



Wednesday, April 19, 2023  
1:00 p.m. – 4:00 p.m.

In Person Meeting

- 
1. Introduction 1:00 p.m.
    - a. Welcome/Roll Call
    - b. Additions to Agenda
  2. Consent Items 1:02 p.m.
    - a. Approval of Minutes from February 2023 Board Meeting
    - b. Approval of Preliminary February and March 2023 Financials
    - c. March 31, 2023 Membership Report
    - d. Recommendations for the Commercial Partner Committee
    - a. 2026 Annual Conference Signed Contracts
      - a. The Palm Springs Convention Center
      - b. The Renaissance Palm Springs
      - c. The Hilton Palm Springs
      - d. The Marriott Courtyard
    - b. Executive Committee Meeting Agendas
      - a. March 8<sup>th</sup>
      - b. April 12<sup>th</sup>
  3. Discussion/Action Items 1:05 p.m.
    - a. 2023 Action Plan Update (Rich Lee)
    - b. Strategic Planning Session Proposal (Ernie Reyna)
    - c. Secretary/Treasurer Discussion (Rich Lee)
    - d. SMA Contract Extension (Jean Rousseau)

- e. CBRT Ballot Initiative Response Direction (Jean Rousseau)
- f. 2022 Mentorship Program Survey Results (Debbie Rosales)
- g. Policies and Procedures Recommendation (Margaret Moggia)

4. Committees Meetings Agendas and Minutes

5. Committee Reports 2:05 p.m.

- a. Administration (Kyle Johnson)
- b. Career Development (Nick Kurns)
- c. Communications (Will Fuentes)
- d. Membership (Debbie Rosales)
- e. Professional Standards (Dan Buffalo)
- f. Program (Laura Nomura)
- g. Recognition (James Russell-Field)
- h. Student Engagement (Michelle Bannigan)
- i. Finance (Margaret Moggia)
- j. Chapter Chairs (Marcus Pimentel)
- k. Commercial Roundtable Committee (Mark Petrosso)

6. Chapter Roundtable 3:25 p.m.

7. Director Roundtable 3:40 p.m.

8. Officer Reports 3:50 p.m.

- a. President (Rich Lee)
- b. Past President (Marcus Pimentel)
- c. Executive Director Report (Jean Rousseau)

9. Other Discussion Items

10.Future Topics

11.Closed Session

- a. Executive Director Review

12.Upcoming Meeting:

Thursday, June 15<sup>th</sup> – Virtual Meeting

13.Adjournment 4:00 p.m.



Friday, February 3, 2023  
2:00 p.m. – 4:00 p.m. Board  
of Directors Meeting  
Minutes

Richard Lee  
Ernie Reyna  
Amber Johnson  
Jason Al-Imam  
Craig Boyer  
Karla Romero  
Stephanie Reimer  
Dennis Kauffman  
Margaret Moggia  
Debbie Rosales  
Jennier Wakeman  
Torin Roberts  
Will Fuentes  
Grace Castenada  
Alberto Preciado

Wing See Fox  
James Russel Fields  
Joan Michaelis Agilar  
Laura Nomura  
Stephen Parker  
Daniel Buffalo  
Harriet Commons  
Nick Kurns  
Kyle Johnson  
John Adams  
Jean Rousseau  
David Garrison  
Amanda Rae Hall

### **Introduction**

The California Society of Municipal Finance Officers (CSMFO) Board of Directors met in person on Friday, February 3, 2023. President Richard Lee convened the meeting and confirmed a quorum was in attendance at 2:07 p.m.

### **Consent Calendar**

The Board addressed the consent calendar, which included the minutes from the December 2022 Board Meeting, approval of the Preliminary December 2022 End of Year Financials, and Executive Committee Meeting Agendas for December 2022 and January 2023.

Director Craig Boyer moved to approve the consent calendar. Director Jason Al-Imam seconded. The motion passed unanimously.

### **Discussion/Action Items**

Career Development Committee Chair Nick Kurns established the Board's previous ask to ensure that educational opportunities appropriately reflect the needs of the membership. To do so the Career Development Committee developed a new course to cater to newer members and entry level positions. Chair Nick Kurns asked that the Board approve the contract with the proposed instructor Russ Branson. President—Elect Ernie Reyna motioned to approve the creation of the new ABC's of Municipal Finance course and the instructor contract as is, Director Stephanie Reimer seconded. Motion carried.

Administration Committee Chair Kyle Johnson brought forward a proposed contract for SMA to be the vendor for the CSMFO website design. Director Dennis Kauffman motioned to approve the contract as is, Director Johnson seconded. Motion carried.

President Rich Lee provided an update on the strategic initiatives for the organization. President Lee noted that the initiative to have a stronger focus on newer members has been very successful. To continue to deepen the impact and outreach President Lee asked for a motion to develop an ad hoc committee to support early career members. Director Stephanie Reimer motioned; Director Dennis Kauffman seconded. Motion carried.

Executive Director Jean Rousseau reported that SMA had developed a new reimbursement request form for the leadership to use and that it would live in Basecamp under the new Leadership folder. Executive Director Rousseau noted the effort to organize the contracts in an accessible place for the leadership, and that there will be a more concerted effort in executing them in a more timely manner. Executive Director Rousseau will work with SMA to ensure that analytics will be reported to the Board at meetings going forward.

### **Committee Reports**

Alberto Preciado reported that the Administrative Committee met and finalized the contract the board approved in this meeting and they will be meeting again in March.

Career Development Committee Chair Nick Kurns reported that the committee met and will be finalizing the course calendar for the year now that they have the new approved course.

Communications Chair Will Fuentes reported that the conference edition of the magazine will have around 20 articles and will be released on the 24<sup>th</sup> of February digitally and will be sent to print by March 10<sup>th</sup>.

Membership Committee Chair Debbie Rosales reported that the Cohorts will be doing their graduation meeting in the near future. They are having challenges identifying new leadership from existing cohort members, but are hopeful to have that solidified before the next board meeting. Chair Rosales also reported that the Commercial Member roundtable will be happening on March 21<sup>st</sup> and they will be looking to the board once they receive feedback from that call to continue to create space for the commercial membership.

Daniel Buffalo reported that he will be taking over the Chair position for this committee and they are currently evaluating a schedule and their focus on the Michael Coleman website

migration project.

Staff member Harriet Commons reported the Program Committee has been finalizing the virtual conference program and will be refocusing to encourage attendance now that the in person event has concluded. They will begin work on the 2024 conference in April.

Recognition Committee Chair James Russel-Field reported they received 121 budget submissions and will be announcing recipients soon.

Finance Committee referenced their written report was provided in the packet.

President Rich Lee will send out a doodle poll to find a time for the Committee Chairs meeting.

Karla Romero reported that we will be able to reinvigorate the Imperial Valley Chapter due to Andrea Aguis and Andrea Amezuca taking on the Chair and Vice Chair positions.

The next board meeting will be in person on April 19<sup>th</sup> in the City of Perris.

Having no further business to address, the meeting was adjourned at 3:55 p.m.

Respectfully submitted,

Amanda Rae Hall  
Executive Coordinator

California Society of Municipal Finance Officers  
**Statement of Net Assets**  
As of February 28, 2023

**ASSETS**

	Feb 28, 23	Feb 28, 22	\$ Change	% Change
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1004 · Bank of America - 1982				
1050 · Chapter Fund Balances				
1050.03 · North Coast	1,083.53	550.00	533.53	97.01%
1050.04 · Sacramento Valley	2,970.30	3,010.67	-40.37	-1.34%
1050.05 · East Bay (SF)	3,970.52	3,522.19	448.33	12.73%
1050.06 · Central Valley	204.29	367.51	-163.22	-44.41%
1050.07 · Peninsula	0.00	693.74	-693.74	-100.0%
1050.08 · Monterey Bay	3,370.77	3,383.99	-13.22	-0.39%
1050.09 · South San Joaquin	1,278.83	0.00	1,278.83	100.0%
1050.10 · Central Coast	1,114.56	1,277.78	-163.22	-12.77%
1050.11 · Channel Counties	-2,612.00	1,581.64	-4,193.64	-265.15%
1050.12 · San Gabriel Valley	5.00	135.94	-130.94	-96.32%
1050.13 · Central Los Angeles	40.27	525.74	-485.47	-92.34%
1050.14 · South Bay (LA)	6,953.36	2,364.54	4,588.82	194.07%
1050.16 · Orange County	5,034.07	4,191.17	842.90	20.11%
1050.17 · Inland Empire	5,074.83	1,030.00	4,044.83	392.7%
1050.19 · San Diego County	934.68	1,400.07	-465.39	-33.24%
1050.20 · Imperial County	40.00	0.00	40.00	100.0%
<b>Total 1050 · Chapter Fund Balances</b>	<b>29,463.01</b>	<b>24,034.98</b>	<b>5,428.03</b>	<b>22.58%</b>
1004 · Bank of America - 1982 - Other	172,451.09	0.00	172,451.09	100.0%
<b>Total 1004 · Bank of America - 1982</b>	<b>201,914.10</b>	<b>24,034.98</b>	<b>177,879.12</b>	<b>740.08%</b>
1006 · Bank of America Checking - 4131	0.00	986,394.72	-986,394.72	-100.0%
1040 · Investments LAIF	827,726.86	818,454.51	9,272.35	1.13%
<b>Total Checking/Savings</b>	<b>1,029,640.96</b>	<b>1,828,884.21</b>	<b>-799,243.25</b>	<b>-43.7%</b>
<b>Accounts Receivable</b>				
1100 · Accounts receivable	1,675.00	-715.00	2,390.00	334.27%
<b>Total Accounts Receivable</b>	<b>1,675.00</b>	<b>-715.00</b>	<b>2,390.00</b>	<b>334.27%</b>
<b>Other Current Assets</b>				
1080 · Undeposited Funds	13,600.00	0.00	13,600.00	100.0%
1103 · Acc Rec-Other	23,000.00	0.00	23,000.00	100.0%
1120 · Accounts Receivable- YM	53,353.00	32,255.00	21,098.00	65.41%
1250 · Prepaid Expense - General	0.00	6,000.00	-6,000.00	-100.0%
1260 · Prepaid Expense Conference				
1262 · Facilities Deposits	139,050.63	79,544.00	59,506.63	74.81%
<b>Total 1260 · Prepaid Expense Conference</b>	<b>139,050.63</b>	<b>79,544.00</b>	<b>59,506.63</b>	<b>74.81%</b>
<b>Total Other Current Assets</b>	<b>229,003.63</b>	<b>117,799.00</b>	<b>111,204.63</b>	<b>94.4%</b>
<b>Total Current Assets</b>	<b>1,260,319.59</b>	<b>1,945,968.21</b>	<b>-685,648.62</b>	<b>-35.23%</b>
<b>TOTAL ASSETS</b>	<b>1,260,319.59</b>	<b>1,945,968.21</b>	<b>-685,648.62</b>	<b>-35.23%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · Accounts payable	89.95	37,393.68	-37,303.73	-99.76%
<b>Total Accounts Payable</b>	<b>89.95</b>	<b>37,393.68</b>	<b>-37,303.73</b>	<b>-99.76%</b>
<b>Other Current Liabilities</b>				

California Society of Municipal Finance Officers  
**Statement of Net Assets**  
As of February 28, 2023

	Feb 28, 23	Feb 28, 22	\$ Change	% Change
2003 · A/P Other- SMA Conference	0.00	41,077.14	-41,077.14	-100.0%
Total Other Current Liabilities	0.00	41,077.14	-41,077.14	-100.0%
Total Current Liabilities	89.95	78,470.82	-78,380.87	-99.89%
Total Liabilities	89.95	78,470.82	-78,380.87	-99.89%
Equity				
3020 · Retained earnings	95,609.56	292,118.40	-196,508.84	-67.27%
3100 · Net Assets-Chapters	29,463.01	24,035.98	5,427.03	22.58%
3101 · Operating reserve	153,860.00	153,860.00	0.00	0.0%
3102 · Conference reserve	700,000.00	664,405.00	35,595.00	5.36%
Net Income	281,297.07	733,078.01	-451,780.94	-61.63%
Total Equity	1,260,229.64	1,867,497.39	-607,267.75	-32.52%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,260,319.59</b>	<b>1,945,968.21</b>	<b>-685,648.62</b>	<b>-35.23%</b>

California Society of Municipal Finance Officers  
**Summary of Financial Income and Expense**  
January through February 2023

	<u>Jan - Feb 23</u>	<u>Jan - Feb 22</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
4000 · OPERATING REVENUES	238,167.50	200,055.00	38,112.50
4500 · PROGRAM REVENUES	1,121,163.87	1,010,178.00	110,985.87
Total Income	<u>1,359,331.37</u>	<u>1,210,233.00</u>	<u>149,098.37</u>
Gross Profit	1,359,331.37	1,210,233.00	149,098.37
Expense			
6100 · OPERATING EXPENSES	82,215.09	83,375.21	-1,160.12
6400 · PROGRAM EXPENSES	996,394.57	393,119.78	603,274.79
Total Expense	<u>1,078,609.66</u>	<u>476,494.99</u>	<u>602,114.67</u>
Net Ordinary Income	280,721.71	733,738.01	-453,016.30
Other Income/Expense			
Other Income			
4501 · Chapter Income	6,575.00	580.00	5,995.00
49910 · Unidentified Transactions	0.00	-1,240.00	1,240.00
Total Other Income	<u>6,575.00</u>	<u>-660.00</u>	<u>7,235.00</u>
Other Expense			
6401 · Chapter Expenses	5,999.64	0.00	5,999.64
Total Other Expense	<u>5,999.64</u>	<u>0.00</u>	<u>5,999.64</u>
Net Other Income	575.36	-660.00	1,235.36
Net Income	<u>281,297.07</u>	<u>733,078.01</u>	<u>-451,780.94</u>



