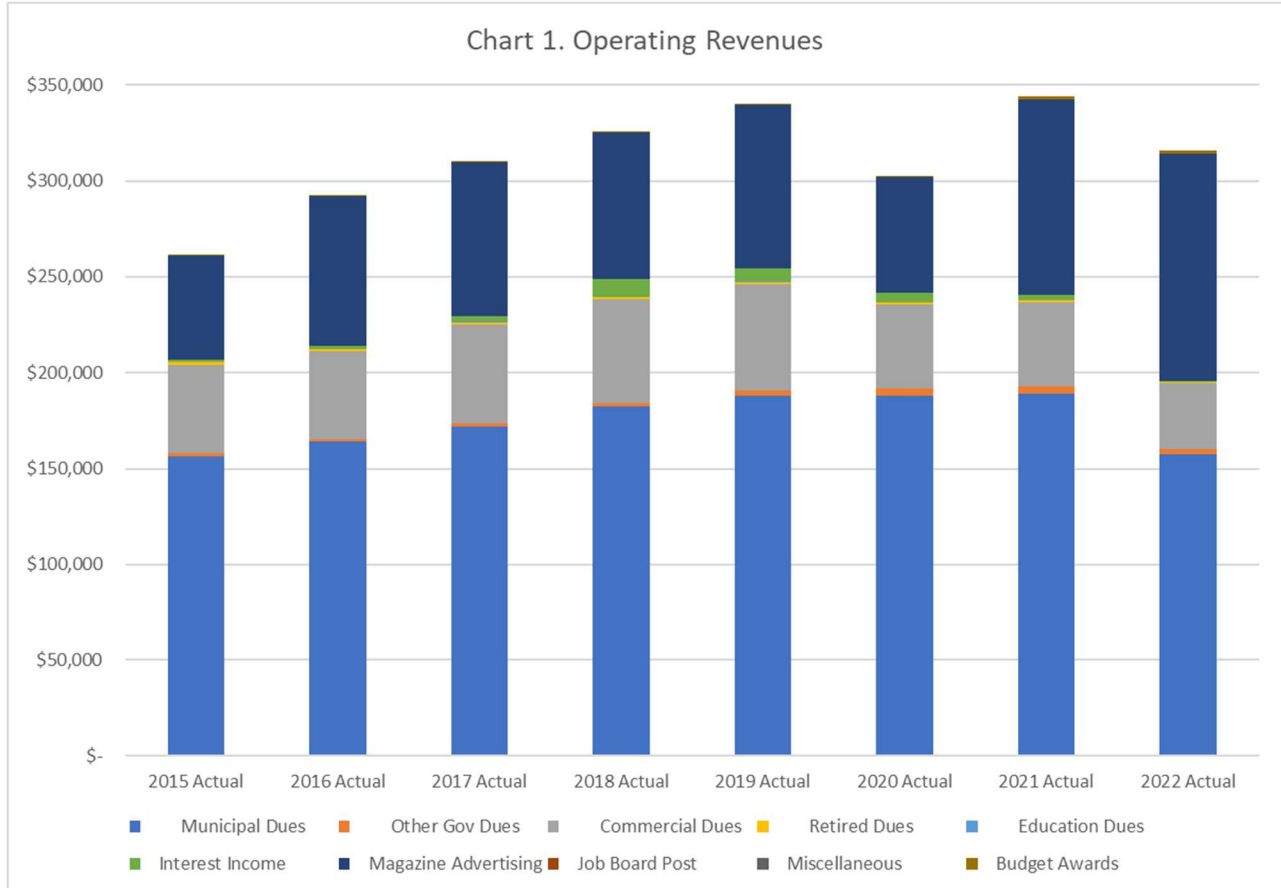
PROGRAM REVENUES AND EXPENSES

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		
	2022 Budget	(unaudited)	% of 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%

