



Thursday, December 15, 2022
2:00 p.m. – 4:00 p.m.

A Virtual Meeting

[Join Zoom Meeting](#)

1. Introduction 2:00 p.m.
 - a. Welcome/Roll Call
 - b. Additions to Agenda
 - c. Executive Committee Agenda
2. Consent Items 2:02 p.m.
 - a. Approval of Minutes from October 2022 Board Meeting
 - b. Approval of Preliminary September and October 2022 Financial Reports
 - c. Conference Contracts
 - a. Smart City
 - b. Encore
 - c. Residence Inn
 - d. Clarity
 - d. Agreement for Professional Services between Meeting & Association Management Services, Inc., and California Society of Municipal Finance Officers
 - e. Executive Committee Agendas
 - a. October 2022 Executive Committee Agenda
 - b. November 2022 Executive Committee Agenda
3. Discussion/Action Items 2:05 p.m.
 - a. Recommendations for Including Commercial Partners in Leadership (Marcus Pimentel)
 - b. 2023 Preliminary Operating Budget (Rich Lee)
 - c. Strategic Planning Session Output (Rich Lee)

- d. Proposed Contract for Introduction to Governmental Accounting Instructor (Nick Kurns)
- e. Contract for Website Design (Don Patterson)
- f. Policies and Procedures Manual Updates (Rich Lee)

4. Committee Reports 3:05 p.m.

- a. Administration (Alberto Preciado)
- b. Career Development (Nick Kurns)
- c. Communications (Will Fuentes)
- d. Membership (Jennifer Wakeman)
- e. Professional Standards (Jason Al-Imam)
- f. Program (Laura Nomura)
- g. Recognition (James Russell-Field)
- h. Student Engagement (Amber Johnson)
- i. Finance (Margaret Moggia)
- j. Chapter Chairs (Marcus Pimentel)

5. Chapter Roundtable 3:25 p.m.

6. Director Roundtable 3:40 p.m.

7. Officer Reports 3:50 p.m.

- a. President (Rich Lee)
- b. Past President (Marcus Pimentel)

8. Other Discussion Items

9. Future Topics

10. Upcoming Meeting:

February 3, 2023 – Sacramento (onsite at the conference)

11. Adjournment 4:00 p.m.



CSMFO Executive Committee

Agenda

November 9, 2022

- Strategic Goals - Executive Committee
 - Succession Planning*
 - Evaluate the Organizational Structure and By-Laws for Opportunities for Change
 - Improve communication between committees and avoid redundancy*
 - Improve goal setting and monitoring for committees and chapters*
- Strategic Goals - Executive Director
 - Succession Planning*
 - Engage new agencies
 - Formalize Board, Committee, and Chapter Orientation and Metrics
 - Improve communication between committees and avoid redundancy*
 - Improve goal setting and monitoring for committees and chapters*
 - Executive Director's Organizational Assessment
- Agenda Items Tracking for December 15th Board Meeting
 - 2022 Strategic Action Plan Goals
 - 2023 Operating Budget for Approval (Rich Lee)
 - 2023 Committee Structure (Rich Lee)
 - 2023 Conference Contracts:
 - DJ Umami- Entertainment for Thursday night at the Punchbowl Social.
 - Ella Restaurant- This is for the President's Dinner.
- Volunteer of the year

* Responsibility of both the Executive Committee and Executive Director

- Special Board Meeting for budget study session
- Succession planning for Michael Coleman's contract, website



Tuesday, October 4, 2022

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

Introduction

The California Society of Municipal Finance Officers (CSMFO) Board of Directors met in person at the Monterey Plaza Hotel on Tuesday, October 4, 2022. President Scott Catlett convened the meeting and confirmed a quorum was in attendance at 9:01 a.m. There were no additions to the agenda.

Consent Calendar

The Board addressed the consent calendar, which included the minutes from the August board meeting and the August 2022 financial reports. Director Grace Castaneda requested for someone to briefly review the contracts included in the consent calendar. After the review, Director Grace Castaneda moved to approve the Consent Calendar, President-Elect Richard Lee 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.

Michael Coleman contract for 2023

Discussion of Michael Coleman's contract for 2023 and his eventual retirement. Past-President Marcus Pimentel motions to approve Coleman's contract as presented, with the caveat that we request increasing the number of chapter meetings from 8 to 9. Director, Dennis Kauffman seconded. The motion passed unanimously.

Scope of complimentary attendance at annual conference

President Scott Catlett motioned to leave the current procedure re complimentary attendance in place for the President and Executive Director of GFOA and asks that Executive Director, Jean Rousseau request reciprocation from GFOA. The Program committee shall bring forth requests for complimentary speaker registrations and/or accommodations to the board. Seconded by President-Elect Rich Lee. The motion passed unanimously.

After a brief break, President Scott Catlett proposed taking item 6a, *2021 Financial Report* out of order due to scheduling.

2021 Financial Report

Brian Nash introduced himself and reviewed the 2021 Financial Report included in the packet in the packet.

2023 Annual Conference Budget

President-Elect Rich Lee walked through the 2023 conference budget. Discussion of the higher expenses and some of the requirements of the convention center, as well as of the sponsor/exhibitor pricing and how that is determined. Questions about the virtual conference and scholarship expenses were also addressed. President Scott Catlett motions to approve the 2023 Annual Conference Budget as presented. Director Dennis Kaufmann seconded. The motion passed unanimously.

2023 CSMFO Budget

Finance Committee Chair Margaret Moggia reviewed the intent of the Finance Committee to meet with each committee chair re clarification on expenses to improve the budgeting process. With the adoption of the Conference Budget, those will be included in the budget presented in December. President-Elect Rich Lee added that he and Executive Director Jean Rousseau will be involved in those meetings with committee and chapter chairs as well. Finance Committee Margaret Moggia will take lead on scheduling those meetings.

June 2022 Financial Summary

Finance Committee Chair Margaret Moggia and Executive Director Jean Rousseau request feedback to their report. It was included in the August budget, but we ran out of time to discuss. The intent is to present a report like this twice yearly, likely in February and August or April and October. Feedback from the board on their preference is requested.

Proposed reporting requirements in the US Senate

Jason Al-Imam reported that the recommendation in August was not to put too much effort toward Advocacy, to avoid duplication of efforts from the League or GFOA. Margaret Moggia shared the letter GFOA prepared to encourage other agencies to write a letter to their Senator. CSDA and CalCities are working with their national level organizations. If the board takes a position either the ED, the President or an appointee can draft and issue a letter.

Director Dennis Kauffman motions to issue a letter opposing the proposed legislation. Motion Seconded by Craig Boyer. The motion passed unanimously.

Jean Rousseau will draft an opposition letter and include his as well as President Scott Catlett's signature.

Committee Reports

Brief reports on committee activities by all present Committee Chairs.

Chapter Roundtable

Brief reports on chapter activities by all present Chapter Chairs.

Director Roundtable

No reports

Officer Reports

President Scott Catlett notes that he will be transitioning to a Commercial Member in late November. President-Elect Rich Lee will take the Presidency upon Scott's departure; Past-President Marcus Pimentel will remain in the President-Elect role for the duration of Lee's presidency.

Past-President Marcus Pimentel notes that Chapter schedules will be provided to Kea by November 1; he is honored to continue supporting CSMFO in the Past-President role for another year.

President-Elect Rich Lee reminds all that the Wellness Challenge starts this week; January 25th is the final day to participate.

Executive Director Jean Rousseau reported that though there have been some bumps in the road, overall, the LMS is working well. If you have issues to bring up, please bring them to him; the Zoom contract has been upgraded to eliminate the cap on attendance at Chapter Meetings; the SMA Assessment is complete, if you'd like a copy, please request one.

The next board meeting will be held on Friday, February 3, 2023, at the Hyatt Regency Sacramento, in conjunction with the Annual Conference.

The meeting adjourned at 12:00pm.

Respectfully submitted,

Sarah Erck

SUMMARY OF APPROVED MOTIONS

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

Past-President Marcus Pimentel motions to approve Coleman's contract as presented, with the caveat that we request increasing the number of chapter meetings from 8 to 9. Director, Dennis Kauffman seconded. The motion passed unanimously.

President Scott Catlett motioned to leave the current procedure re complimentary attendance in place for the President and Executive Director of GFOA and asks that Executive Director, Jean Rousseau request reciprocation from GFOA. The Program committee shall bring forth requests for complimentary speaker registrations and/or accommodations to the board. Seconded by President-Elect Rich Lee. The motion passed unanimously.

President Scott Catlett motions to approve the 2023 Annual Conference Budget as presented. Director Dennis Kaufmann seconded. The motion passed unanimously.

Director Dennis Kauffman motions to issue a letter opposing the proposed legislation. Motion Seconded by Craig Boyer. The motion passed unanimously.

California Society of Municipal Finance Officers

Statement of Net Assets

As of September 30, 2022

	Sep 30, 22	Sep 30, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1004 · Bank of America - 1982				
1050 · Chapter Fund Balances				
1050.03 · North Coast	496.75	0.00	496.75	100.0%
1050.04 · Sacramento Valley	4,670.67	3,010.67	1,660.00	55.14%
1050.05 · East Bay (SF)	3,912.19	3,522.19	390.00	11.07%
1050.06 · Central Valley	367.51	367.51	0.00	0.0%
1050.07 · Peninsula	1,083.74	693.74	390.00	56.22%
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	770.74	525.74	245.00	46.6%
1050.14 · South Bay (LA)	4,236.58	2,364.54	1,872.04	79.17%
1050.16 · Orange County	2,374.17	4,652.24	(2,278.07)	(48.97%)
1050.17 · Inland Empire	4,860.62	40.00	4,820.62	12,051.55%
1050.19 · San Diego County	2,761.74	1,400.07	1,361.67	97.26%
Total 1050 · Chapter Fund Balances	31,360.02	22,565.11	8,794.91	38.98%
1004 · Bank of America - 1982 - Other	318,571.04	0.00	318,571.04	100.0%
Total 1004 · Bank of America - 1982	349,931.06	22,565.11	327,365.95	1,450.76%
1006 · Bank of America Checking - 4131	0.00	187,974.13	(187,974.13)	(100.0%)
1040 · Investments LAIF	820,633.00	817,578.40	3,054.60	0.37%
Total Checking/Savings	1,170,564.06	1,028,117.64	142,446.42	13.86%
Other Current Assets				
1120 · Accounts Receivable- YM	11,225.00	2,400.00	8,825.00	367.71%
1250 · Prepaid Expense - General				
1252 · Prepaid Admin/DataBase Fees	0.00	10,879.05	(10,879.05)	(100.0%)
1250 · Prepaid Expense - General - Other	9,360.00	6,000.00	3,360.00	56.0%
Total 1250 · Prepaid Expense - General	9,360.00	16,879.05	(7,519.05)	(44.55%)
1260 · Prepaid Expense Conference				
1262 · Facilities Deposits	79,544.00	107,544.00	(28,000.00)	(26.04%)
1264 · Conference Services	0.00	43,748.25	(43,748.25)	(100.0%)
1260 · Prepaid Expense Conference - Other	79,179.69	18,874.29	60,305.40	319.51%
Total 1260 · Prepaid Expense Conference	158,723.69	170,166.54	(11,442.85)	(6.73%)
Total Other Current Assets	179,308.69	189,445.59	(10,136.90)	(5.35%)
Total Current Assets	1,349,872.75	1,217,563.23	132,309.52	10.87%
Other Assets				
1500 · CSMFO/SMA Database AR	0.00	62,339.64	(62,339.64)	(100.0%)
Total Other Assets	0.00	62,339.64	(62,339.64)	(100.0%)
TOTAL ASSETS	1,349,872.75	1,279,902.87	69,969.88	5.47%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts payable	0.00	2,580.43	(2,580.43)	(100.0%)

California Society of Municipal Finance Officers

Statement of Net Assets

As of September 30, 2022

	Sep 30, 22	Sep 30, 21	\$ Change	% Change
Total Accounts Payable	0.00	2,580.43	(2,580.43)	(100.0%)
Other Current Liabilities				
2003 · A/P Other- SMA Conference	12,323.31	12,323.30	0.01	0.0%
2010 · Deferred Revenue - Conference				
2011 · Conference Exhibitor/Sponsor	187,000.00	0.00	187,000.00	100.0%
Total 2010 · Deferred Revenue - Conference	187,000.00	0.00	187,000.00	100.0%
Total Other Current Liabilities	199,323.31	12,323.30	187,000.01	1,517.45%
Total Current Liabilities	199,323.31	14,903.73	184,419.58	1,237.41%
Total Liabilities	199,323.31	14,903.73	184,419.58	1,237.41%
Equity				
3020 · Retained earnings	249,199.36	223,230.96	25,968.40	11.63%
3100 · Net Assets-Chapters	31,360.02	22,565.11	8,794.91	38.98%
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	16,130.06	380,202.07	(364,072.01)	(95.76%)
Total Equity	1,150,549.44	1,264,999.14	(114,449.70)	(9.05%)
TOTAL LIABILITIES & EQUITY	1,349,872.75	1,279,902.87	69,969.88	5.47%

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

	Total Chapters	Conference	Education	Unclassified	TOTAL
Ordinary Income/Expense					
Income					
4000 · OPERATING REVENUES	0.00	0.00	0.00	409,698.49	409,698.49
Total Income	0.00	0.00	0.00	409,698.49	409,698.49
Gross Profit	0.00	0.00	0.00	409,698.49	409,698.49
Expense					
6100 · OPERATING EXPENSES	0.00	0.00	0.00	366,816.70	366,816.70
6148.63 · Executive Director - Outrea	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	395,135.20	397,135.20
Net Ordinary Income	0.00	0.00	-2,000.00	14,563.29	12,563.29
Other Income/Expense					
Other Income					
4500 · PROGRAM REVENUES					
4502 · Sponsorships - Other	0.00	5,000.00	0.00	0.00	5,000.00
4504 · Education income	0.00	0.00	108,070.50	0.00	108,070.50
8000 · Conference Revenue	0.00	1,011,817.48	0.00	0.00	1,011,817.48
Total 4500 · PROGRAM REVENUES	0.00	1,016,817.48	108,070.50	0.00	1,124,887.98
4501 · Chapter Income	22,360.00	0.00	0.00	0.00	22,360.00
49910 · Unidentified Transactions	0.00	0.00	0.00	0.00	0.00
Total Other Income	22,360.00	1,016,817.48	108,070.50	0.00	1,147,247.98
Other Expense					
6400 · PROGRAM EXPENSES					
6404 · Education Expenses	0.00	0.00	15,825.00	0.00	15,825.00
9000 · Conference Expenses	0.00	1,113,401.25	0.00	0.00	1,113,401.25
Total 6400 · PROGRAM EXPENSES	0.00	1,113,401.25	15,825.00	0.00	1,129,226.25
6401 · Chapter Expenses	14,454.96	0.00	0.00	0.00	14,454.96
Total Other Expense	14,454.96	1,113,401.25	15,825.00	0.00	1,143,681.21
Net Other Income	7,905.04	-96,583.77	92,245.50	0.00	3,566.77
Net Income	7,905.04	-96,583.77	90,245.50	14,563.29	16,130.06

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

	Sep 22	Jan - Sep 22	YTD Budget	% of Budget	Budget
Ordinary Income/Expense					
Income					
4000 · OPERATING REVENUES					
4100 · Membership Dues					
4110 · Dues - Municipal	2,050.00	173,660.00	194,005.00	89.51%	195,000.00
4115 · Dues NewMem-Municipal	0.00	0.00			
4120 · Dues - Other Gov	350.00	3,750.00	4,000.00	93.75%	4,000.00
4130 · Dues - Commercial	330.00	37,290.00	49,780.00	74.91%	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	2,730.00	215,520.00	248,985.00	86.56%	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	18,800.00	176,975.00	112,500.00	157.31%	150,000.00
4490 · Budget Awards	6,900.00	10,750.00	6,950.00	154.68%	15,000.00
Total 4000 · OPERATING REVENUES	28,430.00	409,698.49	380,685.00	107.62%	430,200.00
Total Income	28,430.00	409,698.49	380,685.00	107.62%	430,200.00
Gross Profit	28,430.00	409,698.49	380,685.00	107.62%	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	79.69	188.46	889.79	21.18%	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	-84.00	7,341.45	5,000.00	146.83%	5,500.00
Total 6110 · President's Expense	-84.00	7,429.60	5,000.00	148.59%	6,500.00
6115 · Board of Directors					
6116 · Board Meeting Expenses	899.00	7,483.33	5,000.00	149.67%	10,000.00
Total 6115 · Board of Directors	899.00	7,483.33	5,000.00	149.67%	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	500.00	500.00	0.00	100.0%	9,400.00
6120 · Committee/Chapter Support - Other	0.00	0.00	0.00	0.0%	0.00
Total 6120 · Committee/Chapter Support	500.00	500.00	2,000.00	25.0%	11,400.00
6125 · Board Planning Session-Retreat	11,000.00	11,000.00	25,000.00	44.0%	50,000.00
6140 · Management Services					
6143 · Management Services	15,327.00	137,143.00	117,937.61	116.28%	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	2,000.00	6,700.00			
6146 · Consultants - Other	0.00	6,000.00	8,848.00	67.81%	11,800.00
Total 6146 · Consultants	2,000.00	23,341.62	20,868.00	111.85%	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			

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

	Sep 22	Jan - Sep 22	YTD Budget	% of Budget	Budget
Total 6140 · Management Services	17,327.00	163,642.12	178,805.61	91.52%	242,340.00
6148 · Payroll					
6148.10 · Wages	8,452.50	47,196.00	77,875.01	60.61%	107,500.00
6148.20 · Payroll Taxes - Federal	646.62	3,652.50	7,000.00	52.18%	10,000.00
6148.30 · Payroll Taxes - State	0.00	245.01			
6148.50 · Payroll Processing Expense	70.00	350.00			
6148 · Payroll - Other	0.00	0.00	0.00	0.0%	0.00
Total 6148 · Payroll	9,169.12	51,443.51	84,875.01	60.61%	117,500.00
6150 · Office Supplies	12.50	786.90	150.00	524.6%	250.00
6155 · Merchant Fees/Bank Chgs.	6,979.51	34,895.00	23,500.00	148.49%	30,000.00
6160 · Awards	0.00	8,602.59	5,000.00	172.05%	5,000.00
6165 · Printing					
6166 · Printing, copying, and admin	0.00	35.76	1,950.00	1.83%	2,000.00
6167 · Directory	0.00	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	0.00	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	0.00	247.27	1,385.00	17.85%	2,000.00
6185 · Telephone/Bridge Calls	0.00	367.07	1,070.00	34.31%	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	0.00	2,311.93	6,750.00	34.25%	9,000.00
6190 · Web and Technology - Other	232.51	16,547.39	22,001.00	75.21%	23,000.00
Total 6190 · Web and Technology	232.51	21,587.85	31,751.00	67.99%	35,000.00
6200 · Travel/Staff Expenses	0.00	2,449.32	2,000.00	122.47%	2,000.00
6220 · Audit & Tax Filing	0.00	10,405.00	9,500.00	109.53%	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	0.00	4,178.24	0.00	100.0%	0.00
Total 6240 · Taxes	0.00	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	46,115.33	366,816.70	462,576.41	79.3%	621,190.00
6148.63 · Executive Director - Outreach	0.00	2,500.00	7,000.00	35.71%	10,000.00
6900 · OTHER EXPENSES					
6970 · One-Time Budgeted Expenses	0.00	23,250.00	36,750.01	63.27%	49,000.00
Total 6900 · OTHER EXPENSES	0.00	23,250.00	36,750.01	63.27%	49,000.00
9950 · Prior Period Adjustment	0.00	4,568.50	0.00	100.0%	0.00
Total Expense	46,115.33	397,135.20	506,326.42	78.44%	680,190.00
Net Ordinary Income	-17,685.33	12,563.29	-125,641.42	-10.0%	-249,990.00
Other Income/Expense					
Other Income					
4500 · PROGRAM REVENUES					
4502 · Sponsorships - Other					

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

	Sep 22	Jan - Sep 22	YTD Budget	% of Budget	Budget
4502.10 · Sponsorship GFOA Reception	0.00	5,000.00			
Total 4502 · Sponsorships - Other	0.00	5,000.00			
4503 · Contributions and Donations					
4503.5 · CALCPA Contribution	0.00	0.00	0.00	0.0%	0.00
4503.75 · Robert O'Dell Scholarship	0.00	0.00	0.00	0.0%	0.00
4503 · Contributions and Donations - Other	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					
4525 · Training Event Income	4,158.00	4,158.00			
4520 · Weekend Training - Other	0.00	0.00	0.00	0.0%	20,225.00
Total 4520 · Weekend Training	4,158.00	4,158.00	0.00	100.0%	20,225.00
4540 · Fundamentals of Rates, Fees	0.00	0.00	4,150.00	0.0%	6,150.00
4570 · Intro to Government	800.00	7,450.00	21,000.00	35.48%	21,000.00
4575 · Investment Accounting	0.00	450.00	3,300.00	13.64%	6,600.00
4590 · Intermediate Government Acct	0.00	49,812.50	33,825.00	147.27%	46,500.00
4591 · California Local Budgeting	1,650.00	16,500.00	13,500.00	122.22%	27,000.00
4593 · Capital Assets	0.00	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	800.00	16,200.00	10,500.00	154.29%	10,500.00
4597 · Developing Supervisory Skills	0.00	0.00	0.00	0.0%	0.00
4598 · Leadership Skills	-150.00	4,650.00	4,500.00	103.33%	4,500.00
Total 4504 · Education income	7,258.00	108,070.50	99,375.00	108.75%	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

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	Sep 22	Jan - Sep 22	YTD Budget	% of Budget	Budget
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
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 - Other	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	7,258.00	1,124,887.98	1,518,295.00	74.09%	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	500.00	2,000.00	0.00	100.0%	0.00

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	Sep 22	Jan - Sep 22	YTD Budget	% of Budget	Budget
4501.04 · Sacramento Valley	1,260.00	1,660.00	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
4501.12 · San Gabriel Valley	0.00	1,610.00	0.00	100.0%	0.00
4501.13 · Central Los Angeles	245.00	245.00	0.00	100.0%	0.00
4501.14 · South Bay (LA)	0.00	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	640.00	1,620.00	0.00	100.0%	0.00
4501.17 · Inland Empire	25.00	7,295.00	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	1,160.00	3,570.00	0.00	100.0%	0.00
4501.21 · Bay Area (Peninsula-East Bay)	780.00	780.00			
4501 · Chapter Income - Other	0.00	0.00	45,000.00	0.0%	100,000.00
Total 4501 · Chapter Income	4,610.00	22,360.00	45,000.00	49.69%	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	11,868.00	1,147,247.98	1,563,295.00	73.39%	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	1,700.00	4,575.00			
Total 6420 · Weekend Training	1,700.00	4,575.00	5,000.00	91.5%	25,000.00
6430 · Intro to Government					
6430.10 · Intro to Govt Account - Reimbur	0.00	0.00	0.00	0.0%	0.00
6430 · Intro to Government - Other	0.00	0.00	2,500.00	0.0%	5,000.00
Total 6430 · Intro to Government	0.00	0.00	2,500.00	0.0%	5,000.00
6480 · Intermediate Governmental Acct.	0.00	8,250.00	15,250.00	54.1%	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 II	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	1,700.00	15,825.00	41,750.00	37.9%	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 Recept	0.00	21,455.72	40,000.00	53.64%	40,000.00
9138 · Wednesday-Beverage-Exhibitor Re	0.00	8,966.15	20,000.00	44.83%	20,000.00

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	Sep 22	Jan - Sep 22	YTD Budget	% of Budget	Budget
9140 · Thursday-Breakfast-Chapter Chai	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			
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-Favor	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-Transportation	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 - Addl' product	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

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	Sep 22	Jan - Sep 22	YTD Budget	% of Budget	Budget
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
9600 · Entertainment/Gifts					
9610 · Conference Gifts/Attendees	0.00	59,927.62	57,000.00	105.14%	57,000.00
9620 · Speaker/Board/Committee Memento	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 Media	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 Expenses	0.00	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 - Other	0.00	0.00	0.00	0.0%	0.00
Total 9800 · Administration - Conference	0.00	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	0.00	1,113,401.25	1,406,554.00	79.16%	1,406,554.00
Total 6400 · PROGRAM EXPENSES	1,700.00	1,129,226.25	1,448,304.00	77.97%	1,470,804.00
6401 · Chapter Expenses					
6401.79 · Current Year Chapter Expenses					
6401.03 · North Coast	1,503.25	1,503.25			
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	0.00	2,606.08	0.00	100.0%	0.00
6401.14 · South Bay (LA)	0.00	1,147.96			
6401.16 · Orange County	1,129.50	3,437.00	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	479.85	2,208.33	0.00	100.0%	0.00
6401.79 · Current Year Chapter Expenses - Otl	0.00	0.00	45,000.00	0.0%	100,000.00

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September 2022

	Sep 22	Jan - Sep 22	YTD Budget	% of Budget	Budget
Total 6401.79 · Current Year Chapter Expenses	3,112.60	14,454.96	45,000.00	32.12%	100,000.00
6401.89 · Prior Year Chapter Income/Expen					
6401.57 · Prior Period Peninsula	0.00	0.00	0.00	0.0%	0.00
6401.58 · Prior Period Monterey Bay	0.00	0.00	0.00	0.0%	0.00
6401.61 · Prior Period Channel Counties	0.00	0.00	0.00	0.0%	0.00
6401.62 · Prior Period San Gabriele	0.00	0.00	0.00	0.0%	0.00
6401.63 · Prior Period Central LA	0.00	0.00	0.00	0.0%	0.00
6401.66 · Prior Period Orange	0.00	0.00	0.00	0.0%	0.00
Total 6401.89 · Prior Year Chapter Income/Expe	0.00	0.00	0.00	0.0%	0.00
Total 6401 · Chapter Expenses	3,112.60	14,454.96	45,000.00	32.12%	100,000.00
Total Other Expense	4,812.60	1,143,681.21	1,493,304.00	76.59%	1,570,804.00
Net Other Income	7,055.40	3,566.77	69,991.00	5.1%	99,191.00
Net Income	-10,629.93	16,130.06	-55,650.42	-28.99%	-150,799.00

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

	Jan - Sep 22	Jan - Sep 21	\$ Change
Ordinary Income/Expense			
Income			
4000 · OPERATING REVENUES			
4100 · Membership Dues			
4110 · Dues - Municipal	173,660.00	194,480.00	-20,820.00
4115 · Dues NewMem-Municipal	0.00	0.00	0.00
4120 · Dues - Other Gov	3,750.00	4,050.00	-300.00
4130 · Dues - Commercial	37,290.00	44,860.00	-7,570.00
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	215,520.00	244,550.00	-29,030.00
4200 · Interest Income	2,178.49	3,885.25	-1,706.76
4302 · Magazine Advertising	4,275.00	12,475.00	-8,200.00
4303 · Job Board Post - Member	176,975.00	139,000.00	37,975.00
4490 · Budget Awards	10,750.00	12,450.00	-1,700.00
Total 4000 · OPERATING REVENUES	409,698.49	412,360.25	-2,661.76
Total Income	409,698.49	412,360.25	-2,661.76
Gross Profit	409,698.49	412,360.25	-2,661.76
Expense			
6100 · OPERATING EXPENSES			
6105 · Marketing/Membership	5,603.67	9,122.17	-3,518.50
6106 · Storage Expense	188.46	587.04	-398.58
6110 · President's Expense			
6111 · Presidents CSMFO- Gifts	88.15	488.93	-400.78
6110 · President's Expense - Other	7,341.45	766.92	6,574.53
Total 6110 · President's Expense	7,429.60	1,255.85	6,173.75
6115 · Board of Directors			
6116 · Board Meeting Expenses	7,483.33	0.00	7,483.33
Total 6115 · Board of Directors	7,483.33	0.00	7,483.33
6120 · Committee/Chapter Support			
6122 · Chapter Support	500.00	0.00	500.00
Total 6120 · Committee/Chapter Support	500.00	0.00	500.00
6125 · Board Planning Session-Retreat	11,000.00	1,637.78	9,362.22
6140 · Management Services			
6143 · Management Services	137,143.00	135,740.05	1,402.95
6146 · Consultants			
6146.10 · Coleman Services	10,641.62	16,678.90	-6,037.28
6146.20 · CDC - Support	6,700.00	0.00	6,700.00
6146 · Consultants - Other	6,000.00	7,800.00	-1,800.00
Total 6146 · Consultants	23,341.62	24,478.90	-1,137.28
6147 · Professional Fees	357.50	525.00	-167.50
6470 · Webinar Program Services	0.00	16,250.00	-16,250.00
6140 · Management Services - Other	2,800.00	900.00	1,900.00
Total 6140 · Management Services	163,642.12	177,893.95	-14,251.83
6148 · Payroll			
6148.10 · Wages	47,196.00	0.00	47,196.00
6148.20 · Payroll Taxes - Federal	3,652.50	0.00	3,652.50

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6148.30 · Payroll Taxes - State	245.01	0.00	245.01
6148.50 · Payroll Processing Expense	350.00	0.00	350.00
Total 6148 · Payroll	51,443.51	0.00	51,443.51
6150 · Office Supplies	786.90	9.65	777.25
6155 · Merchant Fees/Bank Chgs.	34,895.00	11,097.28	23,797.72
6160 · Awards	8,602.59	8,058.51	544.08
6165 · Printing			
6166 · Printing, copying, and admin	35.76	110.60	-74.84
6167 · Directory	6,608.80	20,597.08	-13,988.28
Total 6165 · Printing	6,644.56	20,707.68	-14,063.12
6170 · Magazine	11,046.13	7,656.77	3,389.36
6175 · Postage	247.27	705.77	-458.50
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	8,399.13	-6,087.20
6190 · Web and Technology - Other	16,547.39	12,249.63	4,297.76
Total 6190 · Web and Technology	21,587.85	23,779.20	-2,191.35
6200 · Travel/Staff Expenses	2,449.32	0.00	2,449.32
6220 · Audit & Tax Filing	10,405.00	8,000.00	2,405.00
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	366,816.70	293,229.05	73,587.65
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	397,135.20	294,069.05	103,066.15
Net Ordinary Income	12,563.29	118,291.20	-105,727.91
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
4520 · Weekend Training			
4525 · Training Event Income	4,158.00	0.00	4,158.00
Total 4520 · Weekend Training	4,158.00	0.00	4,158.00
4540 · Fundamentals of Rates, Fees	0.00	16,500.00	-16,500.00
4570 · Intro to Government	7,450.00	20,850.00	-13,400.00

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4575 · Investment Accounting	450.00	6,450.00	-6,000.00
4590 · Intermediate Government Acct	49,812.50	44,431.00	5,381.50
4591 · California Local Budgeting	16,500.00	22,950.00	-6,450.00
4593 · Capital Assets	8,850.00	0.00	8,850.00
4595 · Revenue Fundamentals	16,200.00	0.00	16,200.00
4598 · Leadership Skills	4,650.00	0.00	4,650.00
Total 4504 · Education income	108,070.50	113,804.00	-5,733.50
8000 · Conference Revenue			
8100 · Government Registrations			
8102 · Government NonMember	13,950.00	0.00	13,950.00
8104 · Government Member	311,660.00	0.00	311,660.00
8106 · Govt Non-Memb-Full Regular	0.00	27,850.00	-27,850.00
8115 · Conf-Gov-Full-Norm-Mem	2,140.00	138,200.00	-136,060.00
Total 8100 · Government Registrations	327,750.00	166,050.00	161,700.00
8200 · Commercial Registrations			
8225 · Conf-Com-Exhibitor-Addn Full	0.00	5,200.00	-5,200.00
8226 · Commercial Exhibitor	53,815.00	0.00	53,815.00
8228 · Commercial NonMember	25,410.00	0.00	25,410.00
8229 · Commercial Member	29,793.00	0.00	29,793.00
8231 · Comm Non-Memb-Full-Reg	1,515.00	11,550.00	-10,035.00
8235 · Comm Memb-Full-Early	0.00	0.00	0.00
8236 · Comm Memb-Full-Regular	0.00	7,250.00	-7,250.00
8265 · Comm Non-Memb Daily Regular	3,420.00	0.00	3,420.00
Total 8200 · Commercial Registrations	113,953.00	24,000.00	89,953.00
8300 · Pre-Conference Registrations			
8371 · PreConference-Session A	0.00	10,920.00	-10,920.00
8373 · PreConference-Session B	0.00	5,135.00	-5,135.00
8300 · Pre-Conference Registrations - Other	13,540.00	0.00	13,540.00
Total 8300 · Pre-Conference Registrations	13,540.00	16,055.00	-2,515.00
8500 · Extra Meals			
8565 · Hosted Evening Event	0.00	0.00	0.00
8500 · Extra Meals - Other	5,075.00	0.00	5,075.00
Total 8500 · Extra Meals	5,075.00	0.00	5,075.00
8600 · Event Registrations			
8610 · Golf	18,340.00	0.00	18,340.00
8630 · Pickleball/Tennis	385.00	0.00	385.00
Total 8600 · Event Registrations	18,725.00	0.00	18,725.00
8700 · Exhibitors Fees			
8703 · Sapphire Exhibitor	101,500.00	0.00	101,500.00
8704 · Premier Exhibitor	0.00	67,500.00	-67,500.00
8707 · Deluxe Exhibitor	0.00	100,000.00	-100,000.00
8715 · Gold Package	193,562.50	0.00	193,562.50
8725 · Silver Package	40,625.00	0.00	40,625.00
8735 · Diamond Package	90,000.00	0.00	90,000.00
Total 8700 · Exhibitors Fees	425,687.50	167,500.00	258,187.50
8800 · Sponsorships			
8830 · Non-Exhibitor Sponsor 8830	14,000.00	31,500.00	-17,500.00
8872 · Additional Sponsorship Monies	5,062.50	5,000.00	62.50
Total 8800 · Sponsorships	19,062.50	36,500.00	-17,437.50
8900 · Conference Miscellaneous			

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8915 · Hotel Rebate	10,074.48	0.00	10,074.48
8900 · Conference Miscellaneous - Other	0.00	0.00	0.00
Total 8900 · Conference Miscellaneous	10,074.48	0.00	10,074.48
8950 · Virtual Conference Registration	77,950.00	0.00	77,950.00
Total 8000 · Conference Revenue	1,011,817.48	410,105.00	601,712.48
Total 4500 · PROGRAM REVENUES	1,124,887.98	527,109.00	597,778.98
4501 · Chapter Income			
4501.03 · North Coast	2,000.00	0.00	2,000.00
4501.04 · Sacramento Valley	1,660.00	0.00	1,660.00
4501.09 · South San Joaquin	560.00	0.00	560.00
4501.12 · San Gabriel Valley	1,610.00	0.00	1,610.00
4501.13 · Central Los Angeles	245.00	0.00	245.00
4501.14 · South Bay (LA)	3,020.00	0.00	3,020.00
4501.16 · Orange County	1,620.00	0.00	1,620.00
4501.17 · Inland Empire	7,295.00	790.00	6,505.00
4501.19 · San Diego County	3,570.00	0.00	3,570.00
4501.21 · Bay Area (Peninsula-East Bay)	780.00	0.00	780.00
Total 4501 · Chapter Income	22,360.00	790.00	21,570.00
49910 · Unidentified Transactions	0.00	0.00	0.00
Total Other Income	1,147,247.98	527,899.00	619,348.98
Other Expense			
6400 · PROGRAM EXPENSES			
6404 · Education Expenses			
6420 · Weekend Training	4,575.00	0.00	4,575.00
6430 · Intro to Government			
6430.10 · Intro to Govt Account - Reimbur	0.00	2,000.00	-2,000.00
Total 6430 · Intro to Government	0.00	2,000.00	-2,000.00
6480 · Intermediate Governmental Acct.	8,250.00	10,000.00	-1,750.00
6491 · CA Local Budgeting Expense	3,000.00	4,950.00	-1,950.00
6494 · Webinar Expenses	0.00	1,000.00	-1,000.00
6595 · Revenue Fundamental	0.00	750.00	-750.00
Total 6404 · Education Expenses	15,825.00	18,700.00	-2,875.00
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 Recept	21,455.72	0.00	21,455.72
9138 · Wednesday-Beverage-Exhibitor Re	8,966.15	0.00	8,966.15
9140 · Thursday-Breakfast-Chapter Chai	2,700.15	0.00	2,700.15
9143 · Thursday-Breakfast	57,235.45	0.00	57,235.45
9147 · Thursday-Lunch	67,503.69	0.00	67,503.69
9148 · Thursday-PM Break	15,002.03	0.00	15,002.03
9150 · Friday-Breakfast	36,001.97	0.00	36,001.97
9155 · Friday-Lunch	2,245.57	0.00	2,245.57
9197 · Food&Beverage-Other	13,725.04	0.00	13,725.04
9100 · Food & Beverage - Other	104.86	0.00	104.86
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

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9250 · Pres Dinner-Out of State Guest	4,777.29	0.00	4,777.29
Total 9200 · President's Dinners	33,475.69	0.00	33,475.69
9300 · Hosted Event			
9310 · Event Entertainment	27,806.19	16,300.00	11,506.19
9320 · Event Food	101,357.06	0.00	101,357.06
9321 · Event Bar	17,603.39	0.00	17,603.39
9330 · Event Decor	3,645.13	0.00	3,645.13
9340 · Event Other	-525.28	0.00	-525.28
Total 9300 · Hosted Event	149,886.49	16,300.00	133,586.49
9400 · Meetings and Training			
9410 · Speakers-Honorarium	42,500.00	30,400.00	12,100.00
9420 · Speaker-Expenses-Lodging	5,057.46	0.00	5,057.46
9430 · Speaker-Expenses-Transportation	0.00	0.00	0.00
9445 · Speaker-Expenses-Misc	21.69	0.00	21.69
Total 9400 · Meetings and Training	47,579.15	30,400.00	17,179.15
9450 · Comps			
9460 · Other Guests Lodging (OOS)	2,724.33	0.00	2,724.33
9462 · Comps - Other	2,075.68	0.00	2,075.68
9465 · Board Scholarships	72.00	0.00	72.00
Total 9450 · Comps	4,872.01	0.00	4,872.01
9475 · Meetings			
9476 · Audio Visual and Lighting	185,395.75	0.00	185,395.75
9477 · Virtual Platform	41,135.00	82,709.00	-41,574.00
9478 · General Session - Addl' product	8,605.82	0.00	8,605.82
9479 · WiFi Internet	11,080.00	0.00	11,080.00
9480 · Electric Power/Rigging	44,360.09	0.00	44,360.09
9481 · Reg/Attendance Tracking	37,523.07	0.00	37,523.07
9485 · Convention/Hotel Other Costs	125.00	0.00	125.00
9475 · Meetings - Other	7,159.91	0.00	7,159.91
Total 9475 · Meetings	335,384.64	82,709.00	252,675.64
9490 · Pre-Conference Workshop			
9494 · Food & Beverage	1,716.46	0.00	1,716.46
9496 · Pre-Conference-Other	0.00	300.00	-300.00
Total 9490 · Pre-Conference Workshop	1,716.46	300.00	1,416.46
9500 · Exhibits			
9510 · Decorator Booth Fee	23,361.95	0.00	23,361.95
9530 · Meeting space Additions	7,401.00	0.00	7,401.00
9540 · Security	955.00	0.00	955.00
9545 · Exhibit hall game	1,397.44	0.00	1,397.44
9550 · Sponsor Branded Items	4,886.28	0.00	4,886.28
9500 · Exhibits - Other	0.00	0.00	0.00
Total 9500 · Exhibits	38,001.67	0.00	38,001.67
9600 · Entertainment/Gifts			
9610 · Conference Gifts/Attendees	59,927.62	0.00	59,927.62
9620 · Speaker/Board/Committee Memento	5,240.16	4,814.54	425.62
Total 9600 · Entertainment/Gifts	65,167.78	4,814.54	60,353.24
9700 · Other Activities			
9732 · Golf Tournament Expenses	17,348.86	0.00	17,348.86
9750 · Other Event Expenses	150.00	0.00	150.00
Total 9700 · Other Activities	17,498.86	0.00	17,498.86