California Society of Municipal Finance Officers  
**Profit & Loss Budget Performance**  
February 2023

	Feb 23	Jan - Feb 23	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · OPERATING REVENUES					
4100 · Membership Dues					
4110 · Dues - Municipal - Management	31,125.00	129,285.00	97,625.00	132.43%	137,500.00
4115 · Dues - Municipal - Professional	6,275.00	24,800.00	11,700.00	211.97%	35,000.00
4120 · Dues - Other Gov	350.00	2,250.00	2,350.00	95.75%	4,000.00
4130 · Dues - Commercial	8,140.00	35,200.00	31,800.00	110.69%	44,000.00
4140 · Dues - Retired	100.00	820.00	1,020.00	80.39%	1,200.00
4150 · Dues - Education	0.00	0.00	0.00	0.0%	0.00
4100 · Membership Dues - Other	0.00	0.00	0.00	0.0%	0.00
Total 4100 · Membership Dues	45,990.00	192,355.00	144,495.00	133.12%	221,700.00
4200 · Interest Income	0.00	0.00	0.00	0.0%	12,000.00
4302 · Magazine Advertising	250.00	1,337.50	1,825.00	73.29%	10,000.00
4303 · Job Board Post - Member	22,475.00	43,925.00	22,203.00	197.83%	180,000.00
4490 · Budget Awards	700.00	550.00	0.00	100.0%	19,950.00
4502 · Sponsorships - Other					
4502.10 · Sponsorship GFOA Reception	0.00	0.00	0.00	0.0%	5,000.00
Total 4502 · Sponsorships - Other	0.00	0.00	0.00	0.0%	5,000.00
Total 4000 · OPERATING REVENUES	69,415.00	238,167.50	168,523.00	141.33%	448,650.00
4500 · PROGRAM REVENUES					
4504 · Education income					
4520 · Weekend Training					
4525 · Training Event Income	0.00	0.00	0.00	0.0%	24,000.00
Total 4520 · Weekend Training	0.00	0.00	0.00	0.0%	24,000.00
4570 · Intro to Government	1,900.00	4,000.00	10,000.00	40.0%	21,000.00
4575 · Investment Accounting	0.00	0.00	0.00	0.0%	6,600.00
4590 · Intermediate Government Acct	0.00	7,700.00	2,000.00	385.0%	45,000.00
4591 · California Local Budgeting	4,400.00	4,550.00	0.00	100.0%	27,000.00
4593 · Capital Assets	0.00	0.00	0.00	0.0%	6,000.00
4594 · CMTA/CSMFO Course	0.00	0.00	0.00	0.0%	0.00
4595 · Revenue Fundamentals	-200.00	-400.00	0.00	100.0%	10,000.00
4596 · Revenue Fundamentals II	0.00	200.00	0.00	100.0%	6,000.00
4598 · Leadership Skills	0.00	0.00	0.00	0.0%	4,500.00
4599 · On Demand Courses	125.00	125.00			
Total 4504 · Education income	6,225.00	16,175.00	12,000.00	134.79%	150,100.00
8000 · Conference Revenue					
8100 · Government Registrations					
8102 · Government NonMember	-795.00	16,245.00	0.00	100.0%	0.00
8104 · Government Member	1,680.00	352,735.00	0.00	100.0%	0.00
8115 · Conf-Gov-Full-Norm-Mem	0.00	0.00	0.00	0.0%	0.00
8100 · Government Registrations - Other	0.00	0.00	359,060.00	0.0%	359,060.00
Total 8100 · Government Registrations	885.00	368,980.00	359,060.00	102.76%	359,060.00
8200 · Commercial Registrations					
8226 · Commercial Exhibitor	2,635.00	51,285.00	0.00	100.0%	0.00
8228 · Commercial NonMember	995.00	20,825.00	0.00	100.0%	0.00

**California Society of Municipal Finance Officers**  
**Profit & Loss Budget Performance**  
February 2023

	Feb 23	Jan - Feb 23	YTD Budget	% of Budget	Annual Budget
8229 · Commercial Member	4,735.00	52,325.00	0.00	100.0%	0.00
8231 · Comm Non-Memb-Full-Reg	0.00	0.00	0.00	0.0%	0.00
8265 · Comm Non-Memb Daily Regular	2,720.00	3,225.00	0.00	100.0%	0.00
8200 · Commercial Registrations - Other	2,600.00	15,600.00	123,980.00	12.58%	123,980.00
<b>Total 8200 · Commercial Registrations</b>	<b>13,685.00</b>	<b>143,260.00</b>	<b>123,980.00</b>	<b>115.55%</b>	<b>123,980.00</b>
8300 · Pre-Conference Registrations					
8371 · PreConference-Session A	100.00	7,600.00	0.00	100.0%	0.00
8373 · PreConference-Session B	-400.00	4,500.00	0.00	100.0%	0.00
8375 · PreConference-Session C	0.00	3,200.00	0.00	100.0%	0.00
8376 · PreConference-Session D	0.00	2,700.00	0.00	100.0%	0.00
8300 · Pre-Conference Registrations - Other	0.00	100.00	24,000.00	0.42%	24,000.00
<b>Total 8300 · Pre-Conference Registrations</b>	<b>-300.00</b>	<b>18,100.00</b>	<b>24,000.00</b>	<b>75.42%</b>	<b>24,000.00</b>
8500 · Extra Meals					
8565 · Hosted Evening Event	1,125.00	3,875.00	0.00	100.0%	0.00
8500 · Extra Meals - Other	0.00	125.00	3,125.00	4.0%	3,125.00
<b>Total 8500 · Extra Meals</b>	<b>1,125.00</b>	<b>4,000.00</b>	<b>3,125.00</b>	<b>128.0%</b>	<b>3,125.00</b>
8600 · Event Registrations					
8610 · Golf	-175.00	16,740.00	15,675.00	106.79%	15,675.00
8630 · Pickleball/Tennis	-175.00	350.00	0.00	100.0%	0.00
8600 · Event Registrations - Other	175.00	1,750.00	0.00	100.0%	0.00
<b>Total 8600 · Event Registrations</b>	<b>-175.00</b>	<b>18,840.00</b>	<b>15,675.00</b>	<b>120.19%</b>	<b>15,675.00</b>
8700 · Exhibitors Fees					
8703 · Sapphire Exhibitor	7,000.00	91,000.00	119,000.00	76.47%	119,000.00
8715 · Gold Package	12,500.00	246,000.00	240,000.00	102.5%	240,000.00
8725 · Silver Package	5,000.00	38,125.00	37,500.00	101.67%	37,500.00
8735 · Diamond Package	13,000.00	130,000.00	104,000.00	125.0%	104,000.00
<b>Total 8700 · Exhibitors Fees</b>	<b>37,500.00</b>	<b>505,125.00</b>	<b>500,500.00</b>	<b>100.92%</b>	<b>500,500.00</b>
8800 · Sponsorships					
8830 · Non-Exhibitor Sponsor 8830	0.00	12,000.00	18,000.00	66.67%	18,000.00
8872 · Additional Sponsorship Monies	0.00	250.00	0.00	100.0%	0.00
8800 · Sponsorships - Other	0.00	0.00	0.00	0.0%	0.00
<b>Total 8800 · Sponsorships</b>	<b>0.00</b>	<b>12,250.00</b>	<b>18,000.00</b>	<b>68.06%</b>	<b>18,000.00</b>
8900 · Conference Miscellaneous					
8905 · Misc Conference Income	5,343.87	5,343.87			
8915 · Hotel Rebate	0.00	0.00	0.00	0.0%	3,675.00
8920 · Super Bowl Squares - Conference	460.00	460.00			
8950 · Virtual Conference Registration	18,330.00	28,630.00	70,500.00	40.61%	70,500.00
8900 · Conference Miscellaneous - Other	0.00	0.00	0.00	0.0%	0.00
<b>Total 8900 · Conference Miscellaneous</b>	<b>24,133.87</b>	<b>34,433.87</b>	<b>70,500.00</b>	<b>48.84%</b>	<b>74,175.00</b>
<b>Total 8000 · Conference Revenue</b>	<b>76,853.87</b>	<b>1,104,988.87</b>	<b>1,114,840.00</b>	<b>99.12%</b>	<b>1,118,515.00</b>
<b>Total 4500 · PROGRAM REVENUES</b>	<b>83,078.87</b>	<b>1,121,163.87</b>	<b>1,126,840.00</b>	<b>99.5%</b>	<b>1,268,615.00</b>
<b>Total Income</b>	<b>152,493.87</b>	<b>1,359,331.37</b>	<b>1,295,363.00</b>	<b>104.94%</b>	<b>1,717,265.00</b>
<b>Gross Profit</b>	<b>152,493.87</b>	<b>1,359,331.37</b>	<b>1,295,363.00</b>	<b>104.94%</b>	<b>1,717,265.00</b>
<b>Expense</b>					
<b>6100 · OPERATING EXPENSES</b>					
6105 · Marketing/Membership	1,138.25	1,138.25	11,250.00	10.12%	11,250.00

**California Society of Municipal Finance Officers**  
**Profit & Loss Budget Performance**  
February 2023

	Feb 23	Jan - Feb 23	YTD Budget	% of Budget	Annual Budget
6106 · Storage Expense	0.00	51.90	170.00	30.53%	1,000.00
6110 · President's Expense					
6111 · Presidents CSMFO- Gifts	0.00	0.00	0.00	0.0%	0.00
6112 · Presidents CSMFO-Dinner	0.00	0.00	0.00	0.0%	0.00
6110 · President's Expense - Other	0.00	0.00	1,500.00	0.0%	3,100.00
Total 6110 · President's Expense	0.00	0.00	1,500.00	0.0%	3,100.00
6115 · Board of Directors					
6116 · Board Meeting Expenses	0.00	0.00	0.00	0.0%	10,000.00
Total 6115 · Board of Directors	0.00	0.00	0.00	0.0%	10,000.00
6120 · Committee/Chapter Support					
6121 · Committee Support	0.00	0.00	0.00	0.0%	0.00
6122 · Chapter Support	0.00	0.00	0.00	0.0%	0.00
Total 6120 · Committee/Chapter Support	0.00	0.00	0.00	0.0%	0.00
6125 · Board Planning Session-Retreat	0.00	0.00	0.00	0.0%	55,000.00
6140 · Management Services					
6143 · Management Services	19,434.69	38,869.38	31,648.00	122.82%	189,880.00
6146 · Consultants					
6146.10 · Coleman Services	0.00	0.00	0.00	0.0%	27,700.00
6146.20 · CDC - Support	0.00	0.00	0.00	0.0%	17,000.00
6146 · Consultants - Other	0.00	0.00	2,500.00	0.0%	2,500.00
Total 6146 · Consultants	0.00	0.00	2,500.00	0.0%	47,200.00
6147 · Professional Fees	0.00	0.00	2,000.00	0.0%	2,000.00
6470 · Webinar Program Services	0.00	0.00	0.00	0.0%	0.00
6140 · Management Services - Other	0.00	0.00	0.00	0.0%	0.00
Total 6140 · Management Services	19,434.69	38,869.38	36,148.00	107.53%	239,080.00
6148 · Payroll					
6148.10 · Wages	7,245.00	12,621.25	12,000.00	105.18%	72,000.00
6148.20 · Payroll Taxes - Federal	620.81	1,273.53	918.00	138.73%	5,508.00
6148.30 · Payroll Taxes - State	0.00	0.00	0.00	0.0%	0.00
6148.50 · Payroll Processing Expense	70.00	140.00	140.00	100.0%	840.00
6148.63 · Executive Director - Outreach	85.00	85.00	0.00	100.0%	10,000.00
Total 6148 · Payroll	8,020.81	14,119.78	13,058.00	108.13%	88,348.00
6150 · Office Supplies	78.20	284.45	134.00	212.28%	800.00
6155 · Merchant Fees/Bank Chgs.	7,018.30	13,962.88	11,314.00	123.41%	40,000.00
6160 · Awards	0.00	0.00	46.00	0.0%	3,364.00
6165 · Printing					
6166 · Printing, copying, and admin	0.00	0.00	668.00	0.0%	4,000.00
6167 · Directory	0.00	0.00	0.00	0.0%	6,600.00
6165 · Printing - Other	3.76	9.20	0.00	100.0%	0.00
Total 6165 · Printing	3.76	9.20	668.00	1.38%	10,600.00
6170 · Magazine	0.00	0.00	100.00	0.0%	11,500.00
6175 · Postage	1,351.84	1,357.78	340.00	399.35%	2,000.00
6185 · Telephone/Bridge Calls	84.30	125.49	170.00	73.82%	1,000.00
6190 · Web and Technology					
6191 · DataBase Expense	0.00	0.00	0.00	0.0%	28,500.00
6192 · Web site	0.00	2,500.00	0.00	100.0%	4,838.00