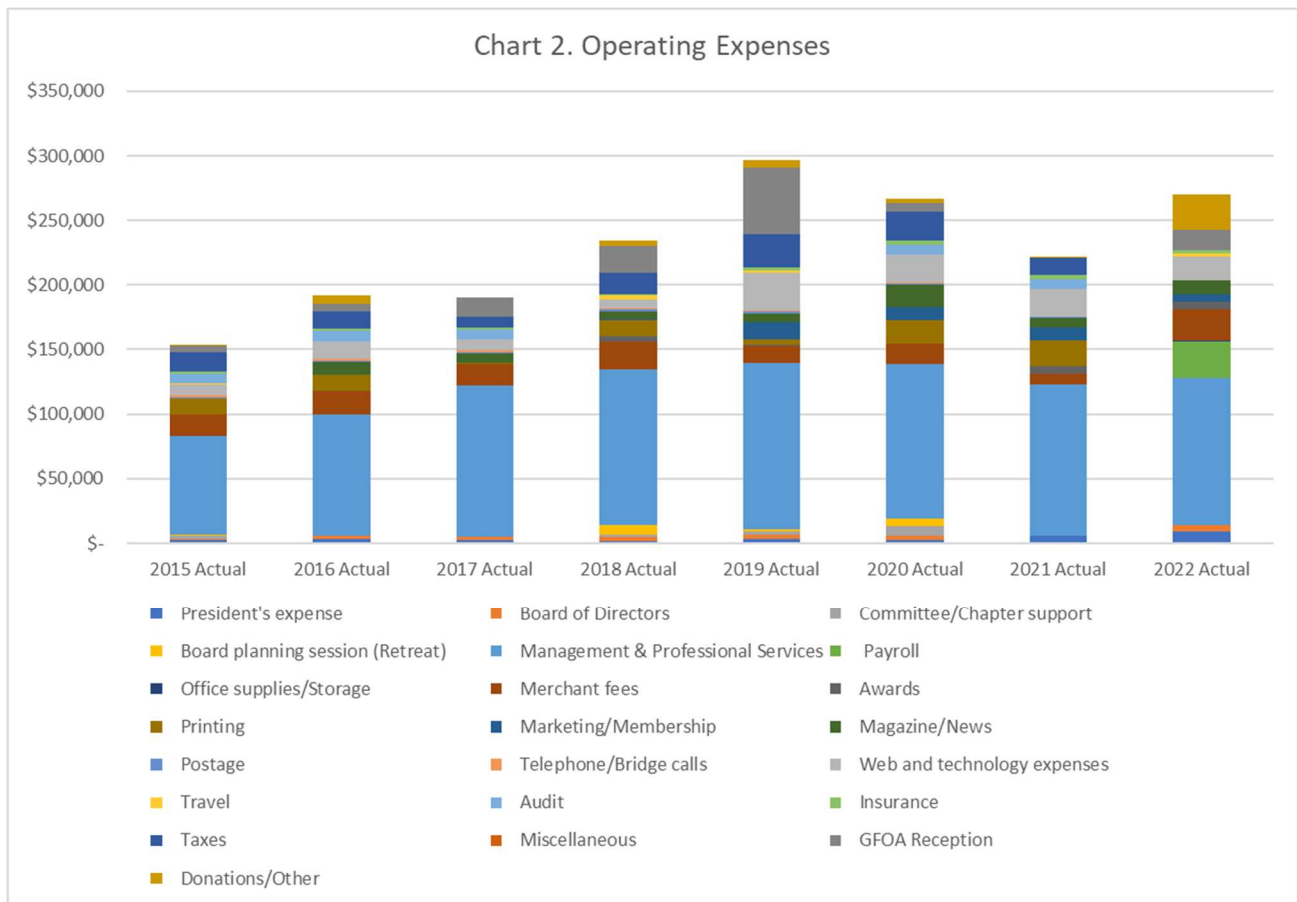
The following operating and program category charts will provide a historical trend analysis for the revenues and expenses through the second quarter reporting.



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.

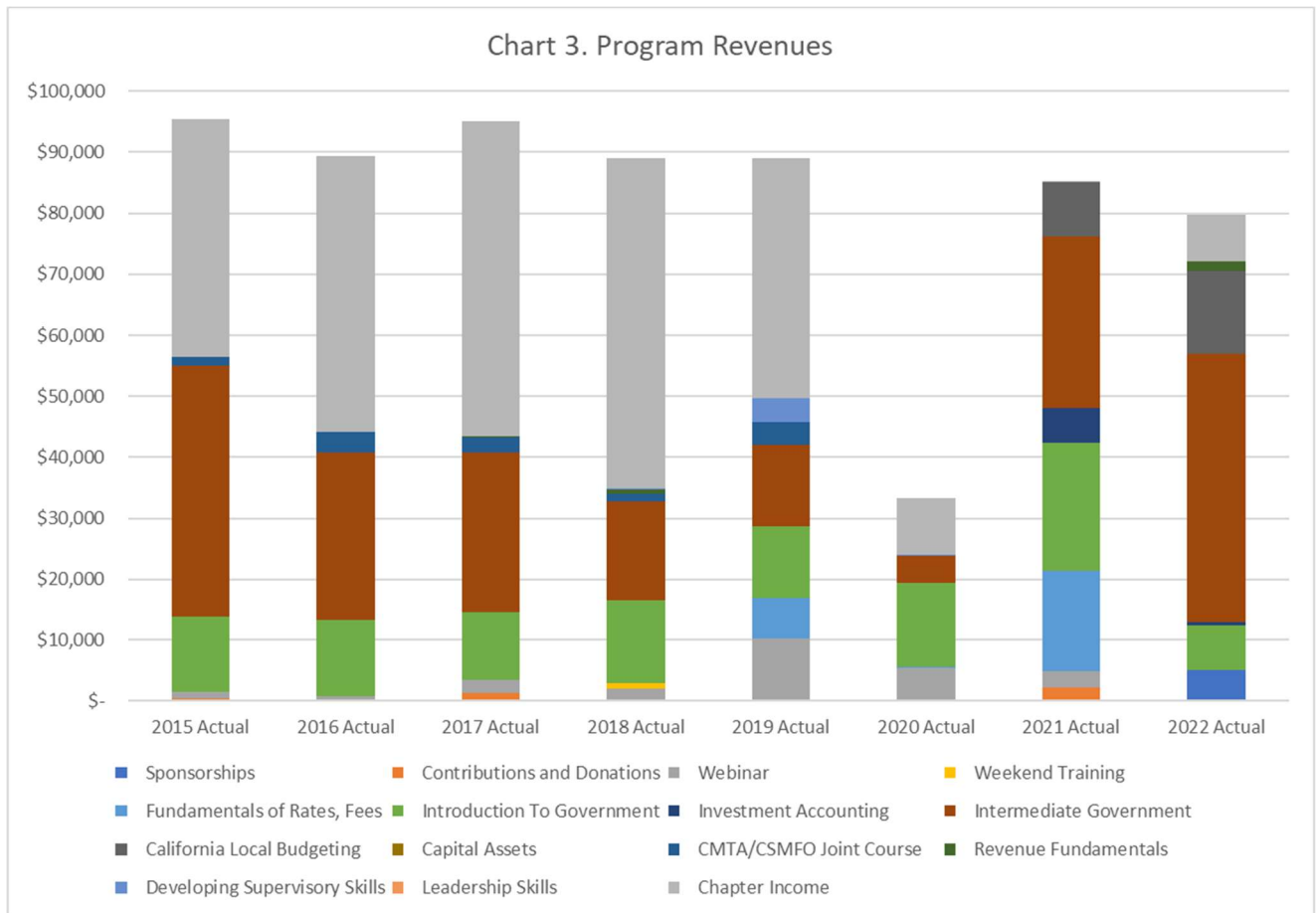
Based on historical averages of actual receipts, CSMFO is estimated to receive 83% of the budgeted operating revenues through second quarter. CSMFO has currently received 73% through second quarter.