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9800 · Administration - Conference			
9805 · Conference Marketing	239.37	0.00	239.37
9810 · Conference Contract Services	74,157.52	78,757.52	-4,600.00
9815 · Printing/Copy/Conference Media	4,891.79	0.00	4,891.79
9820 · President Expenses	495.37	0.00	495.37
9831 · Supplies-Badges-Ribbons-Etc	318.15	0.00	318.15
9840 · Postage & Shipping	780.66	3,685.67	-2,905.01
9875 · Signage	4,995.79	0.00	4,995.79
9880 · Bank Merchant Fees	0.00	14,902.50	-14,902.50
9890 · Conference Committee Expenses	7,730.49	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	1,129,226.25	265,763.13	863,463.12
6401 · Chapter Expenses			
6401.79 · Current Year Chapter Expenses			
6401.03 · North Coast	1,503.25	0.00	1,503.25
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	3,437.00	0.00	3,437.00
6401.17 · Inland Empire	3,434.38	0.00	3,434.38
6401.19 · San Diego County	2,208.33	0.00	2,208.33
Total 6401.79 · Current Year Chapter Expenses	14,454.96	225.00	14,229.96
Total 6401 · Chapter Expenses	14,454.96	225.00	14,229.96
Total Other Expense	1,143,681.21	265,988.13	877,693.08
Net Other Income	3,566.77	261,910.87	-258,344.10
Net Income	16,130.06	380,202.07	-364,072.01

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	Bay Area (Chapters)	Central Los Angeles (Chapters)	Inland Empire (Chapters)	North Coast (Chapters)	Orange County (Chapters)
Other Income/Expense					
Other Income					
4501 · Chapter Income					
4501.03 · North Coast	0.00	0.00	0.00	2,000.00	0.00
4501.04 · Sacramento Valley	0.00	0.00	0.00	0.00	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
4501.13 · Central Los Angeles	0.00	245.00	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	0.00	0.00	1,620.00
4501.17 · Inland Empire	0.00	0.00	7,295.00	0.00	0.00
4501.19 · San Diego County	0.00	0.00	0.00	0.00	0.00
4501.21 · Bay Area (Peninsula-East Bay)	780.00	0.00	0.00	0.00	0.00
Total 4501 · Chapter Income	780.00	245.00	7,295.00	2,000.00	1,620.00
Total Other Income	780.00	245.00	7,295.00	2,000.00	1,620.00
Other Expense					
6401 · Chapter Expenses	0.00	0.00	3,434.38	1,503.25	3,437.00
Total Other Expense	0.00	0.00	3,434.38	1,503.25	3,437.00
Net Other Income	780.00	245.00	3,860.62	496.75	-1,817.00
Net Income	780.00	245.00	3,860.62	496.75	-1,817.00

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	Sacramento Valley (Chapters)	San Diego (Chapters)	Gabriel (Chapters)	Joaquin (Chapters)	(LA) (Chapters)	Chapters	TOTAL
Other Income/Expense							
Other Income							
4501 · Chapter Income							
4501.03 · North Coast	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
4501.04 · Sacramento Valley	1,660.00	0.00	0.00	0.00	0.00	1,660.00	1,660.00
4501.09 · South San Joaquin	0.00	0.00	0.00	560.00	0.00	560.00	560.00
4501.12 · San Gabriel Valley	0.00	0.00	1,610.00	0.00	0.00	1,610.00	1,610.00
4501.13 · Central Los Angeles	0.00	0.00	0.00	0.00	0.00	245.00	245.00
4501.14 · South Bay (LA)	0.00	0.00	0.00	0.00	3,020.00	3,020.00	3,020.00
4501.16 · Orange County	0.00	0.00	0.00	0.00	0.00	1,620.00	1,620.00
4501.17 · Inland Empire	0.00	0.00	0.00	0.00	0.00	7,295.00	7,295.00
4501.19 · San Diego County	0.00	3,570.00	0.00	0.00	0.00	3,570.00	3,570.00
4501.21 · Bay Area (Peninsula-East Bay)	0.00	0.00	0.00	0.00	0.00	780.00	780.00
Total 4501 · Chapter Income	1,660.00	3,570.00	1,610.00	560.00	3,020.00	22,360.00	22,360.00
Total Other Income	1,660.00	3,570.00	1,610.00	560.00	3,020.00	22,360.00	22,360.00
Other Expense							
6401 · Chapter Expenses	0.00	2,208.33	2,606.08	117.96	1,147.96	14,454.96	14,454.96
Total Other Expense	0.00	2,208.33	2,606.08	117.96	1,147.96	14,454.96	14,454.96
Net Other Income	1,660.00	1,361.67	-996.08	442.04	1,872.04	7,905.04	7,905.04
Net Income	1,660.00	1,361.67	-996.08	442.04	1,872.04	7,905.04	7,905.04

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Check Detail

September 2022

	Type	Num	Date	Name	Account	Paid Amount
	Check	ADP-Aug	09/08/2022	ADP, Inc.	1004 · Bank of America - 1982	
					2111 · Federal Payroll Withholdings	(2,503.49)
					2112 · State Payroll Withholdings	(1,041.94)
					6148.20 · Payroll Taxes - Federal	(646.62)
TOTAL						(4,192.05)
	Check	ADP-August	09/07/2022	Rousseau, Jean	1004 · Bank of America - 1982	
					6148.10 · Wages	(8,452.50)
					2111 · Federal Payroll Withholdings	2,503.49
					2112 · State Payroll Withholdings	1,041.94
TOTAL						(4,907.07)
	Bill Pmt -Check	BILLPAY	09/15/2022	Grace Castaneda [v]	1004 · Bank of America - 1982	
	Bill		09/01/2022		6116 · Board Meeting Expenses	(173.95)
TOTAL						(173.95)
	Bill Pmt -Check	BILLPAY	09/15/2022	Harriet Commons {v}	1004 · Bank of America - 1982	
	Bill	2022--CDC-04	09/07/2022		6146.20 · CDC - Support	(1,000.00)
					6146.20 · CDC - Support	(1,000.00)
TOTAL						(2,000.00)
	Bill Pmt -Check	BILLPAY	09/15/2022	Pacific Storage Company	1004 · Bank of America - 1982	
	Bill	4213663	09/01/2022		6106 · Storage Expense	(79.69)
TOTAL						(79.69)
	Bill Pmt -Check	BILLPAY	09/15/2022	Irwin B Bornstein [v]	1004 · Bank of America - 1982	
	Bill	338	08/11/2022		6480 · Intermediate Governmental Acct.	(2,750.00)
TOTAL						(2,750.00)
	Bill Pmt -Check	BILLPAY	09/28/2022	City of Ukiah {v}	1004 · Bank of America - 1982	

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Check Detail

September 2022

	Type	Num	Date	Name	Account	Paid Amount
	Bill	96390-0	09/19/2022		6401.03 · North Coast	(1,503.25)
TOTAL						(1,503.25)
	Bill Pmt -Check	BILLPAY	09/28/2022	Richardson & Company, LLP	1004 · Bank of America - 1982	
	Bill	112284	08/30/2022		6220 · Audit & Tax Filing	(8,100.00)
TOTAL						(8,100.00)
	Bill Pmt -Check	BILLPAY	09/28/2022	Steve Heide {v}	1004 · Bank of America - 1982	
	Bill	09232022	09/23/2022		6116 · Board Meeting Expenses	(482.93)
TOTAL						(482.93)
	Check	EFT	09/02/2022	Merchant Service	1004 · Bank of America - 1982	
					6155 · Merchant Fees/Bank Chgs.	(1,867.61)
TOTAL						(1,867.61)
	Check	EFT	09/06/2022	Remote Deposit Fee	1004 · Bank of America - 1982	
					6155 · Merchant Fees/Bank Chgs.	(15.00)
TOTAL						(15.00)
	Check	EFT	09/16/2022	ADP, Inc.	1004 · Bank of America - 1982	
					6148.50 · Payroll Processing Expense	(70.00)
TOTAL						(70.00)
	Check	EFT	09/20/2022	Affinipay	1004 · Bank of America - 1982	
					6155 · Merchant Fees/Bank Chgs.	(2.00)
TOTAL						(2.00)
	Bill Pmt -Check	7558	09/15/2022	The Westin - Long Beach	1004 · Bank of America - 1982	
	Bill	California Society	09/06/2022		6420 · Weekend Training	(1,700.00)
TOTAL						(1,700.00)

California Society of Municipal Finance Officers

Check Detail

September 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7559	09/15/2022	Smith Moore and Associates, Inc.	1004 · Bank of America - 1982	
Bill	20220332	09/01/2022		6143 · Management Services	(14,627.00)
				6143 · Management Services	(700.00)
				2003 · A/P Other- SMA Conference	(4,107.69)
TOTAL					(19,434.69)
Bill Pmt -Check	7560	09/15/2022	Monterey Plaza Hotel & Spa	1004 · Bank of America - 1982	
Bill	09102022	09/10/2022		6125 · Board Planning Session-Retreat	(5,000.00)
TOTAL					(5,000.00)
Bill Pmt -Check	7563	09/28/2022	Smith Moore and Associates, Inc.	1004 · Bank of America - 1982	
Bill	20220397	09/21/2022		6190 · Web and Technology	(77.99)
				6401.19 · San Diego County	(479.85)
				6190 · Web and Technology	(69.99)
				6150 · Office Supplies	(12.50)
				6116 · Board Meeting Expenses	(242.12)
				6401.16 · Orange County	(1,129.50)
				6190 · Web and Technology	(84.53)
TOTAL					(2,096.48)

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

	Oct 31, 22	Oct 31, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1004 · Bank of America - 1982				
1050 · Chapter Fund Balances				
1050.03 · North Coast	496.75	0.00	496.75	100.0%
1050.04 · Sacramento Valley	4,600.67	3,010.67	1,590.00	52.81%
1050.05 · East Bay (SF)	3,578.28	3,522.19	56.09	1.59%
1050.06 · Central Valley	367.51	367.51	0.00	0.0%
1050.07 · Peninsula	749.83	693.74	56.09	8.09%
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	1,666.31	1,581.64	84.67	5.35%
1050.12 · San Gabriel Valley	224.86	400.00	-175.14	-43.79%
1050.13 · Central Los Angeles	503.48	525.74	-22.26	-4.23%
1050.14 · South Bay (LA)	4,271.58	2,364.54	1,907.04	80.65%
1050.16 · Orange County	1,814.17	4,652.24	-2,838.07	-61.0%
1050.17 · Inland Empire	11,555.62	40.00	11,515.62	28,789.05%
1050.19 · San Diego County	1,818.83	1,400.07	418.76	29.91%
Total 1050 · Chapter Fund Balances	36,751.70	22,565.11	14,186.59	62.87%
1004 · Bank of America - 1982 - Other	548,732.76	0.00	548,732.76	100.0%
Total 1004 · Bank of America - 1982	585,484.46	22,565.11	562,919.35	2,494.65%
1006 · Bank of America Checking - 4131	0.00	405,850.80	-405,850.80	-100.0%
1040 · Investments LAIF	820,633.00	817,983.59	2,649.41	0.32%
Total Checking/Savings	1,406,117.46	1,246,399.50	159,717.96	12.81%
Accounts Receivable				
1100 · Accounts receivable	0.00	3,150.00	-3,150.00	-100.0%
Total Accounts Receivable	0.00	3,150.00	-3,150.00	-100.0%
Other Current Assets				
1080 · Undeposited Funds	7,940.00	0.00	7,940.00	100.0%
1120 · Accounts Receivable- YM	7,945.00	2,475.00	5,470.00	221.01%
1250 · Prepaid Expense - General				
1252 · Prepaid Admin/DataBase Fees	0.00	6,252.70	-6,252.70	-100.0%
1250 · Prepaid Expense - General - Other	9,360.00	6,000.00	3,360.00	56.0%
Total 1250 · Prepaid Expense - General	9,360.00	12,252.70	-2,892.70	-23.61%
1260 · Prepaid Expense Conference				
1262 · Facilities Deposits	79,544.00	107,544.00	-28,000.00	-26.04%
1264 · Conference Services	1,192.72	44,248.25	-43,055.53	-97.3%
1260 · Prepaid Expense Conference - Other	79,179.69	20,950.66	58,229.03	277.93%
Total 1260 · Prepaid Expense Conference	159,916.41	172,742.91	-12,826.50	-7.43%
Total Other Current Assets	185,161.41	187,470.61	-2,309.20	-1.23%
Total Current Assets	1,591,278.87	1,437,020.11	154,258.76	10.74%
Other Assets				
1500 · CSMFO/SMA Database AR	0.00	52,673.66	-52,673.66	-100.0%
Total Other Assets	0.00	52,673.66	-52,673.66	-100.0%
TOTAL ASSETS	1,591,278.87	1,489,693.77	101,585.10	6.82%
LIABILITIES & EQUITY				

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

	Oct 31, 22	Oct 31, 21	\$ Change	% Change
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts payable	0.00	2,583.11	-2,583.11	-100.0%
Total Accounts Payable	0.00	2,583.11	-2,583.11	-100.0%
Other Current Liabilities				
2003 · A/P Other- SMA Conference	8,215.62	8,215.60	0.02	0.0%
2010 · Deferred Revenue - Conference				
2011 · Conference Exhibitor/Sponsor	187,000.00	0.00	187,000.00	100.0%
2010 · Deferred Revenue - Conference - Other	245,390.00	251,990.00	-6,600.00	-2.62%
Total 2010 · Deferred Revenue - Conference	432,390.00	251,990.00	180,400.00	71.59%
Total Other Current Liabilities	440,605.62	260,205.60	180,400.02	69.33%
Total Current Liabilities	440,605.62	262,788.71	177,816.91	67.67%
Total Liabilities	440,605.62	262,788.71	177,816.91	67.67%
Equity				
3020 · Retained earnings	243,807.68	223,230.96	20,576.72	9.22%
3100 · Net Assets-Chapters	36,751.70	22,565.11	14,186.59	62.87%
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	16,253.87	342,107.99	-325,854.12	-95.25%
Total Equity	1,150,673.25	1,226,905.06	-76,231.81	-6.21%
TOTAL LIABILITIES & EQUITY	1,591,278.87	1,489,693.77	101,585.10	6.82%

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

	Total Chapters	Conference	Education	Unclassified	TOTAL
Ordinary Income/Expense					
Income					
4000 · OPERATING REVENUE	0.00	0.00	0.00	444,798.49	444,798.49
4500 · PROGRAM REVENUES	0.00	1,016,817.48	125,602.50	0.00	1,142,419.98
Total Income	0.00	1,016,817.48	125,602.50	444,798.49	1,587,218.47
Gross Profit	0.00	1,016,817.48	125,602.50	444,798.49	1,587,218.47
Expense					
6100 · OPERATING EXPENSE	0.00	1,163.30	0.00	408,503.27	409,666.57
6400 · PROGRAM EXPENSES	0.00	1,113,401.25	17,825.00	11,665.00	1,142,891.25
6900 · OTHER EXPENSES	0.00	0.00	0.00	23,250.00	23,250.00
9950 · Prior Period Adjustmer	0.00	0.00	2,000.00	7,568.50	9,568.50
Total Expense	0.00	1,114,564.55	19,825.00	450,986.77	1,585,376.32
Net Ordinary Income	0.00	-97,747.07	105,777.50	-6,188.28	1,842.15
Other Income/Expense					
Other Income					
4501 · Chapter Income	32,770.00	0.00	0.00	0.00	32,770.00
49910 · Unidentified Transactions	0.00	0.00	0.00	0.00	0.00
Total Other Income	32,770.00	0.00	0.00	0.00	32,770.00
Other Expense					
6401 · Chapter Expenses	18,358.28	0.00	0.00	0.00	18,358.28
Total Other Expense	18,358.28	0.00	0.00	0.00	18,358.28
Net Other Income	14,411.72	0.00	0.00	0.00	14,411.72
Net Income	14,411.72	-97,747.07	105,777.50	-6,188.28	16,253.87

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

Ordinary Income/Expense

Income

4000 · OPERATING REVENUES

4100 · Membership Dues

4110 · Dues - Municipal - Management	7,255.00	180,915.00	195,000.00	92.78%	195,000.00
4115 · Dues - Municipal - Professional	100.00	100.00			
4120 · Dues - Other Gov	500.00	4,250.00	4,000.00	106.25%	4,000.00
4130 · Dues - Commercial	3,300.00	40,590.00	50,000.00	81.18%	50,000.00
4140 · Dues - Retired	20.00	840.00	1,200.00	70.0%	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	11,175.00	226,695.00	250,200.00	90.61%	250,200.00
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4200 · Interest Income	0.00	2,178.49	5,000.00	43.57%	5,000.00
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4302 · Magazine Advertising	0.00	4,275.00	8,500.00	50.29%	10,000.00
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4303 · Job Board Post - Member	16,525.00	193,500.00	125,000.00	154.8%	150,000.00
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4490 · Budget Awards	7,400.00	18,150.00	13,950.00	130.11%	15,000.00
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Total 4000 · OPERATING REVENUES	35,100.00	444,798.49	402,650.00	110.47%	430,200.00
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4500 · PROGRAM REVENUES

4502 · Sponsorships - Other

4502.10 · Sponsorship GFOA Reception	0.00	5,000.00			
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Total 4502 · Sponsorships - Other	0.00	5,000.00			
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4503 · Contributions and Donations

4503.5 · CALCPA Contribution	0.00	0.00	0.00	0.0%	0.00
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4503.75 · Robert O'Dell Scholarship	0.00	0.00	0.00	0.0%	0.00
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4503 · Contributions and Donations - Other	0.00	0.00	0.00	0.0%	0.00
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Total 4503 · Contributions and Donations	0.00	0.00	0.00	0.0%	0.00
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4504 · Education income

4505 · Webinar	0.00	0.00	2,600.00	0.0%	2,600.00
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4520 · Weekend Training					
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4525 · Training Event Income	8,432.00	12,590.00			
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4520 · Weekend Training - Other	0.00	0.00	8,000.00	0.0%	20,225.00
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Total 4520 · Weekend Training	8,432.00	12,590.00	8,000.00	157.38%	20,225.00
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4540 · Fundamentals of Rates, Fees	0.00	0.00	4,150.00	0.0%	6,150.00
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4570 · Intro to Government	4,200.00	11,650.00	21,000.00	55.48%	21,000.00
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4575 · Investment Accounting	0.00	450.00	6,600.00	6.82%	6,600.00
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4590 · Intermediate Government Acct	-200.00	49,612.50	35,425.00	140.05%	46,500.00
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4591 · California Local Budgeting	4,500.00	21,000.00	27,000.00	77.78%	27,000.00
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4593 · Capital Assets	0.00	8,850.00	6,000.00	147.5%	6,000.00
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4594 · CMTA/CSMFO Course	0.00	0.00	0.00	0.0%	0.00
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4595 · Revenue Fundamentals	400.00	16,600.00	10,500.00	158.1%	10,500.00
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4596 · Revenue Fundamentals II	200.00	200.00			
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4597 · Developing Supervisory Skills	0.00	0.00	0.00	0.0%	0.00
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4598 · Leadership Skills	0.00	4,650.00	4,500.00	103.33%	4,500.00
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Total 4504 · Education income	17,532.00	125,602.50	125,775.00	99.86%	151,075.00
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8000 · Conference Revenue

8100 · Government Registrations

8102 · Government NonMember	0.00	13,950.00	34,210.00	40.78%	34,210.00
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8104 · Government Member	0.00	311,660.00	543,635.00	57.33%	543,635.00
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California Society of Municipal Finance Officers
Profit & Loss Budget Performance
October 2022

	Oct 22	Jan - Oct 22	YTD Budget	% of Budget	Budget
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
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 - Other	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
8600 · Event Registrations - Other	0.00	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

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

	Oct 22	Jan - Oct 22	YTD Budget	% of Budget	Budget
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
8800 · Sponsorships - Other	0.00	0.00			
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
8950 · Virtual Conference Registration	0.00	77,950.00	85,000.00	91.71%	85,000.00
8900 · Conference Miscellaneous - Other	0.00	0.00			
Total 8900 · Conference Miscellaneous	0.00	88,024.48	85,000.00	103.56%	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	17,532.00	1,142,419.98	1,544,695.00	73.96%	1,569,995.00
Total Income	52,632.00	1,587,218.47	1,947,345.00	81.51%	2,000,195.00
Gross Profit	52,632.00	1,587,218.47	1,947,345.00	81.51%	2,000,195.00
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	188.46	945.80	19.93%	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	278.42	7,619.87	5,000.00	152.4%	5,500.00
Total 6110 · President's Expense	278.42	7,708.02	5,000.00	154.16%	6,500.00
6115 · Board of Directors					
6116 · Board Meeting Expenses	0.00	7,483.33	5,000.00	149.67%	10,000.00
Total 6115 · Board of Directors	0.00	7,483.33	5,000.00	149.67%	10,000.00
6120 · Committee/Chapter Support					
6121 · Committee Support	97.57	97.57	2,000.00	4.88%	2,000.00
6122 · Chapter Support	0.00	500.00	0.00	100.0%	9,400.00
6120 · Committee/Chapter Support - Other	0.00	0.00	0.00	0.0%	0.00
Total 6120 · Committee/Chapter Support	97.57	597.57	2,000.00	29.88%	11,400.00
6125 · Board Planning Session-Retreat	3,069.46	14,069.46	50,000.00	28.14%	50,000.00
6140 · Management Services					
6143 · Management Services	15,327.00	152,470.00	130,791.74	116.58%	156,500.00
6146 · Consultants					
6146.10 · Coleman Services	9,036.47	19,678.09	18,030.00	109.14%	24,040.00
6146.20 · CDC - Support	0.00	6,700.00			
6146 · Consultants - Other	0.00	6,000.00	9,832.00	61.03%	11,800.00
Total 6146 · Consultants	9,036.47	32,378.09	27,862.00	116.21%	35,840.00
6147 · Professional Fees	0.00	357.50			
6470 · Webinar Program Services	0.00	0.00	45,000.00	0.0%	50,000.00
6140 · Management Services - Other	0.00	2,800.00			
Total 6140 · Management Services	24,363.47	188,005.59	203,653.74	92.32%	242,340.00
6148 · Payroll					

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	Oct 22	Jan - Oct 22	YTD Budget	% of Budget	Budget
6148.10 · Wages	8,165.00	55,361.00	92,083.34	60.12%	107,500.00
6148.20 · Payroll Taxes - Federal	624.62	4,277.12	8,000.00	53.46%	10,000.00
6148.30 · Payroll Taxes - State	0.00	245.01			
6148.50 · Payroll Processing Expense	70.00	420.00			
6148.63 · Executive Director - Outreach	845.08	3,345.08	8,000.00	41.81%	10,000.00
6148 · Payroll - Other	0.00	0.00	0.00	0.0%	0.00
Total 6148 · Payroll	9,704.70	63,648.21	108,083.34	58.89%	127,500.00
6150 · Office Supplies	39.94	826.84	150.00	551.23%	250.00
6155 · Merchant Fees/Bank Chgs.	2,597.08	37,492.08	25,500.00	147.03%	30,000.00
6160 · Awards	0.00	8,602.59	5,000.00	172.05%	5,000.00
6165 · Printing					
6166 · Printing, copying, and admin	0.96	36.72	1,950.00	1.88%	2,000.00
6167 · Directory	0.00	6,608.80	10,000.00	66.09%	10,000.00
6165 · Printing - Other	0.64	0.64	0.00	100.0%	0.00
Total 6165 · Printing	1.60	6,646.16	11,950.00	55.62%	12,000.00
6170 · Magazine	0.00	11,046.13	17,500.00	63.12%	20,000.00
6175 · Postage	10.26	257.53	1,400.00	18.4%	2,000.00
6185 · Telephone/Bridge Calls	39.39	406.46	1,220.00	33.32%	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	0.00	2,311.93	7,500.00	30.83%	9,000.00
6190 · Web and Technology - Other	147.98	16,695.37	22,001.00	75.89%	23,000.00
Total 6190 · Web and Technology	147.98	21,735.83	32,501.00	66.88%	35,000.00
6200 · Travel/Staff Expenses	0.00	2,449.32	2,000.00	122.47%	2,000.00
6220 · Audit & Tax Filing	0.00	10,405.00	9,500.00	109.53%	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	0.00	4,178.24	0.00	100.0%	0.00
Total 6240 · Taxes	0.00	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	40,349.87	409,666.57	538,603.88	76.06%	631,190.00
6400 · PROGRAM EXPENSES					
6404 · Education Expenses					
6420 · Weekend Training Exp					
6420.10 · Weekend Training Reim. Exp.	0.00	0.00	25,000.00	0.0%	25,000.00
6420 · Weekend Training Exp - Other	11,665.00	16,240.00			
Total 6420 · Weekend Training Exp	11,665.00	16,240.00	25,000.00	64.96%	25,000.00
6430 · Intro to Government Exp					
6430.10 · Intro to Govt Account - Reimbur	0.00	0.00	0.00	0.0%	0.00
6430 · Intro to Government Exp - Other	0.00	0.00	5,000.00	0.0%	5,000.00
Total 6430 · Intro to Government Exp	0.00	0.00	5,000.00	0.0%	5,000.00
6480 · Intermediate Governmental Acct.	0.00	8,250.00	15,250.00	54.1%	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

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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 II	0.00	0.00	3,500.00	0.0%	3,500.00
6598 · Leadership Skills Exp	0.00	2,000.00	2,000.00	100.0%	2,000.00
Total 6404 · Education Expenses	11,665.00	29,490.00	64,250.00	45.9%	64,250.00
9000 · Conference Expenses					
9100 · Food & Beverage Expense					
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 Recept	0.00	21,455.72	40,000.00	53.64%	40,000.00
9138 · Wednesday-Beverage-Exhibitor Re	0.00	8,966.15	20,000.00	44.83%	20,000.00
9140 · Thursday-Breakfast-Chapter Chai	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 Expense - Other	0.00	104.86			
Total 9100 · Food & Beverage Expense	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-Favor	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-Transportation	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

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9477 · Virtual Platform	0.00	41,135.00	39,385.00	104.44%	39,385.00
9478 · General Session - Addl' product	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
9600 · Entertainment/Gifts					
9610 · Conference Gifts/Attendees	0.00	59,927.62	57,000.00	105.14%	57,000.00
9620 · Speaker/Board/Committee Memento	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 Media	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 Expenses	0.00	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 - Other	0.00	0.00	0.00	0.0%	0.00
Total 9800 · Administration - Conference	0.00	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	0.00	1,113,401.25	1,406,554.00	79.16%	1,406,554.00
Total 6400 · PROGRAM EXPENSES	11,665.00	1,142,891.25	1,470,804.00	77.71%	1,470,804.00
6900 · OTHER EXPENSES					
6970 · One-Time Budgeted Expenses	0.00	23,250.00	40,833.34	56.94%	49,000.00

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Total 6900 · OTHER EXPENSES	0.00	23,250.00	40,833.34	56.94%	49,000.00
9950 · Prior Period Adjustment	5,000.00	9,568.50	0.00	100.0%	0.00
Total Expense	57,014.87	1,585,376.32	2,050,241.22	77.33%	2,150,994.00
Net Ordinary Income	-4,382.87	1,842.15	-102,896.22	-1.79%	-150,799.00
Other Income/Expense					
Other Income					
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	2,000.00	0.00	100.0%	0.00
4501.04 · Sacramento Valley	-70.00	1,590.00	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	510.00	510.00	0.00	100.0%	0.00
4501.12 · San Gabriel Valley	1,080.00	2,690.00	0.00	100.0%	0.00
4501.13 · Central Los Angeles	780.00	1,025.00	0.00	100.0%	0.00
4501.14 · South Bay (LA)	335.00	3,355.00	0.00	100.0%	0.00
4501.15 · Desert Mountain	0.00	0.00	0.00	0.0%	0.00
4501.16 · Orange County	660.00	2,280.00	0.00	100.0%	0.00
4501.17 · Inland Empire	6,695.00	13,990.00	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	0.00	3,570.00	0.00	100.0%	0.00
4501.21 · Bay Area (Peninsula-East Bay)	420.00	1,200.00			
4501 · Chapter Income - Other	0.00	0.00	50,000.00	0.0%	100,000.00
Total 4501 · Chapter Income	10,410.00	32,770.00	50,000.00	65.54%	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	10,410.00	32,770.00	50,000.00	65.54%	100,000.00
Other Expense					
6401 · Chapter Expenses					
6401.79 · Current Year Chapter Expenses					
6401.03 · North Coast	0.00	1,503.25			
6401.05 · East Bay (SF)	543.91	543.91			
6401.07 · Peninsula	543.91	543.91	0.00	100.0%	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
6401.11 · Channel Counties	425.33	425.33			
6401.12 · San Gabriel Valley	0.00	2,606.08	0.00	100.0%	0.00
6401.13 · Central Los Angeles	1,347.26	1,347.26			
6401.14 · South Bay (LA)	0.00	1,147.96			
6401.16 · Orange County	100.00	3,537.00	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	942.91	3,151.24	0.00	100.0%	0.00
6401.79 · Current Year Chapter Expenses - Other	0.00	0.00	50,000.00	0.0%	100,000.00
Total 6401.79 · Current Year Chapter Expenses	3,903.32	18,358.28	50,000.00	36.72%	100,000.00

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	Oct 22	Jan - Oct 22	YTD Budget	% of Budget	Budget
6401.89 · Prior Year Chapter Income/Expen					
6401.57 · Prior Period Peninsula	0.00	0.00	0.00	0.0%	0.00
6401.58 · Prior Period Monterey Bay	0.00	0.00	0.00	0.0%	0.00
6401.61 · Prior Period Channel Counties	0.00	0.00	0.00	0.0%	0.00
6401.62 · Prior Period San Gabriele	0.00	0.00	0.00	0.0%	0.00
6401.63 · Prior Period Central LA	0.00	0.00	0.00	0.0%	0.00
6401.66 · Prior Period Orange	0.00	0.00	0.00	0.0%	0.00
Total 6401.89 · Prior Year Chapter Income/Expen	0.00	0.00	0.00	0.0%	0.00
Total 6401 · Chapter Expenses	3,903.32	18,358.28	50,000.00	36.72%	100,000.00
Total Other Expense	3,903.32	18,358.28	50,000.00	36.72%	100,000.00
Net Other Income	6,506.68	14,411.72	0.00	100.0%	0.00
Net Income	2,123.81	16,253.87	-102,896.22	-15.8%	-150,799.00

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

	Jan - Oct 22	Jan - Oct 21	\$ Change
Ordinary Income/Expense			
Income			
4000 · OPERATING REVENUES			
4100 · Membership Dues			
4110 · Dues - Municipal - Management	180,915.00	199,495.00	-18,580.00
4115 · Dues - Municipal - Professional	100.00	0.00	100.00
4120 · Dues - Other Gov	4,250.00	4,200.00	50.00
4130 · Dues - Commercial	40,590.00	46,400.00	-5,810.00
4140 · Dues - Retired	840.00	1,160.00	-320.00
4150 · Dues - Education	0.00	0.00	0.00
4100 · Membership Dues - Other	0.00	0.00	0.00
Total 4100 · Membership Dues	226,695.00	251,255.00	-24,560.00
4200 · Interest Income	2,178.49	4,502.56	-2,324.07
4302 · Magazine Advertising	4,275.00	14,475.00	-10,200.00
4303 · Job Board Post - Member	193,500.00	156,325.00	37,175.00
4490 · Budget Awards	18,150.00	19,650.00	-1,500.00
Total 4000 · OPERATING REVENUES	444,798.49	446,207.56	-1,409.07
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	4,200.00	-4,200.00
4504 · Education income			
4505 · Webinar	0.00	2,623.00	-2,623.00
4520 · Weekend Training	12,590.00	0.00	12,590.00
4540 · Fundamentals of Rates, Fees	0.00	16,500.00	-16,500.00
4570 · Intro to Government	11,650.00	20,850.00	-9,200.00
4575 · Investment Accounting	450.00	6,450.00	-6,000.00
4590 · Intermediate Government Acct	49,612.50	44,431.00	5,181.50
4591 · California Local Budgeting	21,000.00	26,250.00	-5,250.00
4593 · Capital Assets	8,850.00	0.00	8,850.00
4595 · Revenue Fundamentals	16,600.00	0.00	16,600.00
4596 · Revenue Fundamentals II	200.00	0.00	200.00
4598 · Leadership Skills	4,650.00	0.00	4,650.00
Total 4504 · Education income	125,602.50	117,104.00	8,498.50
8000 · Conference Revenue			
8100 · Government Registrations	327,750.00	166,050.00	161,700.00
8200 · Commercial Registrations	113,953.00	24,000.00	89,953.00
8300 · Pre-Conference Registrations	13,540.00	16,055.00	-2,515.00
8500 · Extra Meals	5,075.00	0.00	5,075.00
8600 · Event Registrations	18,725.00	0.00	18,725.00
8700 · Exhibitors Fees	425,687.50	167,500.00	258,187.50
8800 · Sponsorships	19,062.50	36,500.00	-17,437.50
8900 · Conference Miscellaneous	88,024.48	0.00	88,024.48
Total 8000 · Conference Revenue	1,011,817.48	410,105.00	601,712.48
Total 4500 · PROGRAM REVENUES	1,142,419.98	531,409.00	611,010.98
Total Income	1,587,218.47	977,616.56	609,601.91
Gross Profit	1,587,218.47	977,616.56	609,601.91

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

Expense

6100 · OPERATING EXPENSES

6105 · Marketing/Membership	5,603.67	9,122.17	-3,518.50
6106 · Storage Expense	188.46	670.15	-481.69
6110 · President's Expense	7,708.02	1,255.85	6,452.17
6115 · Board of Directors	7,483.33	0.00	7,483.33
6120 · Committee/Chapter Support	597.57	0.00	597.57
6125 · Board Planning Session-Retreat	14,069.46	33,957.77	-19,888.31
6140 · Management Services	188,005.59	197,605.93	-9,600.34
6148 · Payroll	63,648.21	0.00	63,648.21
6150 · Office Supplies	826.84	10.60	816.24
6155 · Merchant Fees/Bank Chgs.	37,492.08	15,788.95	21,703.13
6160 · Awards	8,602.59	8,058.51	544.08
6165 · Printing	6,646.16	20,710.40	-14,064.24
6170 · Magazine	11,046.13	7,701.77	3,344.36
6175 · Postage	257.53	722.95	-465.42
6185 · Telephone/Bridge Calls	406.46	452.99	-46.53
6190 · Web and Technology	21,735.83	24,675.18	-2,939.35
6200 · Travel/Staff Expenses	2,449.32	0.00	2,449.32
6220 · Audit & Tax Filing	10,405.00	8,000.00	2,405.00
6230 · Insurance	2,118.00	3,140.22	-1,022.22
6240 · Taxes	4,178.24	35,287.00	-31,108.76
6250 · Miscellaneous	0.00	20.00	-20.00
6255 · GFOA Reception	16,198.08	0.00	16,198.08

Total 6100 · OPERATING EXPENSES	409,666.57	367,180.44	42,486.13
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6400 · PROGRAM EXPENSES

6404 · Education Expenses

6420 · Weekend Training Exp	16,240.00	0.00	16,240.00
6430 · Intro to Government Exp	0.00	2,000.00	-2,000.00
6480 · Intermediate Governmental Acct.	8,250.00	12,500.00	-4,250.00
6491 · CA Local Budgeting Expense	3,000.00	4,950.00	-1,950.00
6494 · Webinar Expenses	0.00	1,000.00	-1,000.00
6595 · Revenue Fundamental	0.00	750.00	-750.00
6598 · Leadership Skills Exp	2,000.00	0.00	2,000.00

Total 6404 · Education Expenses	29,490.00	21,200.00	8,290.00
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9000 · Conference Expenses

9100 · Food & Beverage Expense	312,921.20	0.00	312,921.20
9200 · President's Dinners	33,475.69	0.00	33,475.69
9300 · Hosted Event	149,886.49	16,300.00	133,586.49
9400 · Meetings and Training	47,579.15	30,400.00	17,179.15
9450 · Comps	4,872.01	0.00	4,872.01
9475 · Meetings	335,384.64	82,709.00	252,675.64
9490 · Pre-Conference Workshop	1,716.46	300.00	1,416.46
9500 · Exhibits	38,001.67	0.00	38,001.67
9600 · Entertainment/Gifts	65,167.78	4,814.54	60,353.24
9700 · Other Activities	17,498.86	0.00	17,498.86
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
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Total 6400 · PROGRAM EXPENSES	1,142,891.25	268,263.13	874,628.12
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California Society of Municipal Finance Officers
Statement of Financial Income and Expense
January through October 2022