**California Society of Municipal Finance Officers**  
**Profit & Loss Budget Performance**  
February 2023

	Feb 23	Jan - Feb 23	YTD Budget	% of Budget	Annual Budget
6195 · Web Site Hosting Fee	0.00	0.00	400.00	0.0%	2,400.00
6190 · Web and Technology - Other	256.98	9,795.98	13,200.00	74.21%	78,200.00
<b>Total 6190 · Web and Technology</b>	<b>256.98</b>	<b>12,295.98</b>	<b>13,600.00</b>	<b>90.41%</b>	<b>113,938.00</b>
6200 · Travel/Staff Expenses	0.00	0.00	0.00	0.0%	5,000.00
6220 · Audit & Tax Filing	0.00	0.00	0.00	0.0%	9,420.00
6230 · Insurance	0.00	0.00	2,900.00	0.0%	3,500.00
6240 · Taxes					
6242 · Current Year Taxes	0.00	0.00	0.00	0.0%	30,000.00
6246 · Prior Year Taxes	0.00	0.00	0.00	0.0%	0.00
<b>Total 6240 · Taxes</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>30,000.00</b>
6250 · Miscellaneous	0.00	0.00	750.00	0.0%	4,500.00
6255 · GFOA Reception	0.00	0.00	0.00	0.0%	15,500.00
6260 · Donations	0.00	0.00	0.00	0.0%	25,000.00
<b>Total 6100 · OPERATING EXPENSES</b>	<b>37,387.13</b>	<b>82,215.09</b>	<b>92,148.00</b>	<b>89.22%</b>	<b>683,900.00</b>
<b>6400 · PROGRAM EXPENSES</b>					
6404 · Education Expenses					
6420 · Weekend Training Exp	0.00	0.00	0.00	0.0%	31,350.00
6480 · Intermediate Governmental Acct.	0.00	0.00	0.00	0.0%	15,858.00
6491 · CA Local Budgeting Expense	0.00	0.00	0.00	0.0%	14,417.00
6494 · Webinar Expenses	0.00	0.00	7,160.00	0.0%	43,000.00
6595 · Revenue Fundamental	0.00	0.00	0.00	0.0%	10,092.00
6598 · Leadership Skills Exp	0.00	0.00	0.00	0.0%	2,883.00
<b>Total 6404 · Education Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>7,160.00</b>	<b>0.0%</b>	<b>117,600.00</b>
9000 · Conference Expenses					
9100 · Food & Beverage Expense					
9105 · Registration Prep-Lunch	0.00	0.00	0.00	0.0%	0.00
9115 · Wednesday-Breakfast	500.25	500.25			
9125 · Wednesday-Lunch	90,454.18	90,454.18	0.00	100.0%	0.00
9135 · Wednesday-Food-Exhibitor Recept	25,282.32	25,282.32	0.00	100.0%	0.00
9138 · Wednesday-Beverage-Exhibitor Re	12,074.65	12,074.65	0.00	100.0%	0.00
9140 · Thursday-Breakfast-Chapter Chai	0.00	0.00	0.00	0.0%	0.00
9143 · Thursday-Breakfast	45,114.26	45,114.26	0.00	100.0%	0.00
9147 · Thursday-Lunch	97,111.04	97,111.04	0.00	100.0%	0.00
9148 · Thursday-PM Break	17,735.77	17,735.77	0.00	100.0%	0.00
9150 · Friday-Breakfast	35,413.08	35,413.08	0.00	100.0%	0.00
9155 · Friday-Lunch	0.00	0.00	0.00	0.0%	0.00
9195 · Water for Sessions	4,636.42	4,636.42			
9197 · Food&Beverage-Other	19,065.41	19,065.41	0.00	100.0%	0.00
9100 · Food & Beverage Expense - Other	-329,261.02	0.00	351,360.00	0.0%	351,360.00
<b>Total 9100 · Food &amp; Beverage Expense</b>	<b>18,126.36</b>	<b>347,387.38</b>	<b>351,360.00</b>	<b>98.87%</b>	<b>351,360.00</b>
9200 · President's Dinners					
9210 · President's Dinner - Food & Bev	0.00	18,992.87	0.00	100.0%	0.00
9220 · Entertain-Transport-Decor-Favor	0.00	912.56	0.00	100.0%	0.00
9250 · Pres Dinner-Out of State Guest	0.00	0.00	0.00	0.0%	0.00
9200 · President's Dinners - Other	0.00	0.00	41,860.00	0.0%	41,860.00
<b>Total 9200 · President's Dinners</b>	<b>0.00</b>	<b>19,905.43</b>	<b>41,860.00</b>	<b>47.55%</b>	<b>41,860.00</b>

California Society of Municipal Finance Officers  
**Profit & Loss Budget Performance**  
February 2023

	Feb 23	Jan - Feb 23	YTD Budget	% of Budget	Annual Budget
<b>9300 · Hosted Event</b>					
9310 · Event Entertainment	0.00	7,500.00	0.00	100.0%	0.00
9320 · Event Food	7,710.72	31,880.16	0.00	100.0%	0.00
9321 · Event Bar	0.00	0.00	0.00	0.0%	0.00
9330 · Event Decor	0.00	0.00	0.00	0.0%	0.00
9340 · Event Other	0.00	1,320.00	0.00	100.0%	0.00
9300 · Hosted Event - Other	0.00	40,795.91	96,500.00	42.28%	96,500.00
<b>Total 9300 · Hosted Event</b>	<b>7,710.72</b>	<b>81,496.07</b>	<b>96,500.00</b>	<b>84.45%</b>	<b>96,500.00</b>
<b>9400 · Meetings and Training</b>					
9410 · Speakers-Honorarium	0.00	40,500.00	39,500.00	102.53%	39,500.00
9420 · Speaker-Expenses-Lodging	0.00	0.00	6,149.00	0.0%	6,149.00
9445 · Speaker-Expenses-Misc	0.00	0.00	0.00	0.0%	0.00
<b>Total 9400 · Meetings and Training</b>	<b>0.00</b>	<b>40,500.00</b>	<b>45,649.00</b>	<b>88.72%</b>	<b>45,649.00</b>
<b>9450 · Comps</b>					
9460 · Other Guests Lodging (OOS)	0.00	0.00	4,580.00	0.0%	4,580.00
9462 · Comps - Other	0.00	0.00	2,374.00	0.0%	2,374.00
9465 · Board Scholarships	0.00	0.00	1,000.00	0.0%	1,000.00
<b>Total 9450 · Comps</b>	<b>0.00</b>	<b>0.00</b>	<b>7,954.00</b>	<b>0.0%</b>	<b>7,954.00</b>
<b>9475 · Meetings</b>					
9476 · Audio Visual and Lighting	113,122.28	222,425.32	0.00	100.0%	0.00
9477 · Virtual Platform	840.00	4,940.00	0.00	100.0%	0.00
9478 · General Session - Addl' product	0.00	1,500.00	0.00	100.0%	0.00
9479 · WiFi Internet	983.58	35,009.17	0.00	100.0%	0.00
9480 · Electric Power/Rigging	21,564.17	21,564.17	0.00	100.0%	0.00
9481 · Reg/Attendance Tracking	0.00	38,788.64	0.00	100.0%	0.00
9485 · Convention/Hotel Other Costs	750.20	76,215.20	0.00	100.0%	0.00
9475 · Meetings - Other	0.00	1,552.50	421,433.00	0.37%	421,433.00
<b>Total 9475 · Meetings</b>	<b>137,260.23</b>	<b>401,995.00</b>	<b>421,433.00</b>	<b>95.39%</b>	<b>421,433.00</b>
<b>9490 · Pre-Conference Workshop</b>					
9494 · Food & Beverage	6,424.42	6,424.42	2,630.00	244.28%	2,630.00
9496 · Pre-Conference-Other	800.00	800.00			
<b>Total 9490 · Pre-Conference Workshop</b>	<b>7,224.42</b>	<b>7,224.42</b>	<b>2,630.00</b>	<b>274.69%</b>	<b>2,630.00</b>
<b>9500 · Exhibits</b>					
9510 · Decorator Booth Fee	17,037.54	17,037.54	18,943.00	89.94%	18,943.00
9530 · Meeting space Additions	0.00	10,412.00	10,500.00	99.16%	10,500.00
9540 · Security	1,339.50	1,339.50	1,250.00	107.16%	1,250.00
9545 · Exhibit hall game	0.00	0.00	500.00	0.0%	500.00
9550 · Sponsor Branded Items	9,197.78	9,197.78	10,550.00	87.18%	10,550.00
9500 · Exhibits - Other	0.00	0.00	0.00	0.0%	0.00
<b>Total 9500 · Exhibits</b>	<b>27,574.82</b>	<b>37,986.82</b>	<b>41,743.00</b>	<b>91.0%</b>	<b>41,743.00</b>
<b>9600 · Entertainment/Gifts</b>					
9610 · Conference Gifts/Attendees	223.19	683.41	0.00	100.0%	0.00
9620 · Speaker/Board/Committee Memento	0.00	0.00	0.00	0.0%	0.00
<b>Total 9600 · Entertainment/Gifts</b>	<b>223.19</b>	<b>683.41</b>	<b>0.00</b>	<b>100.0%</b>	<b>0.00</b>
<b>9700 · Other Activities</b>					
9732 · Golf Tournament Expenses	6,564.04	11,605.97	14,050.00	82.61%	14,050.00

**California Society of Municipal Finance Officers**  
**Profit & Loss Budget Performance**  
February 2023

	Feb 23	Jan - Feb 23	YTD Budget	% of Budget	Annual Budget
9750 · Other Event Expenses	0.00	6,754.68	0.00	100.0%	0.00
9700 · Other Activities - Other	0.00	488.26			
<b>Total 9700 · Other Activities</b>	<b>6,564.04</b>	<b>18,848.91</b>	<b>14,050.00</b>	<b>134.16%</b>	<b>14,050.00</b>
9800 · Administration - Conference					
9805 · Conference Marketing	0.00	0.00	0.00	0.0%	0.00
9810 · Conference Contract Services	16,000.00	16,000.00	78,890.00	20.28%	78,890.00
9815 · Printing/Copy/Conference Media	18.97	1,492.53	5,000.00	29.85%	5,000.00
9818 · Office/Telephones/Printer	0.00	0.00	500.00	0.0%	500.00
9820 · President Expenses	0.00	0.00	500.00	0.0%	500.00
9831 · Supplies-Badges-Ribbons-Etc	1,204.24	1,581.13	500.00	316.23%	500.00
9840 · Postage & Shipping	0.00	0.00	500.00	0.0%	500.00
9875 · Signage	0.00	3,640.71	3,000.00	121.36%	3,000.00
9890 · Conference Committee Expenses	7,247.13	9,316.63	16,000.00	58.23%	16,000.00
9895 · Staff Exp Inc. Lodging & Travel	7,750.70	8,336.13	14,000.00	59.54%	14,000.00
<b>Total 9800 · Administration - Conference</b>	<b>32,221.04</b>	<b>40,367.13</b>	<b>118,890.00</b>	<b>33.95%</b>	<b>118,890.00</b>
9000 · Conference Expenses - Other	0.00	0.00	0.00	0.0%	0.00
<b>Total 9000 · Conference Expenses</b>	<b>236,904.82</b>	<b>996,394.57</b>	<b>1,142,069.00</b>	<b>87.25%</b>	<b>1,142,069.00</b>
<b>Total 6400 · PROGRAM EXPENSES</b>	<b>236,904.82</b>	<b>996,394.57</b>	<b>1,149,229.00</b>	<b>86.7%</b>	<b>1,259,669.00</b>
6900 · OTHER EXPENSES					
6970 · One-Time Budgeted Expenses	0.00	0.00	0.00	0.0%	1,200.00
<b>Total 6900 · OTHER EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>1,200.00</b>
9950 · Prior Period Adjustment	0.00	0.00	0.00	0.0%	0.00
<b>Total Expense</b>	<b>274,291.95</b>	<b>1,078,609.66</b>	<b>1,241,377.00</b>	<b>86.89%</b>	<b>1,944,769.00</b>
<b>Net Ordinary Income</b>	<b>-121,798.08</b>	<b>280,721.71</b>	<b>53,986.00</b>	<b>519.99%</b>	<b>-227,504.00</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
4501 · Chapter Income					
4501.03 · North Coast	750.00	750.00	0.00	100.0%	0.00
4501.04 · Sacramento Valley	360.00	630.00	0.00	100.0%	0.00
4501.05 · East Bay (SF)	850.00	850.00	0.00	100.0%	0.00
4501.08 · Monterey Bay	500.00	500.00			
4501.09 · South San Joaquin	0.00	0.00	0.00	0.0%	0.00
4501.11 · Channel Counties	0.00	-50.00	0.00	100.0%	0.00
4501.12 · San Gabriel Valley	0.00	0.00	0.00	0.0%	0.00
4501.13 · Central Los Angeles	0.00	0.00	0.00	0.0%	0.00
4501.14 · South Bay (LA)	-30.00	-330.00	0.00	100.0%	0.00
4501.16 · Orange County	30.00	995.00	0.00	100.0%	0.00
4501.17 · Inland Empire	3,190.00	3,190.00	0.00	100.0%	0.00
4501.19 · San Diego County	0.00	0.00	0.00	0.0%	0.00
4501.20 · Imperial County	40.00	40.00			
4501.21 · Bay Area (Peninsula-East Bay)	0.00	0.00	0.00	0.0%	0.00
4501 · Chapter Income - Other	0.00	0.00	16,668.00	0.0%	100,000.00
<b>Total 4501 · Chapter Income</b>	<b>5,690.00</b>	<b>6,575.00</b>	<b>16,668.00</b>	<b>39.45%</b>	<b>100,000.00</b>
<b>Total Other Income</b>	<b>5,690.00</b>	<b>6,575.00</b>	<b>16,668.00</b>	<b>39.45%</b>	<b>100,000.00</b>
<b>Other Expense</b>					
6401 · Chapter Expenses					