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.

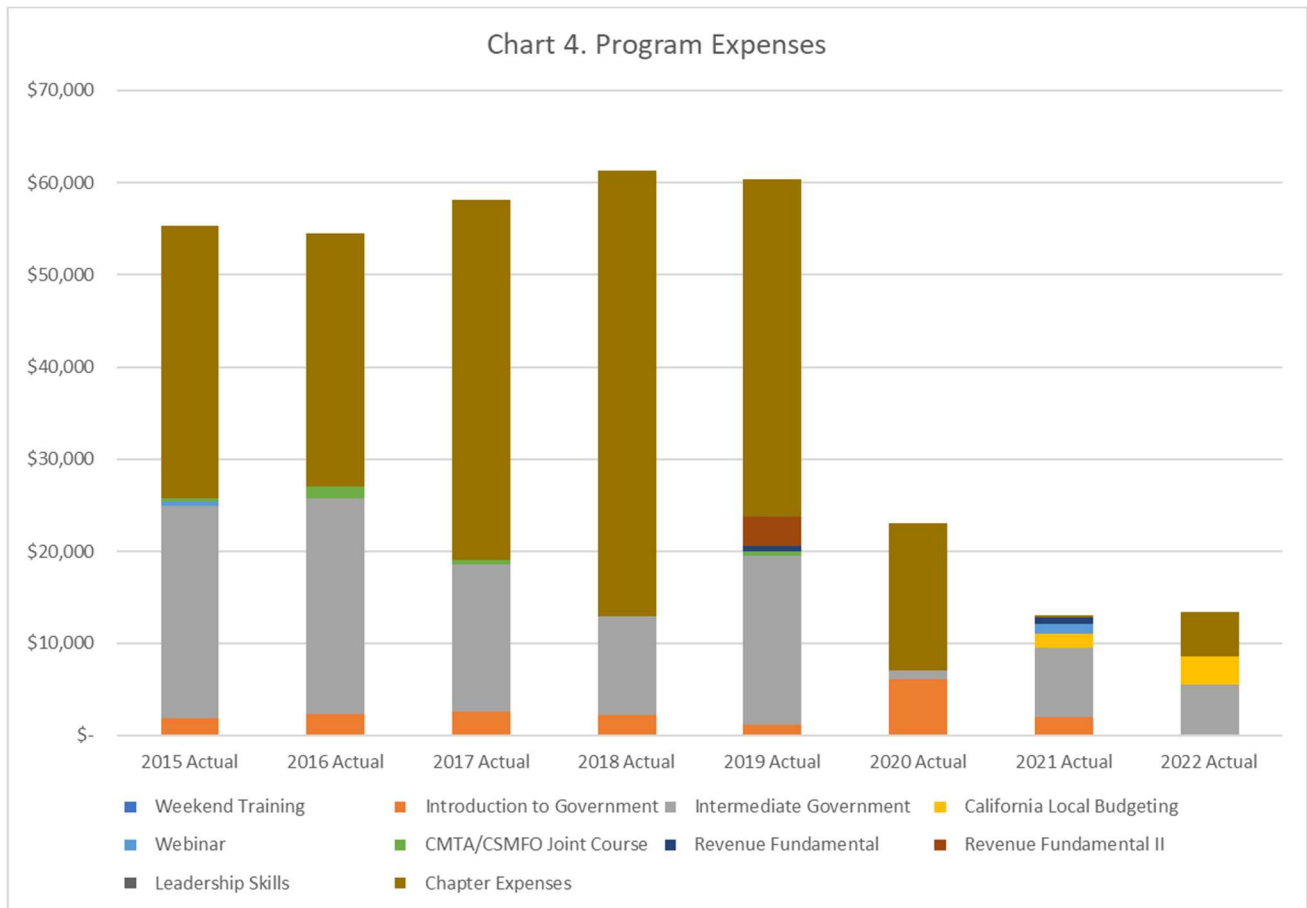
Based on historical averages of actual expenses, CSMFO is estimated to expend 54% of the budgeted operating expenses through second quarter. CSMFO has currently expended 40% through second quarter.



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.