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	9,568.50	0.00	9,568.50
Total Expense	1,585,376.32	636,283.57	949,092.75
Net Ordinary Income	1,842.15	341,332.99	-339,490.84
Other Income/Expense			
Other Income			
4501 · Chapter Income			
4501.03 · North Coast	2,000.00	0.00	2,000.00
4501.04 · Sacramento Valley	1,590.00	0.00	1,590.00
4501.09 · South San Joaquin	560.00	0.00	560.00
4501.11 · Channel Counties	510.00	0.00	510.00
4501.12 · San Gabriel Valley	2,690.00	210.00	2,480.00
4501.13 · Central Los Angeles	1,025.00	0.00	1,025.00
4501.14 · South Bay (LA)	3,355.00	0.00	3,355.00
4501.16 · Orange County	2,280.00	0.00	2,280.00
4501.17 · Inland Empire	13,990.00	790.00	13,200.00
4501.19 · San Diego County	3,570.00	0.00	3,570.00
4501.21 · Bay Area (Peninsula-East Bay)	1,200.00	0.00	1,200.00
Total 4501 · Chapter Income	32,770.00	1,000.00	31,770.00
49910 · Unidentified Transactions	0.00	0.00	0.00
Total Other Income	32,770.00	1,000.00	31,770.00
Other Expense			
6401 · Chapter Expenses			
6401.79 · Current Year Chapter Expenses			
6401.03 · North Coast	1,503.25	0.00	1,503.25
6401.05 · East Bay (SF)	543.91	0.00	543.91
6401.07 · Peninsula	543.91	0.00	543.91
6401.09 · South San Joaquin	117.96	225.00	-107.04
6401.11 · Channel Counties	425.33	0.00	425.33
6401.12 · San Gabriel Valley	2,606.08	0.00	2,606.08
6401.13 · Central Los Angeles	1,347.26	0.00	1,347.26
6401.14 · South Bay (LA)	1,147.96	0.00	1,147.96
6401.16 · Orange County	3,537.00	0.00	3,537.00
6401.17 · Inland Empire	3,434.38	0.00	3,434.38
6401.19 · San Diego County	3,151.24	0.00	3,151.24
Total 6401.79 · Current Year Chapter Expenses	18,358.28	225.00	18,133.28
Total 6401 · Chapter Expenses	18,358.28	225.00	18,133.28
Total Other Expense	18,358.28	225.00	18,133.28
Net Other Income	14,411.72	775.00	13,636.72
Net Income	16,253.87	342,107.99	-325,854.12

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

	Bay Area (Chapters)	Central Los Angeles (Chapters)	Channel Counties (Chapters)	East Bay (Chapters)	Inland Empire (Chapters)	North Coast (Chapters)
Other Income/Expense						
Other Income						
4501 · Chapter Income						
4501.03 · North Coast	0.00	0.00	0.00	0.00	0.00	2,000.00
4501.04 · Sacramento Valley	0.00	0.00	0.00	0.00	0.00	0.00
4501.09 · South San Joaquin	0.00	0.00	0.00	0.00	0.00	0.00
4501.11 · Channel Counties	0.00	0.00	510.00	0.00	0.00	0.00
4501.12 · San Gabriel Valley	0.00	0.00	0.00	0.00	0.00	0.00
4501.13 · Central Los Angeles	0.00	1,025.00	0.00	0.00	0.00	0.00
4501.14 · South Bay (LA)	0.00	300.00	0.00	0.00	0.00	0.00
4501.16 · Orange County	0.00	0.00	0.00	0.00	0.00	0.00
4501.17 · Inland Empire	0.00	0.00	0.00	0.00	13,990.00	0.00
4501.19 · San Diego County	0.00	0.00	0.00	0.00	0.00	0.00
4501.21 · Bay Area (Peninsula-East Bay)	1,200.00	0.00	0.00	0.00	0.00	0.00
Total 4501 · Chapter Income	1,200.00	1,325.00	510.00	0.00	13,990.00	2,000.00
Total Other Income	1,200.00	1,325.00	510.00	0.00	13,990.00	2,000.00
Other Expense						
6401 · Chapter Expenses						
6401.79 · Current Year Chapter Expenses	0.00	1,347.26	425.33	543.91	3,434.38	1,503.25
Total 6401 · Chapter Expenses	0.00	1,347.26	425.33	543.91	3,434.38	1,503.25
Total Other Expense	0.00	1,347.26	425.33	543.91	3,434.38	1,503.25
Net Other Income	1,200.00	-22.26	84.67	-543.91	10,555.62	496.75
Net Income	1,200.00	-22.26	84.67	-543.91	10,555.62	496.75

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

	Orange County (Chapters)	Peninsula (Chapters)	Sacramento Valley (Chapters)	San Diego (Chapters)	San Gabriel Valley (Chapters)
Other Income/Expense					
Other Income					
4501 · Chapter Income					
4501.03 · North Coast	0.00	0.00	0.00	0.00	0.00
4501.04 · Sacramento Valley	0.00	0.00	1,590.00	0.00	0.00
4501.09 · South San Joaquin	0.00	0.00	0.00	0.00	0.00
4501.11 · Channel Counties	0.00	0.00	0.00	0.00	0.00
4501.12 · San Gabriel Valley	0.00	0.00	0.00	0.00	2,690.00
4501.13 · Central Los Angeles	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	2,280.00	0.00	0.00	0.00	0.00
4501.17 · Inland Empire	0.00	0.00	0.00	0.00	0.00
4501.19 · San Diego County	0.00	0.00	0.00	3,570.00	0.00
4501.21 · Bay Area (Peninsula-East Bay)	0.00	0.00	0.00	0.00	0.00
Total 4501 · Chapter Income	2,280.00	0.00	1,590.00	3,570.00	2,690.00
Total Other Income	2,280.00	0.00	1,590.00	3,570.00	2,690.00
Other Expense					
6401 · Chapter Expenses					
6401.79 · Current Year Chapter Expenses	3,537.00	543.91	0.00	3,151.24	2,606.08
Total 6401 · Chapter Expenses	3,537.00	543.91	0.00	3,151.24	2,606.08
Total Other Expense	3,537.00	543.91	0.00	3,151.24	2,606.08
Net Other Income	-1,257.00	-543.91	1,590.00	418.76	83.92
Net Income	-1,257.00	-543.91	1,590.00	418.76	83.92

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

	Joaquin (Chapters)	(LA) (Chapters)	Chapters	TOTAL
Other Income/Expense				
Other Income				
4501 · Chapter Income				
4501.03 · North Coast	0.00	0.00	2,000.00	2,000.00
4501.04 · Sacramento Valley	0.00	0.00	1,590.00	1,590.00
4501.09 · South San Joaquin	560.00	0.00	560.00	560.00
4501.11 · Channel Counties	0.00	0.00	510.00	510.00
4501.12 · San Gabriel Valley	0.00	0.00	2,690.00	2,690.00
4501.13 · Central Los Angeles	0.00	0.00	1,025.00	1,025.00
4501.14 · South Bay (LA)	0.00	3,055.00	3,355.00	3,355.00
4501.16 · Orange County	0.00	0.00	2,280.00	2,280.00
4501.17 · Inland Empire	0.00	0.00	13,990.00	13,990.00
4501.19 · San Diego County	0.00	0.00	3,570.00	3,570.00
4501.21 · Bay Area (Peninsula-East Bay)	0.00	0.00	1,200.00	1,200.00
Total 4501 · Chapter Income	560.00	3,055.00	32,770.00	32,770.00
Total Other Income	560.00	3,055.00	32,770.00	32,770.00
Other Expense				
6401 · Chapter Expenses				
6401.79 · Current Year Chapter Expenses	117.96	1,147.96	18,358.28	18,358.28
Total 6401 · Chapter Expenses	117.96	1,147.96	18,358.28	18,358.28
Total Other Expense	117.96	1,147.96	18,358.28	18,358.28
Net Other Income	442.04	1,907.04	14,411.72	14,411.72
Net Income	442.04	1,907.04	14,411.72	14,411.72

California Society of Municipal Finance Officers

Check Detail

October 2022

	Type	Num	Date	Name	Account	Paid Amount
	Check		10/14/2022	Bank of America	1004 · Bank of America - 1982	
					6155 · Merchant Fees/Bank Chgs.	(10.00)
TOTAL						(10.00)
	Check	ADP-Aug	10/04/2022	ADP, Inc.	1004 · Bank of America - 1982	
					2111 · Federal Payroll Withholdings	(2,418.25)
					2112 · State Payroll Withholdings	(1,009.36)
					6148.20 · Payroll Taxes - Federal	(624.62)
TOTAL						(4,052.23)
	Check	ADP-August	10/04/2022	Rousseau, Jean	1004 · Bank of America - 1982	
					6148.10 · Wages	(8,165.00)
					2111 · Federal Payroll Withholdings	2,418.25
					2112 · State Payroll Withholdings	1,009.36
TOTAL						(4,737.39)
	Bill Pmt -Check	BILLPAY	10/12/2022	Roxanne Muhlmeister {v}	1004 · Bank of America - 1982	
	Bill	9292022	10/04/2022		6401.19 · San Diego County	(942.91)
TOTAL						(942.91)
	Bill Pmt -Check	BILLPAY	10/12/2022	Jean Rousseau [v]	1004 · Bank of America - 1982	
	Bill	10042022	10/04/2022		6125 · Board Planning Session-Retreat	(209.50)
	Bill	Bond Buyer/WFOA Conf	10/12/2022		6148.63 · Executive Director - Outreach	(845.08)
					6110 · President's Expense	(614.42)
TOTAL						(1,669.00)
	Bill Pmt -Check	BILLPAY	10/12/2022	Karla Romero {v}	1004 · Bank of America - 1982	
	Bill	10102022	10/10/2022		6125 · Board Planning Session-Retreat	(767.62)
TOTAL						(767.62)
	Bill Pmt -Check	BILLPAY	10/12/2022	Michael Coleman {v}	1004 · Bank of America - 1982	

California Society of Municipal Finance Officers

Check Detail

October 2022

	Type	Num	Date	Name	Account	Paid Amount
TOTAL	Bill	July-Aug-Sept 2022	10/07/2022		6146.10 · Coleman Services	(9,036.47)
						(9,036.47)
	Bill Pmt -Check	BILLPAY	10/27/2022	Christina Crosby {v}	1004 · Bank of America - 1982	
TOTAL	Bill	10212022	10/21/2022		6401.05 · East Bay (SF)	(543.91)
					6401.07 · Peninsula	(543.91)
						(1,087.82)
	Bill Pmt -Check	BILLPAY	10/27/2022	City of Stanton - V	1004 · Bank of America - 1982	
TOTAL	Bill	0000319	10/25/2022		6401.16 · Orange County	(100.00)
						(100.00)
	Bill Pmt -Check	BILLPAY	10/27/2022	Debbie Rosales {v}	1004 · Bank of America - 1982	
TOTAL	Bill	10202022	10/20/2022		6401.11 · Channel Counties	(425.33)
						(425.33)
	Bill Pmt -Check	BILLPAY	10/27/2022	Lillestrand Leadership Consulting	1004 · Bank of America - 1982	
TOTAL	Bill	7716	09/30/2022		6598 · Leadership Skills Exp	(2,000.00)
						(2,000.00)
	Bill Pmt -Check	BILLPAY	10/27/2022	Meeting & Association Mgmt Servi	1004 · Bank of America - 1982	
TOTAL	Bill	10182022	10/18/2022		6125 · Board Planning Session-Retreat	(1,788.78)
						(1,788.78)
	Bill Pmt -Check	BILLPAY	10/27/2022	Stephen M. Parker [v]	1004 · Bank of America - 1982	
TOTAL	Bill	10102022	10/10/2022		6125 · Board Planning Session-Retreat	(321.96)
						(321.96)
	Bill Pmt -Check	BILLPAY	10/27/2022	Yujun Du {v}	1004 · Bank of America - 1982	
	Bill	10042022	10/04/2022		6121 · Committee Support	(97.57)

California Society of Municipal Finance Officers

Check Detail

October 2022

	Type	Num	Date	Name	Account	Paid Amount
TOTAL						(97.57)
	Check	EFT	10/03/2022	Merchant Service	1004 · Bank of America - 1982	
					6155 · Merchant Fees/Bank Chgs.	(1,228.33)
TOTAL						(1,228.33)
	Check	EFT	10/04/2022	Remote Deposit Fee	1004 · Bank of America - 1982	
					6155 · Merchant Fees/Bank Chgs.	(15.00)
TOTAL						(15.00)
	Check	EFT	10/14/2022	ADP, Inc.	1004 · Bank of America - 1982	
					6148.50 · Payroll Processing Expense	(70.00)
TOTAL						(70.00)
	Bill Pmt -Check	7565	10/12/2022	CPS HR Consulting [v]	1004 · Bank of America - 1982	
	Bill	004208	10/03/2022		9950 · Prior Period Adjustment	(5,000.00)
TOTAL						(5,000.00)
	Bill Pmt -Check	7566	10/12/2022	Smith Moore and Associates, Inc.	1004 · Bank of America - 1982	
	Bill	20220376	10/01/2022		6143 · Management Services	(14,627.00)
					6143 · Management Services	(700.00)
					2003 · A/P Other- SMA Conference	(4,107.69)
TOTAL						(19,434.69)
	Bill Pmt -Check	7567	10/12/2022	The Westin - Long Beach	1004 · Bank of America - 1982	
	Bill	Final Balance Due	10/06/2022		6420 · Weekend Training Exp	(11,665.00)
TOTAL						(11,665.00)
	Bill Pmt -Check	7568	10/27/2022	Smith Moore and Associates, Inc.	1004 · Bank of America - 1982	
	Bill	20220444	10/21/2022		6190 · Web and Technology	(62.38)
					6175 · Postage	(3.19)

California Society of Municipal Finance Officers

Check Detail

October 2022

Type	Num	Date	Name	Account	Paid Amount
				6165 · Printing	(0.51)
				6190 · Web and Technology	(55.99)
				6150 · Office Supplies	(10.00)
				6150 · Office Supplies	(20.83)
				1264 · Conference Services	(954.09)
				6175 · Postage	(5.02)
				6166 · Printing, copying, and admin	(0.77)
				6150 · Office Supplies	(1.12)
				6125 · Board Planning Session-Retreat	(197.98)
				6185 · Telephone/Bridge Calls	(31.51)
TOTAL					(1,343.39)
Bill Pmt -Check	7569	10/27/2022	Rogers Catering	1004 · Bank of America - 1982	
Bill	46909	10/26/2022		6401.13 · Central Los Angeles	(1,347.26)
TOTAL					(1,347.26)

Residence

Group Sales Agreement

Residence Inn Sacramento Capitol Park
1121 15th Street
Sacramento, CA 95814

December 7, 2022

PROPERTY CONTACT

Sales Manager: Bethany Getz
Phone: 916-267-6808
Email: bethany.getz@marriott.com

GROUP DETAILS

Account: California Society of Municipal Finance Officers Association (CSMFO)
Group: CSMFO Overflow
Arrival: Tuesday, January 31, 2023
Departure: Friday, February 3, 2023
Contact: Jean Rousseau, Executive Director
Teri Anticevich, President Meeting & Association Management Services, Inc.
Address: 808 R ST STE 209, Sacramento, CA 95811
Phone: 916-231-2137
Email:

Residence Inn Sacramento Capitol Park							
		Tue Jan 31		Wed Feb 1		Thu Feb 2	
	Occupancy	Rooms	Rate	Rooms	Rate	Rooms	Rate
Studio Suite	S	40	\$239.00	40	\$239.00	40	\$239.00

A complimentary, hot breakfast buffet is available every morning!
We also offer complimentary WiFi in the guest suites and the lobby.

DESCRIPTION OF GROUP EVENT

The following represents an agreement between Residence Inn by Marriott Sacramento Downtown (hereinafter referred to as "Hotel"), located at 1121 15th Street, Sacramento, CA 95814, and California Society of Municipal Finance Officers Association (CSMFO) (hereinafter referred to as "Group") and outlines specific conditions and services to be provided.

TAXES

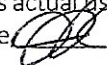
Room rates quoted above are subject to prevailing city and state taxes in effect at the time of check-in. The current tax total is: 16.17%, breakdown of rates per night is as follows, 12% Occupancy Tax, 3% Convention and Tourism Fee, 1% Tourism Infrastructure, and 0.17% State Tourism Fee.

GUESTROOM COMMITMENT

Hotel agrees that it will provide, and Group agrees that it will be responsible for utilizing the room nights in the pattern set forth above (such number and such pattern, the "GUESTROOM COMMITMENT")

GUARANTEED ROOM BLOCK

The Hotel is relying upon the Group's use of the Guestroom Commitment. The group agrees that a loss will be incurred by the Hotel if the Group's actual usage is less than 80% of the total Guestroom Commitment, including early departures.

If the Group's actual usage is less than 80% of the Guestroom Commitment, the group agrees to pay, as liquidated damages and not as a penalty, the difference between 80 % of the Room Night Commitment and the Group's actual usage, multiplied by the average group room rate, plus applicable taxes. Attrition payments will be net, non-commissionable.  Initial

EARLY DEPARTURE FEE

The Group acknowledges that the Hotel may charge attendees – as liquidated damages and not a penalty – a fee of 1 night's room and tax as compensation for the harm caused to the Hotel by unscheduled early departures (an "Early Departure Fee"). An Early Departure Fee may only be charged if an attendee checks out of the Hotel prior to the attendee's scheduled departure date, without having notified the Hotel by 12:00 midnight the day after check-in of the change in scheduled departure. If room reservations are to be made through a rooming list of any kind (or are otherwise not in the Hotel's control), the Group agrees to communicate the above early departure policy to each attendee prior to, or at the time of, the making of an attendee's rooms reservation.

COMMISSION

The group room rates listed above are commissionable at a rate of 7% of the contracted group rate excluding any rooms discounted off the group room rate, payable to [DESIGNATED AGENCY (IES)], with the IATA number 05-702012. Commission payment will be processed forty-five (45) days after the group's departure date. The Hotel reserves the right to deduct from any future commission payable to the designated agency for other events, any commission paid in connection with this event, if the Master Bill is not paid in full within six (6) months after the conclusion of the Event.

PARKING

The Hotel will offer discounted parking at the rate of \$25.00 for 1 vehicle per room per night with in and out privileges. The hotel does not have valet parking. Our parking structure cannot accommodate vehicles over 7 ft. tall. All parking for large vehicles that require multiple parking spaces must be pre-arranged with the sales department in advance of your arrival.

RESERVATION PROCEDURE

The hotel understands that individuals are responsible for making their own reservations. They may make their reservations by calling (916) 443-0500 or (888) 236-2427 and identifying themselves with the Group. A group code and booking URL link for attendees will be provided by the Hotel upon return of the signed contract.

The hotel's cancellation policy for individual reservations is 48 hours prior to arrival. Cancellations made after this time frame will be charged one night's room and tax to the group master account or authorized credit card.

The Hotel check-in time is 4:00 PM and check-out is 11:00 AM. While we do make every effort to accommodate early arrivals and late departures the Hotel does not guarantee this will be available to your attendees. Any early or late departures must be approved by the sales office in writing prior to the Group's stay. It is the Group's responsibility to relay this information to their attendees.

YES or NO  Initial

RESERVATIONS CUT-OFF DATE

All reservations must be received by January 9, 2023.

At the cut-off date, the Hotel will release the unreserved rooms for general sale. Any reservations received after the cut-off date will be accepted on a space-available basis at the group rate. If the group rate is not available, the Group's attendees will be given the current rate at the time the reservation is made.

METHOD OF PAYMENT

Individual Pay - The hotel requires a 1 Night Room and Tax deposit for all reservations made under this Group code. Reservation deposits will all be posted to the individual credit card on the reservation record on the Group's cut-off date 1/9/2023. After the cut-off date, the deposits are non-refundable. The Group is responsible for informing your attendees of this policy.

If the group's attendees maintain tax exempt status then the individual attendees must provide the Hotel with a tax exemption certificate upon arrival in order to be exempt from tax charges.

LIABILITY

The Hotel is not responsible for any loss or damage to Group's samples, displays, property or personal effects brought by the Group for the purpose of its function. The Hotel is not liable for any injury to any participant(s) with respect to his/her activity or stay at the Hotel. In the event that any damage occurs to the Hotel's furniture, fixtures, building or equipment and was caused by the installation, presence and/or removal of exhibits and exhibit materials, or the negligence of the Group or its delegates, the Group shall reimburse the Hotel for the cost of such repair or replacement as necessary.

INDEMNIFICATION

Mutual Indemnification. The Parties hereto agree to indemnify and hold each other harmless against and from, and shall compensate and reimburse each other for any damage, loss, claim, liability or expense (including legal fees and the cost of enforcing their respective rights under this agreement) arising directly or indirectly out of a breach of this agreement, other than those addressed in the Indemnification by Group paragraph of this Agreement. The parties acknowledge that money damages would not be a sufficient remedy for any breach of this agreement, and the parties would suffer irreparable harm as a result of any such breach. Accordingly, the parties will also be entitled to equitable relief, including injunction and specific performance, as a remedy for any breach or threatened breach of this agreement. The indemnification and equitable remedies referred to above will not be deemed to be the exclusive remedies for a breach of this agreement, but rather will be in addition to all other remedies available at law or in equity to the parties. In the event of litigation relating to this agreement, if a court of competent jurisdiction determines that either party has breached this agreement, said the breaching party will be liable for, and will pay the reasonable legal fees incurred in connection with such litigation (including any appeal relating thereto). This agreement will be binding upon and will inure to the benefit of the parties and their representatives, heirs, successors, and assigns.

Impossibility/Force Majeure

Either party will be excused from its obligations under this Contract if circumstances beyond its reasonable control, including: Acts of God; declared war in the United State; Federal, State or Local government restrictions on meetings in effect 60 days or less before the event dates that would prevent the event from taking place as contracted; civil disorder within a five mile radius of Hotel; or terrorist act in the city where Hotel is located; any of which make it illegal, impossible or commercially impracticable for the Event to be held at Hotel. The impacted group may terminate this Contract without liability by giving written notice within ten days of the occurrence.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

Hotel agrees to use its "good faith" efforts to ensure that the Hotel complies with the requirements of the Americans with Disabilities Act and its regulations and guidelines (collectively, the "ADA"). Hotel further agrees to indemnify and hold harmless from and against any and all claims and expenses, including attorneys' fees and litigation expenses that may be incurred by or asserted against the Hotel, or its officers, trustees, and employees on the basis of the Hotel's non-compliance with any of the provisions of the ADA. If the group has any specific requests for special services to accommodate persons with disabilities within the group, or if the group has experienced any specific problems in the past with accommodations necessary to satisfy the requirements of the group, the group is required to notify the hotel in advance of their arrival to allow the hotel accommodate those needs to the best of its ability.

CHANGES, ADDITIONS, MODIFICATIONS

All changes, additions, deletions, or stipulations including corrective lining-out by either «account» or Hotel will not be considered agreed to, or binding to the other, unless such modifications have been initialed or otherwise approved in writing by the other.

CANCELLATION POLICY

If the Group cancels their group room commitment and/or their function agenda or moves the program to another city or facility after December 21, 2022 such decision would constitute a breach of its obligation to the Hotel and the Hotel would be harmed. If the group elects to cancel this contract, the group agrees to provide written notice to the Hotel accompanied by the payment indicated in the following scale, plus applicable service charge and taxes:

30 days to 0 days prior to arrival	- 100% of the total value of the groups program.
31 days to 60 days prior to arrival	- 75% of the total value of the groups program.
61 days to 89 days prior to arrival	- 50% of the total value of the groups program.
Over 90 days prior to arrival	- 25%. of the total value of the groups program.

Currently, we estimate the total value of the groups program at \$28,680.00. This dollar figure was derived from total guestroom nights and total retail catered food, beverage and room rental plus tax and gratuity. Any group canceling within 30 days of their scheduled event will pay 100% of the estimated value plus applicable service charge and taxes. **If there are signed Banquet Event Orders the cancellation value of the program will be the value of the Banquet Event Orders based on the agreed number of attendees.

ATTRITION

Group will meet its minimum revenue requirements under this Agreement based upon the Adjusted Minimum Guest Room Revenue commitment based on the attrition allowance below.

Adjusted Minimum Guest Room Revenue:	80% of Minimum Guest Room Revenue	= \$22,944.00
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This attrition allowance does not apply if Group cancels the Agreement or does not hold the event at Hotel. If Group holds its event at Hotel, but does not fulfill its Adjusted Minimum Guest Room Revenue commitment it will pay Guest Room Attrition Damages (plus all applicable taxes) as a reasonable estimate of Hotel's losses as follows:

Guest Room Attrition Damages = Adjusted Minimum Guest Room Revenue minus actual guest room revenue from Room Block

PACKAGE RECEIVING

If the group is shipping boxes for their event these boxes must be addressed as follows:

Group Name/Guest Name, Arrival Date

Residence Inn by Marriott Sacramento Downtown

1121 15th Street, Sacramento, CA 95814

Due to our limited storage space, we request that shipments not arrive any earlier than three (3) business days prior to the Group's arrival date. There is a box handling fee for more than five (5) boxes. Five (5) to ten (10) boxes = \$50.00 plus applicable service charge and taxes, eleven (11) to twenty (20) boxes = \$100.00 plus applicable service charge and taxes, Pallets \$100.00 plus applicable service charge and taxes. More than twenty (20) boxes, large containers, etc. will be negotiated based upon the size, weight, and amount. The Catering Office must be notified in advance to assure proper acceptance of these items.

ACCEPTANCE

When presented by the Hotel to the Group, this document is an invitation by the Hotel to the Group to make an offer. Upon signature by the Group, this document will be an offer by the Group. Only upon signature of this document by all parties will this document constitute a binding agreement. Unless the Hotel otherwise notifies the Group at any time prior to the Group's execution of this document, the outlined format and dates will be held by the Hotel for the Group on a first-option basis until December 21, 2022. If the Group cannot make a commitment prior to that date, this invitation to offer will revert to a second-option basis or, at the Hotel's option, the arrangements will be released, in which case neither party will have any further obligations.

This agreement (and any additional pages attached hereto) constitutes the entire agreement between the parties and may not be amended or changed unless done so in writing and signed by Residence Inn Sacramento Capitol Park and an authorized representative of California Society of Municipal Finance Officers Association (CSMFO).

To guarantee rates quoted, the availability of sleeping rooms requested, and all other terms, this contract must be signed and returned by Wednesday, December 21, 2022 or Residence Inn Sacramento Capitol Park reserves the right to release the guest rooms held.

I hereby accept the above stated terms and conditions, and further warrant that I have authority to sign on behalf of California Society of Municipal Finance Officers Association (CSMFO).

Customer

Name: Jean Rousseau

Title: Executive Director

Signature: 

Date: 12/5/22

Property

Name: Bethany Getz

Title: Director of Sales

Signature: _____

Date: _____

PROPOSAL



14537 Rev. 1

Prepared by:



Jalen D. Thomas



jdthomas@smartcity.com



916-217-5992

Proposal Date:

September 27 2022

Incentive Deadline:

January 16 2023

Proposal for:

Marisa Anticevich
California Society of Municipal Finance Officers Association
700 R Street
Suite 200 Sacramento CA 95811

951-377-9705
marisa.anticevich@staff.csmfo.org

Attending 2023 CSMFO Annual Conference
at Sacramento Convention Center

INTRODUCTION

Smart City is the nation's largest and most experienced provider of event telecommunications and technology in the convention industry. Smart City Networks designs, engineers, installs and maintains custom data networks to meet each customer's needs. Providing technology services to over 3,000 conventions and meetings annually, Smart City Networks currently operates over 40 convention, public venues and meeting facilities across the U.S., totaling over 20 million square feet of exhibit space.

We began as Centel Facilities Communications, the telephone company of the Houston Astros and the Houston Livestock Show and Rodeo. We expanded throughout the 1980s and 1990s as we gained additional contracts with convention centers across the country. In 1995, to reflect the changing world of technology and telecommunications, we renamed the company to Smart City Networks.

Today, we proudly employ more than 100 team members nationwide. Our Las Vegas headquarters is home to our national customer service team, our Advanced Exhibitor Solutions (AES) team and, along with our Network Operations Center (NOC). Our NOC is composed of certified network engineers, who provide Internet security services and remote 24/7 monitoring for all of our networks across the country.

OUR MOTTO



As a partner for our customers, we are here to uncomplicate the complicated. We understand you have many, priorities and deadlines, to meet while preparing for your event and we believe that worrying about technology should never be one of them. Our expert team focuses on making your job, and more importantly, your event, smarter and better, delivering the peace of mind you deserve. Smart City Networks is dedicated to making your event a success. Just like you, we see every attendee as our guest, and they deserve the world-class treatment you envision at your event.

THE SMART CITY DIFFERENCE

SHOW MANAGEMENT SUPPORT

As a show manager working with Smart City, we're proud to offer a wide range of services to you and your event. Directly through our on-site team, you will receive 24/7 show management support; including daily updates on the progress of your event. We will attend all pre- and post-con meetings to ensure we understand your needs at all points in the process.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with little to no downtime.

ATTENDEE & EXHIBITOR SUPPORT

We want your customers to be fully equipped with information to ensure they have their technology needs met before they enter the facility. For this reason, our Advanced Exhibitor Solutions (AES) team was established to proactively reach out to customers early in the ordering process. Our team will communicate the many services and incentive deadlines available through emailing and phone calls.

24/7 MONITORING

All ports on the Smart City network are polled every minute for network stability. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.

SHOWTIME

During your event, it's our goal to make our team as accessible as possible, so you can spend your time focusing on, of course, your event! Events are staffed with local Smart City team members for you and your attendees to utilize, with additional support from other regional facilities or our corporate office available depending on the size and needs of your event.

Throughout your event, we will ensure network reliability and security by visiting exhibitors during move-in and show days, providing Wi-Fi and IP configuration, monitoring the network, and ensuring customer satisfaction on all our services.

MEASURABLE RESULTS

After every event, our Smart City team works diligently with exhibitors, show management, and facility staff to determine the success of the event. Survey forms are distributed during non-intrusive times and are also available online. With these results, we can ensure the satisfaction of your experience and continue perfecting our processes to help make your next event even more successful.

WIRED AND WIRELESS SERVICES

Smart City is the exclusive provider for both wired and wireless services for the facility. We operate and support 5Ghz Wi-Fi networks in the exhibit halls for the best wireless experience and our specialized network engineering team can design custom dedicated network(s) of any size and scale to achieve your events objectives.

SCOPE AND NETWORK SPECIFICATIONS

Attendee Wi-Fi

Item	Description	Code	Qty	Booth	Reference	Eq Cost
1	Basic Wireless Buyout- 500 Users- 1.54 Mbps per device	WI-B-500	1.00		Attendee Wi-Fi	10,000.00

Staff Wi-Fi

Item	Description	Code	Qty	Booth	Reference	Eq Cost
2	Special Feature Programming - Wireless	SFP-W	1.00		Staff network creation	995.00
3	Additional User Basic Wifi Buyout	WI-B-500-AD	5.00		Staff Network Creation	70.00

Registration

Item	Description	Code	Qty	Booth	Reference	Eq Cost
4	20 Mbps Dedicated Bandwidth w/ 5 Static Public IP Addresses	TTS-20	1.00	West Lobby	Bandwidth, 10Mbps at Reg	15,500.00

Breakouts

Item	Description	Code	Qty	Booth	Reference	Eq Cost
5	Special Feature Programming - Network	SFP-N	1.00		Breakout network creation	995.00
6	Cat 5e Ethernet Drop, Network Service	C5	1.00	BR A7	Breakout, 3Mbps	795.00
7	Cat 5e Ethernet Drop, Network Service	C5	1.00	BR A8+A9	Breakout, 3Mbps	795.00
8	Cat 5e Ethernet Drop, Network Service	C5	1.00	BR A10+A11	Breakout, 3Mbps	795.00

9	Cat 5e Ethernet Drop, Network Service	C5	1.00	MR 1	Breakout, 3Mbps	795.00
10	Cat 5e Ethernet Drop, Network Service	C5	1.00	MR 2	Breakout, 3Mbps	795.00
11	Cat 5e Ethernet Drop, Network Service	C5	1.00	MR 3+4	Breakout, 3Mbps	795.00

General Session

Item	Description	Code	Qty	Booth	Reference	Eq Cost
12	Cat 5e Ethernet Drop, Network Service	C5	1.00	BR A1	General Session, 3Mbps	795.00

Subtotal Services:	\$33,125.00
Expedite:	\$0.00
Discounts:	\$0.00
Subtotal Less Discounts:	\$33,125.00
Surcharges:	\$828.13
Total Taxes/Other Fees:	\$72.46
Total Deposits (refundable):	\$0.00
Total Due:	\$34,025.59

PAYMENT POLICY

Our payment policy requires that all orders be paid 100% in advance of show opening. Orders over \$10,000 may not be paid by credit card.

Acceptable payment methods are Check, ACH, Wire Transfer, Visa, Mastercard and American Express. Cash payments are not accepted.

DIAGRAMS DEADLINES

Providing event diagrams are necessary for the success and accuracy of your event. During the pre-planning all event diagrams and floorplans should be shared with the local Smart City team. This allows us to recommend the right solutions for your event.

Leading up to your event, Smart City will need the most recent version of your floorplans to begin installations on time during the first contracted move in dates.

SIGNATURE

Your signature below indicates that you have read and accepted this Proposal for Services and Smart City Network's Terms and Conditions which can be found here [Terms and Conditions](#)

X

Signature

Date



Quote 2064-2818

SAFE Credit Union Convention Center

1401 K St
Sacramento, CA 95814
Tel: 916-808-5782
Eric Stowe

Clarity Experiences

Adam Evans
11 Orchard Ste 111
Lake Forest, CA 92630
adam.evans@clarityexperiences.com
Tel:

2023 CSFMO Annual Conference - Rigging

Show Date(s): 01/30/2023 - 02/03/2023
Show Location: SAFE Credit Union Convention Center
Conveyance Method: Pickup
Billing Method: Net 30
Currency: USD

Services	Gross	Discount	Discount %	Ext. Price
Rigging Equipment Rental	\$11,640.00	\$2,725.00	23.41%	\$8,915.00
Rigging Labor	\$4,065.00			\$4,065.00
Event Technology Support	\$2,050.45			\$2,050.45
Subtotal	\$17,755.45	\$2,725.00	15.35%	\$15,030.45
Sales Tax				\$959.56
Total Estimate				\$15,990.01

*NO CHARGES OR AMOUNTS WHATSOEVER UNDER THIS AGREEMENT/QUOTE ARE PURPORTED OR INTENDED TO BE A GRATUITY FOR ENCORE STAFF OR THE HOTEL'S SERVICE STAFF AND NO AMOUNTS CHARGED BY ENCORE WILL BE DISTRIBUTED TO ENCORE'S STAFF OR THE HOTEL'S SERVICE STAFF AS A GRATUITY.

Job#	Room Name	Job Dates	Billing Reference
8411	A1	01/30/2023 8:00AM - 01/30/2023 6:00PM	
Post As	Load in/Setup		

Qty	Gross	Discount	Discount %	Ext. Price
Rigging Equipment Rental	\$370.00			\$370.00
<i>Rigging Setup labor</i>				\$370.00
1 32' Scissor Lift				\$370.00

Qty	Rate	OT Rate	DT Rate	Reg Hrs	OT Hrs	DT Hrs	Ext. Price
Rigging Labor							\$2,360.00
<i>Rigging Setup labor</i>							\$2,360.00
Monday, January 30, 2023							
1 Lead Rigger	\$135.00	\$202.50	\$270.00	8.00			\$1,080.00
1 Rigger To Set	\$125.00	\$187.50	\$250.00	8.00			\$1,000.00
1 Rigging Plot CAD Safety Review	\$280.00						\$280.00
Event Technology Support							\$85.10

Job#	Room Name	Job Dates	Billing Reference
8409	A1	01/31/2023 12:00AM - 02/03/2023 11:59PM	
Post As	Show		

Qty	Gross	Discount	Discount %	Ext. Price
Rigging Equipment Rental	\$10,900.00	\$2,725.00	25.00 %	\$8,175.00
<i>Rigging</i>				\$8,175.00
10 Rigging Point Package, Motorized 1/2 Ton	\$9,400.00	\$2,350.00	25.00%	\$7,050.00
1 1/2 Ton Chain Motor				
1 Chain Motor Fly Cable				
1 Chain Motor Controller CH				
2 1/2" Shackle				
2 GAC Flex				
1 Rigging Hang Point				
5 Rigging Point Package, Non-Motorized	\$1,500.00	\$375.00	25.00%	\$1,125.00
1 Rigging Hang Point				
2 GAC Flex				
2 1/2" Shackle				
Event Technology Support				\$1,880.25

Job#	Room Name	Job Dates	Billing Reference					
8410	A1	02/03/2023 2:00PM - 02/03/2023 10:00PM						
Post As	Teardown/Load Out							
Qty		Gross		Discount		Discount %		Ext. Price
Rigging Equipment Rental		\$370.00						\$370.00
Rigging Teardown Labor								\$370.00
1	32' Scissor Lift							\$370.00
Qty		Rate	OT Rate	DT Rate	Reg Hrs	OT Hrs	DT Hrs	Ext. Price
Rigging Labor								\$1,705.00
Rigging Teardown Labor								\$1,705.00
Friday, February 3, 2023								
1	Lead Rigger	\$135.00	\$202.50	\$270.00	8.00			\$1,080.00
1	Rigger To Strike	\$125.00	\$187.50	\$250.00	5.00			\$625.00
Event Technology Support								\$85.10
Subtotal For Event		\$17,755.45		\$2,725.00		15.35%		\$15,030.45
Sales Tax								\$959.56
Total Estimate								\$15,990.01

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GENERAL TERMS AND CONDITIONS

1. ACCEPTANCE. This Event Quote will be valid for a period of thirty (30) days from the date of the Event Quote or until December 31 of the calendar year in which the Event Quote was issued, whichever is earlier ("Acceptance Period"). These General Terms and Conditions ("Terms") govern the provision of equipment, labor, and services to be provided by Encore Group (USA) LLC ("Encore") to the customer ("Customer") for the event ("Event") at the venue ("Venue"), each as specified in the Event Quote (or similar ordering document) to which these Terms are attached, and form an integral part of such Event Quote or similar ordering document. In the event that this Event Quote is not accepted, signed and returned to Encore within the Acceptance Period, it will be void. All prices are subject to change without notice following the Acceptance Period. Encore agrees to provide and Customer agrees to pay for, the charges for equipment, labor, and services specified in the Event Quote. The Event Quote and these Terms may be collectively referred to as the "Agreement."