California Society of Municipal Finance Officers  
**Profit & Loss Budget Performance**  
February 2023

	Feb 23	Jan - Feb 23	YTD Budget	% of Budget	Annual Budget
<b>6401.79 · Current Year Chapter Expenses</b>					
6401.01 · Northwest Counties	0.00	0.00	0.00	0.0%	0.00
6401.02 · Northeast Counties	0.00	0.00	0.00	0.0%	0.00
6401.03 · North Coast	0.00	0.00	0.00	0.0%	0.00
6401.04 · Sacramento Valley	0.00	1,687.43	0.00	100.0%	0.00
6401.05 · East Bay (SF)	0.00	0.00	0.00	0.0%	0.00
6401.06 · Central Valley	0.00	0.00	0.00	0.0%	0.00
6401.07 · Peninsula	0.00	0.00	0.00	0.0%	0.00
6401.08 · Monterey Bay	350.00	350.00	0.00	100.0%	0.00
6401.09 · South San Joaquin	0.00	0.00	0.00	0.0%	0.00
6401.10 · Central Coast	0.00	0.00	0.00	0.0%	0.00
6401.11 · Channel Counties	2,562.00	2,562.00	0.00	100.0%	0.00
6401.12 · San Gabriel Valley	0.00	0.00	0.00	0.0%	0.00
6401.13 · Central Los Angeles	0.00	0.00	0.00	0.0%	0.00
6401.14 · South Bay (LA)	0.00	0.00	0.00	0.0%	0.00
6401.15 · Desert Mountain	0.00	0.00	0.00	0.0%	0.00
6401.16 · Orange County	94.61	1,330.12	0.00	100.0%	0.00
6401.17 · Inland Empire	-19.86	70.09	0.00	100.0%	0.00
6401.18 · Coachella Valley	0.00	0.00	0.00	0.0%	0.00
6401.19 · San Diego County	0.00	0.00	0.00	0.0%	0.00
6401.20 · Imperial County	0.00	0.00	0.00	0.0%	0.00
6401.79 · Current Year Chapter Expenses - Other	0.00	0.00	16,834.00	0.0%	101,000.00
<b>Total 6401.79 · Current Year Chapter Expenses</b>	<b>2,986.75</b>	<b>5,999.64</b>	<b>16,834.00</b>	<b>35.64%</b>	<b>101,000.00</b>
<b>Total 6401 · Chapter Expenses</b>	<b>2,986.75</b>	<b>5,999.64</b>	<b>16,834.00</b>	<b>35.64%</b>	<b>101,000.00</b>
<b>Total Other Expense</b>	<b>2,986.75</b>	<b>5,999.64</b>	<b>16,834.00</b>	<b>35.64%</b>	<b>101,000.00</b>
<b>Net Other Income</b>	<b>2,703.25</b>	<b>575.36</b>	<b>-166.00</b>	<b>-346.6%</b>	<b>-1,000.00</b>
<b>Net Income</b>	<b>-119,094.83</b>	<b>281,297.07</b>	<b>53,820.00</b>	<b>522.66%</b>	<b>-228,504.00</b>

California Society of Municipal Finance Officers  
Statement of Financial Income and Expense  
February 2023

	Jan - Feb 23	Jan - Feb 22	\$ Change
Ordinary Income/Expense			
Income			
4000 · OPERATING REVENUES			
4100 · Membership Dues			
4110 · Dues - Municipal - Management	129,285.00	127,835.00	1,450.00
4115 · Dues - Municipal - Professional	24,800.00	0.00	24,800.00
4120 · Dues - Other Gov	2,250.00	2,600.00	-350.00
4130 · Dues - Commercial	35,200.00	28,600.00	6,600.00
4140 · Dues - Retired	820.00	720.00	100.00
4150 · Dues - Education	0.00	0.00	0.00
Total 4100 · Membership Dues	192,355.00	159,755.00	32,600.00
4302 · Magazine Advertising	1,337.50	1,325.00	12.50
4303 · Job Board Post - Member	43,925.00	38,975.00	4,950.00
4490 · Budget Awards	550.00	0.00	550.00
Total 4000 · OPERATING REVENUES	238,167.50	200,055.00	38,112.50
4500 · PROGRAM REVENUES			
4504 · Education income			
4520 · Weekend Training			
4525 · Training Event Income	0.00	0.00	0.00
Total 4520 · Weekend Training	0.00	0.00	0.00
4570 · Intro to Government	4,000.00	7,275.00	-3,275.00
4575 · Investment Accounting	0.00	0.00	0.00
4590 · Intermediate Government Acct	7,700.00	2,550.00	5,150.00
4591 · California Local Budgeting	4,550.00	0.00	4,550.00
4593 · Capital Assets	0.00	0.00	0.00
4595 · Revenue Fundamentals	-400.00	0.00	-400.00
4596 · Revenue Fundamentals II	200.00	0.00	200.00
4599 · On Demand Courses	125.00	0.00	125.00
Total 4504 · Education income	16,175.00	9,825.00	6,350.00
8000 · Conference Revenue			
8100 · Government Registrations	368,980.00	334,995.00	33,985.00
8200 · Commercial Registrations	143,260.00	118,393.00	24,867.00
8300 · Pre-Conference Registrations	18,100.00	14,065.00	4,035.00
8500 · Extra Meals	4,000.00	5,250.00	-1,250.00
8600 · Event Registrations	18,840.00	18,725.00	115.00
8700 · Exhibitors Fees	505,125.00	417,937.50	87,187.50
8800 · Sponsorships	12,250.00	19,062.50	-6,812.50
8900 · Conference Miscellaneous	34,433.87	71,925.00	-37,491.13
Total 8000 · Conference Revenue	1,104,988.87	1,000,353.00	104,635.87
Total 4500 · PROGRAM REVENUES	1,121,163.87	1,010,178.00	110,985.87
Total Income	1,359,331.37	1,210,233.00	149,098.37
Gross Profit	1,359,331.37	1,210,233.00	149,098.37
Expense			
6100 · OPERATING EXPENSES			
6105 · Marketing/Membership	1,138.25	5,603.67	-4,465.42
6106 · Storage Expense	51.90	113.99	-62.09
6110 · President's Expense	0.00	4,842.20	-4,842.20
6140 · Management Services			



**California Society of Municipal Finance Officers**  
**Statement of Financial Income and Expense**  
February 2023

6143 · Management Services	38,869.38	30,954.00	7,915.38
6146 · Consultants	0.00	6,000.00	-6,000.00
6147 · Professional Fees	0.00	357.50	-357.50
6140 · Management Services - Other	0.00	700.00	-700.00
<b>Total 6140 · Management Services</b>	<b>38,869.38</b>	<b>38,011.50</b>	<b>857.88</b>
<b>6148 · Payroll</b>			
6148.10 · Wages	12,621.25	345.00	12,276.25
6148.20 · Payroll Taxes - Federal	1,273.53	28.46	1,245.07
6148.30 · Payroll Taxes - State	0.00	12.08	-12.08
6148.50 · Payroll Processing Expense	140.00	0.00	140.00
6148.63 · Executive Director - Outreach	85.00	0.00	85.00
<b>Total 6148 · Payroll</b>	<b>14,119.78</b>	<b>385.54</b>	<b>13,734.24</b>
6150 · Office Supplies	284.45	0.00	284.45
6155 · Merchant Fees/Bank Chgs.	13,962.88	15,686.37	-1,723.49
6160 · Awards	0.00	118.19	-118.19
<b>6165 · Printing</b>			
6166 · Printing, copying, and admin	0.00	1.20	-1.20
6165 · Printing - Other	9.20	0.00	9.20
<b>Total 6165 · Printing</b>	<b>9.20</b>	<b>1.20</b>	<b>8.00</b>
6170 · Magazine	0.00	58.00	-58.00
6175 · Postage	1,357.78	14.71	1,343.07
6185 · Telephone/Bridge Calls	125.49	44.86	80.63
<b>6190 · Web and Technology</b>			
6192 · Web site	2,500.00	2,500.00	0.00
6195 · Web Site Hosting Fee	0.00	1,798.99	-1,798.99
6190 · Web and Technology - Other	9,795.98	12,077.99	-2,282.01
<b>Total 6190 · Web and Technology</b>	<b>12,295.98</b>	<b>16,376.98</b>	<b>-4,081.00</b>
6230 · Insurance	0.00	2,118.00	-2,118.00
<b>Total 6100 · OPERATING EXPENSES</b>	<b>82,215.09</b>	<b>83,375.21</b>	<b>-1,160.12</b>
<b>6400 · PROGRAM EXPENSES</b>			
<b>9000 · Conference Expenses</b>			
9100 · Food & Beverage Expense	347,387.38	1,137.50	346,249.88
9200 · President's Dinners	19,905.43	3,825.39	16,080.04
9300 · Hosted Event	81,496.07	28,280.41	53,215.66
9400 · Meetings and Training	40,500.00	45,500.00	-5,000.00
9450 · Comps	0.00	72.00	-72.00
9475 · Meetings	401,995.00	149,054.55	252,940.45
9490 · Pre-Conference Workshop	7,224.42	0.00	7,224.42
9500 · Exhibits	37,986.82	9,919.24	28,067.58
9600 · Entertainment/Gifts	683.41	62,267.93	-61,584.52
9700 · Other Activities	18,848.91	12,068.88	6,780.03
9800 · Administration - Conference	40,367.13	52,993.88	-12,626.75
9000 · Conference Expenses - Other	0.00	28,000.00	-28,000.00
<b>Total 9000 · Conference Expenses</b>	<b>996,394.57</b>	<b>393,119.78</b>	<b>603,274.79</b>
<b>Total 6400 · PROGRAM EXPENSES</b>	<b>996,394.57</b>	<b>393,119.78</b>	<b>603,274.79</b>
<b>Total Expense</b>	<b>1,078,609.66</b>	<b>476,494.99</b>	<b>602,114.67</b>
<b>Net Ordinary Income</b>	<b>280,721.71</b>	<b>733,738.01</b>	<b>-453,016.30</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
4501 · Chapter Income			

California Society of Municipal Finance Officers  
Statement of Financial Income and Expense  
February 2023

4501.03 · North Coast	750.00	550.00	200.00
4501.04 · Sacramento Valley	630.00	0.00	630.00
4501.05 · East Bay (SF)	850.00	0.00	850.00
4501.08 · Monterey Bay	500.00	0.00	500.00
4501.09 · South San Joaquin	0.00	0.00	0.00
4501.11 · Channel Counties	-50.00	0.00	-50.00
4501.12 · San Gabriel Valley	0.00	0.00	0.00
4501.14 · South Bay (LA)	-330.00	0.00	-330.00
4501.16 · Orange County	995.00	0.00	995.00
4501.17 · Inland Empire	3,190.00	30.00	3,160.00
4501.20 · Imperial County	40.00	0.00	40.00
4501.21 · Bay Area (Peninsula-East Bay)	0.00	0.00	0.00
<b>Total 4501 · Chapter Income</b>	<b>6,575.00</b>	<b>580.00</b>	<b>5,995.00</b>
49910 · Unidentified Transactions	0.00	-1,240.00	1,240.00
<b>Total Other Income</b>	<b>6,575.00</b>	<b>-660.00</b>	<b>7,235.00</b>
<b>Other Expense</b>			
6401 · Chapter Expenses			
6401.79 · Current Year Chapter Expenses			
6401.04 · Sacramento Valley	1,687.43	0.00	1,687.43
6401.08 · Monterey Bay	350.00	0.00	350.00
6401.11 · Channel Counties	2,562.00	0.00	2,562.00
6401.16 · Orange County	1,330.12	0.00	1,330.12
6401.17 · Inland Empire	70.09	0.00	70.09
<b>Total 6401.79 · Current Year Chapter Expenses</b>	<b>5,999.64</b>	<b>0.00</b>	<b>5,999.64</b>
<b>Total 6401 · Chapter Expenses</b>	<b>5,999.64</b>	<b>0.00</b>	<b>5,999.64</b>
<b>Total Other Expense</b>	<b>5,999.64</b>	<b>0.00</b>	<b>5,999.64</b>
<b>Net Other Income</b>	<b>575.36</b>	<b>-660.00</b>	<b>1,235.36</b>
<b>Net Income</b>	<b>281,297.07</b>	<b>733,078.01</b>	<b>-451,780.94</b>

California Society of Municipal Finance Officers  
**Chapter Income and Expense**  
January through February 2023

	<b>Channel Counties (Chapters)</b>	<b>East Bay (Chapters)</b>	<b>Imperial County (Chapters)</b>	<b>Inland Empire (Chapters)</b>	<b>Monterey Bay (Chapters)</b>	<b>North Coast (Chapters)</b>
<b>Other Income/Expense</b>						
<b>Other Income</b>						
<b>4501 · Chapter Income</b>	-50.00	850.00	40.00	3,190.00	500.00	750.00
<b>Total Other Income</b>	-50.00	850.00	40.00	3,190.00	500.00	750.00
<b>Other Expense</b>						
<b>6401 · Chapter Expenses</b>	2,562.00	0.00	0.00	70.09	350.00	0.00
<b>Total Other Expense</b>	2,562.00	0.00	0.00	70.09	350.00	0.00
<b>Net Other Income</b>	-2,612.00	850.00	40.00	3,119.91	150.00	750.00
<b>Net Income</b>	<b>-2,612.00</b>	<b>850.00</b>	<b>40.00</b>	<b>3,119.91</b>	<b>150.00</b>	<b>750.00</b>