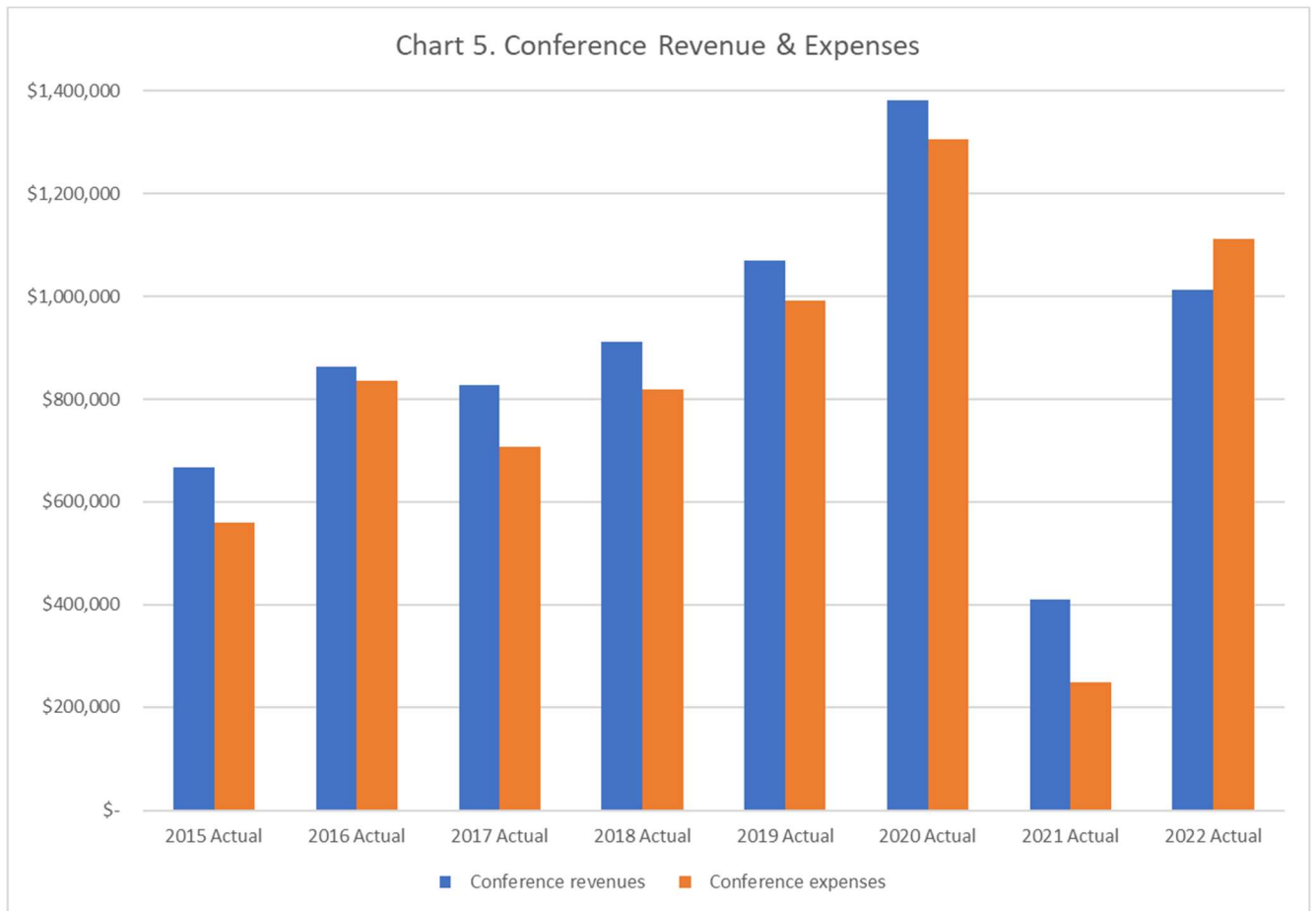
Based on historical averages of actual receipts, CSMFO is estimated to receive 47% of the budgeted program revenues through second quarter. CSMFO has currently received 32% through second quarter.



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.

**MINUTES OF THE
PROFESSIONAL STANDARDS COMMITTEE
Teleconference Meeting
Thursday, August 11, 2022
2:00 p.m. – 2:30 p.m.**



Conference Call Participants

Jason Al-Imam, City of Tustin (Chair)
Dan Buffalo, City of Ukiah (Vice Chair)
Donna K. Lee, City of Concord
Ken Pun, The Pun Group
Kelly Telford, LSL
Tim Seufert, NBS
Sarah Meacham, PFMAM
Jennifer Farr, Davis Farr, LLP
David Alvey, Maze and Assoc.
Ellis Chang, City of Fullerton
Heidi Schoeppe, Webb
Debbie Harper, LSL

1. Minutes Review

2. Advocacy Task Force Update

- Jason provided an update on the task force's efforts to provide a recommendation to the CSMFO Board. Item is slated for hearing at the August meeting.

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

- Financial Management and Budgeting
 - Jason provided an update on the following two bills that were discussed at the League's Fiscal Officers Department meeting on August 1st:
 - AB 1951 (Grayson) would create a local government revenue loss by temporarily expanding partial sales and use tax exemption for manufacturing, research, and development to a full exemption. This would include any local voter-approved transaction and use taxes.
 - Trailer Bill SB 189 excludes additional local subventions. A majority of the redefined subventions affect county appropriations limits. As a result, counties and some cities may need to revise their local Gann limit calculations. Cal Cities is expected to work with state officials to provide technical assistance.

- Accounting and Financial Reporting
 - Looking at the workplan for GASB, nothing in plan for release until 2023.
 - CCMA is expected to release a Government Industry Alert in October 2022 outlining the changes to the language reflected in Agreed-Upon Procedure (AUP) reports based on the new attestation standard.
 - CCMA plans to issue a Government Industry Alert on the Office of Management and Budget's new alternative to a Single Audit for certain eligible Fiscal Recovery Fund recipients. It should be noted that the Professional Standards Committee published a Committee Highlight on this new alternative compliance examination engagement in July 2022.
 - CCMA has a vacancy and is looking for nominations to be submitted by the League of California Cities.
- Retirement and Benefits Administration
 - No update.
- Treasury and Investment Management
 - The Committee discussed the best practice regarding due diligence on government sponsored investment pools such as LAIF, CAMP and California CLASS. CMTA recommends that an investigation of any investment pool or money market mutual fund be performed prior to investing and on a continual basis. The Committee may publish a Committee Highlight on this topic in the future.
 - An omnibus clean-up bill (California Senate Bill No. 1489) includes proposed changes to the Government Code to clarify that the true "start" of the investment term is based on the settlement date, instead of the investment trade date. The Committee plans to publish a Committee Highlight once the omnibus bill has been enacted.
- Capital Finance and Debt Administration
 - Brief update from Tim and discussion on AB 602, new impositions on development impact fee programs, notably germane to assessment districts.
- Grant Management
 - Brief update on ARPA FAQ promulgated by US Treasury Dept. Latest and greatest has been posted on Treasury website.