2. ESTIMATE. Encore developed this Event Quote based upon information provided by the Customer. This Event Quote is only an estimate of equipment and services Encore will provide in connection with the Event. Therefore, any estimate provided to Customer in connection with the expected service hours, labor hours and/or number of days the Equipment is rented is solely an estimate. If the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal or quote, Customer will be charged for those overages at Encore's standard rates, less any applicable discounts. In the case where Customer requests and Encore provides, equipment, services, or labor in connection with the Event that is in excess of what is specified in the Event Quote, the parties will execute updated/amended forms or change orders as needed to indicate approval of these additional terms. Customer will be charged and pay for all such additional equipment, services, or labor (including rental fees and freight) at Encore's prevailing standard rates, whether or not any additional forms are executed. Unless otherwise itemized on the Event Quote, all pricing excludes sales tax, freight, shipping/handling, and electrical charges (if applicable to the Event), which will be charged to, and payable by, Customer upon final invoice. Sales tax-exempt entities must submit sales tax exemption certificates prior to the commencement of the Event. If Customer does not send tax exemption certificates to Encore prior to commencement of the Event, sales tax will be charged to, and payable by, the Customer, and will be included in the final invoice.

3. LABOR RATES. Hourly labor rates, minimum calls, overtime labor rates, daily labor rates, and per diems apply, and Encore bases them upon prevailing rates and practices at the Venue and of the Encore business division providing the equipment and services. Encore developed labor estimates based on information provided by the Customer. All labor calls are subject to a minimum charge period based on the Venue rules, Encore servicing division policies, and union rules, as they may apply. In the event that a labor resource works more hours than priced in the Event Quote, Encore will bill the Customer and will pay for the appropriate prevailing or premium rate for the additional hours worked.

4. EVENT TECHNOLOGY SUPPORT. If Event Technology Support (ETS) is listed on your Event Quote, then this Section 4 shall apply. ETS covers additional support elements for the Event including, but not limited to, daily gear preparation, equipment testing, and related consumable items necessary for the Event. ETS charges are not gratuities and are NOT paid in whole or in part to Encore (or other) employees in connection with the Event, and amounts comprising ETS are not otherwise shared with Encore (or other) employees.

5. SERVICE CHARGES. If Service Charges are listed on your Event Quote, then this Section 5 shall apply. The Venue or Encore may bill service charges in association with an Event. Service charges are NOT gratuities that are paid in whole or in part to Encore or other employees in connection with the Event.

6. ADMINISTRATION FEES. If Administration Fees are listed on your Event Quote, then this Section 6 shall apply. Administration Fees are billed in association with all Events and cover general, administrative and overhead expenses incurred in connection with the equipment and services provided by Encore and its operations. These fees are not gratuities and are not received by Encore employees.

7. LOSS DAMAGE WAIVER (LDW). If LDW is quoted in the Event Quote and is accepted by Customer, then Encore will waive charges for loss or damage to Encore-owned equipment provided that: (1) if any loss or damage occurs, Customer agrees it will be required to participate in any investigation by Encore, facility security, insurers, or other authorities; and (2) if Encore determines that the loss or damage was intentionally caused by Customer or its representatives, the LDW will not apply and Customer will be fully responsible for all such loss or damage.

8. EQUIPMENT RATES. This Section 8 does not apply to a fully virtual event. Unless otherwise noted, Encore bases all rates upon per-room, per-day calculations with the minimum rental period being one calendar day. A day rental period consists of all or any portion of each 24-hour period starting at 12:00 AM to 11:59 PM. Customer agrees to pay the rental fees described in the Event Quote for the stipulated period. Any equipment that is used or retained by Customer for a longer period will be subject to Encore's prevailing rates until Customer returns the equipment.

9. EQUIPMENT HANDLING. This Section 9 does not apply to a fully virtual event. Encore personnel must handle all equipment. Customer may not move, store, or service the equipment or any other party. Customer may not operate the equipment unless authorized in writing by Encore. Customer will incur additional charges if Customer violates this requirement. Customer permits Encore free access to the equipment at any time before, during, or after the Event for purposes of set/strike, maintenance, and routine checks. Encore retains all title and rights in and to the equipment and all related accessories.

10. DAMAGE & SECURITY. This Section 10 does not apply to a fully virtual event. Customer agrees that, prior to the beginning of the event, it shall have the right to review and inspect the equipment with Encore personnel to confirm it is in good operating condition. Customer shall immediately notify Encore if any equipment is defective or not in good operating condition. Customer's failure to review or inspect the equipment prior to the start of the event or notify Encore if the equipment is defective or not in good operating condition shall be deemed an acknowledgment that the equipment is in good operating condition. Customer will be responsible for all equipment that is damaged, lost, or stolen (whether by use, misuse, accident, or neglect), unless caused by Encore's negligence. In addition to amounts due to Encore in connection with the Event Quote, Customer agrees to pay Encore, upon demand, all amounts incurred by Encore on account of lost, damaged and stolen equipment, based upon repair costs for repairable equipment or full replacement cost for lost or irreparable equipment. In addition, Customer will be responsible for rental fees while an Encore-authorized company repairs or replaces equipment as required. If Customer requires security or Encore deems security necessary during an event, Customer will be responsible for all costs in connection with the provision of security.

11. EQUIPMENT FAILURE. Encore maintains and services its equipment in accordance with the manufacturer's specifications and standard industry practice. However, Encore does not warrant or guarantee that the equipment or services Encore provides will be free of defect, malfunction, or operator error. If the equipment malfunctions or does not operate properly during the Event for any reason, Customer agrees to immediately notify an Encore representative. Encore will attempt to remedy the problem as soon as possible so that no problems interrupt the Event. Customer agrees and acknowledges that Encore assumes no responsibility or liability for any loss, cost, damage, or injury to persons or

property in connection with the Event because of inoperable equipment or other service issues.

12. **PAYMENT.** (a) **Master Account** Following the Event, Encore may issue Customer an "Event Order" which summarizes all actual charges. If the Venue requires Customer to establish a "Master Account" with the Venue, the Venue will be Encore's agent for payment. Encore will invoice the Venue, and the Venue will invoice Customer. Customer will pay the Venue. Customer must notify Encore prior to the Event if Customer did not secure a Master Account with the Venue in order to confirm direct billing arrangements. Upon conclusion of the Event, if Customer has established a Master Account, then Customer will make full and final payment to Encore through such Master Account with the Venue in accordance with the Venue's payment terms; (b) **Direct Bill** – If the Venue is not invoicing Customer through a Master Account with the Venue, Customer will be direct billed for all equipment rental, labor, or services provided by Encore, and must establish credit with Encore by completing a credit application at least 30 days prior to the first day of the Event or at signing of the Event Quote if that date is within 30 days of the Event start date. Based on the results of the credit application, Encore may require Customer to make a deposit payment of up to the full amount at least 30 days prior to the first day of the Event, or at signing of the Event Quote if such date is within 30 days of the first day of the Event. Encore will credit the deposit received to the final invoice for the Event. Encore requires Customer to make full and final payment to Encore within the terms determined by Encore from Customer's credit application; and (c) **Late Payment** – If Customer fails to make payment by the specified payment date outstanding balances will be subject to late payment charges in an amount equal to one percent (1%) per month or a lesser amount as required by law.

13. **CREDIT CARDS.** Encore accepts credit cards (Visa, Master Card, American Express, or Discover) as payment for invoices in certain situations, such as COD orders and orders under \$50,000. For non-COD orders and orders over \$50,000, Customer will pay by ACH or by check as directed by Encore. There may be circumstances in which Customer may pay orders over \$50,000, but Encore must approve such payment arrangements in writing in advance.

14. **CREDIT CHECK.** Encore reserves the right to run a credit check on Customer before this Agreement is signed and at any time after the Agreement is signed, so long as this Agreement is in effect or Customer has outstanding funds due to Encore. Should Encore determine that Customer's credit history is such that Encore must modify the payment terms included above, Customer agrees to work with Encore reasonably and in good faith to update the payment terms. Customer specifically authorizes Encore to prepare and file without Customer's signature any Uniform Commercial Code ("UCC") financing statement amendments to Customer's existing UCC financing statements and any other filings or recordings in all jurisdictions where Encore determines necessary or desirable, and authorizes Encore to describe the collateral in such filings in any manner as Encore determines appropriate. If Customer fails to make payment by the specified payment date, outstanding balances will be subject to late payment charges in an amount equal to one percent (1%) per month or a lesser amount as required by law.

15. **EVENT CANCELLATION.** If Customer cancels the Event or the provision of audiovisual equipment, labor, or services by Encore **30 days or more** before the first day of the Event, no cancellation charges will apply, except for any expenses actually incurred or services actually rendered by Encore, which will be payable by Customer. Cancellations received **29 to 15 days before** the first day of the Event will be subject to a cancellation charge equal to **50%** of the charges contained in the Event Quote. Cancellations received **14 to 3 days before** the first day of the Event will be subject to a cancellation charge of **75%** of the charges contained in the Event Quote. Cancellations received **less than 3 days (72 hours) before** the first day of the Event or the start of load-in, whichever is earlier, or after equipment has departed from its storage facility, will be subject to a cancellation charge equal to **100%** of the total charges set out in the Event Quote. Customer agrees and acknowledges that the cancellation charges described in this paragraph are reasonable and appropriate under the circumstances if Customer cancels the Event or cancels the provision of audiovisual equipment, labor, or services by Encore, and that such charges are not a penalty. Cancellation fees, including fees to cover any incurred Encore costs, will be due immediately upon any such cancellation by Customer. **ALL CANCELLATION NOTICES MUST BE IN WRITING AND RECEIVED BY ENCORE'S ONSITE REPRESENTATIVES BEFORE BECOMING EFFECTIVE. IF ANY CUSTOM SETS, GOBOS, OR OTHER CUSTOM MATERIALS HAVE BEEN ORDERED FOR AN EVENT, AN ADDITIONAL CANCELLATION FEE WILL BE APPLICABLE AND DUE TO ENCORE REGARDLESS OF THE DATE OF CANCELLATION IN AN AMOUNT EQUAL TO THE DIRECT AND INDIRECT COSTS INCURRED BY ENCORE OR ITS AFFILIATES IN SECURING OR CONSTRUCTING SUCH CUSTOM MATERIALS PLUS A 15% RESTOCKING FEE.**

16. **CHANGES TO EVENT QUOTE.** Customer may request changes to equipment, labor, or services specified in the Event Quote, and the cancellation charges in Section 15 will not apply if Customer signs a revised Event Quote within 24 hours of the first day of the Event and provided that the total charges in the revised Event Quote are not less than ninety percent (90%) of the charges in the original Event Quote. Encore will use commercially reasonable efforts to accommodate all such Customer requests but will not be liable to Customer for any failure to do so.

17. **INDEMNIFICATION.** Customer and Encore each hereby forever agree to indemnify, defend, and hold harmless the other for any and all third party claims, losses, costs (including reasonable attorneys' fees and costs), damages, or injury to property and persons (including death) as a result of the negligent acts, errors, or omissions of the indemnifying party and its respective employees, agents, representatives, and contractors. Customer also agrees to indemnify, defend, and hold harmless Encore against all claims for copyright, patent, or other intellectual property infringement including claims for licenses and royalties, as a result of Encore's use of any and all Customer-provided materials such as images, recordings, transmissions, videos, software, hardware, or any other form of intellectual property, etc., in connection with the Event.

18. **LIMITATION OF LIABILITY.** Under no circumstances will either party be liable to each other for any indirect, exemplary, reliance, special, or consequential damages (including, but not limited to, loss of revenues or profits, interest, use, or other consequential economic loss) howsoever caused, whether arising in contract, tort, or otherwise, and even if such damages are foreseeable to such party or such party has been advised of the possibility of such damages. **EACH PARTY'S TOTAL LIABILITY IN THE AGGREGATE FOR ANY AND ALL CLAIMS ARISING OUT OF OR IN CONNECTION WITH AN EVENT QUOTATION AND THE EVENT ITSELF WITH RESPECT TO ANY EXPENSE, DAMAGE, LOSS, INJURY, OR LIABILITY OF ANY KIND (INCLUDING INDEMNIFICATION OBLIGATIONS) WILL BE LIMITED TO AND WILL NOT EXCEED AN AMOUNT THAT IS EQUIVALENT TO THE CHARGES TO BE PAID BY CUSTOMER IN RESPECT OF THE APPLICABLE EVENT.**

19. **COOPERATION IN INVESTIGATIONS.** Encore and Customer each agree to promptly notify the other of any incidents, physical injuries, property damage, claims, demands, losses, causes of action, general damages, and expenses that may arise during Encore's performance of the services for Customer. Encore and Customer further agree to work together on the investigation of any such matters unless its own legal counsel, any law enforcement, or any other authority otherwise instructs either party.

20. **INTELLECTUAL PROPERTY.** Customer allows Encore to use the trademarks, trade names, service marks, and other intellectual property provided by Customer to Encore for the purposes of carrying out Encore's duties under this Event Quote and as otherwise requested by Customer. By signing this Agreement, Customer agrees that it has full authority to use the trademarks, trade names, service marks, and other intellectual property given to Encore for use in connection with the Encore Services under this Agreement. Further, Customer permits Encore to include photos, renderings of set designs and other elements of Customer's event(s) as Encore may reasonably require in showing current or prospective customers examples of Encore's work.

21. **NO OTHER WARRANTY.** EXCEPT AS EXPRESSLY SET FORTH IN THESE TERMS, THE EQUIPMENT, LABOR, AND SERVICES ARE PROVIDED BY ENCORE ON AN "AS IS" AND "AS AVAILABLE" BASIS, AND Encore DISCLAIMS ALL OTHER WARRANTIES, REPRESENTATIONS, OR CONDITIONS OF ANY KIND, WHETHER EXPRESS OR

IMPLIED.

22. FORCE MAJEURE. The parties' performance under this Agreement is subject to governmental actions, applicable law, ordinances, or regulations; acts of God, hurricanes, earthquakes, other adverse weather conditions; war or terrorism; strikes or other labor disputes; third party failures; or any other emergency of comparable nature beyond the parties' control; in each instance making it impossible, illegal or impracticable to perform its obligations under this Agreement ("Force Majeure Event"). In the event of the occurrence of a Force Majeure Event, the parties agree that, if possible, the Event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each party; if the parties are unable to reschedule, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, provided that in the event of any cancellation or postponement of the Event or termination of this Agreement due to a Force Majeure Event, Encore will return to Customer any and all prepayments and deposits made by Customer, less reimbursement for any work performed and expenses incurred by Encore up through the date of cancellation, postponement or termination (or Customer shall, within fourteen days of invoice, pay Encore for all such expenses incurred and work performed if no deposit or prepayment has been made).

23. INTERNET/NETWORK EQUIPMENT AND SERVICES. In the event this Agreement includes internet/network equipment and/or services, Customer understands and agrees as follows: (a) Every device connected to the venue's internet/network must have purchased connectivity and/or bandwidth from Encore; (b) No customer provided servers, routers, managed switches or security appliances are allowed without prior written approval from Encore; (c) Network appliances have the potential to adversely affect more than the subnet to which they are connected. Accordingly, Encore reserves the right to disconnect any equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected; (d) Customer agrees not to share, resell, extend, bridge or otherwise misuse Encore's connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Customer found to have violated this Agreement or usage equipment without any refunds for services that have been disconnected; (e) Specific service location is defined as the area in the booth, room, meeting space, or other area designated by the Customer. Service extended beyond rooms, air walls, doorways, walkways or an extended distance from the originally agreed upon drop point will incur an additional fee; (f) Encore is not responsible for any cable and/or equipment provided by Customer or any third party; (g) The network may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This includes, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secret or confidentiality obligations; (h) **WIRELESS (802.11) DECLARATION.** Wireless internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore cannot guarantee that interference will not occur. Encore does not recommend wireless service for mission critical services such as product presentations or demonstrations. For demonstrations or to present products and other mission critical activity via the internet, Encore highly recommends Customer purchases hardwired services. If you are unsure which product best suits your needs, please contact Encore's on-site representative. Customer provided access points are prohibited for use within the Event facility without Encore's advance written approval. Approvals may incur a site survey or engineering fee.

24. VIRTUAL/HYBRID MEETINGS AND SERVICES. In the event this Agreement includes virtual and/or hybrid meetings and related services, the Customer understands and agrees as follows: (a) Network appliances have the potential to adversely affect more than the subnet to which they are connected. Accordingly, Encore reserves the right to disconnect any equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected; (b) Customer agrees not to share, resell, extend, bridge or otherwise misuse Encore's equipment, platforms, applications, connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Customer or attendee found to have violated this Agreement or and usage restrictions without any refunds for services that have been disconnected; (c) Encore is not responsible for any Event interruptions or transmission failures due to (i) the operation or failure of any cable, equipment, or software/conferencing platform provided by Customer, a presenter, or any third party, or (ii) a power surge, interruption, or failure at the location of any attendee or presenter; (d) The virtual and/or hybrid meeting platforms, applications, and services may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This may include, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, trade secrets, or materials protected by trade secret or confidentiality obligations; (e) Internet speed and functionality at the Customer's, presenter's or attendee's location can greatly impact the quality of the Event, and accordingly, Encore is not responsible for any Event interruptions or transmission failures due to internet speeds, latency, connections, or failures at the Customer's remote location, or at the remote location of any presenter or attendee, or at any location where Encore does not manage the internet services.

25. CUSTOMER MATERIAL HANDLING. Unless this Agreement expressly includes or otherwise necessitates Encore's handling of Customer's materials in connection with the provision of services, Customer shall not ask Encore to handle or assist in handling Customer's materials and Encore assumes no responsibility for loss, damage, theft or disappearance for any such materials. In the event Encore handles Customer's materials as part of this Agreement, Encore's maximum liability for loss or damage to such materials and Customer's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

26. GOVERNING LAW. This Agreement shall be governed and interpreted in accordance with the laws of the state where the Event is located, without regard to principals of conflicts of laws. If the Event is a virtual event (or a hybrid in-person/virtual event) and the majority of the Event attendees are located in two or more states, this Agreement shall be governed by and construed and enforced in accordance with the substantive laws of the State of Illinois without regard to principles of conflicts of laws.

27. MISCELLANEOUS. This Agreement (as may be subsequently amended or supplemented as mutually-agreed) are the entire agreement between the parties and supersede any prior agreements, amendments, purchase orders, written communications of any kind, or other terms previously entered into by the parties for the same services, and may only be modified by written agreement signed between the parties. For the avoidance of doubt, handwritten changes to these Terms or an Event Quote are expressly rejected unless signed or initialed by both parties. The terms of any purchase order or other document issued by Customer will not bind Encore unless otherwise expressly agreed to by Encore in a signed writing. Customer agrees that the Agreement and related documents may be digitally scanned and transmitted to Customer following signing by Customer, and that on acceptance by Encore of such signed Event Quote in digital, facsimile, or other form, such signed Event Quote in Encore's possession will be deemed for all purposes to be an executed original. In the event any provision of this Agreement is unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement. All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

28. ADDITIONAL TERMS AND CONDITIONS. From time to time, Encore may also include additional Event-specific terms in an updated Event Quote. When Customer requests additional services, Customer understands and agrees to any additional provisions contained within the updated Event Quote.

Prepared For: Clarity Experiences
Quote No: 2064-2818
Total Estimate: \$15,990.01

Approved By: _____

Printed On: 09/29/2022 12:47 PM

Prepared By: Eric Stowe

Prepared For: Clarity Experiences (Adam Evans)

Signed Acceptance must be received prior to delivery of equipment to Customer/show site.

Signature as Acceptance of the Proposal and Terms

Date of Acceptance



23 Rancho Circle • Lake Forest, CA 92630 • 888.250.8801



2023 CSMFO

Customer: CSMFO

Email: marisa@staff.csmfo.org

Contact:

Marisa Anticevich

Phone:

951-377-9705

Event Name: 2023 CSMFO

Load-In: Monday, January 30, 2023

Start Date: Tuesday, January 31, 2023

End Date: Friday, February 3, 2023

Venue:

SAFE Convention Center

Address:

1401 K St.

City:

Sacramento

State, Zip:

California

95814

Account Mgr: Adam Evans

Producer:



Cost Summary

CSMFO 2023 CSMFO SAFE Convention Center

Event Production Technology	
General Session	\$138,595.00
Breakout	\$55,725.00
Registration	\$1,500.00
Pre-Conference Session	\$6,900.00
Exhibit Hall	\$730.00
BD / Chapt Chair	\$2,140.00
Prior Discount Total	\$205,590.00
Discount	-\$85,464.00
Subtotal	\$120,126.00
Labor & Travel	
Clarity Labor	\$75,242.50
Travel & Lodging	\$21,936.90
Subtotal	\$97,179.40

Grand Total \$217,305.40

2023 CSMFO Dates

Tuesday, January 31, 2023 - Friday, February 3, 2023

X

Date:

Authorized Signature

(By Signing Above you agree to to the Terms & Conditions)

Location:	Ballroom A1-A6	Start:	Tuesday, January 31, 2023	Time: TBD
Dimensions:	172' x 158' 27,176sqft	End:	Friday, February 3, 2023	Time: TBD
Set-up:	Theater for 1200 to 1400	Load-In:	Monday, January 30, 2023	Time: TBD
Notes:		Rehearsal:	Monday, January 30, 2023	Time: TBD

Location:	Ballroom A1-A6	Start:	Tuesday, January 31, 2023	Time: TBD
Dimensions:	172' x 158' 27,176sqft	End:	Friday, February 3, 2023	Time: TBD
Set-up:	Theater for 1200 to 1400	Load-In:	Monday, January 30, 2023	Time: TBD
Notes:		Rehearsal:	Monday, January 30, 2023	Time: TBD

Audio

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
1	●Audio Mixer● Mixing Console - Yamaha QL 5-32 Ch Digital	Note: Must use the Dante snake	2.0	\$1,110	\$2,220	45.0%	\$1,221.00
1	●Audio Snake● Yamaha RIO-3224 Dante Digital Snake/Stage Box	Required for all CL & QL Consoles	2.0	\$615	\$1,230	45.0%	\$676.50
4	●Sound System● Powered Speaker - JBL PRX712M Two Way Loudspeaker	Center Fills	2.0	\$115	\$920	45.0%	\$506.00
2	Speaker Stand		2.0	\$25	\$100	45.0%	\$55.00
2	Spandex - Speaker Stand Cover - Black		2.0	\$5	\$20	45.0%	\$11.00
15	●Line Array Speaker - JBL VRX932LA Mid-Size Line Array● Line Array Speaker - JBL VRX932LAP 12"	Powered - do not require separate amp rack	2.0	\$195	\$5,850	45.0%	\$3,217.50
4	Sub-Woofer - JBL SRX718S 18"		2.0	\$195	\$1,560	45.0%	\$858.00
5	JBL VRX-AF Array Frame		2.0	\$65	\$650	45.0%	\$357.50
1	●Audio Playback● Black Cat Sound Byte Playback System with Mac Book Pro (Weekly Rental)	VOG and Stinger Playback	1.0	\$435	\$435		\$435.00
1	●Microphones● Shure MX412 Gooseneck Microphone	Podium Microphone	2.0	\$65	\$130	45.0%	\$71.50
2	Shure Wireless Kit	Choice of Lavalier or Hand-held (per kit)	2.0	\$215	\$860	45.0%	\$473.00
1	Shure Wireless Microphone 6 Pack with Paddles		2.0	\$1,245	\$2,490	45.0%	\$1,369.50
2	●Miscellaneous Audio● Whirlwind pCDI Stereo Direct Box	Computer Audio	2.0	\$30	\$120	45.0%	\$66.00
1	●Communication● Communication - RTS P5-31 Power Supply		2.0	\$65	\$130	45.0%	\$71.50
4	Communication - RTS BP-325 Beltpack		2.0	\$20	\$160	45.0%	\$88.00
4	Communication - Telex PH-88R Headset		2.0	\$15	\$120	45.0%	\$66.00
1	Communication - Freespeak II Wireless Package	Includes 5 Beltpacks	2.0	\$1,845	\$3,690	45.0%	\$2,029.50

Video Switching

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Basic HD Video Switching●							
1	Video Switcher: Blackmagic ATEM TV Studio	4 HDMI, 4 SDI, Multiview Output	2.0	\$765	\$1,530	45.0%	\$841.50
1	Monitor - 24" LED		2.0	\$100	\$200	45.0%	\$110.00

Computer & Data

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
	●Playback●						
1	Mac PlaybackPro (Weekly Rental)	Video Playback - includes Mac laptop and software	1.0	\$615	\$615	45.0%	\$338.25
	●Computers●						
2	Laptop (Weekly Rate)		1.0	\$500	\$1,000	45.0%	\$550.00
1	Laptop (Weekly Rate)	Center Screen	1.0	\$500	\$500	45.0%	\$275.00
	●Teleprompter●						
1	Telescript Software		2.0	\$1,500	\$3,000	45.0%	\$1,650.00
	●Video Distribution Package●						
1	Tier 2: Includes (2) HD/MI DA, (3) HD-SDI DA, (8) Decimators	Show Rate - (1) general session	1.0	\$2,340	\$2,340	45.0%	\$1,287.00

Camera

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
	●HD Studio Camera Package●						
1	Sony HXC-100 Camera	Includes CCU / RCP / 100m Triax Cable	2.0	\$2,410	\$4,820	45.0%	\$2,651.00
1	Studio Viewfinder		2.0	\$840	\$1,680	45.0%	\$924.00
1	40x Camera Lens	Note: Requires V-60 tripod	2.0	\$1,120	\$2,240	45.0%	\$1,232.00
1	Sachtler V-60 Tripod Package		2.0	\$170	\$340	45.0%	\$187.00
	●Video Recording Package●						
1	Aja KiPro Ultra PLUS Media Recorder	Simultaneously record up to (4) separate 1920x1080 inputs	2.0	\$1,920	\$3,840	45.0%	\$2,112.00
	●Miscellaneous Camera Equipment●						
1	Spider Pod		2.0	\$235	\$470	45.0%	\$258.50

Projection & Display

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
	●Monitors (LED)●						
2	Monitor - 55" LED		2.0	\$585	\$2,340	45.0%	\$1,287.00
2	Adjustable Downstage Monitor Stand		2.0	\$185	\$740	45.0%	\$407.00
1	Monitor - 65" LED	Teleprompter Screen	2.0	\$820	\$1,640	45.0%	\$902.00
1	Adjustable Downstage Monitor Stand		2.0	\$185	\$370	45.0%	\$203.50
	●Projection●						
2	Projector - 12k laser	Panasonic PT-RZ12K	2.0	\$2,110	\$8,440	45.0%	\$4,642.00
2	Zoom Lens		2.0	\$225	\$900	45.0%	\$495.00
1	Projector - 12k laser	Static Center Screen (Not tied to switcher)	2.0	\$2,110	\$4,220	45.0%	\$2,321.00
1	Zoom Lens		2.0	\$225	\$450	45.0%	\$247.50
	●Truss Screens (16:9)●						
2	Stumpfl 13'5" X 24' Screen & Dress Kit	Stage Right, Left	2.0	\$1,400	\$5,600	45.0%	\$3,080.00
1	Stumpfl 13'5" X 24' Screen & Dress Kit	Static Center Screen (Not tied to switcher)	2.0	\$1,400	\$2,800	45.0%	\$1,540.00

Lighting

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Lighting Controllere●							
1	Grand MA Series 2 Command Wing with Dell Touch Screen		2.0	\$1,055	\$2,110	45.0%	\$1,160.50
●Moving Head Lighting Fixtures●							
8	LED Lighting Fixture - Martin Mac Quantum Wash	Back Wash	2.0	\$570	\$9,120	45.0%	\$5,016.00
9	LED Wash Fixture - Martin Mac Aura	Front Wash	2.0	\$370	\$6,660	45.0%	\$3,663.00
●LED Up-Lites●							
4	LED Lighting Fixture - Chroma Q.Color Force 48 (Series II)	Uplights	2.0	\$320	\$2,560	45.0%	\$1,408.00
12	LED Lighting Fixture - Chroma-Q.Color Force 12	Note: Must daisy-chain power & data	2.0	\$110	\$2,640	45.0%	\$1,452.00
●Other Lighting●							
1	Opto Splitter		2.0	\$85	\$170	45.0%	\$93.50
1	Hardware & Cable Package		1.0	\$5,000	\$5,000		\$5,000.00

Scenic & Staging

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Drape●							
15	30'H x 13'W Black Drape Panel with Truss Ties (IFR)	Flown from truss	2.0	\$320	\$9,600	45.0%	\$5,280.00
6	22'H x 13'W Black Drape Panel w/ Truss Ties (IFR)		2.0	\$185	\$2,220	45.0%	\$1,221.00
2	Control Drape Kit - Black Velour	FOH and Camera	2.0	\$585	\$2,340	45.0%	\$1,287.00
●Scenic & Staging●							
1	Print Graphic	12'x 24'	1.0	\$11,500			
	Soft Good		1.0	\$5,000	\$5,000		\$5,000.00

Power

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Electrical Requirements - Provided by Venue●							
1	200 Amp Three-Phase Electrical Tie-In	Note: Check Cost	2.0				Venue to Provide
●Power Support (CAM5)●							
2	Camlock Package - 50ft		2.0	\$110	\$440	45.0%	\$242.00
●Distros●							
1	208v Distro - 24 way (camlock in/soca out with pass-thru)		2.0	\$465	\$930	45.0%	\$511.50
1	120v Distro - 24 way (camlock in/soca out with pass-thru)	Note: 2 intels for 1 way (12 fixtures - 6 way)	2.0	\$465	\$930	45.0%	\$511.50

Rigging & Support

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Rigging Support●							
1	Rigging Point Package		2.0				Venue to Provide
1	One-Ton Chain Motor	Note: Check Cost	2.0				Venue to Provide
1	Genie lift with Outriggers		2.0				Venue to Provide
1	Scissor Lift (Weekly Rate)		1.0				Venue to Provide
●20" Truss●							
24	Truss - 10' Box Truss 20.5"	Specify silver or black	2.0	\$295	\$14,160	45.0%	\$7,788.00
2	Truss - 5' Box Truss 20.5"	Specify silver or black	2.0	\$295	\$1,180	45.0%	\$649.00
1	Hardware & Cable Package		2.0	\$555	\$1,110	45.0%	\$610.50

Miscellaneous

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Presenter Tools●							
2	D'San Perfect Cue Wireless Cue Light (Wireless Slide Advancement)		2.0	\$85	\$340	45.0%	\$187.00
1	D'San PRO-2000 Limitimer Package (Speaker Timer)		2.0	\$295	\$590	45.0%	\$324.50
●Sales Items●							
1	Black Roll Duveltyne (50 Yard)		1.0	\$500	\$500		\$500.00
1	Hard Drive		1.0	\$235	\$235		\$235.00

Subtotal	\$138,595.00
Discount	-\$57,341.25
Total	\$81,253.75

Registration

Location:	Registration	Start:	Tuesday, January 31, 2023	Time: TBD
Dimensions:		End:	Friday, February 3, 2023	Time: TBD
Set-up:		Load-In:	Monday, January 30, 2023	Time: TBD
Notes:		Rehearsal:	Monday, January 30, 2023	Time: TBD

Computer & Data

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Office Equipment●							
3	Laptop (Weekly Rate)		1.0	\$500	\$1,500		\$1,500.00
1	HP Black & White LaserJet Printer (Weekly Rate)	No Longer Rentable	4.0				Client to Provide

Subtotal	\$1,500.00
Discount	
Total	\$1,500.00

Pre-Conference Sessions							
Location:	Regency A, B, C, (Hyatt)			Start:	Tuesday, January 31, 2023		Time: TBD
Dimensions:				End:	Friday, February 3, 2023		Time: TBD
Set-up:	100 Theater			Load-In:	Monday, January 30, 2023		Time: TBD
Notes:	Tuesday meeting reset for Wed Morning			Rehearsal:	Monday, January 30, 2023		Time: TBD
Audio							
Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Sound System●							
3	Mixing Console - 14 Channel - Allen & Heath ZED14		1.0	\$150	\$450	45.0%	\$247.50
3	Powered Speaker - JBL PRX612M Two Way Loudspeaker		1.0	\$115	\$345	45.0%	\$189.75
3	Speaker Stand		1.0	\$25	\$75	45.0%	\$41.25
3	Spandex - Speaker Stand Cover - Black		1.0	\$5	\$15	45.0%	\$8.25
●Microphones●							
6	Shure Wireless Kit	Choice of Lavalier or Hand-held (per kit)	1.0	\$215	\$1,290	45.0%	\$709.50
3	Shure MX412 Gooseneck Microphone	Podium Microphone	1.0	\$65	\$195	45.0%	\$107.25
●Miscellaneous●							
3	Computer Audio Interface		1.0	\$20	\$60	45.0%	\$33.00
3	Table Microphone Stand		1.0	\$25	\$75	45.0%	\$41.25
Projection & Display							
Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Projection●							
3	8ft Projection Screen with Skirt		1.0	\$60	\$180	45.0%	\$99.00
3	Projector - 5k laser	Panasonic PT-VZ580U	1.0	\$735	\$2,205	45.0%	\$1,212.75
3	Breakout Zoom Lens		1.0				
3	Laptop (Weekly Rate)		1.0	\$500	\$1,500	45.0%	\$825.00
Miscellaneous							
Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Presenter Tools●							
3	Slide Advancer		1.0	\$25	\$75	45.0%	\$41.25
3	Flip Chart Package (includes paper & markers)		1.0	\$145	\$435	45.0%	\$239.25
					Subtotal	\$6,465.00	
					Discount	\$2,909.25	
					Total	\$3,555.75	

Exhibit Hall (Vendors)					
Location:	Hall ABC (Convention Center)		Start:	Tuesday, January 31, 2023	Time: TBD
Dimensions:	250' x 420' 105,000sqft		End:	Friday, February 3, 2023	Time: TBD
Set-up:	Exhibit booths and Meal Room		Load-In:	Monday, January 30, 2023	Time: TBD
Notes:			Rehearsal:	Monday, January 30, 2023	Time: TBD

Audio							
Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Sound System●							
1	Mixing Console - 14 Channel - Allen & Heath ZED14		2.0	\$150	\$300	45.0%	\$165.00
1	Shure Wireless Kit	Choice of Lavalier or Hand-held (per kit)	2.0	\$215	\$430	45.0%	\$236.50
1	House Sound Patch		2.0			45.0%	Venue to Provide
					Subtotal	\$730.00	
					Discount	-\$328.50	
					Total	\$401.50	

Medium Size Breakouts					
Location:	Meeting Rm 3-4, Ballroom A8-A9, A10-A11,		Start:	Tuesday, January 31, 2023	Time: TBD
Dimensions:	71'x45', 62'x56', 59x76',		End:	Friday, February 3, 2023	Time: TBD
Set-up:	220 to 250 Theater		Load-In:	Monday, January 30, 2023	Time: TBD
Notes:			Rehearsal:	Monday, January 30, 2023	Time: TBD

Audio							
Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Sound System●							
3	Mixing Console - 14 Channel - Allen & Heath ZED14		3.0	\$150	\$1,350	45.0%	\$742.50
12	Powered Speaker - JBL PRX612M Two Way Loudspeaker		3.0	\$115	\$4,140	45.0%	\$2,277.00
12	Speaker Stand		3.0	\$25	\$900	45.0%	\$495.00
12	Spandex - Speaker Stand Cover - Black		3.0	\$5	\$180	45.0%	\$99.00
●Microphones●							
6	Shure Wireless Kit	Choice of Lavalier or Hand-held (per kit)	3.0	\$215	\$3,870	45.0%	\$2,128.50
3	Shure MX412 Gooseneck Microphone	Podium Microphone	3.0	\$65	\$585	45.0%	\$321.75
●Miscellaneous●							
3	Computer Audio Interface		3.0	\$20	\$180	45.0%	\$99.00
3	Table Microphone Stand	Head Table	3.0	\$25	\$225	45.0%	\$123.75
Projection & Display							
Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Projection●							
3	Stumpfl 7'11"x14' Screen & Dress Kit		3.0	\$710	\$6,390	45.0%	\$3,514.50
3	Projector - 7k Laser	Includes 1.7 - 2.4 standard lens	3.0	\$1,055	\$9,495	45.0%	\$5,222.25
3	Laptop (Weekly Rate)		1.0	\$500	\$1,500		\$1,500.00
Miscellaneous							
Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Presenter Tools●							
3	D'San Perfect Cue Wireless Cue Light (Wireless Slide Advancement)		3.0	\$85	\$765	45.0%	\$420.75
					Subtotal	\$29,580.00	
					Discount	\$12,636.00	
					Total	\$16,944.00	

Hyatt Breakout							
Location:	Regency A/B (Hyatt)			Start:	Tuesday, January 31, 2023		Time: TBD
Dimensions:	59'x76'			End:	Friday, February 3, 2023		Time: TBD
Set-up:	Theather 300			Load-In:	Monday, January 30, 2023		Time: TBD
Notes:	Wed/Thursday			Rehearsal:	Monday, January 30, 2023		Time: TBD
Audio							
Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Sound System●							
1	Mixing Console - 14 Channel - Allen & Heath ZED14		2.0	\$150	\$300	45.0%	\$165.00
4	Powered Speaker - JBL PRX612M Two Way Loudspeaker		2.0	\$115	\$920	45.0%	\$506.00
4	Speaker Stand		2.0	\$25	\$200	45.0%	\$110.00
4	Spandex - Speaker Stand Cover - Black		2.0	\$5	\$40	45.0%	\$22.00
●Microphones●							
2	Shure Wireless Kit	Choice of Lavalier or Hand-held (per kit)	2.0	\$215	\$860	45.0%	\$473.00
1	Shure MX412 Gooseneck Microphone	Podium Microphone	2.0	\$65	\$130	45.0%	\$71.50
●Miscellaneous●							
1	Computer Audio Interface		2.0	\$20	\$40	45.0%	\$22.00
2	Table Microphone Stand	Head Table	2.0	\$25	\$100	45.0%	\$55.00
Projection & Display							
Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Projection●							
2	Stumpfl 6'X10' 8" Screen & Dress Kit		2.0	\$495	\$1,980	45.0%	\$1,089.00
2	Projector - 5k laser	Panasonic PT-VZ580U	2.0	\$735	\$2,940	45.0%	\$1,617.00
2	Breakout Zoom Lens		2.0			45.0%	
1	Laptop (Weekly Rate)	From Pre-Conference	1.0	\$500			Clarity to Provide
Miscellaneous							
Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Presenter Tools●							
1	D'San Perfect Cue Wireless Cue Light (Wireless Slide Advancement)		2.0	\$85	\$170	45.0%	\$93.50
					Subtotal	\$7,680.00	
					Discount	\$3,456.00	
					Total	\$4,224.00	