California Society of Municipal Finance Officers  
**Chapter Income and Expense**  
January through February 2023

	Orange County (Chapters)	Sacramento Valley (Chapters)	San Gabriel Valley (Chapters)	SouthBay (LA) (Chapters)	Total Chapters	TOTAL
Other Income/Expense						
Other Income						
4501 · Chapter Income	1,085.00	630.00	5.00	-330.00	6,670.00	6,670.00
Total Other Income	1,085.00	630.00	5.00	-330.00	6,670.00	6,670.00
Other Expense						
6401 · Chapter Expenses	1,330.12	1,687.43	0.00	0.00	5,999.64	5,999.64
Total Other Expense	1,330.12	1,687.43	0.00	0.00	5,999.64	5,999.64
Net Other Income	-245.12	-1,057.43	5.00	-330.00	670.36	670.36
Net Income	<b>-245.12</b>	<b>-1,057.43</b>	<b>5.00</b>	<b>-330.00</b>	<b>670.36</b>	<b>670.36</b>

# California Society of Municipal Finance Officers

## Check Detail

February 2023

	Type	Num	Date	Name	Account	Paid Amount
	Check		02/21/2023	Affinipay	1004 · Bank of America - 1982	
					6155 · Merchant Fees/Bank Chgs.	(0.50)
TOTAL						(0.50)
	Bill Pmt -Check	BILLPAY	02/14/2023	Pacific Storage Company	1004 · Bank of America - 1982	
	Bill	4218024	01/31/2023		6106 · Storage Expense	(51.90)
TOTAL						(51.90)
	Bill Pmt -Check	BILLPAY	02/14/2023	Sierra Office Supply & Printing	1004 · Bank of America - 1982	
	Bill	3807530-0	01/26/2023		9875 · Signage	(1,883.55)
	Bill	3807531-0	01/26/2023		9831 · Supplies-Badges-Ribbons-Etc	(27.19)
TOTAL						(1,910.74)
	Bill Pmt -Check	BILLPAY	02/28/2023	City of Stanton - V	1004 · Bank of America - 1982	
	Bill	3339	02/22/2023		6401.16 · Orange County	(94.61)
TOTAL						(94.61)
	Bill Pmt -Check	BILLPAY	02/28/2023	Sierra Office Supply & Printing	1004 · Bank of America - 1982	
	Bill	3807532-0	01/26/2023		9875 · Signage	(663.38)
	Bill	3809976-0	02/06/2023		6175 · Postage	(429.98)
	Bill	3810032-0	02/06/2023		6175 · Postage	(149.93)
TOTAL						(1,243.29)
	Check	EFT	02/02/2023	Merchant Service	1004 · Bank of America - 1982	
					6155 · Merchant Fees/Bank Chgs.	(6,978.30)
TOTAL						(6,978.30)
	Check	EFT	02/24/2023	ADP, Inc.	1004 · Bank of America - 1982	
					6148.50 · Payroll Processing Expense	(70.00)
TOTAL						(70.00)

# California Society of Municipal Finance Officers

## Check Detail

February 2023

	Type	Num	Date	Name	Account	Paid Amount
	Check	EFT	02/24/2023	Remote Deposit Fee	1004 · Bank of America - 1982	
					6155 · Merchant Fees/Bank Chgs.	(15.00)
TOTAL						(15.00)
	Check	ADP-Jan23	02/15/2023	ADP, Inc.	1004 · Bank of America - 1982	
					2111 · Federal Payroll Withholdings	(2,103.18)
					2112 · State Payroll Withholdings	(864.42)
					6148.20 · Payroll Taxes - Federal	(620.81)
TOTAL						(3,588.41)
	Check	ADP-Jan2023	02/15/2023	Rousseau, Jean	1004 · Bank of America - 1982	
					6148.10 · Wages	(7,245.00)
					2111 · Federal Payroll Withholdings	2,103.18
					2112 · State Payroll Withholdings	864.42
TOTAL						(4,277.40)
	Check	7618	02/02/2023	Punch Bowl Social Sacramento	1004 · Bank of America - 1982	
					9320 · Event Food	(7,710.72)
TOTAL						(7,710.72)
	Bill Pmt -Check	7620	02/14/2023	Tricord Management, LLC	1004 · Bank of America - 1982	
	Bill	51426	02/08/2023		9510 · Decorator Booth Fee	(14,087.54)
					9550 · Sponsor Branded Items	(950.00)
					9510 · Decorator Booth Fee	(2,950.00)
					6105 · Marketing/Membership	(1,138.25)
TOTAL						(19,125.79)
	Check	7623	02/14/2023	Empower	1004 · Bank of America - 1982	
	Credit Memo	YM200014322	02/01/2023		8226 · Commercial Exhibitor	(650.00)
TOTAL						(650.00)

# California Society of Municipal Finance Officers

## Check Detail

February 2023

	Type	Num	Date	Name	Account	Paid Amount
	<b>Bill Pmt -Check</b>	<b>7624</b>	<b>02/14/2023</b>	<b>Associated Sound</b>	<b>1004 · Bank of America - 1982</b>	
	Bill	R230104	01/31/2023		9220 · Entertain-Transport-Decor-Favor	(156.56)
TOTAL						(156.56)
	<b>Bill Pmt -Check</b>	<b>7625</b>	<b>02/14/2023</b>	<b>Atipikel</b>	<b>1004 · Bank of America - 1982</b>	
	Bill	10317	02/03/2023		9550 · Sponsor Branded Items	(4,250.33)
TOTAL						(4,250.33)
	<b>Bill Pmt -Check</b>	<b>7626</b>	<b>02/14/2023</b>	<b>City of Sacramento [v]</b>	<b>1004 · Bank of America - 1982</b>	
	Bill	193-65-32262	02/09/2023		9480 · Electric Power/Rigging	(3,140.00)
					9485 · Convention/Hotel Other Costs	(323.20)
					9540 · Security	(1,339.50)
TOTAL						(4,802.70)
	<b>Bill Pmt -Check</b>	<b>7627</b>	<b>02/14/2023</b>	<b>Kinetic Events, Inc.</b>	<b>1004 · Bank of America - 1982</b>	
	Bill	9330-A	01/02/2023		9481 · Reg/Attendance Tracking	(620.50)
TOTAL						(620.50)
	<b>Bill Pmt -Check</b>	<b>7628</b>	<b>02/14/2023</b>	<b>Lee Broekman</b>	<b>1004 · Bank of America - 1982</b>	
	Bill	7192022	12/15/2022		6401.17 · Inland Empire	(166.67)
					6401.15 · Desert Mountain	(166.66)
					6401.18 · Coachella Valley	(166.67)
TOTAL						(500.00)
	<b>Bill Pmt -Check</b>	<b>7629</b>	<b>02/14/2023</b>	<b>Smith Moore and Associates, Inc.</b>	<b>1004 · Bank of America - 1982</b>	
	Bill	20220608	01/22/2023		6150 · Office Supplies	(103.24)
					6185 · Telephone/Bridge Calls	(41.19)
					6190 · Web and Technology	(99.00)
					9481 · Reg/Attendance Tracking	(625.98)
					6150 · Office Supplies	(100.81)
					9750 · Other Event Expenses	(3,140.92)
					6175 · Postage	(5.94)

# California Society of Municipal Finance Officers

## Check Detail

February 2023

Type	Num	Date	Name	Account	Paid Amount
				6165 · Printing	(5.44)
				6150 · Office Supplies	(2.20)
				6190 · Web and Technology	(80.00)
				9831 · Supplies-Badges-Ribbons-Etc	(151.23)
				9477 · Virtual Platform	(4,100.00)
				9875 · Signage	(800.05)
				9831 · Supplies-Badges-Ribbons-Etc	(85.37)
				9875 · Signage	(293.73)
				9610 · Conference Gifts/Attendees	(460.22)
				9831 · Supplies-Badges-Ribbons-Etc	(34.80)
Bill	20220571	02/01/2023		6143 · Management Services	(18,734.69)
				6143 · Management Services	(700.00)
TOTAL					(29,564.81)
<b>Bill Pmt -Check</b>	<b>7630</b>	<b>02/14/2023</b>	<b>Tricord Management, LLC</b>	<b>1004 · Bank of America - 1982</b>	
TOTAL					0.00
<b>Bill Pmt -Check</b>	<b>7631</b>	<b>02/28/2023</b>	<b>Centerplate</b>	<b>1004 · Bank of America - 1982</b>	
Bill	7689300004725	02/03/2023		9100 · Food & Beverage Expense	(18,126.36)
TOTAL					(18,126.36)
<b>Bill Pmt -Check</b>	<b>7632</b>	<b>02/28/2023</b>	<b>City of Beverly Hills - v</b>	<b>1004 · Bank of America - 1982</b>	
Bill	12162022	12/16/2022		6401.14 · South Bay (LA)	(5,876.70)
TOTAL					(5,876.70)
<b>Bill Pmt -Check</b>	<b>7633</b>	<b>02/28/2023</b>	<b>Clarity Experiences</b>	<b>1004 · Bank of America - 1982</b>	
Bill	3745	02/27/2023		9476 · Audio Visual and Lighting	(109,303.03)
Bill	3746	02/27/2023		9476 · Audio Visual and Lighting	(2,859.25)
TOTAL					(112,162.28)
<b>Bill Pmt -Check</b>	<b>7634</b>	<b>02/28/2023</b>	<b>Encore</b>	<b>1004 · Bank of America - 1982</b>	
Bill	1002541723	02/10/2023		9476 · Audio Visual and Lighting	(960.00)
				9480 · Electric Power/Rigging	(18,424.17)



# California Society of Municipal Finance Officers

## Check Detail

February 2023

	Type	Num	Date	Name	Account	Paid Amount
TOTAL						(19,384.17)
	<b>Bill Pmt -Check</b>	<b>7635</b>	<b>02/28/2023</b>	<b>Harriet Commons {v}</b>	<b>1004 · Bank of America - 1982</b>	
	Bill	2023-001	02/15/2023		9810 · Conference Contract Services	(16,000.00)
					9895 · Staff Exp Inc. Lodging & Travel	(150.65)
TOTAL						(16,150.65)
	<b>Bill Pmt -Check</b>	<b>7636</b>	<b>02/28/2023</b>	<b>Hyatt Regency Sacramento at Capitol</b>	<b>1004 · Bank of America - 1982</b>	
	Bill	53506-1	02/14/2023		9494 · Food & Beverage	(4,932.16)
					9496 · Pre-Conference-Other	(614.18)
					9479 · WiFi Internet	(755.11)
					9890 · Conference Committee Expenses	(5,563.76)
					9895 · Staff Exp Inc. Lodging & Travel	(1,366.63)
					9485 · Convention/Hotel Other Costs	(327.82)
					9895 · Staff Exp Inc. Lodging & Travel	(4,102.59)
TOTAL						(17,662.25)
	<b>Bill Pmt -Check</b>	<b>7637</b>	<b>02/28/2023</b>	<b>Smith Moore and Associates, Inc.</b>	<b>1004 · Bank of America - 1982</b>	
	Bill	20230022	02/21/2023		9831 · Supplies-Badges-Ribbons-Etc	(493.87)
					9831 · Supplies-Badges-Ribbons-Etc	(22.63)
					9831 · Supplies-Badges-Ribbons-Etc	(59.63)
					9831 · Supplies-Badges-Ribbons-Etc	(435.45)
					6190 · Web and Technology	(77.90)
					6185 · Telephone/Bridge Calls	(41.71)
					9831 · Supplies-Badges-Ribbons-Etc	(77.53)
					9610 · Conference Gifts/Attendees	(222.92)
					9550 · Sponsor Branded Items	(3,992.61)
					9831 · Supplies-Badges-Ribbons-Etc	(76.02)
					6401.11 · Channel Counties	(2,558.90)
					9815 · Printing/Copy/Conference Media	(18.95)
					9477 · Virtual Platform	(838.98)
					9831 · Supplies-Badges-Ribbons-Etc	(37.65)
					6165 · Printing	(3.76)
					6175 · Postage	(20.79)
					9732 · Golf Tournament Expenses	(6,556.09)

# California Society of Municipal Finance Officers

## Check Detail

February 2023

Type	Num	Date	Name	Account	Paid Amount
				6190 · Web and Technology	(77.90)
				9895 · Staff Exp Inc. Lodging & Travel	(6.92)
				9895 · Staff Exp Inc. Lodging & Travel	(6.89)
				9895 · Staff Exp Inc. Lodging & Travel	(12.47)
				9895 · Staff Exp Inc. Lodging & Travel	(25.97)
				9895 · Staff Exp Inc. Lodging & Travel	(119.85)
				9895 · Staff Exp Inc. Lodging & Travel	(15.98)
				6185 · Telephone/Bridge Calls	(42.49)
				9895 · Staff Exp Inc. Lodging & Travel	(14.73)
				9895 · Staff Exp Inc. Lodging & Travel	(4.62)
				9895 · Staff Exp Inc. Lodging & Travel	(14.97)
				9895 · Staff Exp Inc. Lodging & Travel	(14.93)
				6401.08 · Monterey Bay	(349.58)
				6190 · Web and Technology	(100.88)
				6150 · Office Supplies	(19.70)
				6150 · Office Supplies	(12.48)
TOTAL					(16,375.75)
<b>Bill Pmt -Check</b>	<b>7638</b>	<b>02/28/2023</b>	<b>Jean Rousseau [v]</b>	<b>1004 · Bank of America - 1982</b>	
Bill	02282023	02/28/2023		9895 · Staff Exp Inc. Lodging & Travel	(238.42)
				6150 · Office Supplies	(45.98)
				6148.63 · Executive Director - Outreach	(85.00)
TOTAL					(369.40)