4. Next Meeting: October 13, 2022, 2:00PM



RECOGNITION COMMITTEE AGENDA

Date: Thursday, September 8, 2022
Time: 10:00 AM

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

Join:

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

Committee Members:

~~Kofi Antobam~~
~~Craig Boyer~~
Bill Clayton

Launa Jimenez
~~Lorena Lopez~~
Michael Manno

Brenda Manriquez
~~Brian Mohan~~
~~George Omondi~~

~~Yolanda Rodriguez~~
Isarel Perez-Hernandez
James Russell-Field

Also in attendance: Jean Rousseau

Agenda Items:

1. Welcome
2. Update on Awards Season
 - a. 41 budgets submitted or in-progress, no innovation awards
 - b. New process to review
 - c. Upcoming Broadcasts:
 - i. 9/8: Award Season Deadline Approaching
 - ii. 9/23: Last Call for Awards
 - d. Awards Force volunteer reviewer information updated

Review assignment will begin now, starting with A to Z.

3. Update on approach to “Sample Document Review & Update” Goal
 - a. Consolidated “Overview and Explanation of Criteria” document is posted on CSMFO website.
 - b. Update on [Review Guidelines and Sample Documents](#) (see page 3)

Committee discussed process to achieve this goals. Reviewers are starting alphabetically A to Z, so the review of the sample documents will start Z to A. James to provide an update at the next committee meeting with an example.

4. Update for Plaque Ordering (Michael)

Michael noted one was returned. Isarel confirmed he had received his.

5. Update on Thank You certificates for reviewers and CSMFO News article (Bill / Lorena)

James will finish creating the certificates, mail, and add the names to the CSMFO News article drafted by Bill.

6. Roundtable discussion (all)

Future Discussions & Follow-Up (tentative):

1. Transparency Award (Launa)
2. Template Press Release for Award Recipients (Michael)
3. Presentations from CSMFO to first-time award winners or milestone award winners

Next meeting: October 13, 2022

2022 Goals - CSMFO Recognition Committee

Item	Description	Current Status
Volunteer Recognition	“Thank You” certificate. Continue to explore ways to recognize volunteers (pins, ribbons, thank you slide at annual conference).	Reviewer list pending verification. Reviewer “Thank You” will also be published through CSMFO News
Volunteer Outreach / Retention	Successful publication through CSMFO News in 2021. Continue to explore ways to get volunteers.	Call for volunteers scheduled for CSMFO News in September 2022
Physical Awards	Started in 2021 – continue to generate interest from agencies for physical award.	
Sample Document Review & Update	“ Review Guidelines and Sample Documents ” criteria and sample documents are from around 2000. Need to overhaul and update.	Consolidated “Overview and Explanation of Criteria” document published. Next steps – sample budget document update
Transparency Award	Finalize and promote a “Transparency Award” to recognize governmental agencies that provide transparency in operations and reporting.	Current example is based off Special District Leadership Foundation documents .

Example Operating Budget Update		
Agency	Population	Committee Team
City of Highland	55,060	Brenda Manriquez George Omondi James Russell-Field
City of Riverside	331,360	Michael Manno Lorena Lopez Israel Perez-Hernandez
City of Milpitas	88,660	Brian Mohan Kofi Antobam Launa Jimenez
Monterey One Water	265,000 (Population Served)	Bill Clayton Yolanda Rodriguez Craig Boyer

Goal: Bookmark agency PDFs with the Meritorious and Excellence Award criteria to replace outdated [samples](#) on CSMFO's website.

See pages 4 and 5 of [Overview and Explanation of Criteria](#)



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GOVERNANCE LETTER

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

We have audited the financial statements of the California Society of Municipal Finance Officers (CSMFO) for the year ended December 31, 2021, and have issued our report thereon dated July 20, 2022. Professional standards require that we provide you with the following information about our responsibility under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated August 10, 2021, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope and Timing of the Audit

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

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

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter dated August 10, 2021.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by CSMFO are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2021. We noted no transactions entered into by CSMFO during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements is the amount of taxes owed on unrelated business income. We evaluated the key factors and assumptions used to develop the estimates in determining that it is reasonable in relation to the financial statements taken as a whole. The accrual for unrelated business income tax is based on a preliminary calculation of taxable income for 2021 until the actual tax return is filed.

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

Difficulties Encountered in Performing the Audit

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

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. We proposed two audit adjustments to CSMFO's financial statements to reclassify fundamentals revenue and net assets reserves to agree to internal records, which were posted by management.

Disagreements with Management

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

Management Representations

We have requested certain representations from management that are included in the management representation letter dated August 10, 2021.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves

application of an accounting principle to CSMFO's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

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

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

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

Richardson & Company, LLP

July 20, 2022

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS
SUMMARY OF UNADJUSTED AUDIT DIFFERENCES
YEAR ENDED DECEMBER 31, 2021

Description (Nature) of Audit Difference	Financial Statement Effect - Amount of Overstatement (Understatement) of:			
	Total Assets	Total Liabilities	Total Net Assets	Total Change in Net Assets
To adjust the investment in LAIF to fair value.	\$ 2,095		\$ 2,095	\$ 2,095
To expense a portion of the 2021/22 annual fees for the online community platform that were paid after year-end.		\$ (2,500)	(2,500)	(2,500)
Net Unadjusted Audit Differences - This Year	2,095	(2,500)	(405)	(405)
Financial Statement Caption Totals	\$ 1,999,644	\$ 865,224	\$ 1,134,420	\$ 249,621
Net Audit Differences as % of F/S Captions	0.10%	-0.29%	-0.04%	-0.16%