Smaller Breakouts							
Location:	Meeting Rm 1, 2, Ballroom A7,			Start:	Tuesday, January 31, 2023		Time: TBD
Dimensions:	46'x50' and 37'x45'			End:	Friday, February 3, 2023		Time: TBD
Set-up:	130 to 160 Theater			Load-In:	Monday, January 30, 2023		Time: TBD
Notes:				Rehearsal:	Monday, January 30, 2023		Time: TBD

Audio							
Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Sound System●							
3	Mixing Console - 14 Channel - Allen & Heath ZED14		3.0	\$150	\$1,350	45.0%	\$742.50
6	Powered Speaker - JBL PRX612M Two Way Loudspeaker		3.0	\$115	\$2,070	45.0%	\$1,138.50
6	Speaker Stand		3.0	\$25	\$450	45.0%	\$247.50
6	Spandex - Speaker Stand Cover - Black		3.0	\$5	\$90	45.0%	\$49.50
●Microphones●							
6	Shure Wireless Kit	Choice of Lavalier or Hand-held (per kit)	3.0	\$215	\$3,870	45.0%	\$2,128.50
3	Shure MX412 Gooseneck Microphone	Podium Microphone	3.0	\$65	\$585	45.0%	\$321.75
●Miscellaneous●							
3	Computer Audio Interface		3.0	\$20	\$180	45.0%	\$99.00
6	Table Microphone Stand	Head Table	3.0	\$25	\$450	45.0%	\$247.50
Projection & Display							
Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Projection●							
3	8ft Projection Screen with Skirt		3.0	\$60	\$540	45.0%	\$297.00
3	Projector - 5k laser	Panasonic PT-VZ580U	3.0	\$735	\$6,615	45.0%	\$3,638.25
3	Breakout Zoom Lens		3.0				
3	Laptop (Weekly Rate)		1.0	\$500	\$1,500		\$1,500.00
Miscellaneous							
Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Presenter Tools●							
3	D'San Perfect Cue Wireless Cue Light (Wireless Slide Advancement)		3.0	\$85	\$765	45.0%	\$420.75
					Subtotal	\$18,465.00	
					Discount	\$7,634.25	
					Total	\$10,830.75	

Chapter Chair Meet & Greet

Location:	TBD	Start:	Tuesday, January 31, 2023	Time: TBD
Dimensions:		End:	Friday, February 3, 2023	Time: TBD
Set-up:		Load-In:	Monday, January 30, 2023	Time: TBD
Notes:	Thursday Breakfast 8am	Rehearsal:	Monday, January 30, 2023	Time: TBD

Projection & Display

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
1	●Projection● 8ft Projection Screen with Skirt		1.0	\$60	\$60	45.0%	\$33.00
1	Projector - 5k laser	Panasonic PT-VZ580U	1.0	\$735	\$735	45.0%	\$404.25
1	Laptop (Weekly Rate)		1.0	\$500	\$500	45.0%	\$275.00

Miscellaneous

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
1	●Presenter Tools● Slide Advancer		1.0	\$25	\$25	45.0%	\$13.75
1	Polycom Speaker Phone		1.0				Venue to Provide

Subtotal	\$1,320.00
Discount	\$594.00
Total	\$726.00

Board of Directors

Location:	Capital View Room	Start:	Tuesday, January 31, 2023	Time: TBD
Dimensions:	78'x22'x8'11"	End:	Friday, February 3, 2023	Time: TBD
Set-up:		Load-In:	Monday, January 30, 2023	Time: TBD
Notes:	Friday Only	Rehearsal:	Monday, January 30, 2023	Time: TBD

Projection & Display

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
1	●Projection● 8ft Projection Screen with Skirt		1.0	\$60	\$60	45.0%	\$33.00
1	Projector - 5k laser	Panasonic PT-VZ580U	1.0	\$735	\$735	45.0%	\$404.25
1	Laptop (Weekly Rate)	charged on Thursday	1.0			45.0%	

Miscellaneous

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
1	●Presenter Tools● Slide Advancer		1.0	\$25	\$25	45.0%	\$13.75
1	Polycom Speaker Phone		1.0				Venue to Provide

Subtotal	\$820.00
Discount	\$369.00
Total	\$451.00

Truss Arch Upgrade

Location:	Ballroom A1-A6	Start:	Tuesday, January 31, 2023	Time: TBD
Dimensions:	172' x 158' 27,176sqft	End:	Friday, February 3, 2023	Time: TBD
Set-up:		Load-In:	Monday, January 30, 2023	Time: TBD
Notes:		Rehearsal:	Monday, January 30, 2023	Time: TBD

Truss Arch Upgrade

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
1	●Package● Package Price		2.0	\$14,652			TBD
1	12k Laser to 30k Laser		2.0				
1	13'x24' Screen to 18'x32' Screen		2.0				
1	Laptop (Weekly Rate)	With Resolume	1.0				
1	Different Lighting package		2.0				
1	35' Half Circle 20.5 Box Truss		2.0				

Subtotal	
Discount	
Total	



2023 CSMFO Labor

Location:	SAFE Convention Center	Arrival:	Sunday, January 29, 2023	Morning
Notes:		Departure:	Saturday, February 4, 2023	Morning

Clarity Team

Qty	Description	Notes	Days	Rate	Subtotal		Total
1	●Clarity Management● Project Manager	Set-up & Show Days: Monday - Friday	5.0	\$1,090	\$5,450		\$5,450.00
1	●Operate Labor● Show Caller	Setup Day pre, Day 1, Day 2, Day 3	5.0	\$1,060	\$5,300		\$5,300.00
1	Audio Engineer - A1		5.0	\$945	\$4,725		\$4,725.00
1	Audio Engineer - A2		5.0	\$885	\$4,425		\$4,425.00
1	Video Engineer - V1		5.0	\$945	\$4,725		\$4,725.00
1	Graphics 1 - G1		5.0	\$945	\$4,725		\$4,725.00
1	Teleprompter		5.0	\$945	\$4,725		\$4,725.00
1	Camera Operator - C1		5.0	\$945	\$4,725		\$4,725.00
1	Lighting Programmer / Board Operator - L1		5.0	\$945	\$4,725		\$4,725.00
6	●General Session Set / Strike● Technician to Set		1.0	\$885	\$5,310		\$5,310.00
6	Technician to Strike		0.5	\$885	\$2,655		\$2,655.00
1	●Breakout Management● Breakout Manager		5.0	\$945	\$4,725		\$4,725.00
3	●Breakout Support● AV Roaming Technician		5.0	\$885	\$13,275		\$13,275.00
3	●Breakout Set / Strike● Technician to Set		1.0	\$885	\$2,655		\$2,655.00
3	Technician to Strike		0.5	\$885	\$1,328		\$1,327.50
2	●Standard Set / Strike● Technician to Reset	Turn the room Wednesday Morning	1.0	\$885	\$1,770		\$1,770.00
						Total	\$75,242.50

Overtime

Qty	Description	Regular Hourly Rate	OT Hrs	DT Hrs	OT	DT	Total
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Travel

Location:	SAFE Convention Center, California	Arrival:	Sunday, January 29, 2023	Morning
Notes:		Departure:	Saturday, February 4, 2023	Morning

Travel & Lodging

Qty	Description	Notes	Days	Rate	Subtotal		Total
12	Airfare & Ground Transportation		1.0				Clarity to Provide
8	Lodging - Hotel	Lodging Allowance from CSMFO, Additional cost to be covered by Clarity	5.0	\$250	\$10,000		\$10,000.00
1	Delivery		1.0	\$11,937	\$11,937		\$11,936.90

Notes

Date	Description	Notes	Start	End
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Total **\$21,936.90**



• TERMS & CONDITIONS •

Payment Terms:

Payment due upon receipt unless other terms have been agreed to by Clarity and the customer. Payments past due by 60 days are subject to late fees and 8% interest charge.

DEPOSIT AMOUNT	PAYMENT #1 DUE	BALANCE DUE	PAYMENT #2 DUE
\$108,652.70	12/5/22	\$108,652.70	3/5/23

Labor Terms:

Day rate is based on 10 working hours. Overtime applicable after 10 hrs.

Overtime rate is 1.5x hourly rate after 10 hrs., 2x hourly rate after 12 hrs.

Dark days are billed at half-day rate

Travel days are billed at either half or full day rate, dependent upon destination

Overtime is applicable at 1.5x hourly if turnaround time is less than 8 hours

Premium rates may be applicable on sixth and seventh consecutive days of work.

Excluded Items:

The following items (if applicable) are not included in this proposal unless otherwise noted:

Event Cancellation:

If the Customer cancels the event listed above, Clarity Experiences, Inc. requires a 45-day notice prior to event commencement date.

If no notice is given within 45 days, Clarity Experiences, Inc. will bill for a 30% service charge.

Additionally, all pre-production labor, and travel expenses incurred will be billed to the Customer

Force Majeure:

Immediate termination of this Agreement without penalty may occur due to acts of terrorism, civil strife, airport shutdowns, and acts of war or other events beyond the control of either party, which makes performance of the contract impossible or overly burdensome. Reimbursement or assessments will be refunded and / or applied against those expenses that have been previously incurred by Clarity Experiences, Inc. up to and to the point of termination of the event.

This quote is valid for 96 hours from date of issue.



Master Services Agreement

This Master Services Agreement (Agreement) is made as of Sep 20th, 2022 between Clarity Technical Solutions, Inc dba Clarity Experiences (Clarity) and CSMFO (Client).

Purpose of the Agreement

Client is interested in obtaining professional audio-visual production services from Clarity according to the terms and details provided in this Agreement.

Clarity is interested in providing professional audio-visual production services to Client according to the terms and details provided in this Agreement.

Term of the Agreement

The Agreement shall be valid for (2) years beginning on the date of signature unless terminated in accordance with the terms of this Agreement.

This Agreement relates the following annual events at the time of signature (the "Events"):

Event	Venue	City, State	Start Date	End Date
CSMFO 2023	SAFE CC	Sacramento, CA	1-31-23	2-3-23
CSMFO 2024	Disneyland Hotel	Anaheim, CA	1-29-24	2-2-24

In addition to the Events outlined above Client may, in its discretion, decide to combine, change, eliminate or add live events, including making changes to the Events listed above. Should Hotel exclusive change at either hotel Clarity will work with Client on a solution. Client hereby agrees to use Clarity as its audio-visual production partner for all live, managed by Client and will cooperate and work in good faith with Clarity on any changes to the event schedule during the term of the Agreement.

Application of this Agreement to Subsequent Quotes and Agreements

Unless otherwise agreed to by the parties, in writing, this Agreement, and all its terms and conditions, shall apply to any and all subsequent quotes and or services provided by Clarity to Client arising from and/or relating to this Agreement and/or the stated purposes thereof.

Services & Commitments Provided by Clarity

Pre-Event – Clarity will review all audiovisual requirements provided to Clarity by Client. Based on the details provided Clarity may recommend improvements that will enhance the experience and quality of the event and/or reduce costs to Client.

Clarity will review the audiovisual requirements in relationship to the venue and specific rooms assigned to Client. When necessary, based on the special requirements or unique nature of a room, Clarity will provide concepts, visuals and or drawings to support the overall design of the room, including items such as the stage placement, the seating configuration, and the placement of the audio-visual components.

Clarity will provide a project team to support the pre-event details and planning. The project team will consist of an executive producer along with support positions that will be assigned based on the overall scope of work. Any changes to the leadership team for Client will be mutually agreed to between Client and Clarity.

Clarity will act in support of Client in negotiating the services of other AV related suppliers, if any, including Union Agencies and Hotel In-House AV Contractors. The services will typically include rigging and power services. Clarity recommends that Client review the outside audiovisual requirements language in each Venue contract prior to signing. Clarity will work with Client in negotiating specific language within the contract as it relates to the use of outside audiovisual companies.

Client will negotiate Internet Services directly with the venue, Clarity will help in advising Client with regard to the overall Internet requirements associated with the production elements of the event.

During Event – Clarity will provide audiovisual services for the various meetings, sessions, receptions, or other activities (Event) as requested by Client and provided for under this Agreement. Audiovisual services shall include but not be limited to audio, video, lighting, and other general audio-visual equipment. Clarity will provide all labor to operate, manage, and support the audiovisual production needs of the Event outside of any union requirements that may have been pre-negotiated with the venue.

Clarity's on-site team will bring any audio-visual requests or room configuration changes to the attention of Clarity's project team who will review the request with Client and obtain approval from Client before undertaking any on-site additions or changes to the audiovisual equipment or room configuration.

Services & Commitments Provided by Client

Pre-Event – Client will provide Clarity with the initial creative and audiovisual requirements, event concept, event schedule, hotel meeting rooms, and any other specifics related to the Event at least 120 days in advance of the event and a minimum of 30 days before a detailed proposal is due.

Client will provide Clarity with a point of contact to work with the Clarity project manager to build out a timeline for pre-show deliverables and assist in meeting deadlines.

Client will inform venue that Clarity is their contracted audiovisual provider and will provide reasonable assistance to Clarity to secure the necessary support from the venue's audio visual and engineering departments.

During Event – Client will work with the venue in regard to the setup requirements of the various session rooms as it relates to the seating, stages, food, beverage and other set up requirements. Client will review and reasonably implement the recommendations made by Clarity in regard to the room set up and configuration.

Client will provide Clarity a space for equipment storage and up to 2 workstations within a close proximity to the various session rooms. The space must be able to be locked and secured during the course of the Event.

Scope of Work

Clarity will provide the following services for the Events; additional services may be added upon request and for an additional price.

- Pre-Production: Pre-production services including concepts, renderings, videos, presenter recordings, graphics, presentation templates, etc. Clarity will work collaboratively with Client's creative team to achieve the vision and goals of each event.
- Audio Visual Production: Audio Visual equipment and labor for General Session, Breakouts, Receptions, Affiliate Meetings, Sponsor Meetings, within the overall event parameters for the annual conference.
- Exhibit Services: The pricing structure and service model for the exhibit floor will be done as a partnership between Clarity and Client in order to generate the best financial return for Client at the lowest cost and best value for the overall financial goals of the exhibit floor portion of the Event.
- Other Meetings: Throughout the conference there may be a variety of smaller ad hoc or "in conjunction with" events that are supported through the venue's in-house audio-visual department. Client will work with Clarity to oversee and

manage these meetings and events as additional support for Client. Should Clarity and Client determine that these various other meetings can be supported using a more financially efficient approach, both Clarity and Client will agree to take that approach. As an example, this could mean utilizing in house or other vendors for areas of the event where Clarity and Client agree it will be more cost effective.

Expenses

Site Visits: Client will provide the Clarity team with rooms for Site Visits if requested by client, as long as they are able to receive complimentary rooms from the local hotel or venue. Should there be a direct cost associated with rooms, Clarity will cover the costs associated with the Clarity team.

Meals/Per Diem – Per diem covered by clarity but any meals that the crew can have off the buffets would be very appreciated.

Beverage Stations – Subject to any health and safety restrictions imposed at the venue, Client will provide water stations for all load in and load out days.

Travel/Transportation - Airfare and local transportation costs for Clarity team members will be covered by Clarity.

Hotel Rooms – Client will provide a \$250 credit for 8 people for 5 nights totaling \$10,000. These hotel sleeping rooms for the Clarity staff will be during the duration of the Event as agreed to between Client's event team and Clarity project team.

Shipping and Delivery Logistics – Client will be billed for the cost of shipping and delivery based on the location of the event.

Pricing

Equipment Rates

General Session - Clarity will provide the necessary audio-visual equipment for the General Session at a 45% discount from Clarity's standard 2023 rate sheet. Clarity will provide General Session equipment at a 2-day rate which includes set up rehearsal and show days.

Breakout Rooms - Clarity will provide the necessary audio-visual equipment for the Breakout Rooms at a 45% discount from Clarity's standard 2023 rate sheet. Clarity will provide Breakout Room equipment at a 1 to 3 day rate which includes set up rehearsal and show days.

Discounts apply to rental equipment utilized throughout the event for at least two days; any rental items required for single day use are not subject to discount. Weekly rental items have the discount included in the weekly price. Clarity will make every effort to provide additional equipment requested on site at a discounted rate however due to the nature of the request Clarity may need to charge Clarity's standard rate without discount. Virtual Event Pricing will be customized based on the unique requirements of virtual events and will be discounted on a case-by-case basis.

Custom scenic and fabrication are not subject to discount and will be priced on a per event basis as part of the overall design elements agreed to between Clarity and Client.

Labor – Clarity will provide the appropriate skilled labor for the Events based on the current event schedule, number of breakouts, and availability of the event space. Labor rates will be based on Clarity standard 2023 rates and are not subject to discount. Labor rates will remain consistent for the term of the agreement.

Overtime Labor will be calculated based on the overtime laws of the state in which the Event takes place. Where applicable Clarity will make every effort to provide a standard ten (10) hour day at straight time however where this practice is not available overtime rates will be calculated as required by local law.

Union Labor - For any venues or cities that require the use of Union labor Clarity will bill the labor to Client according to the rules and regulations of the Union requirements. Clarity will book and manage the Union Labor and provide the Union labor cost to the Client with a 10% management fee.

Exhibitors

Exclusivity - Client may grant Clarity exclusivity to exhibitor audio-visual requirements, subject to venue contracts with in-house exclusivity clauses. Should Clarity manage exhibits, Client will provide Clarity with an exhibitor contact list. Clarity will reach out to each exhibitor in advance of the event and may send email campaigns to secure orders through a Client event-branded online portal.

Rebate - Clarity will provide Client with a rebate **10% of all exhibitor equipment rental revenue** in the form of a discount on the final billing for all conferences. The discount will be applied, per conference, on the final invoice.

Price Increases

Pricing will remain consistent throughout the length of the term unless otherwise indicated specifically within the agreement. Clarity will have the option to increase pricing prior to the beginning of each calendar year if the CPI (Consumer Price Index) has increased over 10 points within that calendar year. Should this occur Clarity and Client will work in good faith on a reasonable price increase that is mutually agreed upon by both parties.

Venue Exclusive Services

Hotel exclusive services, including rigging, power, internet, and other fees will be billed to Client's master account with the Venue with no markup from Clarity.

Cancellation

If for any reason Client decides to cancel an Event, except for a Force Majeure Event (as defined below), Client must provide Clarity with a minimum of sixty (60) days' notice. Client agrees to reimburse Clarity for any direct costs incurred by Clarity prior to the notice of the event cancellation. If notice is provided less than sixty (60) days prior to the start of the event 30% cancellation fee will be charged by Clarity in addition to any direct cost incurred by Clarity prior to the notice of cancellation.

Force Majeure - Neither Party will be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent beyond its reasonable control, and not preventable by reasonable precautions: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy (each a "Force Majeure Event"). The Party whose performance is prevented, hindered or delayed by a Force Majeure Event shall promptly notify the other Party of the occurrence of the Force Majeure Event and describe in reasonable detail the nature of the Force Majeure Event, and either Party may terminate the Agreement as a result thereof. If not terminated, then the non-performing, hindered or delayed Party shall be excused for such non-performance, hindrance or delay, as applicable, of those obligations affected (the "Affected Services") by the Force Majeure Event for as long as the Force Majeure Event continues and, except as otherwise provided in this Section, such Party continues to use its commercially reasonable efforts to recommence performance whenever and to whatever extent possible without delay, including through the use of alternate sources, workaround plans or other means.

For the avoidance of doubt, Force Majeure shall not include (a) financial distress nor the inability of either party to make a profit or avoid a financial loss, (b) changes in market prices or conditions, or (c) a party's financial inability to perform its obligations hereunder.

Indemnification

At its own expense, each party to this Agreement shall defend, indemnify and hold harmless the other party, its parent, affiliates, subsidiaries and each of their respective successors, assigns and licensees, and the officers, directors, employees, agents, representatives and equityholders of each of the foregoing (collectively, the "Indemnified Parties") from and against, and shall reimburse each Indemnified Party for, any and all losses, liabilities, deficiencies, penalties, claims, inquiries and expenses (including, without limitation, costs incurred in the enforcement of any indemnification obligations and reasonable attorneys' fees, costs of defense, deficiencies, penalties, claims and expenses, investigation, litigation and settlement) (collectively, "Damages"), resulting or arising from or in connection with any: (i) inaccuracy in, or breach of or alleged breach of, any of the representations, warranties and/or covenants of such Party; (ii) act, error, omission or misconduct of such Party, any subcontractor, or any of their respective officers, directors, employees, subcontractors, agents or representatives (including, but not limited to, the injury of or damage to any person or real or tangible personal property), taken or omitted to be taken pursuant to, arising out of or in connection with this Agreement, and such Party's obligations hereunder; and (iv) third party claims, demands, suits or causes of action that arise or result from such Party's willful misconduct or negligent actions, including but not limited to violation or infringement of any third party's copyright or trademark rights.

Limitation of Liability

CLARITY SHALL NOT BE LIABLE TO CLIENT FOR ANY CONSEQUENTIAL, INCIDENTAL, PUNITIVE, SPECIAL, EXEMPLARY, OR INDIRECT DAMAGES (INCLUDING LOSS OF PROFITS, DAMAGES FOR SERVICE INTERRUPTIONS, LOSS OF DATA, OR LOSS OF BUSINESS OPPORTUNITY OR GOODWILL) ARISING OUT OF THIS AGREEMENT EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE PARTIES, AND EACH OF THEM, ACKNOWLEDGE AND AGREE THAT THE TOTAL AGGREGATE LIABILITY OF CLARITY SHALL BE LIMITED TO THE AMOUNT OF TOTAL FEES ACTUALLY PAID BY CLIENT TO CLARITY PURSUANT TO THIS AGREEMENT.

Payment Terms

The payment schedule for each year's event will be agreed upon in the project timeline and will follow this approach. The first payment will be 25% of the overall estimated production cost and will be due 120 days before the event start date. The second payment will be based on an updated estimate of the overall production cost 60 days before the start of the event. The second payment will be the balance owed to reach a 50% total of the estimated production cost. Following the event, the third and final payment will cover any undisputed amounts and will be due within 30 days of the receiving the final invoice.

As part of the invoicing process Clarity will provide a detailed cost breakdown and invoice for all audiovisual charges within thirty (30) days following the conclusion of the Event. The detailed cost breakdown will include a summary of equipment by meeting room or session along with a detailed summary of the labor hours associated with the Event. Client agrees to provide any questions or disputes within two (2) weeks of receiving the final cost breakdown and invoice. Client agrees to pay all undisputed charges within thirty (30) days of receiving the cost breakdown and invoice.

Insurance

Both parties agree to maintain, throughout the performance of its obligations under this Agreement, policies of Worker's Compensation insurance with coverage limits as may be required by the law of the states in which services are to be performed. The parties further agree to maintain, at a minimum, General Liability insurance, providing coverage against contractual liability and liability for bodily injury, death, and property damage in the amount reasonably sufficient to cover a potential claim brought against a party and subject to the Indemnification provision in this Agreement. Clarity shall provide the venue with a certificate of insurance as needed in advance of the Event.

Warranties

Clarity shall not be held responsible or liable for any outages not within its control related to internet services, power, software platforms, or streaming services that may occur in connection with the provision of its services, or any consequences thereof.

Termination

For Performance - Clarity provides professional level audio visual production services and has done so for many years. If for any reason Client is not satisfied with the equipment or service provided Client shall notify Clarity by requesting a meeting to discuss the issues and concerns. Clarity will attend the meeting to discuss the areas of concern and work with Client to identify satisfactory resolutions to the issues. The

resolutions will be implemented on the next scheduled event. Should Clarity fail to remedy the issues on the next event Client shall provide Clarity with thirty (30) days written notice to cancel this agreement.

Clarity may also terminate this Agreement by providing thirty (30) days written notice to Client to cancel this agreement following a meeting to discuss concerns that are then unresolved.

Unless otherwise negotiated by the parties, Client will reimburse Clarity for any reasonable costs it has incurred related to any services provided under this Agreement prior to receiving or sending the notice to cancel this Agreement.

AGREED AND ACCEPTED.

CLARITY

X _____

DATE: _____

NAME:

TITLE: _____

COMPANY: _____

CLIENT _____

X _____

DATE: _____

NAME: _____

TITLE: _____

COMPANY: _____

**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 A**.
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 November 16, 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 VIP coordination and 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.

Conference VIP Management & Logistics:

- Sending out invitations (with assistance of the ED and SMA for invitation list and invitation letter)
- Managing RSVPs
- Making and managing hotel and dinner reservations
- Dealing with the issues that may arise with our VIPs (out of state sister association guests, CMTA, GFOA, CSDA), either prior to or onsite

Fees for this service: \$750.00 to be billed at the conclusion of the 2023 conference.

Annual 2023 Fall Leadership Planning Session:

- All logistics for site selection (with guidance and input from the CSMFO President) and event planning (banquet orders, food functions, AV, etc. at the selected hotel)
- Sending out attendee invitations and managing RSVPs
- Booking of sleeping rooms
- Booking of dinner locations and events (with the assistance of the CSMFO President Elect; onsite and any offsite)
- Assisting the CSMFO President Elect/Executive Director in the agenda and any needed items for the facilitator
- Onsite assistance to ensure all goes as planned and trouble shoot any issues that arise onsite

Fees for this service: \$1,500 (commission and hotel points will also be received by MAMS)

(Does not include any travel costs/hotel for conference planner, design/printing, travel for any site tours, if requested)



CSMFO Executive Committee

Agenda

October 19, 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
 - 2023 Operating Budget for Approval (Rich Lee)
 - 2023 Committee Structure (Rich Lee)
- Who should police inappropriate knowledge base activity
- Special Districts Policy and interpretation Committee member request
- Bylaws election results
- Webinars revenue/expenses
- Membership dues process update

* Responsibility of both the Executive Committee and Executive Director

- Succession planning for Michael Coleman's contract, website



CSMFO Executive Committee

Agenda

November 9, 2022

- Strategic Goals - Executive Committee
 - Succession Planning*
 - Evaluate the Organizational Structure and By-Laws for Opportunities for Change
 - Improve communication between committees and avoid redundancy*
 - Improve goal setting and monitoring for committees and chapters*
- Strategic Goals - Executive Director
 - Succession Planning*
 - Engage new agencies
 - Formalize Board, Committee, and Chapter Orientation and Metrics
 - Improve communication between committees and avoid redundancy*
 - Improve goal setting and monitoring for committees and chapters*
 - Executive Director's Organizational Assessment
- Agenda Items Tracking for December 15th Board Meeting
 - 2022 Strategic Action Plan Goals
 - 2023 Operating Budget for Approval (Rich Lee)
 - 2023 Committee Structure (Rich Lee)
 - 2023 Conference Contracts:
 - DJ Umami- Entertainment for Thursday night at the Punchbowl Social.
 - Ella Restaurant- This is for the President's Dinner.
- Volunteer of the year

* Responsibility of both the Executive Committee and Executive Director

- Special Board Meeting for budget study session
- Succession planning for Michael Coleman's contract, website

Board Meeting December 15, 2022

To: CSMFO BOARD

Date: December 1, 2022

FROM: Marcus Pimentel, Ad-Hoc for Commercial partners leadership involvement

SUBJECT: Recommendations for including Commercial partners in leadership

RECOMMENDATION

That the Board:

- accepts this report from the Ad Hoc Committee on Commercial partner involvement within the Strategic Action Plan focus area “Leadership Identification and Development”;
- approves allowing commercial member to be considered for appointment to most Chapter and Committee leadership roles;
- approves adding a commercial member as a voting board member in 2024;
- authorizes staff to proceed with amendments to the bylaws and a membership vote;
- directs certain actions including establishing guidelines for serving as a Senior Advisor and as a conference session moderator, and serving as a Career Development committee member; and
- authorizes updates to the applicable policies and procedures to document existing commercial member roles (such as serving on the Host Committee and retaining the ad-hoc Commercial Member Roundtable).

Fiscal Impact

No financial impact. Any cost would to run a virtual election for a bylaw change. By comparison, for the recent fall 2022 bylaws vote, there were no costs incurred.

Executive Summary

The Ad Hoc Committee recognized how commercial members are an essential part of our decades of CSMFO experiences and successes. Our equity focused recommendation is to allow commercial members to be treated similarly as other CSMFO members when being considered for most leadership appointments. Our recommendation also keeps in place certain protections to avoid in fact or appearance the potential for conflicts of interest.

Background

Included within the 2022 CSMFO Strategic Action Plan “Leadership Identification & Development” Focus Area was a goal to evaluate CSMFO’s opportunities for Commercial member partners to serve in leadership roles. The specific action plan for this goal included the following items:

1. Survey other state associations’ best practices.
2. Formalize recommended guidelines for when commercial members can serve on

committees and whether they can serve as committee officers.

3. Recommend whether commercial members should be allowed to serve on the Board, and if so in existing seats or one or more new seats.

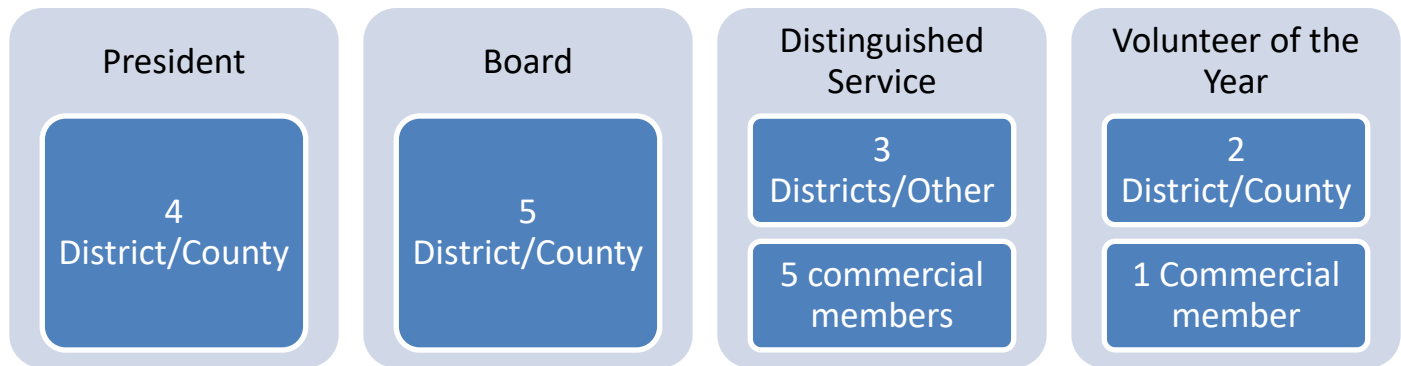
The plan targeted January 2023 for completion and to collaborate with the Administration and Membership committees. The Ad Hoc met and received input from the Executive, Administration, and Membership committee in addition to Career Development, Communications, Professional Standards, Student Engagement and Chapter Chair leadership.

The Committee was formed in April 2022 and included the following members:

- Past Presidents Joan Michaels Aguilar (also with HdL), Mary Bradley, Steve Heide, and Marcus Pimentel
- Board Member Karla Romero and Stephanie Reimer
- Commercial partners Deborah Harper (LSL), Mark Petrasso (Zions) and Tim Seufert (NBS)
- CSMFO Executive Director Jean Rousseau

CSMFO has in the past opened leadership positions to CSMFO members who were not employed in a city agency. The outcome has been a tremendous bonus to CSMFO as we now have representatives across all leadership positions who are from counties and special districts, including several who served as President.

As shown below, in the last 10 years, nine members from special districts, counties and other have served as a President or a Director on the Board and five have been honored as a Distinguished Service or Volunteer of the Year awardee. Notably, five of the last ten distinguished service awardees were from the commercial sector.



Analysis

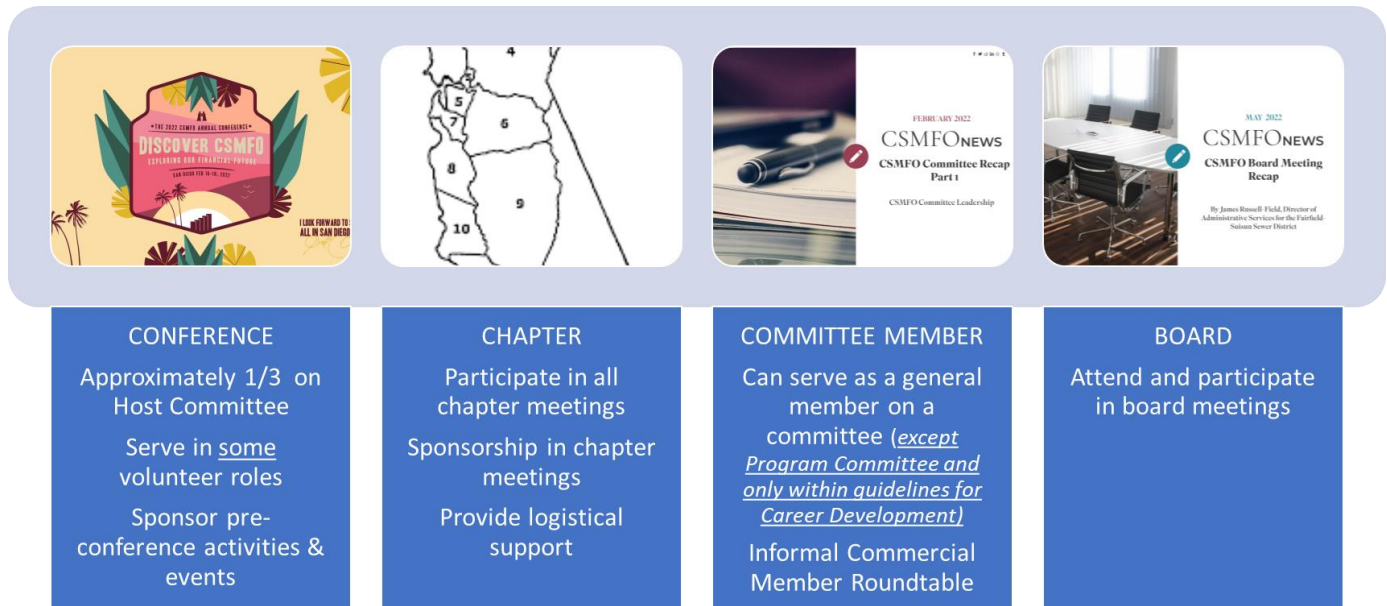
The Ad Hoc Committee began its work with developing the following guiding principles, followed by assessing current commercial member support within CSMFO, and then collected data on how other like State associations engaged with their commercial member partners.

Commercial member partners have proven to be an essential part of the CSMFO experience and our successes through their leadership, active participation, promotion, and sponsorships.

We value their membership, contributions, and insights to CSMFO in support of our vision to be the preeminent resource for promoting excellence in government finance.

We honored our values of integrity, competency, commitment to public service, transparency, and creating a positive legacy to limit in fact or appearance potential conflicts of interest.

The graphic below illustrates the value commercial member currently bring to CSMFO and what roles they serve in.



The committee identified thirteen (13) State associations (biggest 10 states plus 3 sister associations) to determine if they supported or prohibited their commercial member to serve in leadership positions. The results of this research are summarized below and showed that 9 of 13 associations allow for commercial members to serve in leadership roles.

9	<ul style="list-style-type: none"> • 6 as a Board & Committee (Alaska, Illinois, Michigan, Ohio, New York, Oregon* (non-voting)) • 3 in non-board roles- Colorado, Georgia, North Carolina
4	<ul style="list-style-type: none"> • 4 prohibited commercial members (Washington*, Florida, Pennsylvania, Texas) • *Washington is exploring options for leadership roles

For informational purposes, we also found that 3 of 4 other California Associations (CalCities, CMTA & CSDA) rely on commercial members in various leadership positions or, in the case of CSDA, is currently exploring such options.

Recommendation for 2023 & beyond

Our recommendation would be effective upon passage by the board for roles except that the Board role would become effective on January 1, 2024, following a successful fall 2023 election. The new roles that a commercial member could be considered for appointment to are:

Committee Chair ⁽¹⁾	Chapter Chair ⁽²⁾	Committee Senior Advisor
Committee Vice Chair ⁽¹⁾	Chapter Co-Vice Chair	Conference volunteer ⁽³⁾ and conference site-selection
<p>(1) Career Development would be limited to leadership roles for government members only and any Program Committee role would be limited for government members only.</p> <p>(2) Chapter Chair would be limited to interim roles up to 6-months intervals as appointed or re-appointed by the President</p> <p>(3) Conference Moderator roles could be subject to future guidelines to be recommended to the Board by the Program Committee</p>		

In addition to these new roles, the recommendation is that CSMFO document existing roles that commercial members serve on, such as serving on the Host Committee and retaining the ad-hoc Commercial Member Roundtable as a standing committee.

This recommendation would allow the President to consider a commercial member to be appointed into all but a few restricted committee leadership roles or allow a Chapter Chair to appoint a commercial member as a co-Vice Chapter Chair. Given that the 2023 leadership appointments have been completed already, the first opportunity where a commercial member may serve would likely be as a co-Chapter Vice Chair or serving as an interim Chapter Chair for a dormant Chapter.

Board Member in 2024

The first commercial board member under our recommendation would be nominated for the Fall 2023 ballot and would be voted on by members to serve on the Board starting on January 1, 2024.

Our recommendation is to retain the existing odd number of 9 voting board members by transferring the vote of the Past President to the new Commercial Member board member. The commercial member would not have any informal geographic recommendations as commercial members generally serve across the entire State.

The Past President would retain all its current responsibilities including serving as a member of the Executive Committee, and in the occasion when a board vote is stuck as a tie, the Past President would be authorized to cast the deciding, tie-breaking vote. Generally, by the time someone moves into the Past President role, they may have served as a voting board member for at least 5 years.

The committee identified two other voting member alternatives that were considered but did not rise as the primary recommendation:

Alternative A: Increase the board size to 11 by adding a commercial member and a 7th member at large. This would allow the Past President to retain their vote. But increasing the board size would increase CSMFO's costs to support the Board (when attending in-person meetings) and create the potential for an informal imbalance between north and south board members by having an odd number (7) of government members.

Alternative B: Retain the 9 members by converting one of the 6 government members to a commercial member position. This could also result in an informal imbalance between north and south board members by having an odd number (5) of government members.



CSMFO BOARD REPORT

DATE: December 15, 2022

FROM: Rich Lee, President

SUBJECT: Proposed 2023 Budget

Background:

The proposed 2023 budget projects \$1.8 million in total revenues and \$2.0 million in total expenses, that if come to fruition, would result in a net loss of \$0.2 million. Absent the projected loss from the annual conference and one-time costs, including the matching contribution to the nonprofit organizations as a part of the conference philanthropy initiative, a website update, and education workshops, the structural deficit is approximately \$0.1 million. The narrative below discusses the major factors of the projected near-term result and provides options for the Board to consider for long-term fiscal sustainability.