California Society of Municipal Finance Officers  
**Statement of Net Assets**  
As of March 31, 2023

**ASSETS**

	Mar 31, 23	Mar 31, 22	\$ Change	% Change
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1004 · Bank of America - 1982				
1050 · Chapter Fund Balances				
1050.03 · North Coast	1,028.07	525.00	503.07	95.82%
1050.04 · Sacramento Valley	3,330.30	3,410.67	-80.37	-2.36%
1050.05 · East Bay (SF)	3,970.52	3,522.19	448.33	12.73%
1050.06 · Central Valley	524.29	367.51	156.78	42.66%
1050.07 · Peninsula	0.00	693.74	-693.74	-100.0%
1050.08 · Monterey Bay	4,570.77	3,383.99	1,186.78	35.07%
1050.09 · South San Joaquin	1,278.83	-117.96	1,396.79	1,184.12%
1050.10 · Central Coast	1,114.56	1,277.78	-163.22	-12.77%
1050.11 · Channel Counties	-2,332.00	1,581.64	-3,913.64	-247.44%
1050.12 · San Gabriel Valley	40.00	135.94	-95.94	-70.58%
1050.13 · Central Los Angeles	40.27	525.74	-485.47	-92.34%
1050.14 · South Bay (LA)	6,953.36	2,364.54	4,588.82	194.07%
1050.16 · Orange County	5,303.04	4,191.17	1,111.87	26.53%
1050.17 · Inland Empire	5,569.83	789.07	4,780.76	605.87%
1050.19 · San Diego County	934.68	1,400.07	-465.39	-33.24%
1050.20 · Imperial County	40.00	0.00	40.00	100.0%
<b>Total 1050 · Chapter Fund Balances</b>	<b>32,366.52</b>	<b>24,051.09</b>	<b>8,315.43</b>	<b>34.57%</b>
1004 · Bank of America - 1982 - Other	210,582.44	442,424.70	-231,842.26	-52.4%
<b>Total 1004 · Bank of America - 1982</b>	<b>242,948.96</b>	<b>466,475.79</b>	<b>-223,526.83</b>	<b>-47.92%</b>
1006 · Bank of America Checking - 4131	0.00	1,240.00	-1,240.00	-100.0%
1040 · Investments LAIF	827,726.86	818,454.51	9,272.35	1.13%
<b>Total Checking/Savings</b>	<b>1,070,675.82</b>	<b>1,286,170.30</b>	<b>-215,494.48</b>	<b>-16.76%</b>
<b>Accounts Receivable</b>				
1100 · Accounts receivable	1,850.00	-1,650.00	3,500.00	212.12%
<b>Total Accounts Receivable</b>	<b>1,850.00</b>	<b>-1,650.00</b>	<b>3,500.00</b>	<b>212.12%</b>
<b>Other Current Assets</b>				
1080 · Undeposited Funds	14,250.00	0.00	14,250.00	100.0%
1103 · Acc Rec-Other	9,500.00	0.00	9,500.00	100.0%
1120 · Accounts Receivable- YM	29,693.00	24,920.00	4,773.00	19.15%
1250 · Prepaid Expense - General	0.00	6,000.00	-6,000.00	-100.0%
1260 · Prepaid Expense Conference				
1262 · Facilities Deposits	139,050.63	79,544.00	59,506.63	74.81%
<b>Total 1260 · Prepaid Expense Conference</b>	<b>139,050.63</b>	<b>79,544.00</b>	<b>59,506.63</b>	<b>74.81%</b>
<b>Total Other Current Assets</b>	<b>192,493.63</b>	<b>110,464.00</b>	<b>82,029.63</b>	<b>74.26%</b>
<b>Total Current Assets</b>	<b>1,265,019.45</b>	<b>1,394,984.30</b>	<b>-129,964.85</b>	<b>-9.32%</b>
<b>TOTAL ASSETS</b>	<b>1,265,019.45</b>	<b>1,394,984.30</b>	<b>-129,964.85</b>	<b>-9.32%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · Accounts payable	0.00	148.40	-148.40	-100.0%
<b>Total Accounts Payable</b>	<b>0.00</b>	<b>148.40</b>	<b>-148.40</b>	<b>-100.0%</b>
<b>Other Current Liabilities</b>				

California Society of Municipal Finance Officers  
**Statement of Net Assets**  
As of March 31, 2023

	Mar 31, 23	Mar 31, 22	\$ Change	% Change
2003 · A/P Other- SMA Conference	41,077.14	36,969.45	4,107.69	11.11%
Total Other Current Liabilities	41,077.14	36,969.45	4,107.69	11.11%
Total Current Liabilities	41,077.14	37,117.85	3,959.29	10.67%
Total Liabilities	41,077.14	37,117.85	3,959.29	10.67%
Equity				
3020 · Retained earnings	93,786.05	292,102.29	-198,316.24	-67.89%
3100 · Net Assets-Chapters	32,366.52	24,052.09	8,314.43	34.57%
3101 · Operating reserve	153,860.00	153,860.00	0.00	0.0%
3102 · Conference reserve	700,000.00	664,405.00	35,595.00	5.36%
Net Income	243,929.74	223,447.07	20,482.67	9.17%
Total Equity	1,223,942.31	1,357,866.45	-133,924.14	-9.86%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,265,019.45</b>	<b>1,394,984.30</b>	<b>-129,964.85</b>	<b>-9.32%</b>

California Society of Municipal Finance Officers  
**Summary of Financial Income and Expense**  
January through March 2023

	<u>Jan - Mar 23</u>	<u>Jan - Mar 22</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
4000 · OPERATING REVENUES	282,377.50	243,715.00	38,662.50
4500 · PROGRAM REVENUES	1,153,713.87	1,053,089.98	100,623.89
Total Income	<u>1,436,091.37</u>	<u>1,296,804.98</u>	<u>139,286.39</u>
Gross Profit	1,436,091.37	1,296,804.98	139,286.39
Expense			
6100 · OPERATING EXPENSES	118,026.16	119,694.16	-1,668.00
6400 · PROGRAM EXPENSES	1,077,134.34	954,284.86	122,849.48
9950 · Prior Period Adjustment	400.00	0.00	400.00
Total Expense	<u>1,195,560.50</u>	<u>1,073,979.02</u>	<u>121,581.48</u>
Net Ordinary Income	240,530.87	222,825.96	17,704.91
Other Income/Expense			
Other Income			
4501 · Chapter Income	10,590.00	890.00	9,700.00
49910 · Unidentified Transactions	0.00	0.00	0.00
Total Other Income	<u>10,590.00</u>	<u>890.00</u>	<u>9,700.00</u>
Other Expense			
6401 · Chapter Expenses	7,191.13	268.89	6,922.24
Total Other Expense	<u>7,191.13</u>	<u>268.89</u>	<u>6,922.24</u>
Net Other Income	<u>3,398.87</u>	<u>621.11</u>	<u>2,777.76</u>
Net Income	<u><u>243,929.74</u></u>	<u><u>223,447.07</u></u>	<u><u>20,482.67</u></u>

**California Society of Municipal Finance Officers**  
**Profit & Loss Budget Performance**  
March 2023

	Mar 23	Jan - Mar 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>4000 · OPERATING REVENUES</b>						
<b>4100 · Membership Dues</b>						
4110 · Dues - Municipal - Management	21,070.00	150,355.00	109,450.00	40,905.00	137.37%	137,500.00
4115 · Dues - Municipal - Professional	2,900.00	27,750.00	17,500.00	10,250.00	158.57%	35,000.00
4120 · Dues - Other Gov	450.00	2,700.00	2,500.00	200.00	108.0%	4,000.00
4130 · Dues - Commercial	1,855.00	37,055.00	34,400.00	2,655.00	107.72%	44,000.00
4140 · Dues - Retired	60.00	880.00	1,120.00	-240.00	78.57%	1,200.00
4150 · Dues - Education	0.00	0.00	0.00	0.00	0.0%	0.00
4100 · Membership Dues - Other	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 4100 · Membership Dues</b>	<b>26,335.00</b>	<b>218,740.00</b>	<b>164,970.00</b>	<b>53,770.00</b>	<b>132.59%</b>	<b>221,700.00</b>
4200 · Interest Income	0.00	0.00	0.00	0.00	0.0%	12,000.00
4302 · Magazine Advertising	0.00	1,337.50	1,825.00	-487.50	73.29%	10,000.00
4303 · Job Board Post - Member	17,750.00	61,400.00	42,467.00	18,933.00	144.58%	180,000.00
4490 · Budget Awards	350.00	900.00	800.00	100.00	112.5%	19,950.00
<b>4502 · Sponsorships - Other</b>						
4502.10 · Sponsorship GFOA Reception	0.00	0.00	0.00	0.00	0.0%	5,000.00
<b>Total 4502 · Sponsorships - Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>5,000.00</b>
<b>Total 4000 · OPERATING REVENUES</b>	<b>44,435.00</b>	<b>282,377.50</b>	<b>210,062.00</b>	<b>72,315.50</b>	<b>134.43%</b>	<b>448,650.00</b>
<b>4500 · PROGRAM REVENUES</b>						
<b>4504 · Education income</b>						
4505 · Webinar	3,725.00	3,725.00				
<b>4520 · Weekend Training</b>						
4525 · Training Event Income	0.00	0.00	0.00	0.00	0.0%	24,000.00
<b>Total 4520 · Weekend Training</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>24,000.00</b>
4570 · Intro to Government	2,800.00	6,800.00	10,000.00	-3,200.00	68.0%	21,000.00
4575 · Investment Accounting	0.00	0.00	300.00	-300.00	0.0%	6,600.00
4590 · Intermediate Government Acct	3,500.00	11,200.00	14,000.00	-2,800.00	80.0%	45,000.00
4591 · California Local Budgeting	10,200.00	14,750.00	9,000.00	5,750.00	163.89%	27,000.00
4593 · Capital Assets	0.00	0.00	0.00	0.00	0.0%	6,000.00
4594 · CMTA/CSMFO Course	0.00	0.00	0.00	0.00	0.0%	0.00
4595 · Revenue Fundamentals	400.00	0.00	0.00	0.00	0.0%	10,000.00
4596 · Revenue Fundamentals II	0.00	200.00	0.00	200.00	100.0%	6,000.00
4598 · Leadership Skills	0.00	0.00	0.00	0.00	0.0%	4,500.00
4599 · On Demand Courses	1,000.00	1,125.00				
<b>Total 4504 · Education income</b>	<b>21,625.00</b>	<b>37,800.00</b>	<b>33,300.00</b>	<b>4,500.00</b>	<b>113.51%</b>	<b>150,100.00</b>
<b>8000 · Conference Revenue</b>						
<b>8100 · Government Registrations</b>						
8102 · Government NonMember	0.00	16,245.00	0.00	16,245.00	100.0%	0.00
8104 · Government Member	-2,495.00	350,240.00	0.00	350,240.00	100.0%	0.00
8115 · Conf-Gov-Full-Norm-Mem	0.00	0.00	0.00	0.00	0.0%	0.00
8100 · Government Registrations - Oth	0.00	0.00	359,060.00	-359,060.00	0.0%	359,060.00
<b>Total 8100 · Government Registrations</b>	<b>-2,495.00</b>	<b>366,485.00</b>	<b>359,060.00</b>	<b>7,425.00</b>	<b>102.07%</b>	<b>359,060.00</b>
<b>8200 · Commercial Registrations</b>						
8226 · Commercial Exhibitor	14,950.00	64,935.00	0.00	64,935.00	100.0%	0.00
8228 · Commercial NonMember	0.00	20,825.00	0.00	20,825.00	100.0%	0.00