**CALIFORNIA SOCIETY OF
MUNICIPAL FINANCE OFFICERS**

Audited Financial Statements

December 31, 2021 and 2020



550 Howe Avenue, Suite 210
Sacramento, California 95825

Telephone: (916) 564-8727
FAX: (916) 564-8728

INDEPENDENT AUDITOR'S REPORT

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

Opinion

We have audited the accompanying financial statements of the California Society of Municipal Finance Officers (CSMFO), which comprise the statements of financial position as of December 31, 2021 and 2020, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of CSMFO as of December 31, 2021 and 2020, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of CSMFO and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Management's Responsibility for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about CSMFO's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing

standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of CSMFO's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about CSMFO's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Report on Supplementary Information

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

Richardson & Company, LLP

July 20, 2022

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS

STATEMENTS OF FINANCIAL POSITION

December 31, 2021 and 2020

	<u>2021</u>	<u>2020</u>
ASSETS		
Cash and investments	\$ 1,800,427	\$ 807,884
Accounts and accrued interest receivable	240	5,510
Prepaid expenses	198,977	257,926
Loan receivable	<u>-</u>	<u>60,431</u>
TOTAL ASSETS	<u><u>\$ 1,999,644</u></u>	<u><u>\$ 1,131,751</u></u>
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable and other liabilities	\$ 41,299	\$ 17,152
Deferred revenue	<u>823,925</u>	<u>229,800</u>
TOTAL LIABILITIES	<u>865,224</u>	<u>246,952</u>
NET ASSETS		
Unrestricted		
Undesignated	292,699	223,046
Designated - Chapters	23,456	22,752
Designated - Operating reserve	153,860	126,438
Designated - Conference reserve	<u>664,405</u>	<u>512,563</u>
TOTAL NET ASSETS	<u>1,134,420</u>	<u>884,799</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 1,999,644</u></u>	<u><u>\$ 1,131,751</u></u>

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

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS

STATEMENTS OF ACTIVITIES

Years Ended December 31, 2021 and 2020

	2021	2020
REVENUE AND SUPPORT		
Annual conference	\$ 410,105	\$ 1,374,153
Membership dues	251,255	245,070
Publication advertising	203,800	122,725
Education workshops	116,954	70,657
Award fee	20,600	15,650
Interest	5,398	10,338
Contributions	4,200	6,591
Chapter income	3,630	9,897
TOTAL REVENUE AND SUPPORT	1,015,942	1,855,081
EXPENSES		
Program services:		
Annual conference		
Administration and other	117,224	210,021
Speaker and meeting costs	113,409	296,016
Food and beverage	16,300	687,222
Entertainment and gifts	4,815	98,840
Exhibits	-	36,710
Education workshops--training expenses	45,200	31,995
Technology initiatives--website fees	17,094	15,677
Chapter expense	5,479	12,701
Total program services	319,521	1,389,182
Supporting services:		
Management services	181,871	165,023
Consultants	84,174	82,001
Board and committee meetings	58,324	16,767
Bank charges	25,185	6,359
Printing	20,900	21,787
Miscellaneous	9,838	16,415
Marketing	9,387	14,037
Audit and tax	9,350	9,315
Newsletter	7,850	18,449
Insurance	3,140	3,271
President expenses	767	2,291
Postage and shipping	727	1,261
Donations	-	175
Total supporting services	411,513	357,151
TOTAL EXPENSES	731,034	1,746,333
INCREASE (DECREASE) IN UNRESTRICTED NET ASSETS	284,908	108,748
Provision for income taxes on unrelated business income	35,287	26,265
CHANGE IN NET ASSETS	249,621	82,483
Net assets at beginning of year	884,799	802,316
NET ASSETS AT END OF YEAR	\$ 1,134,420	\$ 884,799

The accompanying notes are an integral part of these financial statements

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS

STATEMENTS OF CASH FLOWS

Years Ended December 31, 2021 and 2020

	<u>2021</u>	<u>2020</u>
CASH FLOWS FROM OPERATIONS		
Change in net assets	\$ 249,621	\$ 82,483
Adjustments to reconcile changes in net assets to net cash provided (used) by operating activities:		
Interest added to loan receivable	(2,545)	(3,232)
Changes in assets and liabilities:		
Accounts and accrued interest receivable	5,270	12,071
Prepaid expenses	58,949	(30,891)
Accounts payable and other liabilities	24,147	(50,383)
Deferred revenue	594,125	(1,071,465)
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	<u>929,567</u>	<u>(1,061,417)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Payments received on loan receivable	<u>62,976</u>	<u> </u>
NET CASH PROVIDED BY INVESTING ACTIVITIES	<u>62,976</u>	<u> </u>
Net change in cash	992,543	(1,061,417)
Cash and cash equivalents at beginning of year	<u>807,884</u>	<u>1,869,301</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u><u>\$ 1,800,427</u></u>	<u><u>\$ 807,884</u></u>
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:		
Cash paid for taxes	<u><u>\$ 35,287</u></u>	<u><u>\$ 26,265</u></u>

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

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS

NOTES TO FINANCIAL STATEMENTS

December 31, 2021 and 2020

NOTE A – SIGNIFICANT ACCOUNTING POLICIES

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

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

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

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

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

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

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

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

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

Cash and Investments: Investments are stated at cost which approximates fair value. CSMFO invests its available cash through the Local Agency Investment Fund. Cash held in the Local Agency Investment Fund as of December 31, 2021 and 2020 was \$818,454 and \$565,602, respectively.