REVENUES

Of the \$1.8 million in total revenues, the annual conference is anticipated to account for \$1.1 million or 62%. The remaining \$0.7 million is largely composed of membership dues (\$0.2 million) and publication advertising (\$0.2 million). The changes to the membership fee structure for municipal members is reflected in the proposed 2023 budget, which used the analysis from the Membership Committee as presented during the August 2022 board meeting as the budget assumption as shown in the table below:

Membership Type	Rate	Number	Amount
Municipal – Professional	\$50	700	\$35,000
Municipal – Manager	\$125	1,100	137,500
Other Government	\$50	80	4,000
Commercial	\$220	200	44,000
Retired	\$20	60	1,200
Total		2,140	\$221,700

It is worthwhile to note that the budget assumption for the new Municipal – Professional tier does not contemplate an increase in the number of new members. Arguably, the lower rate will incentivize new members to join given the modest rate, so the actual revenue from this membership type will likely be more than what is assumed in the proposed budget. While it is difficult to quantify the additional revenue, it is highly likely that the potentially favorable variance will not be sufficient to materially offset the \$0.1 million structural deficit, as that order of magnitude would require 2,000 new members to join at the Municipal – Professional level.

EXPENSES

Of the \$2.0 million in total expenses, the annual conference accounts for \$1.2 million or 56.6%. The majority of the remaining \$0.8 million in operating expenses are from the cost of supporting services, which primarily includes:

- Executive Director (\$0.1 million)
- Management services (\$0.2 million)
- Board and committee support (\$0.1 million)
- Technology (\$0.1 million)

The majority of the Executive Director budget is for payroll costs. Management services reflects the agreement with Smith Moore & Associates (SMA). Of note, \$50,000 of SMA's association management services are allocated to the annual conference budget based on the proportional amount of support provided relative to the non-conference services. The board and committee budget primarily consist of costs related to the strategic planning session and the GFOA reception. The technology budget is primarily comprised of costs for Your Membership (membership database) and Higher Logic (Knowledge Base).

NET GAIN / (LOSS) BY ACTIVITY

As shown in the table below, development of the proposed budget included a comprehensive effort to associate revenues and expenses with the appropriate activity in order to more closely determine the activities and relative proportions that contribute to the budget deficit.

Activity	Total Revenues	Total Expenses	Net Gain / (Loss)
General	\$448,650	\$616,650	(\$168,000)
Conference	1,118,515	1,157,069	(38,554)
Chapter	100,000	101,000	(1,000)
Education Workshops	150,100	171,050	(20,950)
Total	\$1,817,265	\$2,045,769	(\$228,504)

LONG-TERM FISCAL SUSTAINABILITY OPTIONS

To recapitulate, absent the one-time costs and net loss from the annual conference, the \$0.1 million structural deficit could be addressed by a number of changes noted below or any combination thereof:

1. Increase Education Workshops fees by \$20,950 to have the activity be at least break even. Education Workshops represent the core courses, including (but not limited to):

- Weekend training
- Government Accounting (Introduction and Intermediate)
- Investment Accounting
- Budget

The fee for the introduction and intermediate courses have not changed since 2005, so an increase would be a reasonable course of action. As a percentage of projected Education Workshop revenue for 2023, the necessary fee increase would be 14%.

2. Gradually increase advertising rates and membership rates over time to offset the ongoing cost of the addition of CSMFO's first employee, its Executive Director. The proposed 2023 budget assumes \$221,700 in membership fees and \$190,000 in advertising fees, or 91.8% of total general revenues. With \$448,650 in total revenues and \$616,650 in total expenses, General is the activity with the largest net deficit of \$168,000.

Solely as an exercise to determine the order of magnitude required to course correct over the long term, the following actions could bring General activity to break even by 2027 with the following assumptions:

- All other general revenues grow at 2% per year
 - Total expenses grow at 3% per year
- A. Advertising rates increased by 23% per year; or
 - B. Membership rates increased by 20% per year; or
 - C. A permutation of A or B, such as increasing membership rates by 5% per year and advertising fees by 19% per year. If CSMFO were able to identify additional advertising space, such as sponsors for a CSMFO podcast that operated at little to no cost, the annual required increase to reach breakeven would be less. The same could be said for additional members as a result of the more attractive rate for Municipal – Professionals.

Recommendation:

That the CSMFO Board of Directors take the following actions:

1. Adopt the proposed 2023 budget.
2. Provide direction on fiscal sustainability options and offer any other options not contemplated in this board report
3. Consider formation of an ad hoc committee that includes the following members to address the CSMFO's long-term fiscal sustainability and after completion of its due diligence, return to the Board of Directors with a Fiscal Sustainability Plan in 2023:
 - a. Executive Committee
 - b. Finance Committee Chair

- c. Membership Committee Chair
- d. Career Development Chair

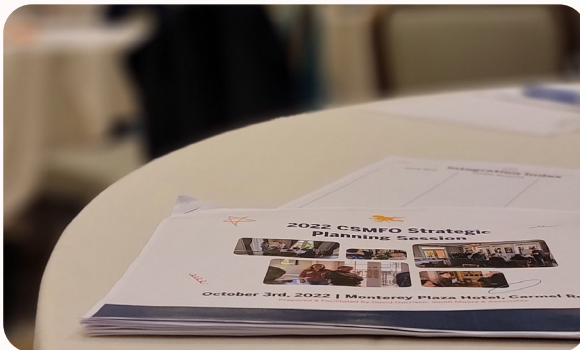
California Society of Municipal Finance Officers
Proposed 2023 Budget

		2020 Actual	2021 Actual	2022 Budget	2023 Proposed	Actual Through 9/30	Actual Through 10/31
Account regrouping							
Revenues							
Membership Dues		245,070	251,255	250,200	221,700	212,680	226,695
Publication Advertising		122,725	203,800	160,000	190,000	162,450	197,775
Award Fee		15,650	20,600	15,000	19,950	3,850	18,150
Contributions		10,338	5,398	-	5,000	5,000	5,000
Interest		6,591	4,200	5,000	12,000	2,178	2,178
Annual Conference		1,374,153	410,105	1,418,920	1,118,515	1,011,817	1,011,817
Education Workshops		70,657	116,954	151,075	150,100	100,813	125,603
Chapter Income		9,897	3,630	100,000	100,000	17,750	32,770
Total Revenues		1,855,081	1,015,942	2,100,195	1,817,265	1,516,538	1,619,988
Expenses							
Program Services							
Annual Conference		1,328,809	251,748	1,406,554	1,157,069	1,113,401	1,113,401
Education Workshops		31,995	45,200	163,250	171,050	42,069	62,309
Chapter Expense		12,701	5,479	100,000	101,000	11,342	18,358
		1,373,505	302,427	1,669,804	1,429,119	1,166,812	1,194,068
Supporting Services							
Payroll and staff travel/exp		-	-	129,500	93,348	47,224	66,098
Management Services		165,023	181,871	156,500	182,880	124,616	155,270
Consultants		82,001	84,174	35,840	32,200	21,699	32,736
Board and Committee		16,767	58,324	92,600	80,500	22,782	38,348
Bank Charges		6,359	25,185	30,000	20,000	27,915	37,492
Printing		21,787	20,900	32,000	22,100	17,691	17,692
Miscellaneous	Office Admin	16,415	9,838	-	4,500	-	-
Marketing		14,037	9,387	10,000	11,250	5,604	5,604
Audit and Tax		9,315	9,350	9,500	9,420	2,305	10,405
Newsletter ??	Add to Printing	18,449	7,850	-	-	-	-
Insurance		3,271	3,140	4,000	3,500	2,118	2,118
President Expense		2,291	767	6,500	3,100	7,514	7,708
Postage and Shipping	Office Admin	1,261	727	9,750	8,164	10,100	10,282
Donations		175	-	-	25,000	-	-
Technology		15,677	17,094	35,000	90,688	21,355	21,736
Subtotal		372,828	428,607	551,190	586,650	310,923	405,488
Provision for Income Taxes		26,265	35,287	30,000	30,000	4,178	4,178
Total Expenses		1,772,598	766,321	2,250,994	2,045,769	1,481,913	1,603,735
Net Income (Loss)		82,483	249,621	(150,799)	(228,504)	34,625	16,254
Classified by Activity							
General		1,281	21,359	(150,990)	(168,000)	71,057	40,132
Conference		45,344	158,357	12,366	(38,554)	(101,584)	(101,584)
Chapter		(2,804)	(1,849)	-	(1,000)	6,408	14,412
Education Workshops		38,662	71,754	(12,175)	(20,950)	58,744	63,294
		82,483	249,621	(150,799)	(228,504)	34,625	16,254
One-Time Costs							
General - Charitable Donation					25,000		
General - Website Update					57,000		
Education Workshops					5,000		
					87,000		



2022 CSMFO Strategic Planning Session

Output Report



October 3rd, 2022 | Monterey Plaza Hotel, Carmel Room

Prepared & Facilitated by David Garrison, Smith Moore & Associates



Meeting Purpose

To engage in courageous and candid conversations regarding internal operations and communications, the development of future CSMFO leaders, the growth and future of the organization and anything else the group collaboratively brings to the table for discussion.

Attendees

John Adams
Jason Al-Imam
Jasmin Bains
Jennifer Becker
Craig Boyer
Mary Bradley
Dan Buffalo
Grace Castaneda
Scott Catlett
Viki Copeland
Sara Cowell
Nadia Feeser
Will Fuentes
Steve Heide
Amber Johnson
Kyle Johnson
Dennis Kauffman
Nick Kurns
Rich Lee
Monica Lo
Chia Lor
Margaret Moggia
Laura Nomura
Stephen Parker
Marcus Pimentel
Stephanie Reimer
Ernie Reyna
Tori Roberts
Karla Romero
Debbie Rosales
Jesse Takahashi
Susan Talwar
Jennifer Wakeman
David Garrison
Sarah Erck
Janet Salvetti
Jean Rousseau

SERVICE

Growth

Adaptability

Well-being

MAKING A DIFFERENCE

making a
difference

Authenticity

COLLABORATION

General Meeting Minutes

Introductions, Tools & Concepts, Value Identification, Permission Slips

- David introduced staff and reviewed the plan for the day.
- Description of permission slips, with time for participants to write their own permission slip.
- Review of the Meeting Purpose and the Tools & Concepts

Values exercise – Circle your Values, underline 2 that are “*more important*” (thanks Tori 12), Select your #1 Value and write it on the index card in front of you. Hold your card and move around the room to display your value and see the values of others.

Form a Group With (Activity)

- Favorite Book Genre
- Favorite Movie Genre
- Preferred Communication
- Preferred Feedback
- Leadership Style

Introductions around the room – name, agency, how did you get involved, and why do you continue to be involved?

- Statewide connections
- Friendships
- Shaping the future of the organization
- Difference in my career
- Passion
- Networking
- Personal Growth, public speaking
- “Rivalry” between North/South Giants/Dodgers (and maybe Rams/Niners)
- Being “voluntold” to join committees and chapter leadership
- Professional & Personal Growth
- “I owe CSMFO my career” – Laura Nomura
- Love the nature of the work
- Give a lot, get a lot back
- It takes a lot of people & collaboration to run this organization
- Building stronger relationships
- Mentorship
- Partying – no one equates budget and finance people with partying, but CSMFO parties!
- Business & Government link
- You join CSMFO to become a better finance leader, and stay to help others become better finance leaders
- You get so much more than you give
- To break out of my shell
- Opportunities for members to connect, grow, and become who they’re meant to be.
- Connects, challenges, and grows people
- The CPEs
- Giving Back
- Preparing the next generation of finance officers
- Making each other better

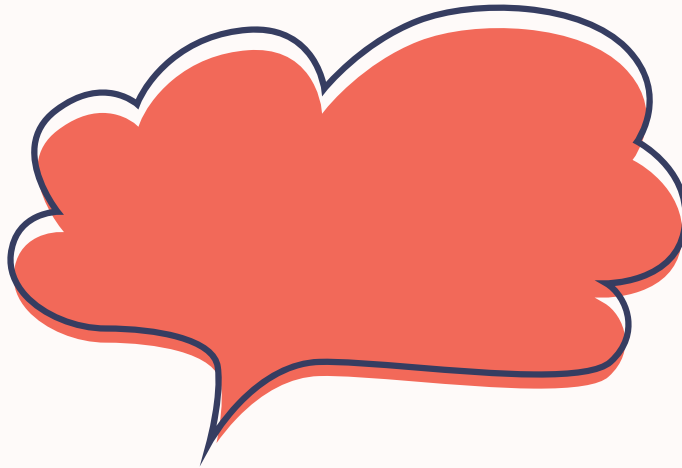
BREAK

Survey Results and Action Item Identification & Past Presidents Report

Review of the survey results & brief discussion

- Some comments are regarding CSMFO infrastructure, some are external regarding the industry/member experience, etc...
- Disjointed communications – Basecamp, Listserv, Dropbox, social media; how can we streamline?
- Lots of mention of the long-term future and succession planning
- Are we relying too much on volunteers who may already be overburdened/getting burned out?
- It's been more difficult to get support at the chapter level than at the state leadership level.
- Difficulty finding out how to connect and join the leadership. Perhaps explore adding more info to the website about how to jump in and what the opportunities are.
- Cohort and mentorship programs are creating new leaders
- CSMFO First time Attendee 101 (with goodies and food!)
- Once you get into leadership, more onboarding would be helpful especially for those who don't have personal connections already
- Leader buddy system
- Jean is working on orientation for committees and chapter chairs
- Reminders to engage with each other and keep an eye on who may need help – those personal connections are priceless.
- Think about risks
- Student engagement is needed to create new leaders and keep the org going

Quick review by David of the Interview Results and the Past Presidents' Report



Develop Lines of Inquiry

1. Growth and the Member Experience

One: In what ways are we meeting the needs of our members and what systems or processes are in place for determining those needs?

Two: What does meaningful growth look like? How can we measure it?

Three: Developed Question Onsite: **How do we meet CSMFO members where they are with consistent communication that fully expresses the full benefits of membership and how to take advantage of them?**

2. Clarity, Accountability and Communication

Four: How do we create clarity and manage expectations among the CSMFO volunteers and staff with the newly defined role and responsibilities of the Executive Director?

Five: How do we create and contribute to an environment that will channel all the efforts of the board, volunteers and staff collaboratively and clearly to move the organization forward?

Six: Developed Question Onsite: **How do we clarify the process with which responsibilities are designated among committees and chapters and how to we avoid duplication of efforts?**

3. New Leaders and A Path Forward

Seven: In what ways can we create opportunities for the membership to see the career, networking and personal growth opportunities when volunteering for CSMFO?

Eight: In what ways can CSMFO elevate the profession of finance in California? How can we attract people to the industry and generate future members and leaders of CSMFO?

Nine: Developed Question Onsite: **How do we utilize the experience of past leadership to encourage members to use their personal and professional purpose to explore leadership within CSMFO?**

Bonus Questions

The conference is growing each year and soon it will be impossible to hold our event in certain locations. How do we approach this challenge?

Other associations are forming foundations to further support the development of leadership and DEI efforts. Is this something CSMFO should explore?

Further Questions

Developed by the group prior to the breakouts

1. Growth and the Member Experience

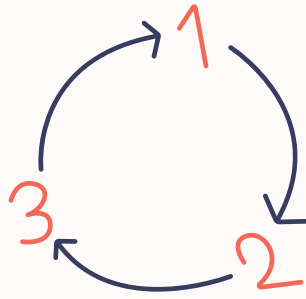
- What is the goal of CSMFO with respect to the member experience?
- How do we provide opportunities to meet people where they are in their career
 - Can we sustain unlimited growth, and how?
- How to effectively communicate and enhance the two-way communication with the member experience?
 - Rather than surveys, how can we measure member satisfaction?
- What does success look like – re better connecting membership efforts with training?
- How do we communicate the value that CSMFO offers to new members?

2. Clarity, Accountability and Communication

- How do we assess the effectiveness of communication with the general membership?
- How do we streamline the many forms of communication we use and align their message among those tools?
 - How can we ensure communications are consistent, concise and cohesive?
 - How do we avoid duplicative efforts
- How does CSMFO clearly and consistently promote what it has to offer and how can we communicate how to members maximize the value of their membership?
 - Communication re new and important features, and how do we address communication fails?
 - How do we streamline communications?
- Can we improve the process that responsibilities are designated on committees and chapters?

3. New Leaders and A Path Forward

- What is CSMFO's goal with respect to developing new leaders in CSMFO and the profession?
- How do we align future leaders with their passion purpose and developmental needs with CSMFO's roles?
 - How can we best support our new leaders?
 - How can we engage universities in CA?
- Can we engage past leaders help grow new leaders? Can the PPAC play a role?
 - How do we determine longer term goals and maintain the level of service?
- Should we look at our current process and see if there's anything to improve?



Breakout Groups

Group #1

Growth & The Membership Experience

In what ways are we meeting the needs of our members and what systems, or processes are in place for determining those needs?

What does meaningful growth look like? How can we measure it?

Metrics on the website

Tracking professional development via the new tiered member system

Annual metrics on how many people have attended courses,

DRI – Exec Director

How do we meet CSMFO members where they are with consistent communication that fully expresses the full benefits of membership and how to take advantage of them?

Greater presence on LinkedIn, more use of analytics to analyze the usefulness of each page of the website, evaluate the need for a contract Communications Manager, Update membership brochure, Gap analysis of core courses – are there enough courses at each level of membership? Could/should there be a certificate?

Group #2

What does meaningful growth look like? How can we measure it?

Assigned Jean to measure the data, with support from SMA's favorite Disney Villain, Radu Dragomir.

Produce data driven analytics, utilizing registration information from each training opportunity. Membership data, career growth data, etc..

In what ways can CSMFO elevate the profession of finance in California? How can we attract people to the industry and generate future members and leaders of CSMFO?

Student Engagement

Formalize the existing grassroots efforts and solicit more help from leadership, Alumni, etc...

Greater presence on LinkedIn

Encourage people to add more info to their profiles to include educational info, we can use this to establish connections with universities via their alumni.

DRI – Student Engagement Committee

Bulletin boards at the conference to indicate where people may want to engage.

DRI – SMA

How do we clarify the process with which responsibilities are designated among committees and chapters and how to we avoid duplication of efforts?

Evaluate areas of duplication of efforts and encourage collaboration where there are potential duplications. Jean is now sitting on all committee meetings; he can assist with recommendations for collaborative efforts.

Group #3

In what ways can we create opportunities for the membership to see the career, networking, and personal growth opportunities?

Member benefits sessions that do not compete with educational sessions. (May not be able to do this until 2024.)

DRI – Membership Committee

Develop Quick Hit – A day in the life of a CSMFO leader. 2-5min soundbite. Will require some lead time to develop and roll out.

*QR Code – First slide of all chapter meetings, Directory,
Volunteer brochure update. Hardcopy and QR code, can be distributed at the conference.*

DRI – Membership & SMA

Interest card for leadership roles – List of committees and opportunities, as well as a place they can list their unique skills and abilities so they can be properly placed in a spot where CSMFO needs help.

In what ways can CSMFO elevate the profession of finance in California? How can we attract people to the industry and generate future members and leaders of CSMFO?

Marketing to leadership (Directors/City managers/Decision makers) to ensure that they know the value of CSMFO membership for themselves as well as staff. Demonstrate value to their agency.

Strategic Partnerships with Cal Cities, CSAC, etc... to appeal to more government agencies.

City of Long Beach has a good model for internship and fellowship opportunities, examine this program and others like it to assist our fledgling program.

DRI – Student Engagement

Local Government 101 Training

DRI – CDC

How do we utilize the experience of past leadership to encourage members to use their personal and professional purpose to explore leadership within CSMFO?

DRI – John Adams

Volunteer Leadership Ambassadors – solely to identify people who should/could move up in the organization

Have Cohort leaders present at chapter meetings to further feed into the cohorts, which will generate future leaders of CSMFO.



Jenn W.



Group Three

Four: How do we create clarity and manage expectations among the CSMFO volunteers and staff with the newly defined role and responsibilities of the Executive Director?

Seven: In what ways can we create opportunities for the membership to see the career, networking and personal growth opportunities when volunteering for CSMFO?

Three:

⑦ Brainstorming:

GENERAL NOTES:

- Dedicated membership session
- Vol. job descriptions + expected time
- What are the committees
- Links to leadership w/contact info } CSMFO leadership
- Webinars or trainings abt volunteering
- Challenging leadership for the ask

⇒ handshake - veronica
match interns + agencies through CSMFO's acct?

Action Items/Next Steps

Action Item: ⑧ mail to directors / CM + GM / Electeds
(to decision-makers)

DRI: Designated Responsible Individual(s): MC

Timeline/Check-In/Milestones:

2023

Action Item: ⑧ training session for electeds + managers
Cal Cities, CSDA, CSAC

DRI: Designated Responsible Individual(s): PPAC

Timeline/Check-In/Milestones:

2023

Action Item: ⑨ pilot cross-association govt career fairs

DRI: Designated Responsible Individual(s): Dan + Jasmine

Timeline/Check-In/Milestones:

Fresno / JC in Ukiah

Action Item: ⑧ look at Long Beach as reference for
internship/fellowship opportunity (include recruiters)

DRI: Designated Responsible Individual(s): SEC

Timeline/Check-In/Milestones:

Action Item: ⑨ PPAC Roles + Responsibilities

DRI: Designated Responsible Individual(s): J Adams / SHede

Timeline/Check-In/Milestones:

2 weeks bc 3 yrs late

Group Three



Four: How do we create clarity and manage expectations among the CSMFO volunteers and staff with the newly defined role and responsibilities of the Executive Director?

Seven: In what ways can we create opportunities for the membership to see the career, networking and personal growth opportunities when volunteering for CSMFO?

③ How do we utilize the exp. of ~~past~~ ldrshp to encourage mems to use their personal + profession purpose to explore ldrshp in CSMFO

GENERAL NOTES

- ① interest card for roles in leadership (incl. in vol. brochure)
- ② CSMFO leaders dedicated to identifying volunteers - Volunteer Ambassadors
- ③ cohort leaders to present @ chapter mtgs. to recruit ~~vol~~ cohort participants and then tie back to chapter vol. positions

Action Items/Next Steps

Action Item: ⑦ Dedicated member benefits session that does not compete w/ other sessions @ AC -

DRI: Designated Responsible Individual(s): MC Chair/President-Elect

Timeline/Check-In/Milestones:

2024 AC "Quick hit" a day in the life of. . .

Action Item: ⑦

2-5 min. snippets

DRI: Designated Responsible Individual(s): Rich

Timeline/Check-In/Milestones: 3-4 mems. to submit content + get out QR code to Quick Hits

Action Item: ⑦ Volunteers - membership directory
QR code - first slide chapter mtg
- conference program

DRI: Designated Responsible Individual(s): - welcome letter

SMA

Timeline/Check-In/Milestones:

post content development

Action Item: ⑦ Volunteer Brochure + website update
- distributed by leadership
- at AC booth

DRI: Designated Responsible Individual(s): Communications + membership
SMA to post to web

Timeline/Check-In/Milestones:

post 2023 conference

Action Item: ⑧ Training for private-sector-to-gra-acad professionals + early career, 101 session

DRI: Designated Responsible Individual(s): CDC

Timeline/Check-In/Milestones:

in progress - 2023

Amber)

Group Two



Two: What does meaningful growth look like? How can we measure it?

Eight: In what ways can CSMFO elevate the profession of finance in California? How can we attract people to the industry and generate future members and leaders of CSMFO?

Six:

GENERAL NOTES:

Action Items/Next Steps

two: Action Item: Produce data-driven analytics to measure program success
LMS + My Registration

Data:

- membership
- engagement ^{trainings} _{participating}
- career growth

DRI: Designated Responsible Individual(s): initially E.D. ^{SMA} _{3rd party} _{etc.}

Timeline/Check-In/Milestones: Year 1 = developing tools/process
" ↓ = analyze-report out

Action Item: Formalize and organize existing outreach efforts - LinkedIn
and solicit more help. grassroots

DRI: Designated Responsible Individual(s): Student engagement
i. ~~the~~ formalize existing efforts @ ^{update info in directory}

Timeline/Check-In/Milestones: 2. make pitch for volunteers - chapters?

Action Item: Evaluate areas of duplication of effort among
Committees & chapters - ~~assess~~
provide assessment to Board periodically

DRI: Designated Responsible Individual(s): Jean

Timeline/Check-In/Milestones: over the next year

Action Item: Bulletin boards @ conference
for interest

DRI: Designated Responsible Individual(s): membership / SMA

Timeline/Check-In/Milestones:

Action Item:

DRI: Designated Responsible Individual(s):

Timeline/Check-In/Milestones:

Amber

meaningful growth
= better engagement

Group Two

willingness to
act a program
that isn't working

Two: What does meaningful growth look like? How can we measure it?

Eight: In what ways can CSMFO elevate the profession of finance in California? How can we attract people to the industry and generate future members and leaders of CSMFO?

Six: How do we clarify the process with which responsibilities are designated among committees and chapters and how do we avoid duplication of effort

GENERAL NOTES:

Two: membership #'s, training #'s
going up = growth

demand is an indicator of
success

focus on quality
offerings & growth
will come

are we
aiming
for something?

track career advancement?

data on trainings taken.

meaningful growth is a
product of quality offerings

Data-driven analytics: ~~data~~

metrics around engagement

- trainings
- career advancement
- paid data #'s

- how to measure non-LMS offerings?

eight recruit more helpers
to reach students

gov. track
@ school

consistent messaging

high schools?
internships

grassroots = more bodies
formalize
"year of the student"

CSMFO advocacy?
where is CFO
placed in gov vs.
private
sector

in what areas do we
see duplication of
effort

evaluate where

Action Items/Next Steps

Action Item: *measure program success with data-driven ana*

DRI: Designated Responsible Individual(s):

Timeline/Check-In/Milestones:

Action Item:

DRI: Designated Responsible Individual(s):

Timeline/Check-In/Milestones:

Action Item:

DRI: Designated Responsible Individual(s):

Timeline/Check-In/Milestones:

Action Item:

DRI: Designated Responsible Individual(s):

Timeline/Check-In/Milestones:

Action Item:

DRI: Designated Responsible Individual(s):

Timeline/Check-In/Milestones:

Group One



One: In what ways are we meeting the needs of our members and what systems or processes are in place for determining those needs?

Five: How do we create and contribute to an environment that will channel all the efforts of the board, volunteers and staff collaboratively and clearly to move the organization forward?

Nine:

GENERAL NOTES:

Action Items/Next Steps



Action Item: More strategic approach to communication.
Communicate up and out.

DRI: Designated Responsible Individual(s): Communications Committee

Timeline/Check-In/Milestones:

1.1 Action Item: Find a new way or repeat an old way of assessing needs.

DRI: Designated Responsible Individual(s): Chapter Chairs / Vice Chairs & Past President

Timeline/Check-In/Milestones:

Ongoing / @ registration / Participation 25% response rate @ registration @ chapters

1.2 Action Item: Annual performance measurements on website

Track membership professional growth/career advancement

DRI: Designated Responsible Individual(s): Co-host & Mentorship programs not just technical class attendance/growth
Executive Director

Timeline/Check-In/Milestones:

Baseline Data Next In-Person BM results by July (Annually)

1.3 Action Item: • More use/presence on LinkedIn / More Analytics

• Evaluate ~~data~~ ^{connected} / Hire communications manager

DRI: Designated Responsible Individual(s): Executive Director & David Garrison on Core Careers

Timeline/Check-In/Milestones:

March-June 2023 / April 2023 BM

Action Item:

DRI: Designated Responsible Individual(s):

Timeline/Check-In/Milestones:



Group One

One: In what ways are we meeting the needs of our members and what systems or processes are in place for determining those needs?

Five: How do we create and contribute to an environment that will channel all the efforts of the board, volunteers and staff collaboratively and clearly to move the organization forward?

~~Nine:~~
3.

GENERAL NOTES:

How do we meet CSMFO members where

Action Items/Next Steps

Action Item:

they are with consistent communication that fully expresses the full benefit of membership and how to take advantage of them?

DRI: Designated Responsible Individual(s):

Timeline/Check-In/Milestones:

Action Item:

DRI: Designated Responsible Individual(s):

Timeline/Check-In/Milestones:

Action Item:

DRI: Designated Responsible Individual(s):

Timeline/Check-In/Milestones:

Action Item:

DRI: Designated Responsible Individual(s):

Timeline/Check-In/Milestones:

Action Item:

DRI: Designated Responsible Individual(s):

Timeline/Check-In/Milestones:

Further Notes

Circling back –

- Chapter meeting notifications, can they go back to chapters, rather than continuing to go out to everyone?
- Clarification of the communications process, what happens when there are multiple communications going out that different leaders want to go out around the same time? How can we avoid the barrage of emails that will cause people to tune out?
- Development of our own CPFO certification program? Once GFOA's program is up and running, promote that instead. They have the broad strokes; we could add on the items that are specific to CA.

CSMFO Foundation (Hold until 2023!)

DEI and recruitment go hand in hand, without a DEI effort you're less likely to promote your field. Perhaps we need a DEI statement, just to show our commitment to that effort. Huge but extremely worthwhile effort when we can get to it.

Conference size – are we too big? Pros and cons of growing?

- GFOA attendees have professed enjoying CSMFO so much more than GFOA because of the intimacy and how broad the topics at GFOA are because of their size.
- The different demographics have different needs. The virtual conference is more about the education which is important for the lower-level staff, the in-person marketing and networking benefits are more valuable for the higher level-staff.
- We could continue growing and just stick to certain locations, rather than going all over the state. Does this limit attendance because some may not be able to travel?
- When there are multiple sessions and you're having to make those hard decisions, perhaps popular sessions can be repeated with a larger audience.
- Not everything has to occur at the annual conference, there are multiple training opportunities. Weekend Training is capped at 40 to keep the intimacy, should we consider doing multiple levels of a Weekend Training type event?

Permission slips

Draft a permission slip to yourself for the next year, specifically with respect to your leadership relationship to CSMFO.

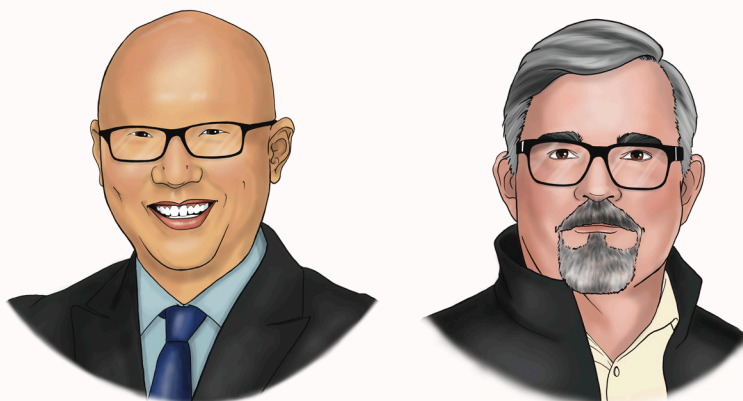
Sharing of permission slips.

What Can we Commit to? (Activity)

What can you commit to to help support the leadership of Rich in his first year as President, and Jean in his second year as Executive Director?

Sharing of commitments.

Grace wants to acknowledge those first-time participants. **Rich acknowledges** David for his wonderful facilitation. Laura acknowledges Scott for being available virtually since he couldn't attend in person.



Post-Event Survey

Was there a tool, concept or activity you especially enjoyed or plan to use moving forward?

Say More **5**

Value Identification **5**

Integration Index **2**

Marble Jar Moments **7**

Permission Slips **3**

Kindle **7**

Other: **Form a Group With & Develop Lines of Inquiry & Circle Back**

What was the biggest discovery you made about the team, a team-member, yourself or all three?

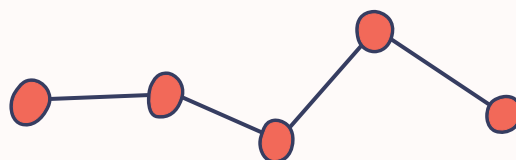
- Having some new but very active leaders participate was very encouraging (Jasmine Bains & Sara Cowell especially). Understanding the struggle a long-time leader is having was impactful and reminder that not only do our volunteers have very busy day jobs, but their top priority at home can often be very overwhelming. All the more reason to take time and really appreciate every minute a volunteer gives to CSMFO.
- That I get inspired by being around this group, and that I still have more to give and contribute.
- I didn't really discover, but re-affirmed my love for the organization as a whole (which of course is made up of a large number of volunteers who are each putting forth personal efforts to assist).
- I always love to see how we build along the program/theme tracks with each of our activities. In the end, though we may say it different ways, we have a myriad of ways to tackle the subject at hand. It's a very dynamic synergy.
- How hard it is to choose my favorite movie and book genre. My taste is too diverse! :) But really - this isn't a new discovery necessarily, but this session reminded me how fantastically committed everyone is to the profession and the organization, even though we all come from such different points of view, levels of experience, etc.
- During the grouping exercise, I found myself in the networking group. Pre-COVID, I was solidly in the professional development/education group. 15 months of working remotely in isolation will do that to you! Even my selected value of connection speaks to the need for us to physically connect with one another.
- Not a new discovery but a beautiful reminder that everyone in the room was there for the betterment of the organization.
- That I'm not alone...we all have those moments where we want to speak up but may not get the opportunity
- Everyone genuinely cares about CSMFO

Is there anything that wasn't discussed that you wish we had?

- I wish we would have dived deeper into the conversation about eliminating factions. I think this would help us make new leaders more comfortable.
- No it was a very productive day!
- No I can't think of anything.
- No
- Long-term goals
- In general, I'd like the Board to consider expanding the Planning Session to be 1.5 days. It will give us more time to further develop the Strategic Action Plan and not rush the process.
- Role and expectations of the Executive Director is a little bit of a black box right now. This position is coming up on the 1 year mark and I would be interested to know what the evaluation and feedback process looks like.
- No
- Why can't we change the "M" and the "O" to "marvelous" and "oversight" ;-)

Is there anything specific you'd like to see happen within the organization in the next year?

- That our most incredible and senior leadership gives themselves permission to stand back and let our less experienced volunteers learn how to lead, learn out to recover from mistakes, and learn how to build their teams.
- Continuing our schedule of in-person meetings; they are more engaging and productive.
- Resolution surrounding the question of our future staffing situation
- Along the lines of communication, I think we had a lot of good ideas, but this is one that felt to me like it had a less cohesive conclusion. To do this, I think we need to get on the first page about roles, etc. This could be a whole week session that starts with roles, moves to responsibilities, lines of communication, and concludes with a mostly complete volunteer brochure. TA DA! Maybe more retreats around singular topics??
- Connect long-term goals and long-term financial plan
- I would like us to continue to resolve who is responsible for what. Once we get there we need to regularly communicate who to go to for what. Eg. If it's SMA, who do we reach out to in SMA for help on a particular topic.
- Further dive into the efforts to support our early career members. I believe there is a direct nexus to the staggering loss of staff resources and the dearth of qualified/experienced candidates.
- There's a lot going on and some tough questions to tackle...so nothing more to add.
- I think we made great progress in our plans towards getting ourselves better organized (onboarding, orientation, more clear expectations of volunteers & staff). If this comes to fruition, I think it will be great for the team overall.
- Inclusion of commercial members at the strategic planning session



eee



Closing & Recommended Next Steps

Once again I am impressed by the knowledge and passion of the CSMFO volunteers. Participants were more than willing to engage in the preliminary interviews, the Past-Presidents' meeting and the survey to ensure that we hit the ground running at the session, and we certainly did! We covered a lot of ground and while there was not enough time to dive into specific conversations and topics, each item was given some attention and commentary. More work can be done in regard to certain challenges and perhaps some mid-year meetings separate from board meetings and committee meetings that directly address specific issues would be beneficial.

Recommended Next Steps:

#1 Consider contracting with a Communications Specialist to audit CSMFO's general communications strategy.

CSMFO has a variety of initiatives and operations working simultaneously and CSMFO may benefit by contracting with a communications firm to audit and develop a comprehensive list of all the communication and marketing needs of the organization and develop a strategy moving forward. Either that firm or SMA or a combination of both then implement the strategy.

#2 Develop a ticketing system for staff requests.

As of now there is no formal system for requesting work from SMA, MAMS or Harriet. Sometimes the requests are from committee members, chairs, or directors. And in a variety of formats; emails, phone calls, while on zoom meetings and even Facebook messenger. Requests may lack detail, context, a timeline etc. and sometimes they conflict with other committee efforts. Perhaps all requests can go through a formal system that alerts Jean and Sarah to make sure it aligns with the overall goals and mission of the organization.

#3 A longer annual strategic planning session and additional mini-sessions.

CSMFO has grown and with too many initiatives for one day a year to suffice in regard to planning. The annual planning session should be two days with specific topics relegated to each day. Twice a year CSMFO could host .miniature planning sessions focusing on specific large initiatives - for example; exploring the staff and volunteer relationship and structure. It's important to make these sessions visible, the agendas and minutes readily available to avoid siloed information or FOMO among other volunteers.

#4 Create a Strategic Planning Committee.

It's understandable that when we are working on the mentorship programs, the upcoming conference, education opportunities, articles for the news, budget awards, etc. we can forget to consider the entire organization as a whole and where we are heading. It has been mentioned several times in the interviews, the survey and on site at both sessions that folks would like more long-term goal setting and comprehensive next steps identified, measured and celebrated when achieved. It may be effective to develop a committee whose sole responsibility is ensuring the strategic plan is being executed intelligently and effectively.

I cannot thank you all enough for allowing me the pleasure of planning and facilitating this session. CSMFO means a lot to me and I'm thrilled to see it succeed and I look forward to more wins in the future!

A handwritten signature in dark blue ink that reads "David Garrison". The signature is written in a cursive, flowing style with a large initial "D".



2022 CSMFO Strategic Planning Session

Output Report



CSMFO BOARD REPORT

Date December 15, 2022

FROM: Nick Kurns
Career Development Committee Chair

SUBJECT: Proposed Contract for Introduction to Governmental Accounting Instructor

Background:

The Career Development Committee is expanding our core courses focused on accounting. Introduction to Governmental Accounting has been a long-running and popular core course. Since going virtual in 2020, sessions continue to be in very high demand. Four virtual courses were offered in 2022 between January and June, each meeting or nearly meeting their registration limit.

The number of sessions offered in 2023 will increase from four to six. Four sessions will be taught by Debbie Harper. The two remaining sessions will continue to be taught by Ahmed Badawi. Course offerings will be scheduled throughout the calendar year.