**California Society of Municipal Finance Officers**  
**Profit & Loss Budget Performance**  
March 2023

	Mar 23	Jan - Mar 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
8229 · Commercial Member	-155.00	52,170.00	0.00	52,170.00	100.0%	0.00
8231 · Comm Non-Memb-Full-Reg	0.00	0.00	0.00	0.00	0.0%	0.00
8265 · Comm Non-Memb Daily Regular	0.00	3,225.00	0.00	3,225.00	100.0%	0.00
8200 · Commercial Registrations - Other	-15,600.00	0.00	123,980.00	-123,980.00	0.0%	123,980.00
<b>Total 8200 · Commercial Registrations</b>	<b>-805.00</b>	<b>141,155.00</b>	<b>123,980.00</b>	<b>17,175.00</b>	<b>113.85%</b>	<b>123,980.00</b>
<b>8300 · Pre-Conference Registrations</b>						
8371 · PreConference-Session A	-200.00	7,400.00	0.00	7,400.00	100.0%	0.00
8373 · PreConference-Session B	-300.00	4,200.00	0.00	4,200.00	100.0%	0.00
8375 · PreConference-Session C	0.00	3,200.00	0.00	3,200.00	100.0%	0.00
8376 · PreConference-Session D	0.00	2,700.00	0.00	2,700.00	100.0%	0.00
8300 · Pre-Conference Registrations - Other	2,200.00	2,300.00	24,000.00	-21,700.00	9.58%	24,000.00
<b>Total 8300 · Pre-Conference Registrations</b>	<b>1,700.00</b>	<b>19,800.00</b>	<b>24,000.00</b>	<b>-4,200.00</b>	<b>82.5%</b>	<b>24,000.00</b>
<b>8500 · Extra Meals</b>						
8565 · Hosted Evening Event	125.00	4,000.00	0.00	4,000.00	100.0%	0.00
8500 · Extra Meals - Other	0.00	125.00	3,125.00	-3,000.00	4.0%	3,125.00
<b>Total 8500 · Extra Meals</b>	<b>125.00</b>	<b>4,125.00</b>	<b>3,125.00</b>	<b>1,000.00</b>	<b>132.0%</b>	<b>3,125.00</b>
<b>8600 · Event Registrations</b>						
8610 · Golf	0.00	16,740.00	15,675.00	1,065.00	106.79%	15,675.00
8630 · Pickleball/Tennis	0.00	2,100.00	0.00	2,100.00	100.0%	0.00
8600 · Event Registrations - Other	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 8600 · Event Registrations</b>	<b>0.00</b>	<b>18,840.00</b>	<b>15,675.00</b>	<b>3,165.00</b>	<b>120.19%</b>	<b>15,675.00</b>
<b>8700 · Exhibitors Fees</b>						
8703 · Sapphire Exhibitor	0.00	91,000.00	119,000.00	-28,000.00	76.47%	119,000.00
8715 · Gold Package	2,500.00	246,000.00	240,000.00	6,000.00	102.5%	240,000.00
8725 · Silver Package	-2,500.00	38,125.00	37,500.00	625.00	101.67%	37,500.00
8735 · Diamond Package	0.00	130,000.00	104,000.00	26,000.00	125.0%	104,000.00
<b>Total 8700 · Exhibitors Fees</b>	<b>0.00</b>	<b>505,125.00</b>	<b>500,500.00</b>	<b>4,625.00</b>	<b>100.92%</b>	<b>500,500.00</b>
<b>8800 · Sponsorships</b>						
8830 · Non-Exhibitor Sponsor 8830	0.00	12,000.00	18,000.00	-6,000.00	66.67%	18,000.00
8872 · Additional Sponsorship Monies	0.00	250.00	0.00	250.00	100.0%	0.00
8800 · Sponsorships - Other	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 8800 · Sponsorships</b>	<b>0.00</b>	<b>12,250.00</b>	<b>18,000.00</b>	<b>-5,750.00</b>	<b>68.06%</b>	<b>18,000.00</b>
<b>8900 · Conference Miscellaneous</b>						
8905 · Misc Conference Income	0.00	5,343.87				
8915 · Hotel Rebate	0.00	0.00	3,675.00	-3,675.00	0.0%	3,675.00
8920 · Super Bowl Squares - Conference	0.00	460.00				
8950 · Virtual Conference Registration	13,700.00	42,330.00	70,500.00	-28,170.00	60.04%	70,500.00
8900 · Conference Miscellaneous - Other	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 8900 · Conference Miscellaneous</b>	<b>13,700.00</b>	<b>48,133.87</b>	<b>74,175.00</b>	<b>-26,041.13</b>	<b>64.89%</b>	<b>74,175.00</b>
<b>Total 8000 · Conference Revenue</b>	<b>12,225.00</b>	<b>1,115,913.87</b>	<b>1,118,515.00</b>	<b>-2,601.13</b>	<b>99.77%</b>	<b>1,118,515.00</b>
<b>Total 4500 · PROGRAM REVENUES</b>	<b>33,850.00</b>	<b>1,153,713.87</b>	<b>1,151,815.00</b>	<b>1,898.87</b>	<b>100.17%</b>	<b>1,268,615.00</b>
<b>Total Income</b>	<b>78,285.00</b>	<b>1,436,091.37</b>	<b>1,361,877.00</b>	<b>74,214.37</b>	<b>105.45%</b>	<b>1,717,265.00</b>
<b>Gross Profit</b>	<b>78,285.00</b>	<b>1,436,091.37</b>	<b>1,361,877.00</b>	<b>74,214.37</b>	<b>105.45%</b>	<b>1,717,265.00</b>
<b>Expense</b>						
<b>6100 · OPERATING EXPENSES</b>						
6105 · Marketing/Membership	0.00	1,138.25	11,250.00	-10,111.75	10.12%	11,250.00
6106 · Storage Expense	0.00	162.91	255.00	-92.09	63.89%	1,000.00

**California Society of Municipal Finance Officers**  
**Profit & Loss Budget Performance**  
March 2023

	Mar 23	Jan - Mar 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
<b>6110 · President's Expense</b>						
6111 · Presidents CSMFO- Gifts	0.00	0.00	0.00	0.00	0.0%	0.00
6112 · Presidents CSMFO-Dinner	0.00	0.00	0.00	0.00	0.0%	0.00
6110 · President's Expense - Other	0.00	0.00	1,500.00	-1,500.00	0.0%	3,100.00
<b>Total 6110 · President's Expense</b>	0.00	0.00	1,500.00	-1,500.00	0.0%	3,100.00
<b>6115 · Board of Directors</b>						
6116 · Board Meeting Expenses	0.00	0.00	5,016.00	-5,016.00	0.0%	10,000.00
<b>Total 6115 · Board of Directors</b>	0.00	0.00	5,016.00	-5,016.00	0.0%	10,000.00
<b>6120 · Committee/Chapter Support</b>						
6121 · Committee Support	0.00	0.00	0.00	0.00	0.0%	0.00
6122 · Chapter Support	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 6120 · Committee/Chapter Support</b>	0.00	0.00	0.00	0.00	0.0%	0.00
<b>6125 · Board Planning Session-Retreat</b>	0.00	0.00	0.00	0.00	0.0%	55,000.00
<b>6140 · Management Services</b>						
6143 · Management Services	19,934.69	50,588.69	47,472.00	3,116.69	106.57%	189,880.00
<b>6146 · Consultants</b>						
6146.10 · Coleman Services	0.00	0.00	0.00	0.00	0.0%	27,700.00
6146.20 · CDC - Support	2,000.00	2,000.00	4,250.00	-2,250.00	47.06%	17,000.00
6146 · Consultants - Other	0.00	0.00	2,500.00	-2,500.00	0.0%	2,500.00
<b>Total 6146 · Consultants</b>	2,000.00	2,000.00	6,750.00	-4,750.00	29.63%	47,200.00
6147 · Professional Fees	0.00	0.00	2,000.00	-2,000.00	0.0%	2,000.00
6470 · Webinar Program Services	0.00	5,000.00	0.00	5,000.00	100.0%	0.00
6140 · Management Services - Other	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 6140 · Management Services</b>	21,934.69	57,588.69	56,222.00	1,366.69	102.43%	239,080.00
<b>6148 · Payroll</b>						
6148.10 · Wages	7,015.00	19,636.25	18,000.00	1,636.25	109.09%	72,000.00
6148.20 · Payroll Taxes - Federal	536.65	1,810.18	1,377.00	433.18	131.46%	5,508.00
6148.30 · Payroll Taxes - State	0.00	0.00	0.00	0.00	0.0%	0.00
6148.50 · Payroll Processing Expense	70.00	210.00	210.00	0.00	100.0%	840.00
6148.63 · Executive Director - Outreach	0.00	85.00	2,500.00	-2,415.00	3.4%	10,000.00
<b>Total 6148 · Payroll</b>	7,621.65	21,741.43	22,087.00	-345.57	98.44%	88,348.00
<b>6150 · Office Supplies</b>	505.14	789.59	201.00	588.59	392.83%	800.00
<b>6155 · Merchant Fees/Bank Chgs.</b>	5,180.08	19,142.96	13,742.00	5,400.96	139.3%	40,000.00
<b>6160 · Awards</b>	0.00	0.00	195.00	-195.00	0.0%	3,364.00
<b>6165 · Printing</b>						
6166 · Printing, copying, and admin	0.00	0.00	1,002.00	-1,002.00	0.0%	4,000.00
6167 · Directory	0.00	0.00	0.00	0.00	0.0%	6,600.00
6165 · Printing - Other	2.48	11.68	0.00	11.68	100.0%	0.00
<b>Total 6165 · Printing</b>	2.48	11.68	1,002.00	-990.32	1.17%	10,600.00
<b>6170 · Magazine</b>	0.00	0.00	200.00	-200.00	0.0%	11,500.00
<b>6175 · Postage</b>	17.10	1,374.88	510.00	864.88	269.58%	2,000.00
<b>6185 · Telephone/Bridge Calls</b>	41.30	166.79	255.00	-88.21	65.41%	1,000.00
<b>6190 · Web and Technology</b>						
6191 · DataBase Expense	0.00	0.00	0.00	0.00	0.0%	28,500.00
6192 · Web site	0.00	2,500.00	0.00	2,500.00	100.0%	4,838.00
6195 · Web Site Hosting Fee	0.00	0.00	600.00	-600.00	0.0%	2,400.00
6190 · Web and Technology - Other	58.00	9,853.98	19,700.00	-9,846.02	50.02%	78,200.00



**California Society of Municipal Finance Officers**  
**Profit & Loss Budget Performance**  
March 2023

	Mar 23	Jan - Mar 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
<b>Total 6190 · Web and Technology</b>	58.00	12,353.98	20,300.00	-7,946.02	60.86%	113,938.00
<b>6200 · Travel/Staff Expenses</b>	0.00	0.00	1,000.00	-1,000.00	0.0%	5,000.00
<b>6220 · Audit &amp; Tax Filing</b>	0.00	0.00	0.00	0.00	0.0%	9,420.00
<b>6230 · Insurance</b>	0.00	0.00	2,900.00	-2,900.00	0.0%	3,500.00
<b>6240 · Taxes</b>						
<b>6242 · Current Year Taxes</b>	0.00	0.00	0.00	0.00	0.0%	30,000.00
<b>6246 · Prior Year Taxes</b>	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 6240 · Taxes</b>	0.00	0.00	0.00	0.00	0.0%	30,000.00
<b>6250 · Miscellaneous</b>	0.00	0.00	1,125.00	-1,125.00	0.0%	4,500.00
<b>6255 · GFOA Reception</b>	3,555.00	3,555.00	800.00	2,755.00	444.38%	15,500.00
<b>6260 · Donations</b>	0.00	0.00	0.00	0.00	0.0%	25,000.00
<b>Total 6100 · OPERATING EXPENSES</b>	38,915.44	118,026.16	138,560.00	-20,533.84	85.18%	683,900.00
<b>6400 · PROGRAM EXPENSES</b>						
<b>6404 · Education Expenses</b>						
<b>6420 · Weekend Training Exp</b>	0.00	0.00	0.00	0.00	0.0%	31,350.00
<b>6480 · Intermediate Governmental Acct</b>	0.00	0.00	0.00	0.00	0.0%	15,858.00
<b>6491 · CA Local Budgeting Expense</b>	1,500.00	1,500.00	0.00	1,500.00	100.0%	14,417.00
<b>6494 · Webinar Expenses</b>	0.00	0.00	10,744.00	-10,744.00	0.0%	43,000.00
<b>6595 · Revenue Fundamental</b>	0.00	0.00	0.00	0.00	0.0%	10,092.00
<b>6598 · Leadership Skills Exp</b>	0.00	0.00	0.00	0.00	0.0%	2,883.00
<b>Total 6404 · Education Expenses</b>	1,500.00	1,500.00	10,744.00	-9,244.00	13.96%	117,600.00
<b>9000 · Conference Expenses</b>						
<b>9100 · Food &amp; Beverage Expense</b>						
<b>9105 · Registration Prep-Lunch</b>	211.87	211.87	0.00	211.87	100.0%	0.00
<b>9115 · Wednesday-Breakfast</b>	0.00	500.25				
<b>9125 · Wednesday-Lunch</b>	0.00	90,454.18	0.00	90,454.18	100.0%	0.00
<b>9135 · Wednesday-Food-Exhibitor Rec</b>	0.00	25,282.32	0.00	25,282.32	100.0%	0.00
<b>9138 · Wednesday-Beverage-Exhibitor</b>	0.00	12,074.65	0.00	12,074.65	100.0%	0.00
<b>9140 · Thursday-Breakfast-Chapter Ch</b>	0.00	0.00	0.00	0.00	0.0%	0.00
<b>9143 · Thursday-Breakfast</b>	0.00	45,114.26	0.00	45,114.26	100.0%	0.00
<b>9147 · Thursday-Lunch</b>	0.00	97,111.04	0.00	97,111.04	100.0%	0.00
<b>9148 · Thursday-PM Break</b>	0.00	17,735.77	0.00	17,735.77	100.0%	0.00
<b>9150 · Friday-Breakfast</b>	0.00	35,413.08	0.00	35,413.08	100.0%	0.00
<b>9155 · Friday-Lunch</b>	0.00	0.00	0.00	0.00	0.0%	0.00
<b>9195 · Water for Sessions</b>	0.00	4,636.42				
<b>9197 · Food&amp;Beverage-Other</b>	0.00	19,065.41	0.00	19,065.41	100.0%	0.00
<b>9100 · Food &amp; Beverage Expense - Otr</b>	0.00	0.00	351,360.00	-351,360.00	0.0%	351,360.00
<b>Total 9100 · Food &amp; Beverage Expense</b>	211.87	347,599.25	351,360.00	-3,760.75	98.93%	351,360.00
<b>9200 · President's Dinners</b>						
<b>9210 · President's Dinner - Food &amp; Bev</b>	0.00	28,992.87	0.00	28,992.87	100.0%	0.00
<b>9220 · Entertain-Transport-Decor-Favc</b>	169.66	1,576.22	0.00	1,576.22	100.0%	0.00
<b>9250 · Pres Dinner-Out of State Guest</b>	217.83	2,275.85	0.00	2,275.85	100.0%	0.00
<b>9200 · President's Dinners - Other</b>	0.00	0.00	41,860.00	-41,860.00	0.0%	41,860.00
<b>Total 9200 · President's Dinners</b>	387.49	32,844.94	41,860.00	-9,015.06	78.46%	41,860.00
<b>9300 · Hosted Event</b>						
<b>9310 · Event Entertainment</b>	730.23	10,730.23	0.00	10,730.23	100.0%	0.00
<b>9320 · Event Food</b>	0.00	60,010.72	0.00	60,010.72	100.0%	0.00