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

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

December 31, 2021 and 2020

NOTE A – SIGNIFICANT ACCOUNTING POLICIES (Continued)

Deferred Revenue: CSMFO recorded deferred revenue relating to membership dues and seminar registration fees received prior to December 31, 2021 and 2020 for the next fiscal year.

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

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

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

Income Taxes: CSMFO is a tax-exempt organization under Section 501(c) (6) of the Internal Revenue Code and Section 23701e of the California Revenue and Taxation Code and, therefore, is subject to federal and state income taxes only on unrelated business income earned. There was \$203,800 and \$122,725 in unrelated business income from advertising during the years ended December 31, 2021 and 2020, respectively. For the year ended December 31, 2021, CSMFO estimated \$17,014 for federal income taxes and \$5,057 for state income taxes on unrelated business income. For the year ended December 31, 2020, CSMFO estimated \$14,867 for federal income taxes and \$6,258 for state income taxes on unrelated business income.

CSMFO's federal returns for the years ended December 31, 2021, 2020, and 2019 could be subject to examination by federal taxing authorities, generally for three years after they are filed. CSMFO's state returns for the years ended December 31, 2021, 2020, 2019, and 2018 could be subject to examination by state taxing authorities, generally for four years after they are filed.

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

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

Subsequent Events: CSMFO evaluated all events or transactions that occurred after December 31, 2021 and up to July 20, 2022, the date the financial statements were issued. During this time, CSMFO did not have any recognizable or unrecognizable subsequent events.

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

December 31, 2021 and 2020

NOTE B – CONCENTRATIONS

A substantial portion of CSMFO's revenues are obtained from its members, which consist of municipal finance officers and persons whose livelihood is derived from activities related to municipal finance in the State of California. Dues revenue received from these members comprised 25% and 13% of CSMFO's total revenues for 2021 and 2020, respectively. A majority of the Annual Conference revenue, which comprises 40% and 74% of CSMFO's total revenues for 2021 and 2020, respectively, is also obtained from its members.

At December 31, 2021 and 2020, the carrying amounts of CSMFO's deposits were \$981,973 and \$242,282 and the balances in a financial institution were \$984,027 and \$307,435, respectively. The balances maintained in the financial institution are insured by the Federal Deposit Insurance Corporation up to \$250,000. At December 31, 2021 and 2020, CSMFO's uninsured cash balance totaled \$734,027 and \$57,435, respectively.

NOTE C – COMMITMENTS

CSMFO has an agreement with SMA for management services and meeting/planning services and CSMFO will pay compensation of \$193,300, annually through April 30, 2022. SMA will assist CSMFO's Career Development Committee in the development of education courses and will receive additional compensation up to \$7,000, annually, through 2022. SMA will be entitled to receive compensation of \$14,283 and \$14,783 for 2021 and 2022 annual conferences, respectively. Furthermore, CSMFO will reimburse SMA for direct subcontractor costs associated with the creation of a new association management system, up to \$150,000. SMA will also receive reimbursement for expenses incurred under this agreement. In April 2022, the agreement was extended through April 30, 2023.

In 2019, CSMFO entered into an agreement for facilities and rooms with the Sacramento Convention Center for the 2023 Annual Conference. The agreement includes a cancellation policy whereby CSMFO will forfeit all deposits made if the event is cancelled. Deposits of \$49,544 were made as of December 31, 2020 and a deposit of \$24,771 is due on July 22, 2022.

In 2021, CSMFO entered an agreement for guest rooms with Disney Destinations, LLC for a meeting taking place January 29 to February 2, 2024. The agreement includes a cancellation policy that obligates CSMFO to pay cancellation fees to cancel rooms of \$274,739 more than 731 days, \$549,478 between 366-730 days, \$714,321 between 181-365 days, \$824,216 between 91-180 days, and \$989,060 between 0-90 days prior to the event.

In 2021, CSMFO entered an agreement for facilities and rooms with the San Jose Marriott Hotel for the February 2025 Annual Conference. The agreement includes a cancellation policy that obligates CSMFO pay \$66,513 for cancelling rooms prior to May 1, 2023, \$133,027 for cancelling between May 2, 2023 to May 1, 2024 and \$212,843 for cancelling after May 1, 2024.

In 2021, CSMFO entered an agreement for guest rooms with the Westin San Jose Hotel for the February 2025 Annual Conference. The agreement includes a cancellation policy that obligates CSMFO pay cancellation fees to cancel rooms of \$7,059 for cancellation within 18 months, \$14,118 for cancellation within 12 months, \$28,236 for cancellation within 6 months, \$35,295 for cancellation within 3 months, and \$42,354 for cancellation within 1 month prior to the first arrival date.

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

December 31, 2021 and 2020

NOTE C – COMMITMENTS (Continued)

In 2021, CSMFO entered a facility use agreement for event space, food and beverages with an event planning organization called Team San Jose for the February 2025 Annual Conference. The agreement includes a clause that obligates CSMFO pay liquidated damages to cancel the event of \$93,650 for cancellation in more than 24 months, \$187,300 for cancellation between 24 and 18 months, \$280,950 for cancellation between 18 and 12 months, and \$374,600 for cancellation within 1 month prior to the first move-in date.