In addition, “Advanced Governmental Accounting: Focused Topics” is a new course that will be introduced in 2023. These two-hour sessions have been developed in response to frequent requests from members. A total of five sessions will be added to provide a deeper dive into the following specific topics: pension reporting (two sessions), OPEB reporting, debt reporting, and lease reporting.

Summary of Instructor Pay for New/Expanded Accounting Courses

Instructor fees for Debbie Harper to teach “Introduction to Governmental Accounting” will be \$1,000 per course. There will also be an annual fee of \$1,000 for updating the presentation materials. Instructor fees for Debbie Harper to teach “Advanced Governmental Accounting: Focused Topics” will be \$500 per course. It is expected that fee revenue for each class will more than cover the cost of providing the course.

Course	Pay
Introduction to Governmental Accounting	
<i>4 courses (\$1,000 each)</i>	\$4,000
<i>Updating presentation material (annual)</i>	\$1,000
Advanced Governmental Accounting – Focused Topics	
<i>5 courses (\$500 each)</i>	\$2,500

Recommendation:

Authorize the Career Development Chair to work with the Administration Committee to enter an agreement with Debbie Harper in accordance with the cost details summarized in this report.

Attachment:

2023 Introduction Course and Advanced Specialty Topics Proposal

Introductory Course and Advanced Specialty Topics

2023

Instructor Information

Instructor	Email	Phone
Debbie Harper	Daharper36@gmail.com	714-745-4429

Introductory Courses

Introductory Courses dates

Provide more classes throughout the calendar year. Introductory course is 4 to 4 1/2 hours at \$1,000 per course (usually done over two days in 2 to 2 1/2 hour increments). Ahmed Badawi prefers the second quarter, so focus on courses every other month and leave second quarter open for Ahmed. Goal is to have six courses available throughout the year. Debbie will provide 4 course dates below in January, March, September, and November. Try to have courses every other month throughout the year. The proposed dates for Introductory courses are below.

Material annual update

New discussion on updating material annual for a flat \$1,000. Grace will provide an updated powerpoint template that needs to be updated with course material for a uniform CSMFO look. Work with CSMFO representative (Currently Kory Adams) to verify questions in zoom match the presentation material)

Advance Specialty Topics

Pension and OPEB Reporting

Provide courses on two types of common GASB 68 pension employer accounting, Agent Multiple-Employer Plan and Cost-sharing plan as well as a Single Employer OPEB plan. Provide example for an interactive walk-through course for reporting and recording pensions and OPEB in a government agency. Will walk-through modified accrual and full accrual entries, as well as, allocated pension/OPEB related items across multiple funds. Estimated each course to be 2 hours at a rate of \$500 each 2-hour course. The proposed dates for pension and OPEB courses are below.

Debt Reporting

Provide a course on the application of debt report. This course will provide example of reporting issuance of debt in modified accrual and full accrual basis. In addition, the impact of refunded debt and how this impacts the financial reporting relating to deferred inflows or outflows of resources and proper financial statement disclosure information needed. Estimate this course to be 2 hours at a rate of \$500. The proposed date for debt reporting course is below.

Lease Reporting

Provide course on Lease Reporting both as a Lessee and Lessor. Provide example for an interactive walk-through course for reporting and recording lease activity in a government agency. Will walk-through modified accrual and full accrual entries, as well as disclosure information needed to report whether using a 3rd party software system or internal tracking system. Estimated this course to be 2 hours at a rate of \$500. The proposed date for Lease course is below.

Introductory Courses

Date	Course	Time
January 24, 2023	Introductory Course - Day 1	9:00 AM - 11:00 AM
January 25, 2023	Introductory Course - Day 2	9:00 AM - 11:30 AM
March 7, 2023	Introductory Course - Day 1	9:00 AM - 11:00 AM
March 8, 2023	Introductory Course - Day 2	9:00 AM - 11:30 AM
May	Ahmed to decide availability	TBD
July	Ahmed to decide availability	TBD
September 12, 2023	Introductory Course - Day 1	9:00 AM - 11:00 AM
September 13, 2023	Introductory Course - Day 2	9:00 AM - 11:30 AM
November 14, 2023	Introductory Course - Day 1	9:00 AM - 11:00 AM
November 15, 2023	Introductory Course - Day 2	9:00 AM - 11:30 AM

Advance Specialty Topics

Date	Subject	Time
April 19, 2023	Debt Reporting Course	9:00 AM - 11:00 AM
June 6, 2023	Lease Reporting Course	9:00 AM - 11:00 AM
October 10, 2023	Pension Agent-Multiple Employer Course	9:00 AM - 11:00 AM
October 11, 2023	Pension Cost-Sharing Course	9:00 AM - 11:00 AM
October 12, 2023	OPEB Single Employer Course	9:00 AM - 11:00 AM

Additional Information and Resources

The specialty course dates can switch around. I just estimated the timing based on our discussion. The thought is to see what courses seem to have the higher interest and then we can discuss providing more dates based on need. I will continue to reach out to class attendees and see what areas are of interest to add to the CSMFO training in the future.



CSMFO BOARD REPORT

DATE: December 1, 2022

FROM: Don Patterson
Administration Committee

SUBJECT: Contract for Website Design

Background:

The CSMFO website has not had a full redesign in about 10 years. The last visual update was approximately 5 years ago. It is recommended to do a comprehensive redesign of all internet properties (LMS, News, App, Member database, Knowledge Base, etc) used by CSMFO in order to update the association's web presence, reflect current communications priorities, and maintain interest in using the site.

Proposed Process

The proposal includes a collaborative process to ensure that each committee's communication needs and the Board of Director's priorities are met with the website redesign. This process was designed with input from Justin Lewis from Smith Moore & Associates (SMA).

Timeline and Steps:

- 1 - Committee Involvement [January-April 2023]
- 2 – Organizing/drafting new Information Architecture (i.e., menus) [April – June 2023]
- 3 - Design of the Look and Feel/Content Rewrite [June – July 2023]
- 4 - Development site [August – September 2023]
- 5 - Implementation of new site [Prior to renewals, or perhaps Annual conference]
- 6 - Implement design to other properties

Additional detail for each of the steps in the proposed process is included in the attached draft scope of work and estimate (Attachment 1).

Financial Impact:

Administration consulted with the Justin Lewis of SMA's Information Technology team, which provided a timeline and scope of work. SMA estimates that the complete cost of the project will

be between \$49,000 and \$57,000. An average of this estimate in the amount of \$53,000 was included in Administration Committee's 2023 budget request for this project.

Recommendation:

- It is recommended that the Board of directors provide the Administration Committee with additional direction regarding any changes to or specific items to be included in a scope of services and/or contract to be returned to the Board.
- It is recommended that the Board of Directors authorize the Administration Committee to proceed with finalizing a proposed scope of services and contract with SMA to be brought back to the Board of Directors for approval at its January 2023 meeting.

Attachments:

Draft scope of work and estimate

Background:

The CSMFO website has not had a full redesign in about 10 years. The last visual update was approximately 5 years ago. We are looking to do a comprehensive redesign of all internet properties (LMS, News, App, Member database, Knowledge Base, etc) used by CSMFO.

Timeline and Steps:

- 1 - Committee Involvement [January-April]
- 2 – Organizing/drafting new Information Architecture (i.e., menus) [April - June]
- 3 - Design of the Look and Feel/Content Rewrite [June - July]
- 4 - Development site [August - September]
- 5 - Implementation of new site [Prior to renewals, or perhaps Annual conference]
- 6 - Implement design to other properties

Process:**Step 1**

Determine role of the Communications Committee in this project. Then, we want to form a sub-committee consisting of members from CSMFO's committees that have or want content on the website. Minimally, people from: Career Development, Professional Standards, Recognition, Membership, and Student Engagement. The purpose is to ascertain how the website can support the objectives of each committee.

Staff will provide any relevant analytical data around current usage of the website as needed.

Then with the help of the committee, ensure that the content on the site will highlight each committee's key objectives. The committee will also help remove any old content.

Step 2

We will organize the feedback from all queried/interviewed committees. We'll then draft a layout for how the content will look, essentially the menu for the site.

We'll identify and define specific keywords and phrases relevant to the various programs for use in search engine optimization (SEO).

Identify existing websites that are appealing to today's municipal finance officer.

Begin rewriting the copy for all pages (there's currently over 100) from the suggested changes provided by the Board liaisons. Following, we will ensure a consistent voice, and a modern look that promotes CSMFO's mission and programs, incorporating the SEO terms identified earlier.

Step 3

We'll start the mockup of the new look and feel. We will do rough mockups for the home page based on all gathered input. Then we'll do 3 rounds of edits with the website committee.

After the home page is established, we'll use this to generate some subpage templates which will ensure a consistent look and feel across the entire site.

Step 4

We'll duplicate the existing site to a development site.
Begin coding the new design.

Completion of revised copy, upon final approval from Board liaisons.

Step 5

We will design, rebuild, and duplicate the content to the development site.

Step 6

We will implement the design on the member communications, Knowledge Base, CSMFO News, Member Database, Phone app, and LMS.

Costs:

We estimate this will cost between \$49,000 to \$57,000.

Time commitment for Volunteers:

We estimate that volunteers on the ad hoc website committee will commit approximately 3 hours per month. The chair will contribute around 4 per month.

Add Ons:

Do we want advertisements from vendors/sponsors built into the site?
Do we need a marketing campaign for the launch?



CSMFO BOARD REPORT

DATE: December 15, 2022

FROM: Rich Lee, President

SUBJECT: Policy and Procedures Manual Amendments

Background:

As a part of the Innovation and the Future focus area of the 2022 Strategic Action Plan, an ad hoc committee, led by Past President Scott Catlett, evaluated the organizational structure for By-laws for opportunities for change. The amendments to the By-laws were approved by the Board of Directors in August 2022, and later approved by CSMFO members in October 2022. The amended Policy and Procedures, attached in both clean and redline versions, have been amended as part and parcel to the Board and member-approved amendments to the By-laws. The summary below discusses the major language modifications.

I. Further Duties of Officers

Removed language regarding rotation of the President-Elect between southern and northern California to provide flexibility for election of this role. While the modification of the Bylaws included language to reflect a desire to maintain a balance between northern and southern California board members, the By-laws also include language that provides flexibility in the event there are not enough qualified candidates to have up to four Board members (of the six) from either northern or southern California. Based on subsequent input from the Board, it is recommended that additional language be added to the By-laws that applies the same preference for the office of President-Elect. Depending on Board direction regarding other potential By-laws amendment (including consideration of commercial members serving in leadership roles), these potential amendments would require approval by the Board and CSMFO members.

Removed language that had the Board Liaison to the Finance and Administration Committees (now the Administration Committee) serve as the Secretary/Treasurer and replaced with language that the Board will either appoint a municipal member to serve as Secretary and/or Treasurer or assign those duties to the Executive Director.

III. Standing Committees

Added CSMFO News to the purview of the Communications Committee and provides flexibility to phase out the Annual Report should the Board wish to given that currently full compliance with submitting committee summaries is not always achieved

IV. Meetings

Added language that CSMFO will pay for transportation-related expenses for in-person board meetings (other than the board meetings held as a part of the annual conference and the strategic planning session) for the Board of Directors, committee members, chapter chairs and chapter vice-chairs.

Added clarification language to the Strategic Planning Session section that travel arrangements may be reimbursed by CSMFO when an attendee's employer refuses to pay for travel costs.

V. Elections

Removed language referring to the previous version of the By-laws that specified, as the current version of the By-laws have removed this language to simplify the election process:

- The number of days in advance of the following year's annual conference that the members of the Nominating Committee be appointed;
- The number of days before the following year's annual conference that ballots had to be delivered.

IX. Annual Conference

Vests responsibility for conference site selection in an ad hoc committee appointed by the Board on an as-needed basis in lieu of the Immediate Past President.

X. Governmental Affairs Liaison Officers

Removed the language regarding CSMFO's previous advocacy and replaced with the updated language as approved by the Board pursuant to the recommendation of the ad hoc committee as a part of the 2022 Strategic Action Plan.

XII. Accounting and Budget Policy

Eliminates the ability of the President receiving reimbursement for travel expenses of a companion attending the GFOA, CMTA, or other state associations' conferences. Also eliminates reimbursement for members attending League of California Cities committee meetings other than the Revenue and Tax Committee.

XIII. Cooperation with Others

Eliminates the ability of the President to comment on press inquiries without the input of the full Board. Also eliminates appointments to the League of California Cities policy committees other than the Revenue and Tax Committee.

XV. Contract Approval Policy

Eliminates the ability of the Executive Director to execute certain contracts without informing the full Board of Directors.

Recommendation:

That the Board of Directors:

1. Approve the amendments to the Policy and Procedures Manual.
2. Concur with eliminating appointments to all League of California Cities policy committees other than the Revenue and Tax Committee effective in 2023.



Policy and Procedures Manual

This manual is prepared for the sole purpose of providing assistance and guidance to the officers and members of CSMFO. Changes may be made from time to time by the Board of Directors to meet changing conditions. The material contained herein is supplementary to the Bylaws of CSMFO; if contradictions develop, the Bylaws shall prevail.

I. FURTHER DUTIES OF OFFICERS

In addition to the duties of officers outlined in the bylaws, the following additional duties have been established by vote of the Board of Directors:

The President may, from time to time, present proclamations on behalf of the organization to CSMFO members that are retiring from the profession, provided that said members have been members in good standing for at least the last three consecutive years.

The Board will appoint one or more municipal members to serve as Secretary and/or Treasurer or assign these duties to the Executive Director.

II. BOARD OF DIRECTORS

Board members are expected to serve as liaisons to select chapters within their region of the State. Board members should attend at least one meeting for each chapter so assigned.

III. STANDING COMMITTEES

A. Committees

CSMFO shall have nine standing committees, as outlined below. In addition, the Board of Directors may decide to appoint ad hoc committees to address policy or other issues as they arise and as deemed necessary.

1. Administration Committee, whose primary objectives are to:
 - a. Review and update CSMFO policies and procedures as needed or requested.
 - b. Undertake special projects as directed by the Executive Committee or Board of Directors.
 - c. Administer contracts on behalf of CSMFO. Draft and execute contracts as directed by the Executive Committee, Board of Directors, or standing committees.
 - d. Enhance the effectiveness and use of technology by CSMFO and its member agencies in exchanging information, increasing productivity, and enhancing member services.
 - e. Maintain a CSMFO internet presence and website to enhance membership benefits, provide professional information, establish relevant links, and support continued training.
 - f. Facilitate information sharing among members.
2. Career Development Committee, whose primary objective is to promote the professional development of its members by providing affordable and accessible training opportunities. Activities may include, but are not limited to:
 - a. Review and/or develop core courses and webinars.
 - b. Plan and execute the annual Weekend Training.
 - c. Coordinate professional development services.
 - d. Undertake special projects as directed by the Executive Committee or Board of Directors.
3. Communications Committee, whose primary objectives are to:
 - a. Enhance the communications between CSMFO leadership and its members through the CSMFO Magazine, CSMFO News, website, email, and other common forms of communication.
 - b. Work to ensure a common branding experience for all CSMFO members.
 - c. Develop policies, guidelines, and procedures related to CSMFO Magazine, CSMFO News, publications, and other communication materials.
 - d. Coordinate with CSMFO leadership and Board on consistent messaging.

- e. Undertake special projects as directed by the Executive Committee or Board of Directors.
4. Finance Committee, whose primary objectives are to:
 - a. Review the financial statements of CSMFO on a monthly basis.
 - b. Serve as an approver for CSMFO check registers (Chair).
 - c. Assist the President-Elect with the preparation of the CSMFO annual budget.
 - d. Evaluate existing financial policies and make recommendations for new financial policies.
 - e. Coordinate with other standing committees on financial matters and provide assistance as needed.
 - f. Perform other financial duties outlined in Section XIII of this Manual.
 5. Membership Benefits Committee, whose primary objectives are to:
 - a. Solicit and encourage new members from eligible agencies and promote the benefits of CSMFO membership.
 - b. Solicit feedback from members on what benefits they want out of CSMFO membership.
 - c. Follow-up on non-renewing members and outstanding membership invoices.
 - d. Undertake special projects as directed by the Executive Committee or Board of Directors.
 6. Professional Standards Committee, whose primary objective is to identify and analyze new or emerging professional standards for municipal finance. To accomplish this, the committee will:
 - a. Disseminate information on emerging standards to the members.
 - b. Support content for potential new training courses.
 - c. Develop suggested systems and procedures, as needed.
 - d. Undertake special projects as directed by the Executive Committee or Board of Directors.
 7. Program Committee, whose primary objective is to set the educational content of the Annual Conference, including:
 - a. Conducting calls for presentations, as the committee deems necessary.
 - b. Working with speakerbureaus.
 - c. Setting the schedule of classes for the conference.
 - d. Coordinating the pre-conference sessions.
 - e. Coordinating with speakers regarding their materials, audio visual needs and payments and/or reimbursements, as necessary.
 - f. Assigning moderators for each session.
 - g. Communicating and coordinating with the Annual Conference Host Committee as appropriate.
 8. Recognition Committee, whose primary objective is to promote the highest standards of budgeting and financial reporting, including:
 - a. Encourage the use of professional standards through award programs for financial reporting.
 - b. Encourage improved techniques for budget preparation and presentation.
 - c. Recognize excellence in financial reporting and budgeting through annual awards programs.
 9. Student Engagement Committee, whose primary objectives are to:
 - a. Reach out to the next generation (graduate and undergraduate students in political science, public administration, accounting, and finance) to let them know we are here and what we have to offer.
 - b. Promote municipal finance as a rewarding career choice.

- c. Increase the number of student memberships.
- d. Create a self-reinforcing cycle for student engagement in which relationship building and exposure to municipal finance provides momentum for growth in student memberships and participation.

B. Committee Structure

The incoming President shall appoint the Chair, Vice-Chair(s), and Senior Advisor(s) of each committee. Retired members may be appointed to serve as Senior Advisors, but all other committee leadership positions should be held by active municipal members. To assure broad participation on each committee, the President shall make every effort to have representation from across the state where functionally practical. The Chair shall recruit additional committee members from among the active membership. All committee members are encouraged to attend various meetings and conference calls of the Board of Directors.

C. Committee Reports

Each committee chairperson and facilitators of goals established at the annual planning meeting shall provide progress reports on activities at each meeting of the Board of Directors. The President may request that these progress reports be made available in time for distribution with the Board agenda packet.

IV. MEETINGS

A. Board of Directors Meetings

The Bylaws provide for at least two Board meetings annually. There may be such other meetings as the Board of Directors may determine. CSMFO will pay for transportation-related travel expenses for in-person board meetings held other than at the Annual Conference and Strategic Planning Session for members of the Board of Directors, members of Standing Committees, and Chapter Chairs or Chapter Vice-Chairs.

All Board meetings are open to all members.

B. Annual Meeting

The Annual Meeting shall be held at the annual conference. The Annual Meeting shall be noticed as such in all promotional materials of the annual conference that provide a schedule of events.

C. Strategic Planning Session

CSMFO will hold a Strategic Planning Session annually in the fall to determine the strategic objectives of the organization as well as the action plan for the following calendar year. CSMFO will make and pay for the lodging arrangements for all invited attendees; travel arrangements will be made and paid for by attendees individually, but may be reimbursed by CSMFO when an attendee's employer refuses to pay for travel costs. A team-building session for attendees only will be held during the Strategic Planning Session; attendees are encouraged to bring guests to the hosted dinner and other events. Those invited include: Officers, Board Members, Chapter Chairs and Vice Chairs, Committee Officers (chairs, vice chairs, senior advisors), Past Presidents, and the Executive Director.

V. ELECTIONS

Nominees will be expected to file a short "qualification statement" with the Executive Director so that voting members can better identify nominees. The Executive Director shall include the "qualification statements" with the election ballot.

The "qualification statement" may contain the following information:

1. Name as it should appear on the ballot.
2. Formal education.
3. Current and previous positions in California municipal government (out-of-

4. state municipal experience as a finance director may be included if applicable).
5. List of CSMFO activities.
6. Other professional affiliations related to municipal government.
7. A statement of the nominee's ideas and goals for CSMFO for the upcoming term (limited to 300 words for the President-Elect and 200 words for Board members).

Nominees shall be advised that any information other than the above will not be included in the published statement of qualifications.

It is the policy of CSMFO that there shall be no formal "campaigning" or "electioneering." Nominees shall not actively solicit votes, nor shall nominees allow others to solicit on their behalf.

VI. AWARDS PROGRAMS

CSMFO sponsors five awards programs.

- A. CSMFO Financial Reporting Awards Program
The CSMFO Financial Reporting Awards Program is under the auspices of the Recognition Committee. The object is to recognize excellence in financial reporting.
- B. Excellence in Budgeting
The Award Program for Excellence in Budgeting is conducted by the Recognition Committee. The objectives are to recognize agencies with excellent budget procedures and documents and expose CSMFO members to these materials.
- C. Innovation Award
The Award Program for Innovation is conducted by the Recognition Committee. The objectives are to recognize agencies with innovative budgeting and finance programs and expose CSMFO members to these materials.
- D. Distinguished Service Award
The Distinguished Service Award recognizes outstanding service on the part of an individual to the field of municipal finance. This is the highest honor that is bestowed by CSMFO. It is not a competition, and not necessarily annual, but is given at such times as a person is judged deserving of the honor. Nominees may be suggested to the incoming President, in confidence, who will consult with the Executive Committee in making a determination. The award will consist of a suitable plaque presented at the annual conference by the incoming President.
- E. Volunteer of the Year Award
The Volunteer of the Year Award nomination and selection process is conducted by the Executive Committee and presented at the annual conference by the outgoing President. The objectives are to recognize outstanding volunteer efforts and participation, while also providing an avenue for volunteers to recognize each other. Nominations shall be due at least three (3) months prior to the annual conference. The Executive Committee will review nominations annually and select one Volunteer of the Year recipient. At its discretion after the review process concludes, the Executive Committee may choose to not bestow this award, or to bestow this award to multiple recipients. Nominations must be submitted by a CSMFO member with involvement on the Board, on a committee, or at the leadership level (chair or vice chair) of any local chapter.
- F. Board Proclamations
CSMFO may, upon request of any CSMFO member and with Executive Committee approval, create and present a Board Proclamation to recognize the efforts and accomplishments of CSMFO members upon their retirement from the government finance profession.

VII. ODELL SCHOLARSHIP

The Robert Odell Scholarship created by CSMFO and administered by the California State University

system will be conducted under the direction of the Board of Directors. It is intended that the principal amount be held constant at an amount adequate to ensure investment earnings are sufficient to provide up to four \$2,000 scholarships each year to upper division and graduate students of public administration with an emphasis in finance. This determination of this amount will be at the Board's discretion.

Recipients of the Odell Scholarship will also receive a complimentary invitation to attend the CSMFO annual conference. It is the responsibility of the scholarship recipient to contact the CSMFO office no less than two (2) weeks prior to the start date of the conference in order to confirm attendance.

VIII. MEMBERSHIP

A. Status

The Bylaws in Article II, Section A, specify the qualifications for municipal, other government or commercial membership classifications. Membership in CSMFO is on an individual basis, which allows the membership to follow the individual rather than the agency. The Other Government membership classification is authorized for out-of-state residents and other municipal/state employees not eligible for CSMFO municipal membership.

B. Other Classifications of Members

The Board may from time to time determine other membership categories within this classification including Honorary, Student, Professor, or Retired. The Board of Directors shall determine specific dues, if any, for each category. These individual categories under the "other classification" do not carry voting rights.

1. Honorary. Past Presidents and Distinguished Service Award winners who are retired (not gainfully employed either in or out of government) will be granted honorary membership status. They will be eligible to receive CSMFO materials and participate in CSMFO activities.
2. Student. This classification shall be open to those persons presently enrolled in either an undergraduate or graduate program in finance, accounting or public administration studies through an accredited university. Students that are concurrently eligible for Municipal membership may choose their membership category.
3. Professor. This classification shall be open to those persons presently employed as faculty of a finance, accounting, or public administration course through an accredited university.
4. Retired. This classification is open to former municipal members who retire from public service.

C. Directory

Annually a Membership Directory shall be published as soon after the membership renewal deadline as possible. Generally speaking, the Directory is printed in March and distributed in April. In order to ensure listing in the Directory, a must pay their dues no later than the March 1 deadline. Copies of the Directory must be requested via a means determined by the Board of Directors.

D. Dues

Dues shall be collected for the calendar year and membership for all members shall expire on December 31 of each year.

1. The Board of Directors shall annually establish dues amounts per membership category.
2. New municipal and other government members signing up after July 1 until September 30 will pay 50% of the current annual dues. New members who pay the full amount of dues between October 1 and December 31 shall be considered current members until December 31 of the following year.
3. Membership dues are due on January 1 of each year, as specified in Article II, Section C of the Bylaws.
4. Membership dues renewal notices shall be sent in November.
5. Membership will lapse for any person should dues remain unpaid on March 1.
6. Dues may be prorated at the discretion of the Board of Directors.
7. The Board of Directors has the discretion to establish special one-time dues to encourage new membership.

E. Use of CSMFO Logo – Discussion on Branding

Members in good standing with CSMFO may post the CSMFO logo on their city/agency/company websites advertising their affiliation with our association. The CSMFO Board of Directors, at the discretion of the Executive Committee, reserves the right to rescind this privilege should the agency/company conduct itself in a manner inconsistent with CSMFO's standards.

IX. ANNUAL CONFERENCE

The annual conference usually will take place in January/February, typically alternating between the northern and southern parts of the state. North/south designations will be determined by the Board. Selection of the site for the annual conference is by the Board of Directors, approximately four years in advance. The Board of Directors is responsible for appointing an ad-hoc committee periodically on an as-needed basis to work with staff to oversee the site selection process. Transportation and travel necessary to make an informed decision regarding appropriate prospective conference sites shall be paid by CSMFO. The ad-hoc committee shall make a recommendation to the Board.

All other policies relating to the annual conference can be found in the Annual Conference Handbook, which is periodically reviewed by the Administration Committee.

X. GOVERNMENTAL AFFAIRS LIAISON OFFICERS

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

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

Advocacy Guiding Principles

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

Responsibilities

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

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

XI. CHAPTERS

Chapters of CSMFO were established to provide an opportunity for members in various regions of the state to meet on a regular basis and exchange ideas, discuss professional challenges, and participate in presentations on a specific area of the profession. The chapters are geographically defined and shall

be specifically delineated in the membership directory. There are twenty chapters of CSMFO:

Central Coast
Central Los Angeles
Central Valley
Channel Counties
Coachella Valley
Desert Mountain
East Bay (SF)
Imperial County
Inland Empire
Monterey Bay
Northeast Counties
Northwest Counties
North Coast
Orange County
Peninsula
Sacramento Valley
San Diego County
San Gabriel Valley
South Bay (LA)
South San Joaquin

Each Chapter selects a Chapter Chair who may appoint a Vice Chair and other members as needed to assist in the planning and execution of regular chapter meetings. Chapter Chairs are encouraged to attend any or all Board

In the event that a Chapter Chair is no longer eligible for Active Municipal Member status, the Chapter will seek a new Chapter Chair. For the benefit of the Chapter's continuity, the non-Municipal Member is encouraged to serve as a Chapter advisor until the vacancy is filled.

Each Chapter shall define its own meeting time and place and may send local meeting notices to interested parties. Regular meetings of each Chapter provide the membership with opportunities for personal and professional development that can only be accomplished at the local level. Meeting data shall be forwarded to the CSMFO staff for publication.

CSMFO membership carries with it automatic membership in the local chapter. Chapters are not authorized to collect dues or to have their own newsletter. Meeting notices shall be advertised with a common authorized style. For more information see the "Chapter Chair Handbook".

XII. ACCOUNTING AND BUDGET POLICY

Accounting –

Accounting records are maintained in full accordance with all the requirements of Generally Accepted Accounting Principles (GAAP) and shall be audited annually in accordance with Generally Accepted Auditing Standards (GAAS). The Fiscal Year is January 1st to December 31st.

Financial reporting – Reports are prepared monthly for review by the Executive Committee and Finance Committee before being presented to the Board for full approval.

Annual Audit – The Audit Committee is responsible for all aspects of the audit.

Budget

Annually, the President-Elect, in consultation with the other members of the Executive Committee and the Finance Committee, shall prepare a proposed budget for consideration by the Board at the Fall Board meeting. Final Board approval of the budget shall occur at the last Board meeting prior to the beginning of the new fiscal year.

CSMFO will strive to maintain a balanced budget. This means that:

1. Operating revenues must fully cover operating expenditures.
2. Reserves must meet minimum policy levels.
3. Reserves or undesignated net assets may be used to fund new projects or one-time expenditures (e.g., capital outlays, start-up programs, revenue stabilization efforts, or other “one-time,” non-recurring expenditures).

The Board must approve any new program, in advance, that any committee wishes to launch which would require CSMFO financial support. The committee chair proposing the program should contact the President to discuss the program, who shall bring the program to the Executive Committee. If there is sufficient support, a Board meeting will be scheduled to discuss the program and amend the budget. This meeting may be held at a defined location or through teleconferencing.

The Board of Directors has the authority to amend the budget as needed.

Reserve policies

Operating Reserve

CSMFO will maintain operating reserves that are equivalent to 25% of total annual budgeted expenditures, excluding any significant one-time costs or the annual conference. This represents 90 days of operations, and is considered the minimum level necessary to maintain CSMFO's credit worthiness and to adequately provide for:

- Economic uncertainties and other financial downturns such as reduced membership fees or other revenue shortfalls.
- Contingencies for unseen operating or capital needs.
- Cash flow requirements.

Conference Reserve Account

CSMFO will maintain a conference reserve account in the amount of \$700,000.

Use of Undesignated Net Assets:

Net assets remaining over and above the Operating or Conference Reserve shall be classified as Undesignated Net Assets. Use of these undesignated funds requires Board approval and is intended to be limited to one-time, non-operating expenses.

Examples of such uses include but are not limited to the following: contributions to the Odell Scholarship Fund; website upgrades; conference subsidies; one-time expenses not budgeted such as covering the cost of a Chapter meeting or providing free or subsidized in-person or virtual training to members.

The reserve accounts and undesignated net assets will be reviewed by the Finance Committee at least annually to ensure that the organization is in compliance with this policy.

Changes or Use of Reserves or Undesignated Net Assets:

Any spending of the reserves must be approved in advance by the Board.

The ultimate responsibility for oversight of the reserves and undesignated net assets resides with the Board of Directors, who will establish the Reserve annually at the time of budget adoption.

Restricted Net Assets – any asset restricted by GAAP, such as Chapter balances.

Operating Expenses and Disbursement procedures

B. Travel Expenses

1. General

As hereby described, the President, Board members, committee leadership, and chapter

leadership, should seek expense reimbursement from CSMFO for authorized purposes. Funds shall only be made available on the reimbursement basis. Reimbursement shall be made by the Executive Director upon presentation of proper vouchers, receipts, etc.

Only airfare (or equivalent in the case of travel by other modes of transportation), airport parking, transportation to and from the airport, and overnight lodging expenses of CSMFO members are eligible for reimbursement from CSMFO, **unless specifically approved by the Board of Directors**. Members should plan ahead sufficiently to secure the least-cost travel available. Lodging expenses will be allowable only to the extent of permitting an individual to avoid travel between the hours of 11 p.m. and 6 a.m.

2. **President's Expenses**

The President of CSMFO shall be entitled to reimbursement of eligible expenses not borne by their agency associated with the duties of the office, up to the amount of the approved annual budget for this purpose. Reimbursement for out-of-state travel will be limited to attendance at affiliated out-of-state associations' annual conferences, the GFOA annual conference and the CMTA annual conference unless expressly approved by the Board. In the event requested reimbursement exceeds the approved budget, such reimbursements shall be submitted to the Board for approval. If the President designates another member to attend an event in his/her place, that individual's eligible expenses may be submitted for reimbursement against this account. Travel outside the United States is limited to attendance of the GFOA annual conference only.

3. **CSMFO Board Member Expenses**

Subject to the annual CSMFO budget process, CSMFO Board members other than the President shall be entitled to reimbursement of eligible expenses not borne by their agency associated with attendance at official Board meetings, chapter meetings, and Board retreats. The CSMFO Board shall establish a pool in the annual budget from which Board member reimbursements will be funded.

4. **League Policy Committee Appointee Expenses**

Subject to the annual CSMFO budget process, League Revenue and Taxation Policy Committee Appointees shall be entitled to reimbursement of eligible expenses not borne by their agency associated with attendance at official League meetings. The CSMFO Board shall establish a pool in the annual budget from which committee appointee reimbursements will be funded..

C. **Committee Expense**

The CSMFO annual budget also provides limited funds for committee meeting expenses, which includes meals or refreshments for committee meetings as well as additional expenses required in administering approved programs.

D. **Chapter Expense**

The CSMFO annual budget also provides limited funds for covering possible occasional deficits in chapter meetings, which are normally expected to be self-sustaining. The cost of printing and other miscellaneous expenses associated with the chapter meetings should be included in the cost of the meeting and not borne by the chapter chairs' agency.

E. **Chapter Balances**

CSMFO will maintain an annual budget item for chapter support. Chapter Chairs will make an advance request to the Executive Director for support in the event that they anticipate incurring a permanent deficit that will result in a negative chapter balance. The Executive Director will perform a chapter balance reconciliation at the end of each fiscal year. Any negative balances that remain, that will not be resolved with time, will be supplemented from the chapter support budget to bring the balance to zero.

F. **Disbursement**

1. **Disbursement Approvers**

Disbursements must be approved by no fewer than two of the following, prior to distribution: President, President-Elect, Immediate Past President, Secretary/Treasurer, and Finance Committee Chair.

2. Check Signers

All checks require two signatures. The designated signers will be the Executive Director and another member of the Executive Committee. To alleviate the necessity of updating signature cards annually, they will be updated once every three years. The President-Elect at the beginning of the three-year period will be designated as the second check signer. This duty will follow the elected official through the three-year term on the Executive Committee in their role as President-Elect, President, and Past President. Upon departure of the second signer from the Executive Committee, new signature cards will be prepared for the incoming President-Elect. If the check signer departs the Executive Committee prior to completing the three-year cycle, new signature cards will be prepared to replace the second signer with the existing President-Elect.

This policy shall be effective for all financial accounts under CSMFO's federal tax identification number, including but not limited to checking, savings, and investment of funds.

3. Disbursement Approval Process

Prior to entering the distribution process, invoices related to consultant services shall be submitted to the committee overseeing the services for review. If the nature of the consultant services is not specific to any single committee function, the Administration Committee shall review the invoice. The reviewing committee will ensure that the invoice reflects services and fees that are complete and in accordance with the approved contract.

Following approval by the reviewing committee, invoices and requests for reimbursement will be submitted to the five disbursement approvers. A disbursement report should accompany the backup documentation submitted to the disbursement approvers.

Upon approval by at least two of the five disbursement approvers and no earlier than one business day following the request for approval (to allow all five disbursement approvers adequate time to review and ask questions), checks will be signed by the authorized signers. A monthly disbursement report should be included in the monthly Board meeting materials for Board member review.

XIII. COOPERATION WITH OTHERS

A. Like Organizations

It is the express intent of this Society to cooperate fully with similar organizations at intrastate, interstate, and Federal levels, toward the common objective of professional service at all levels of government.

As an affiliate of the League due to the relationship between the two organizations, the CSMFO President may appoint one representative to the League Revenue and Taxation policy committee. This representative shall be required to provide input to the committee from CSMFO and to keep the CSMFO Board apprised of issues and actions being considered by the League. Any related travel expenses may be reimbursed as outlined in Section XIII.

B. Press

All press inquiries should be directed to the Executive Director of CSMFO. If the inquiry is of a general informational nature, the Executive Director will provide the response. If the inquiry is requesting a "quote" or "position" on an issue the matter should be referred to the Executive Committee for a response. The Executive Committee will develop the response and decide who will provide that response.

Other Board Members should not provide responses on behalf of CSMFO unless authorized by the Executive Committee.

C. CSMFO Policy Position

CSMFO may receive inquiries regarding the viewpoint of the organization on an issue or potential policy. As a general policy, CSMFO will not respond to these requests and will defer to the positions of relevant statewide and national associations with active legislative advocacy programs, such as the League of California Cities or the Government Finance Officers Association. However, the Board of Directors may authorize a letter of position when it is determined to be beneficial to the membership.

XIV. CSMFO PUBLICATION

CSMFO publishes the CSMFO News on a regular schedule, as established by the Board of Directors. The News is intended to be a professional publication with relevant articles related to the government finance profession, and will include letters from the current President, President-Elect and Executive Director, highlights from local chapters and members and other relevant information. The Communications Committee will be responsible for coordinating the publication and distribution of the CSMFO News. The Board of Directors has adopted a separate Communication Policy/Guidelines, along with an organizational style guide related to branded communications.

XV. CONTRACT APPROVAL POLICY

The primary objective of this policy is to establish procedures for approval of all CSMFO contracts to promote transparency and efficiency.

- A. Every CSMFO contract with fees in excess of \$5,000 shall be presented to the Board of Directors at a board meeting for consideration and approval. Unless otherwise stated in the board report, every CSMFO contract shall be executed by the Executive Director. In the event that the Executive Director is unavailable, the CSMFO President will execute the contract.
- B. All contracts with fees of \$5,000 or less shall be executed by the Executive Director. Contracts that are executed within the Executive Director's contract authority will be included as an information item on the consent calendar of the next Board meeting.
- C. If there is a contract that is urgent in nature where the duration of time until the next Board meeting would be detrimental to CSMFO, the Executive Director will notify the full Board of Directors of the need and obtain authorization from the Executive Committee to execute the contract.

XVI. RECORDS RETENTION POLICY

The purpose of records management is to ensure that information is available when needed. Efficiency in record-keeping requires identification, organization, and maintenance for the requisite number of years, and documentation when destroyed.

Disposition of records should occur routinely in accordance with the provisions of the Records Retention Schedule, available from the CSMFO office. For example, if the Schedule states that certain records shall be retained for three years, records review and disposal should occur promptly at the conclusion of the three-year retention period. This ensures that file space is used efficiently and prevents active records from becoming interfiled with records that have outlived their administrative usefulness.

A listing of records to be destroyed shall be submitted by the Committee of Record to the Secretary or the Secretary's designee for review prior to destruction. The Secretary or designee will verify compliance with the Schedule and respond with authorization to proceed.

Ownership of Records

All records are the property of CSMFO and shall be delivered by outgoing consultants and volunteers to their successors.

Definitions

Disposition – The length of time a record is kept, which may be permanent

Historical Record – The retention of records that have enduring value because they reflect significant historical events or document the history and development of CSMFO

Records Retention Schedule – The document identifying the length of time a record is maintained,

including disposition.

Records Retention Codes

A/E: After expiration

AU: Audit

C: Current

D/R: Destroy when no longer relevant

P: Permanent

XVII. AMENDMENTS

The Board of Directors may make changes to this manual. Any changes shall be distributed by the Executive Director to Officers, Board Members, Committee and Chapter leaders. Changes may also be published in the News and/or on the organization's web page for the benefit of the general membership, if appropriate.



Policy and Procedures Manual

This manual is prepared for the sole purpose of providing assistance and guidance to the officers and members of CSMFO. Changes may be made from time to time by the Board of Directors to meet changing conditions. The material contained herein is supplementary to the Bylaws of CSMFO; if contradictions develop, the Bylaws shall prevail.

I. FURTHER DUTIES OF OFFICERS

~~In addition to the duties of officers outlined in the by-laws, the following additional duties have been established by vote of the Board of Directors:~~

~~Traditionally, the offices of President and President Elect have rotated between the southern and northern parts of the state. While the President is the titular head of CSMFO statewide, the President-Elect assumes a secondary leadership role in his or her area of the state in order to maintain the best possible communications between the members and the officers.~~

~~As the Annual Conference also generally alternates between north and south, the President-Elect automatically becomes the Conference co-chair for that year.~~

~~The Immediate Past President automatically assumes the role of Chapter Chair liaison.~~

The President may, from time to time, present proclamations on behalf of the organization to CSMFO members that are retiring from the profession, provided that said members have been members in good standing for at least the last three consecutive years.

~~The Board Liaison to the Finance and Administration Committees shall serve as the Secretary/Treasurer to perform the duties outlined in Article III, Section H.4 in the Bylaws. The Executive Director shall serve as the Deputy Secretary/Treasurer, to assist.~~

~~The Board will appoint one or more municipal members to serve as Secretary and/or Treasurer or assign these duties to the Executive Director.~~

II. BOARD OF DIRECTORS

~~The membership of the Board of Directors also has been apportioned between the southern and northern parts of the state. It is the policy of this organization to maintain this informal balance.~~ Board members are expected to serve as liaisons to select chapters within their ~~southern or northern region of the State~~. Board members should attend at least one meeting for each chapter so assigned.

III. STANDING COMMITTEES

A. Committees

CSMFO shall have nine standing committees, as outlined below. In addition, the Board of Directors may decide to appoint ad hoc committees to address policy or other issues as they arise and as deemed necessary.

1. Administration Committee, whose primary objectives are to:

- a. Review and update CSMFO policies and procedures as needed or requested.
- b. Undertake special projects as directed by the Executive Committee or Board of Directors.
- ~~c. Coordinate the Odell Scholarship program with California State University system, outlined in Section VIII, conduct scholarship fundraising efforts as deemed appropriate by the Board, and provide an annual report to the Board.~~
- ~~d-c.~~ Administer contracts on behalf of CSMFO. Draft and execute contracts as directed by the Executive Committee, Board of Directors, or standing committees. ~~Conduct annual evaluation of contracts and consultants, with results to be presented at the annual Board retreat.~~
- ~~e-d.~~ Enhance the effectiveness and use of technology by CSMFO and its member agencies in exchanging information, increasing productivity, and enhancing member services.
- ~~f-e.~~ Maintain a CSMFO internet presence and website to enhance membership benefits, provide professional information, establish relevant links, and support continued training.

- g-f. Facilitate information sharing among members.
2. Career Development Committee, whose primary objective is to promote the professional development of its members by providing affordable and accessible training opportunities. Activities may include, but are not limited to:
 - a. Review and/or develop core courses and webinars.
 - b. Plan and execute the annual Weekend Training.
 - c. Coordinate ~~coaching program and~~ professional development services.
 - d. Undertake special projects as directed by the Executive Committee or Board of Directors.
 3. Communications Committee, whose primary objectives are to:
 - a. Enhance the communications between CSMFO leadership and its members through the CSMFO Magazine, [CSMFO News](#), website, email, and other common forms of communication.
 - b. Work to ensure a common branding experience for all CSMFO members.
 - c. Develop policies, guidelines, and procedures related to CSMFO Magazine, [CSMFO News](#), publications, and other communication materials.
 - d. Coordinate with CSMFO leadership and Board on consistent messaging.
 - e. Undertake special projects as directed by the Executive Committee or Board of Directors.
 4. Finance Committee, whose primary objectives are to:
 - a. Review the financial statements of CSMFO on a monthly basis.
 - b. Serve as an approver for CSMFO check registers (Chair).
 - c. Assist the President-Elect with the preparation of the CSMFO annual budget.
 - d. Evaluate existing financial policies and make recommendations for new financial policies.
 - e. Coordinate with other standing committees on financial matters and provide assistance as needed.
 - f. Perform other financial duties outlined in Section XIII of this Manual.
 5. Membership Benefits Committee, whose primary objectives are to:
 - a. Solicit and encourage new members from eligible agencies and promote the benefits of CSMFO membership.
 - b. Solicit feedback from members on what benefits they want out of CSMFO membership.
 - c. Follow-up on non-renewing members and outstanding membership invoices.
 - d. Undertake special projects as directed by the Executive Committee or Board of Directors.
 6. Professional Standards Committee, whose primary objective is to identify and analyze new or emerging professional standards for municipal finance. To accomplish this, the committee will:
 - a. Disseminate information on emerging standards to the members.
 - b. Support content for potential new training courses.
 - c. Develop suggested systems and procedures, as needed.
 - d. Undertake special projects as directed by the Executive Committee or Board of Directors.
 7. Program Committee, whose primary objective is to set the educational content of the Annual Conference, including:
 - a. Conducting calls for presentations, as the committee deems necessary.
 - b. Working with speaker bureaus.
 - c. Setting the schedule of classes for the conference.
 - d. Coordinating the pre-conference sessions.
 - e. Coordinating with speakers regarding their materials, audio visual needs and payments and/or reimbursements, as necessary.

- f. Assigning moderators for each session.
 - g. Communicating and coordinating with the Annual Conference Host Committee as appropriate.
8. Recognition Committee, whose primary objective is to promote the highest standards of budgeting and financial reporting, including:
 - a. Encourage the use of professional standards through award programs for financial reporting.
 - b. Encourage improved techniques for budget preparation and presentation.
 - c. Recognize excellence in financial reporting and budgeting through annual awards programs.
 9. Student Engagement Committee, whose primary objectives are to:
 - a. Reach out to the next generation (graduate and undergraduate students in political science, public administration, accounting, and finance) to let them know we are here and what we have to offer.
 - b. Promote municipal finance as a rewarding career choice.
 - c. Increase the number of student memberships.
 - d. Create a self-reinforcing cycle for student engagement in which relationship building and exposure to municipal finance provides momentum for growth in student memberships and participation.

B. Committee Structure

The incoming President shall appoint the Chair, Vice-Chair(s), and Senior Advisor(s), ~~and Board Liaison~~ of each committee. Retired members may be appointed to serve as Senior Advisors, but all other committee leadership positions should be held by active municipal members. To assure broad participation on each committee, the President shall make every effort to have representation from across the state where functionally practical. The Chair shall recruit additional committee members from among the active membership. ~~Each Chair shall advise the Deputy Secretary/Treasurer, in writing, of the names of committee members.~~ All committee members are encouraged to attend various meetings and conference calls of the Board of Directors.

C. Committee Reports

~~The President may request~~ Each committee chairperson and facilitators of goals established at the annual planning meeting shall ~~to~~ provide a progress reports on activities at each meeting of the Board of Directors. The President may request that these progress reports be made available in time for distribution with the Board agenda packet. ~~A comprehensive annual report is due by each committee chair, goal facilitator and policy committee appointee to the CSMFO Executive Director by each January 15th for inclusion in the Annual Report.~~

IV. OTHER COMMITTEES

~~A. Nominating Committee~~

~~A Nominating Committee shall be annually appointed by the president no less than one hundred thirty five (135) days prior to the start of the next annual conference. The composition of the Nominating Committee shall be the president-elect, president, immediate past president, and up to five (5) additional past presidents. The president-elect shall chair the Nominating Committee. The Nominating Committee shall develop a slate consisting of one (1) candidate for northern California board members, one (1) candidate for southern California board member and one (1) candidate for president-elect.~~

~~B. Executive Committee~~

~~The President, Immediate Past President, and President-Elect sit as the Executive Committee of CSMFO. Executive Committee responsibilities include:~~

- ~~a. Preparing an annual budget for consideration and approval by Board of Directors~~
- ~~b. Selecting recipients for Special CSMFO Awards~~

- ~~e. Reviewing monthly Revenue/Expenditure Reports and budget in conjunction with Finance Committee.~~
- ~~d. Serve as approvers for CSMFO check registers.~~
- ~~e. Special projects~~

~~C. Annual Conference Host Committee~~

~~The President Elect shall chair the Annual Conference Host Committee for the annual conference where he or she assumes the role of President. The chair may designate as many other members of the committee as he or she deems necessary.~~

~~D. Audit Committee~~

~~The Audit Committee shall consist of the Executive Committee, the Secretary/Treasurer, and the Finance Committee Chair. The Audit Committee is responsible for all aspects of the audit excluding the contracts, which are the responsibility of the Administration Committee.~~

~~Other~~

~~Other ad hoc committees may be formed from time to time as determined by the Executive Committee or Board.~~

V. IV. MEETINGS

A. Board of Directors Meetings

The Bylaws provide for at least two Board meetings annually. There may be such other meetings as the ~~President Board of Directors~~ may ~~elect~~ determine. CSMFO will pay for transportation-related travel expenses for in-person board meetings held other than at the Annual Conference and Strategic Planning Session for members of the Board of Directors, members of Standing Committees, and Chapter Chairs or Chapter Vice-Chairs. Traditionally, there have been up to four in-person Board meetings:
~~In conjunction with the Annual Conference.~~
~~In the Spring.~~
~~In the Fall, in conjunction with the Strategic Planning Session.~~
~~In December.~~

~~The President determines the agenda for each Board meeting, and the Executive Director is responsible for e-mailing or posting on the website copies of the agenda to Board members in advance of the meeting. The agenda packet should be made available on our website roughly one week prior to the meeting so members may review materials. New business may be brought before the Board at the conclusion of the regular agenda.~~

All Board meetings are open to all members.

B. Annual Meeting

The Annual Meeting shall be held at the annual conference. The Annual Meeting shall be noticed as such in all promotional materials of the annual conference that provide a schedule of events.

C. Strategic Planning Session

CSMFO will hold a Strategic Planning Session annually in the fall to determine the strategic objectives of the organization as well as the action plan for the following calendar year. CSMFO will make and pay for the lodging arrangements for all invited attendees; travel arrangements will be made and paid for by attendees individually, but may be reimbursed by CSMFO when an attendee's employer refuses to pay for travel costs. A team-building session for attendees only will be held during the Strategic Planning Session; attendees are encouraged to bring guests to the hosted dinner and other events. Those invited include: Officers, Board Members, Chapter Chairs and Vice Chairs, Committee Officers (chairs, vice chairs, senior advisors), ~~League Policy Committee Appointees~~, Past Presidents, and ~~Staff~~ the Executive Director.

V. V. ELECTIONS

~~The Nominating Committee shall nominate a slate of candidates for the positions of President Elect~~

~~and Board of Directors. The informal policy of north-south balance of representation of officers and directors shall be maintained whenever possible.~~

Nominees will be expected to file a short "qualification statement" with the Executive Director so that voting members can better identify nominees. The Executive Director shall include the "qualification statements" with the election ballot.

The "qualification statement" may contain the following information:

1. Name as it should appear on the ballot.
2. Formal education.
3. Current and previous positions in California municipal government (out-of-state municipal experience as a finance director may be included if applicable).
4. List of CSMFO activities.
5. Other professional affiliations related to municipal government.
6. A statement of the nominee's ideas and goals for CSMFO for the upcoming term (limited to 300 words for the President-Elect and 200 words for Board members).

Nominees shall be advised that any information other than the above will not be included in the published statement of qualifications.

It is the policy of CSMFO that there shall be no formal "campaigning" or "electioneering." Nominees shall not actively solicit votes, nor shall nominees allow others to solicit on their behalf.

~~As stated in Article III, Section C of the Bylaws, the Nominating Committee shall be appointed no less than one hundred thirty five (135) days prior to the start of the following year's annual conference. The secretary-treasurer shall ensure ballots are delivered, by any means approved by the board of directors, to all members not later than ninety (90) days prior to the following year's annual conference, and voting shall be open for thirty (30) days.—~~

VII.VI.AWARDS PROGRAMS

CSMFO sponsors ~~four~~five awards programs.

A. CSMFO Financial Reporting Awards Program

The CSMFO Financial Reporting Awards Program is under the auspices of the Recognition Committee. The object is to recognize excellence in financial reporting.

B. Excellence in Budgeting

The Award Program for Excellence in Budgeting is conducted by the Recognition Committee. The objectives are to recognize agencies with excellent budget procedures and documents and expose CSMFO members to these materials.

C. Innovation Award

The Award Program for Innovation is conducted by the Recognition Committee. The objectives are to recognize agencies with innovative budgeting and finance programs and expose CSMFO members to these materials.

D. Distinguished Service Award

The Distinguished Service Award recognizes outstanding service on the part of an individual to the field of municipal finance. This is the highest honor that is bestowed by ~~the Society~~CSMFO. It is not a competition, and not necessarily annual, but is given at such times as a person is judged deserving of the honor. Nominees may be suggested to the ~~incoming~~ President, in confidence, who will consult with the Executive Committee in making a determination. The award will consist of a suitable plaque presented at the annual conference ~~by the incoming~~President.

E. Volunteer of the Year Award

The Volunteer of the Year Award nomination and selection process is conducted by the

Executive Committee and presented at the annual conference by the outgoing President. The objectives are to recognize outstanding volunteer efforts and participation, while also providing an avenue for volunteers to recognize each other. Nominations shall be due at least three (3) months prior to the annual conference. The Executive Committee will review nominations annually and select one Volunteer of the Year recipient. At its discretion after the review process concludes, the Executive Committee may choose to not bestow this award, or to bestow this award to multiple recipients. Nominations must be submitted by a CSMFO member with involvement on the Board, on a committee, or at the leadership level (chair or vice chair) of any local chapter.

F. Board Proclamations

CSMFO may, upon request of any CSMFO member and with Executive Committee approval, create and present a Board Proclamation to recognize the efforts and accomplishments of CSMFO members upon their retirement from the government finance profession.

~~VIII.~~ VII. ODELLSCHOLARSHIP

The Robert Odell Scholarship created by CSMFO and administered by the California State University system will be conducted under the direction of the Board of Directors. It is intended that the principal amount be held constant at an amount adequate to ensure investment earnings are sufficient to provide up to four \$2,000 scholarships each year to upper division and graduate students of public administration with an emphasis in finance. This determination of this amount will be at the Board's discretion.

Recipients of the Odell Scholarship will also receive a complimentary invitation to attend the CSMFO annual conference. It is the responsibility of the scholarship recipient to contact the CSMFO office no less than two (2) weeks prior to the start date of the conference in order to confirm attendance.

~~IX.~~ VIII. MEMBERSHIP

A. Status

The Bylaws in Article II, Section A, specify the qualifications for municipal, other government or commercial membership classifications. Membership in CSMFO is on an individual basis, which allows the membership to follow the individual rather than the agency. The Other Government membership classification is authorized for out-of-state residents and other municipal/state employees not eligible for CSMFO municipal membership.

B. Other Classifications of Members

The Board may from time to time determine other membership categories within this classification including Honorary, Student, Professor, or Retired. The Board of Directors shall determine specific dues, if any, for each category. These individual categories under the "other classification" do not carry voting rights.

1. Honorary. Past Presidents and Distinguished Service Award winners who are retired (not gainfully employed either in or out of government) will be granted honorary membership status. They will be eligible to receive CSMFO materials and participate in CSMFO activities.
2. Student. This classification shall be open to those persons presently enrolled in either an undergraduate or graduate program in finance, accounting or public administration studies through an accredited university. Students that are concurrently eligible for Municipal membership may choose their membership category.
3. Professor. This classification shall be open to those persons presently employed as faculty of a finance, accounting, or public administration course through an accredited university.
4. Retired. This classification is open to former municipal members who retire from public service.

C. Directory

Annually a Membership Directory shall be published as soon after the membership renewal deadline as possible. Generally speaking, the Directory is printed in March and distributed in April. In order to ensure listing in the Directory, a must pay their dues no later than the March 1 deadline. Copies of the Directory must be requested via a means determined by the Board of

Directors.

D. Dues

Dues shall be collected for the calendar year and membership for all members shall expire on December 31 of each year.

1. The Board of Directors shall annually establish dues amounts per membership category.
2. New municipal and other government members signing up after July 1 until September 30 will pay 50% of the current annual dues. New members who pay the full amount of dues between October 1 and December 31 shall be considered current members until December 31 of the following year.
3. Membership dues are due on January 1 of each year, as specified in Article II, Section C of the Bylaws.
4. Membership dues renewal notices shall be sent in November.
5. Membership will lapse for any person should dues remain unpaid on March 1.
6. Dues may be prorated at the discretion of the Board of Directors.
7. The Board of Directors has the discretion to establish special one-time dues to encourage new membership.

E. Use of CSMFO Logo – Discussion on Branding

Members in good standing with CSMFO may post the CSMFO logo on their city/agency/company websites advertising their affiliation with our association. The CSMFO Board of Directors, at the discretion of the Executive Committee, reserves the right to rescind this privilege should the agency/company conduct itself in a manner inconsistent with CSMFO's standards.

X.IX. ANNUALCONFERENCE

The annual conference usually will take place in January/February, typically alternating between the northern and southern parts of the state. North/south designations will be determined by the Board. Selection of the site for the annual conference is by the Board of Directors, approximately four years in advance. ~~The Immediate Past President~~The Board of Directors is responsible for appointing an ad-hoc committee periodically on an as-needed basis to working with staff to oversee the site selection process ~~and may at his or her discretion establish a committee to assist.~~ Transportation and travel necessary to make an informed decision regarding appropriate prospective conference sites shall be paid by CSMFO. ~~The Immediate Past President~~ad-hoc committee shall makes a recommendation to the Board; ~~no site presentations are made to the Board unless specifically requested. The Immediate Past President will utilize the site selection criteria adopted by the Board in weighing alternative sites.~~

All other policies relating to the annual conference can be found in the Annual Conference Handbook, which is periodically reviewed by the Administration Committee.

XLX. ADVOCACY TASKFORCEGOVERNMENTAL AFFAIRS LIAISON OFFICERS

A. Mission

- ~~With their acknowledged expertise in administration and finance, the membership of CSMFO can exert a positive influence on the composition of legislation and the implementation of policy positions that will affect the fiscal integrity and viability of local governments in California.~~
- ~~The CSMFO Board of Directors should be responsive to the opinions of the members and be able to deliberate on specific issues in a timely manner with the goal of adopting a recommended position. CSMFO's adopted positions will be on the record and will be publicized and utilized to exert maximum influence on both legislators and public opinion.~~
- ~~In circumstances where the legislative issue is complex, the President may convene a temporary Advocacy Task Force in order to facilitate the discussion and develop a position(s) for the Board's consideration. The President will select the members of the Advocacy Task Force to be comprised of subject matter experts and which may include municipal members, commercial members, and/or CSMFO consultants.~~

~~B. General Advocacy Policies~~

~~The CSMFO Advocacy Guiding Principles shall focus on proposals on legislative issues, ballot measures and other issues that:~~

- ~~1. Involve professional standards and the public perception of local agency financial management, and/or;~~
- ~~2. Have implications for or threaten the stability of local agency finances.~~

~~C. Proposing Legislative Positions~~

- ~~1. Proposals for consideration may be presented to the Board through the President, by an individual Board Member, by recommendation of any committee or advisory body, by a League Policy Committee Appointee, by a specific Chapter, or by any individual CSMFO member. The President will confer with the executive team to determine the appropriate next steps.~~
- ~~2. There will be no advocacy for individual candidates. Legislative positions must be in support of CSMFO Advocacy Guiding Principles.~~
- ~~3. Proposals for consideration should be submitted within the following timelines:~~
 - ~~a. Recommendations originating from the work of a committee, the Advocacy Task Force or other sub-body must be conveyed to the President for consideration by the Board one week prior to a scheduled Board meeting.~~
 - ~~b. Any active CSMFO member can submit a position for consideration by the Board to the President not less than 14 days prior to a scheduled Board meeting.~~

~~D. The Deliberative Process~~

- ~~1. The President may recommend immediate action by the Board or may recommend establishing an Advocacy Task Force to review the proposal.~~
- ~~2. If recommended for immediate action by the Board, see section E (1) below on the approval process.~~
- ~~3. If assigned to the Advocacy Task Force for review and recommendations, the Task Force shall request feedback from the general membership when feasible. Various means can be used to obtain a canvass of member views including electronic mail, the CSMFO website, survey software, publications, and meetings.~~
- ~~4. The Advocacy Task Force may request a presentation from the sponsor of the proposal. The Advocacy Task Force may approve an issue as submitted, with amendment, reject it, or they may table the proposal for later consideration.~~
- ~~5. The Advocacy Task Force shall report the status of the assignment to the President within the timeframe requested by the President at the time of assignment.~~
- ~~6. If the Advocacy Task Force recommends approval, the proposal will be conveyed to the President for submission to the entire Board, but in no case longer than three months from the established time.~~

~~E. Approval and Dissemination~~

~~Approval:~~

- ~~1. If recommended for immediate action by the Board the Board may approve the proposal by a simple majority of the Board. Once approved, the proposal proceeds to the next steps of dissemination.~~

~~If there is an urgent need to adopt a particular policy, the Executive Committee may act, but must ratify said action with the Board at its next regularly scheduled meeting.~~

- ~~2. If assigned to the Advocacy Task Force, the Task Force recommendations shall be provided~~

~~to the President for presentation to the Board.~~

- ~~1. Dissemination Approved policy positions shall be recorded and may be published in the CSMFO periodical, on the CSMFO website and to the email group listserv at the discretion of the Executive Committee and/or Board of Directors.~~
- ~~3. Approved policy positions will also be disseminated as appropriate and necessary to elected officials at the local, state, and federal levels and to media outlets.~~
- ~~4. Approved policy positions will be provided to the League of California Cities for consideration, inclusion, and implementation.~~
- ~~5. Approved policy positions will be provided to CSMFO consultants, as appropriate.~~

~~F. Special Circumstances and Sunset Provisions~~

~~In the event that the Board has failed to approve a proposal within three months of the time that it was assigned to the Advocacy Task Force, the issue will no longer be available for consideration. Further consideration would require the matter to be newly introduced.~~

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

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

Advocacy Guiding Principles

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

Responsibilities

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

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

~~XII~~. XI. CHAPTERS

Chapters of CSMFO were established to provide an opportunity for members in various regions of the state to meet on a regular basis and exchange ideas, discuss professional challenges, and participate in presentations on a specific area of the profession. The chapters are geographically defined and shall be specifically delineated in the membership directory. There are twenty chapters of CSMFO:

Central Coast

Central Los Angeles
Central Valley
Channel Counties
Coachella Valley
Desert Mountain
East Bay (SF)
Imperial County
Inland Empire
Monterey Bay
Northeast Counties
Northwest Counties
North Coast
Orange County
Peninsula
Sacramento Valley
San Diego County
San Gabriel Valley
South Bay (LA)
South San Joaquin

Each Chapter selects ~~an annual~~ a Chapter Chair who ~~shall~~ may appoint a Vice Chair and ~~may appoint~~ other members as needed to assist in the planning and execution of regular chapter meetings. Chapter Chairs are encouraged to attend any or all Board ~~meetings and are required to submit an annual report of chapter activity to the CSMFO Executive Director by January 15th. The Immediate Past President acts as the Chapter Chair Liaison and is available to provide assistance.~~

In the event that a Chapter Chair is no longer eligible for Active Municipal Member status, the Chapter will seek a new Chapter Chair. For the benefit of the Chapter's continuity, the non-Municipal Member is encouraged to serve as a Chapter advisor until the vacancy is filled, ~~subject to the approval of the Immediate Past President.~~

Each Chapter shall define its own meeting time and place and may send local meeting notices to interested parties. Regular meetings of each Chapter provide the membership with opportunities for personal and professional development that can only be accomplished at the local level. Meeting data shall be forwarded to the CSMFO staff for ~~posting to the CSMFO website and publication in the monthly email blast~~ publication.

CSMFO membership carries with it automatic membership in the local chapter. Chapters are not authorized to collect dues or to have their own newsletter. Meeting notices shall be advertised with a common authorized style. For more information see the "Chapter Chair Handbook".

~~XIII~~XII. ACCOUNTING AND BUDGET POLICY

Accounting –

Accounting records are maintained in full accordance with all the requirements of Generally Accepted Accounting Principles (GAAP) and shall be audited annually in accordance with Generally Accepted Auditing Standards (GAAS). The Fiscal Year is January 1st to December 31st.

Financial reporting – Reports are prepared monthly for review by the Executive Committee and Finance Committee before being presented to the Board for full approval.

Annual Audit – The Audit Committee is responsible for all aspects of the audit.

Budget

Annually, the President-Elect, in consultation with the other members of the Executive Committee and the Finance Committee, shall prepare a proposed budget for consideration by the Board at the Fall Board meeting. Final Board approval of the budget shall occur at the last

Board meeting prior to the beginning of the new fiscal year.

~~The~~ CSMFO will strive to maintain a balanced budget. This means that:

1. Operating revenues must fully cover operating expenditures.
2. Reserves must meet minimum policy levels.
3. Reserves or undesignated net assets may be used to fund new projects or one-time expenditures (e.g., capital outlays, start-up programs, revenue stabilization efforts, or other “one-time,” non-recurring expenditures).

The Board must approve any new program, in advance, that any committee wishes to launch which would require CSMFO financial support. The committee chair proposing the program should contact the President to discuss the program, who shall bring the program to the Executive Committee. If there is sufficient support, a Board meeting will be scheduled to discuss the program and amend the budget. This meeting may be held at a defined location or through teleconferencing.

The Board of Directors has the authority to amend the budget as needed.

Reserve policies

Operating Reserve

CSMFO will maintain operating reserves that are equivalent to 25% of total annual budgeted expenditures, excluding any significant one-time costs or the annual conference. This represents 90 days of operations, and is considered the minimum level necessary to maintain ~~the~~ CSMFO's credit worthiness and to adequately provide for:

- Economic uncertainties and other financial downturns such as reduced membership fees or other revenue shortfalls.
- Contingencies for unseen operating or capital needs.
- Cash flow requirements.

Conference Reserve Account

CSMFO will maintain a conference reserve account in the amount of \$700,000.

Use of Undesignated Net Assets:

Net assets remaining over and above the Operating or Conference Reserve shall be classified as Undesignated Net Assets. Use of these undesignated funds requires Board approval and is intended to be limited to one-time, non-operating expenses.

Examples of such uses include but are not limited to the following: contributions to the Odell Scholarship Fund; website upgrades; conference subsidies; one-time expenses not budgeted such as covering the cost of a Chapter meeting or providing free or subsidized in-person or virtual training to members.

The reserve accounts and undesignated net assets will be reviewed by the ~~Administration~~ Finance Committee at least annually to ensure that the organization is in compliance with this policy.

Changes or Use of Reserves or Undesignated Net Assets:

Any spending of the reserves must be approved in advance by the Board.

The ultimate responsibility for oversight of the reserves and undesignated net assets resides with the Board of Directors, who will establish the Reserve annually at the time of budget adoption.

Restricted Net Assets – any asset restricted by GAAP, such as Chapter balances.

Operating Expenses and Disbursement procedures

B. Travel Expenses

1. General

As hereby described, the President, Board members, committee leadership, and chapter leadership, ~~members involved in GFOA activities and CSMFO appointees to League policy committees~~ should seek expense coverage from their respective agencies first. ~~In the event that reimbursement is not available from the agency, CSMFO makes some funds available for reimbursement to said persons reimbursement from CSMFO for authorized purposes.~~ Funds shall only be made available on the reimbursement basis. Reimbursement shall be made by the Executive Director upon presentation of proper vouchers, receipts, etc. ~~The President shall approve all travel reimbursement requests for compliance with this policy and reasonableness, prior to reimbursement.~~

Only airfare (or equivalent in the case of travel by other modes of transportation), airport parking, transportation to and from the airport, and overnight lodging expenses of CSMFO members are eligible for reimbursement from CSMFO, **unless specifically approved by the Board of Directors**. Members should plan ahead sufficiently to secure the least-cost travel available. Lodging expenses will be allowable only to the extent of permitting an individual to avoid travel between the hours of 11 p.m. and 6 a.m.

2. President's Expenses

The President of CSMFO shall be entitled to reimbursement of eligible expenses not borne by his/her/their agency associated with the duties of the office, up to the amount of the approved annual budget for this purpose. Reimbursement for out-of-state travel will be limited to attendance at affiliated out-of-state associations' annual conferences, the GFOA annual conference and the CMTA annual conference unless expressly approved by the Board. ~~In addition to the President's expenses, CSMFO will also reimburse the cost of air travel and meals for one personal guest to accompany the president.~~ In the event requested reimbursement exceeds the approved budget, such reimbursements shall be submitted to the Board for approval. If the President designates another member to attend an event in his/her place, that individual's eligible expenses may be submitted for reimbursement against this account. Travel outside the United States is limited to attendance of the GFOA annual conference only.

3. CSMFO Board Member Expenses

Subject to the annual CSMFO budget process, CSMFO Board members other than the President shall be entitled to reimbursement of eligible expenses not borne by his/her/their agency associated with attendance at official Board meetings, chapter meetings, and Board retreats. The CSMFO Board shall establish a pool in the annual budget from which Board member reimbursements will be funded. ~~Board members who will require reimbursement during the year shall notify the Executive Director prior to the presentation of the budget. The Board of Directors shall determine the maximum reimbursement amount for each individual Board member for that fiscal year.~~

4. League Policy Committee Appointee Expenses

Subject to the annual CSMFO budget process, League Revenue and Taxation Policy Committee Appointees shall be entitled to reimbursement of eligible expenses not borne by his/her/their agency associated with attendance at official League meetings. The CSMFO Board shall establish a pool in the annual budget from which committee appointee reimbursements will be funded. ~~Appointees who will require reimbursement during the year shall notify the Secretary prior to the presentation of the budget. The Board of Directors shall determine the maximum reimbursement amount for each individual appointee for that fiscal year.~~

GFOA Related Expenses

~~It is the policy of CSMFO to encourage the involvement of its members in GFOA activities. Accordingly, subject to the annual CSMFO budget process, CSMFO may pay a maximum of \$1,000 per person to reimburse necessary eligible travel expenses for Active members who serve as a GFOA Executive Board member, State Representative or member of a GFOA standing committee to the extent that these expenses are not covered by GFOA or the member's agency. The CSMFO Board shall establish a GFOA pool in the annual budget.~~

~~from which Active member reimbursements will be funded. Active members who will require reimbursement during the year should notify the Executive Director of his/her expected reimbursement needs prior to the presentation of the budget. The Board of Directors shall determine the maximum reimbursement amount for each individual Active member for that fiscal year.~~

C. Committee Expense

The CSMFO annual budget also provides limited funds for committee meeting expenses, which includes meals or refreshments for committee meetings as well as additional expenses required in administering approved programs.

D. Chapter Expense

The CSMFO annual budget also provides limited funds for covering possible occasional deficits in chapter meetings, which are normally expected to be self-sustaining. The cost of printing and other miscellaneous expenses associated with the chapter meetings should be included in the cost of the meeting and not borne by the chapter chairs' agency.

E. Chapter Balances

CSMFO will maintain an annual budget item for chapter support. Chapter Chairs will make an advance request to the Executive Director for support in the event that they anticipate incurring a permanent deficit that will result in a negative chapter balance. The Executive Director will perform a chapter balance reconciliation at the end of each fiscal year. Any negative balances that remain, that will not be resolved with time, will be supplemented from the chapter support budget to bring the balance to zero.

F. Disbursement

1. Disbursement Approvers

Disbursements must be approved by no fewer than two of the following, prior to distribution: President, President-Elect, Immediate Past President, Secretary/Treasurer, and Finance Committee Chair.

2. Check Signers

All checks require two signatures. The designated signers will be the Executive Director and another member of the Executive Committee. To alleviate the necessity of updating signature cards annually, they will be updated once every three years. The President-Elect at the beginning of the three-year period will be designated as the second check signer. This duty will follow the elected official through the three-year term on the Executive Committee in their role as President-Elect, President, and Past President. Upon departure of the second signer from the Executive Committee, new signature cards will be prepared for the incoming President-Elect. If the check signer departs the Executive Committee prior to completing the three-year cycle, new signature cards will be prepared to replace the second signer with the existing President-Elect.

This policy shall be effective for all financial accounts under CSMFO's federal tax identification number, including but not limited to checking, savings, and investment of funds.

3. Disbursement Approval Process

Prior to entering the distribution process, invoices related to consultant services shall be submitted to the committee overseeing the services for review. If the nature of the consultant services is not specific to any single committee function, the Administration Committee shall review the invoice. The reviewing committee will ensure that the invoice reflects services and fees that are complete and in accordance with the approved contract.

Following approval by the reviewing committee, invoices and requests for reimbursement will be submitted to the five disbursement approvers. A disbursement report should accompany the backup documentation submitted to the disbursement approvers.

Upon approval by at least two of the five disbursement approvers and no earlier than one

business day following the request for approval (to allow all five disbursement approvers adequate time to review and ask questions), checks will be signed by the authorized signers. A monthly disbursement report should be included in the monthly Board meeting materials for Board member review.

XIV.XIII. COOPERATION WITH OTHERS

A. Like Organizations

It is the expressed intent of this Society to cooperate fully with similar organizations at intrastate, interstate, and Federal levels, toward the common objective of professional service at all levels of government.

As an affiliate of the League due to the relationship between the two organizations, the CSMFO President may appoint one representative to ~~each of the League~~ Revenue and Taxation policy committees. ~~These representatives are encouraged~~ shall be required to provide input to the committees from CSMFO and to keep the CSMFO ~~President and~~ Board apprised of issues and actions being considered by the League. ~~Any active members of CSMFO serving as a representative~~ Any related travel expenses may be reimbursed ~~for travel expenses~~ as outlined in Section XIII.

B. Press

All press inquiries should be directed to the Executive Director of CSMFO. If the inquiry is of a general informational nature, the Executive Director will provide the response. If the inquiry is requesting a "quote" or "position" on an issue the matter should be referred to the Executive Committee for a response. The Executive Committee will develop the response and decide who will provide that response. ~~In the event that time is of the essence, the President may speak on behalf of the organization, comments subject to confirmation by the remaining Executive Committee members as soon as is practical.~~

Other Board Members should not provide responses on behalf of CSMFO unless authorized by the Executive Committee.

C. CSMFO Policy Position

CSMFO may receive inquiries regarding the viewpoint of the organization on an issue or potential policy. As a general policy, CSMFO will not respond to these requests and will defer to the positions of relevant statewide and national associations with active legislative advocacy programs, such as the League of California Cities or the Government Finance Officers Association. However, the Board of Directors may authorize ~~the Executive Committee to write a~~ letter of position when it is determined to be beneficial to the membership.

XV.XIV. CSMFO PUBLICATION

CSMFO publishes the CSMFO News on a regular schedule, as established by the Board of Directors. The News is intended to be a professional publication with relevant articles related to the government finance profession, and will include letters from the current President, President-Elect and Executive Director, highlights from local chapters and members and other relevant information. The Communications Committee will be responsible for coordinating the publication and distribution of the CSMFO News. The Board of Directors has adopted a separate Communication Policy/Guidelines, along with an organizational style guide related to branded communications.

XVI.XV. CONTRACT APPROVAL POLICY

The primary objective of this policy is to establish procedures for approval of all CSMFO contracts to promote transparency and efficiency.

- A. Every CSMFO contract with fees in excess of \$5,000 shall be presented to the Board of Directors at a board meeting for consideration and approval. Unless otherwise stated in the board report, every CSMFO contract shall be executed by the Executive Director. In the event that the Executive Director is unavailable, the CSMFO President will execute the contract.
- B. All contracts with fees of \$5,000 or less shall be executed by the Executive Director. Contracts

that are executed within the Executive Director's contract authority will be included as an information item on the consent calendar of the next Board meeting.

- C. If there is a contract that is urgent in nature where the duration of time until the next Board meeting would be detrimental to CSMFO, the Executive Director will notify the full Board of Directors of the need and obtain authorization from the Executive Committee to execute the contract. ~~The Executive Director will notify the Board of Directors at the subsequent Board meeting, noting the reason for the urgency.~~

- ~~D. The budget line item account for every CSMFO contract will be provided in the accompanying report to the Board, no matter the dollar amount, for tracking and reconciliation purposes.~~

~~XVII.~~ XVI. RECORDS RETENTION POLICY

The purpose of records management is to ensure that information is available when needed. Efficiency in record-keeping requires identification, organization, and maintenance for the requisite number of years, and documentation when destroyed.

Disposition of records should occur routinely in accordance with the provisions of the Records Retention Schedule, available from the CSMFO office. For example, if the Schedule states that certain records shall be retained for three years, records review and disposal should occur promptly at the conclusion of the three-year retention period. This ensures that file space is used efficiently and prevents active records from becoming interfiled with records that have outlived their administrative usefulness.

A listing of records to be destroyed shall be submitted by the Committee of Record to the Secretary or the Secretary's designee for review prior to destruction. The Secretary or designee will verify compliance with the Schedule and respond with authorization to proceed.

Ownership of Records

All records are the property of CSMFO and shall be delivered by outgoing consultants and volunteers to their successors.

Definitions

Disposition – The length of time a record is kept, which may be permanent

Historical Record – The retention of records that have enduring value because they reflect significant historical events or document the history and development of CSMFO

Records Retention Schedule – The document identifying the length of time a record is maintained, including disposition.

Records Retention Codes

A/E: After expiration

AU: Audit

C: Current

D/R: Destroy when no longer relevant

P: Permanent

~~XVIII.~~ XVII. AMENDMENTS

The Board of Directors may make changes to this manual. Any changes shall be distributed by the Executive Director to Officers, Board Members, Committee and Chapter leaders. Changes may also be published in the News and/or on the organization's web page for the benefit of the general membership, if appropriate.

CSMFO Membership Counts

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

Date Prepared: 10/4/2022

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

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

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

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

	New Members
2018	499
2019	516
2020	433
2021	480
2022	559

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

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

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

	Total Members	Management	Professional
2022	0		