NOTE D – NET ASSET DESIGNATIONS - CHAPTERS

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

	2021	2020
Orange County	\$ 4,191	\$ 4,652
East Bay (SF)	3,522	3,522
Sacramento Valley	3,011	3,011
Monterey Bay	3,384	2,954
South Bay (LA)	2,365	2,365
Channel Counties	1,582	1,582
San Diego County	1,400	1,400
Central Coast	1,278	1,278
Inland Empire	1,000	-
Peninsula	694	694
Central Los Angeles	526	526
Central Valley	367	368
San Gabriel Valley	136	400
	<u>\$ 23,456</u>	<u>\$ 22,752</u>

NOTE E – LIQUIDITY AND AVAILABILITY

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

	2021	2020
Financial assets, at year-end:		
Cash and investments	\$ 1,800,427	\$ 807,884
Accounts receivable	240	5,510
Financial assets availability to meet general expenditures	<u>\$ 1,800,667</u>	<u>\$ 813,394</u>

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

December 31, 2021 and 2020

NOTE E – LIQUIDITY AND AVAILABILITY (Continued)

As part of CSMFO's liquidity management plan, CSMFO invests cash in excess of daily requirements in the Local Agency Investment Fund. As discussed in Note A, the Board designates a portion of any operating surplus to its operating and conference reserves, which totaled \$818,265 as of December 31, 2021 and \$639,001 at December 31, 2020.

NOTE F – CONTINGENCIES

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

SUPPLEMENTAL SCHEDULE

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS

SUPPLEMENTAL SCHEDULE OF ACTIVITIES

Last Ten Years

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
REVENUE AND SUPPORT										
Annual conference	\$ 410,105	\$ 1,374,153	\$ 1,058,038	\$ 911,040	\$ 828,100	\$ 864,292	\$ 666,100	\$ 630,390	\$ 557,240	\$ 586,881
Membership dues	251,255	245,070	260,000	247,725	231,720	220,740	209,300	197,120	199,930	181,335
Publication advertising	203,800	122,725	160,645	138,743	159,065	144,687	109,760	109,955	97,471	79,262
Education workshops	116,954	70,657	88,168	74,250	102,215	119,932	119,565	87,765	95,016	38,821
Award fee	20,600	15,650	18,200	16,700	18,600	17,150	16,950	15,250	15,600	16,205
Interest	5,398	10,338	19,794	26,041	7,549	4,121	1,601	479	718	974
Contributions	4,200	6,591	-	-	-	1,886	-	10,000	10,000	10,000
Chapter income	3,630	9,897	93,067	112,433	106,686	95,847	73,164	33,578	-	-
Miscellaneous	-	-	-	-	-	51	-	-	-	-
TOTAL REVENUE AND SUPPORT	1,015,942	1,855,081	1,697,912	1,526,932	1,453,935	1,468,706	1,196,440	1,084,537	975,975	913,478
EXPENSES										
Program services:										
Annual conference	251,748	1,328,809	1,025,123	848,528	729,720	855,579	578,075	527,504	436,180	487,339
Education workshops	45,200	31,995	75,662	74,613	88,391	100,347	101,461	79,531	80,741	28,838
Technology initiatives	17,094	15,677	12,529	11,072	13,423	17,815	13,009	12,299	13,383	11,455
Chapter expense	5,479	12,701	97,755	128,849	116,465	85,724	66,541	18,991	-	-
Total program services	319,521	1,389,182	1,211,069	1,063,062	947,999	1,059,465	759,086	638,325	530,304	527,632
Supporting services:										
Management services	181,871	165,023	159,442	117,079	150,451	139,966	121,334	111,247	127,903	124,625
Consultants	84,174	82,001	178,837	155,717	105,670	96,171	81,481	82,582	62,200	55,191
Board and committee meetings	58,324	16,767	78,878	20,396	8,395	-	-	11,586	-	-
Bank charges	25,185	6,359	20,770	10,728	11,084	18,189	6,235	4,427	9,285	9,304
Printing	20,900	21,787	15,295	56,722	33,271	33,461	39,235	34,339	29,940	26,907
Miscellaneous	9,838	16,415	8,394	12,210	10,470	13,231	12,594	10,001	11,453	9,905
Marketing	9,387	14,037	14,463	5,233	8,910	9,400	9,250	9,075	8,932	9,470
Audit and tax	9,350	9,315	9,570	9,000	14,642	15,238	14,004	8,997	19,665	14,809
Newsletter	7,850	18,449	7,123	20,390	14,438	22,885	-	-	-	-
Insurance	3,140	3,271	1,769	15,790	3,036	2,521	3,110	3,520	3,635	4,351
President expenses	767	2,291	4,959	2,633	15,439	5,453	9,324	3,490	6,254	-
Postage and shipping	727	1,261	-	1,691	3,590	2,133	1,731	2,953	3,265	4,576
Donations	-	175	2,292	-	-	-	-	-	-	-
GFOA reception	-	-	52,250	1,219	1,710	2,240	1,660	1,576	2,094	2,260
Technology	-	-	1,971	-	-	-	835	-	810	200
Total supporting services	411,513	357,151	556,013	428,808	381,106	360,888	300,793	283,793	285,436	261,598
TOTAL EXPENSES	731,034	1,746,333	1,767,082	1,491,870	1,329,105	1,420,353	1,059,879	922,118	815,740	789,230
INCREASE (DECREASE) IN UNRESTRICTED NET ASSETS										
	284,908	108,748	(69,170)	35,062	124,830	48,353	136,561	162,419	160,235	124,248
Provision for income taxes on unrelated business income	35,287	26,265	30,490	36,064	39,858	38,323	25,190	28,051	18,249	12,646
CHANGE IN NET ASSETS	249,621	82,483	(99,660)	(1,002)	84,972	10,030	111,371	134,368	141,986	111,602
Net assets at beginning of year	884,799	802,316	901,976	902,978	818,006	807,976	696,605	562,237	420,251	308,649
NET ASSETS AT END OF YEAR	\$ 1,134,420	\$ 884,799	\$ 802,316	\$ 901,976	\$ 902,978	\$ 818,006	\$ 807,976	\$ 696,605	\$ 562,237	\$ 420,251

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