California Society of Municipal Finance Officers  
Profit & Loss Budget Performance  
March 2023

	Mar 23	Jan - Mar 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
9321 · Event Bar	0.00	0.00	0.00	0.00	0.0%	0.00
9330 · Event Decor	0.00	0.00	0.00	0.00	0.0%	0.00
9340 · Event Other	1,300.00	2,620.00	0.00	2,620.00	100.0%	0.00
9300 · Hosted Event - Other	0.00	0.00	96,500.00	-96,500.00	0.0%	96,500.00
<b>Total 9300 · Hosted Event</b>	<b>2,030.23</b>	<b>73,360.95</b>	<b>96,500.00</b>	<b>-23,139.05</b>	<b>76.02%</b>	<b>96,500.00</b>
9400 · Meetings and Training						
9410 · Speakers-Honorarium	0.00	40,500.00	39,500.00	1,000.00	102.53%	39,500.00
9420 · Speaker-Expenses-Lodging	917.60	1,527.99	6,149.00	-4,621.01	24.85%	6,149.00
9430 · Speaker-Expenses-Transportati	55.02	55.02				
9445 · Speaker-Expenses-Misc	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 9400 · Meetings and Training</b>	<b>972.62</b>	<b>42,083.01</b>	<b>45,649.00</b>	<b>-3,565.99</b>	<b>92.19%</b>	<b>45,649.00</b>
9450 · Comps						
9460 · Other Guests Lodging (OOS)	-165.15	-165.15	4,580.00	-4,745.15	-3.61%	4,580.00
9462 · Comps - Other	0.00	0.00	2,374.00	-2,374.00	0.0%	2,374.00
9465 · Board Scholarships	0.00	0.00	1,000.00	-1,000.00	0.0%	1,000.00
<b>Total 9450 · Comps</b>	<b>-165.15</b>	<b>-165.15</b>	<b>7,954.00</b>	<b>-8,119.15</b>	<b>-2.08%</b>	<b>7,954.00</b>
9475 · Meetings						
9476 · Audio Visual and Lighting	0.00	222,425.32	0.00	222,425.32	100.0%	0.00
9477 · Virtual Platform	6,480.00	6,480.00	0.00	6,480.00	100.0%	0.00
9478 · General Session - Addl' product	166.80	2,916.80	0.00	2,916.80	100.0%	0.00
9479 · WiFi Internet	0.00	35,009.17	0.00	35,009.17	100.0%	0.00
9480 · Electric Power/Rigging	0.00	21,564.17	0.00	21,564.17	100.0%	0.00
9481 · Reg/Attendance Tracking	0.00	40,341.14	0.00	40,341.14	100.0%	0.00
9485 · Convention/Hotel Other Costs	0.00	76,215.20	0.00	76,215.20	100.0%	0.00
9475 · Meetings - Other	0.00	0.00	421,433.00	-421,433.00	0.0%	421,433.00
<b>Total 9475 · Meetings</b>	<b>6,646.80</b>	<b>404,951.80</b>	<b>421,433.00</b>	<b>-16,481.20</b>	<b>96.09%</b>	<b>421,433.00</b>
9490 · Pre-Conference Workshop						
9494 · Food & Beverage	0.00	6,424.42	2,630.00	3,794.42	244.28%	2,630.00
9496 · Pre-Conference-Other	0.00	800.00				
<b>Total 9490 · Pre-Conference Workshop</b>	<b>0.00</b>	<b>7,224.42</b>	<b>2,630.00</b>	<b>4,594.42</b>	<b>274.69%</b>	<b>2,630.00</b>
9500 · Exhibits						
9510 · Decorator Booth Fee	0.00	17,037.54	18,943.00	-1,905.46	89.94%	18,943.00
9530 · Meeting space Additions	0.00	10,412.00	10,500.00	-88.00	99.16%	10,500.00
9540 · Security	0.00	1,339.50	1,250.00	89.50	107.16%	1,250.00
9545 · Exhibit hall game	51.06	117.20	500.00	-382.80	23.44%	500.00
9550 · Sponsor Branded Items	0.00	9,197.78	10,550.00	-1,352.22	87.18%	10,550.00
9500 · Exhibits - Other	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 9500 · Exhibits</b>	<b>51.06</b>	<b>38,104.02</b>	<b>41,743.00</b>	<b>-3,638.98</b>	<b>91.28%</b>	<b>41,743.00</b>
9600 · Entertainment/Gifts						
9610 · Conference Gifts/Attendees	0.00	683.41	0.00	683.41	100.0%	0.00
9620 · Speaker/Board/Committee Mem	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total 9600 · Entertainment/Gifts</b>	<b>0.00</b>	<b>683.41</b>	<b>0.00</b>	<b>683.41</b>	<b>100.0%</b>	<b>0.00</b>
9700 · Other Activities						
9732 · Golf Tournament Expenses	0.00	11,605.97	14,050.00	-2,444.03	82.61%	14,050.00
9750 · Other Event Expenses	0.00	3,440.92	0.00	3,440.92	100.0%	0.00
<b>Total 9700 · Other Activities</b>	<b>0.00</b>	<b>15,046.89</b>	<b>14,050.00</b>	<b>996.89</b>	<b>107.1%</b>	<b>14,050.00</b>
9800 · Administration - Conference						

**California Society of Municipal Finance Officers**  
**Profit & Loss Budget Performance**  
March 2023

	Mar 23	Jan - Mar 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
9805 · Conference Marketing	0.00	0.00	0.00	0.00	0.0%	0.00
9810 · Conference Contract Services	1,750.00	67,042.52	78,890.00	-11,847.48	84.98%	78,890.00
9815 · Printing/Copy/Conference Medi	0.00	5,670.83	5,000.00	670.83	113.42%	5,000.00
9818 · Office/Telephones/Printer	0.00	0.00	500.00	-500.00	0.0%	500.00
9820 · President Expenses	474.68	474.68	500.00	-25.32	94.94%	500.00
9831 · Supplies-Badges-Ribbons-Etc	1,003.84	3,445.88	500.00	2,945.88	689.18%	500.00
9840 · Postage & Shipping	0.00	0.00	500.00	-500.00	0.0%	500.00
9875 · Signage	0.00	3,640.71	3,000.00	640.71	121.36%	3,000.00
9890 · Conference Committee Expensi	0.00	10,080.04	16,000.00	-5,919.96	63.0%	16,000.00
9895 · Staff Exp Inc. Lodging & Travel	1,985.01	10,321.14	14,000.00	-3,678.86	73.72%	14,000.00
9800 · Administration - Conference - O	13,225.00	13,225.00				
Total 9800 · Administration - Conferenc	18,438.53	113,900.80	118,890.00	-4,989.20	95.8%	118,890.00
9000 · Conference Expenses - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9000 · Conference Expenses	28,573.45	1,075,634.34	1,142,069.00	-66,434.66	94.18%	1,142,069.00
Total 6400 · PROGRAM EXPENSES	30,073.45	1,077,134.34	1,152,813.00	-75,678.66	93.44%	1,259,669.00
6900 · OTHER EXPENSES						
6970 · One-Time Budgeted Expenses	0.00	0.00	0.00	0.00	0.0%	1,200.00
Total 6900 · OTHER EXPENSES	0.00	0.00	0.00	0.00	0.0%	1,200.00
9950 · Prior Period Adjustment	400.00	400.00	0.00	400.00	100.0%	0.00
Total Expense	69,388.89	1,195,560.50	1,291,373.00	-95,812.50	92.58%	1,944,769.00
Net Ordinary Income	8,896.11	240,530.87	70,504.00	170,026.87	341.16%	-227,504.00
Other Income/Expense						
Other Income						
4501 · Chapter Income						
4501.03 · North Coast	210.00	960.00	0.00	960.00	100.0%	0.00
4501.04 · Sacramento Valley	360.00	990.00	0.00	990.00	100.0%	0.00
4501.05 · East Bay (SF)	0.00	850.00	0.00	850.00	100.0%	0.00
4501.06 · Central Valley	320.00	320.00				
4501.08 · Monterey Bay	1,150.00	1,700.00				
4501.09 · South San Joaquin	0.00	0.00	0.00	0.00	0.0%	0.00
4501.11 · Channel Counties	280.00	230.00	0.00	230.00	100.0%	0.00
4501.12 · San Gabriel Valley	0.00	0.00	0.00	0.00	0.0%	0.00
4501.13 · Central Los Angeles	0.00	0.00	0.00	0.00	0.0%	0.00
4501.14 · South Bay (LA)	0.00	-330.00	0.00	-330.00	100.0%	0.00
4501.16 · Orange County	1,085.00	2,080.00	0.00	2,080.00	100.0%	0.00
4501.17 · Inland Empire	560.00	3,750.00	0.00	3,750.00	100.0%	0.00
4501.19 · San Diego County	0.00	0.00	0.00	0.00	0.0%	0.00
4501.20 · Imperial County	0.00	40.00				
4501.21 · Bay Area (Peninsula-East Bay)	0.00	0.00	0.00	0.00	0.0%	0.00
4501 · Chapter Income - Other	0.00	0.00	25,002.00	-25,002.00	0.0%	100,000.00
Total 4501 · Chapter Income	3,965.00	10,590.00	25,002.00	-14,412.00	42.36%	100,000.00
Total Other Income	3,965.00	10,590.00	25,002.00	-14,412.00	42.36%	100,000.00
Other Expense						
6401 · Chapter Expenses						
6401.79 · Current Year Chapter Expenses						
6401.01 · Northwest Counties	0.00	0.00	0.00	0.00	0.0%	0.00
6401.02 · Northeast Counties	0.00	0.00	0.00	0.00	0.0%	0.00

California Society of Municipal Finance Officers  
**Profit & Loss Budget Performance**  
March 2023

	Mar 23	Jan - Mar 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
6401.03 · North Coast	265.46	265.46	0.00	265.46	100.0%	0.00
6401.04 · Sacramento Valley	0.00	1,687.43	0.00	1,687.43	100.0%	0.00
6401.05 · East Bay (SF)	0.00	0.00	0.00	0.00	0.0%	0.00
6401.06 · Central Valley	0.00	0.00	0.00	0.00	0.0%	0.00
6401.07 · Peninsula	0.00	0.00	0.00	0.00	0.0%	0.00
6401.08 · Monterey Bay	0.00	350.00	0.00	350.00	100.0%	0.00
6401.09 · South San Joaquin	0.00	0.00	0.00	0.00	0.0%	0.00
6401.10 · Central Coast	0.00	0.00	0.00	0.00	0.0%	0.00
6401.11 · Channel Counties	0.00	2,562.00	0.00	2,562.00	100.0%	0.00
6401.12 · San Gabriel Valley	0.00	0.00	0.00	0.00	0.0%	0.00
6401.13 · Central Los Angeles	0.00	0.00	0.00	0.00	0.0%	0.00
6401.14 · South Bay (LA)	0.00	0.00	0.00	0.00	0.0%	0.00
6401.15 · Desert Mountain	0.00	0.00	0.00	0.00	0.0%	0.00
6401.16 · Orange County	926.03	2,256.15	0.00	2,256.15	100.0%	0.00
6401.17 · Inland Empire	0.00	70.09	0.00	70.09	100.0%	0.00
6401.18 · Coachella Valley	0.00	0.00	0.00	0.00	0.0%	0.00
6401.19 · San Diego County	0.00	0.00	0.00	0.00	0.0%	0.00
6401.20 · Imperial County	0.00	0.00	0.00	0.00	0.0%	0.00
6401.79 · Current Year Chapter Expense	0.00	0.00	25,251.00	-25,251.00	0.0%	101,000.00
Total 6401.79 · Current Year Chapter Exp	1,191.49	7,191.13	25,251.00	-18,059.87	28.48%	101,000.00
Total 6401 · Chapter Expenses	1,191.49	7,191.13	25,251.00	-18,059.87	28.48%	101,000.00
Total Other Expense	1,191.49	7,191.13	25,251.00	-18,059.87	28.48%	101,000.00
Net Other Income	2,773.51	3,398.87	-249.00	3,647.87	-1,365.01%	-1,000.00
Net Income	11,669.62	243,929.74	70,255.00	173,674.74	347.21%	-228,504.00

**California Society of Municipal Finance Officers**  
**Statement of Financial Income and Expense**  
January through March 2023

	<u>Jan - Mar 23</u>	<u>Jan - Mar 22</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
4000 · OPERATING REVENUES			
4100 · Membership Dues			
4110 · Dues - Municipal - Management	150,355.00	143,520.00	6,835.00
4115 · Dues - Municipal - Professional	27,750.00	0.00	27,750.00
4120 · Dues - Other Gov	2,700.00	2,750.00	-50.00
4130 · Dues - Commercial	37,055.00	31,020.00	6,035.00
4140 · Dues - Retired	880.00	800.00	80.00
4150 · Dues - Education	0.00	0.00	0.00
Total 4100 · Membership Dues	<u>218,740.00</u>	<u>178,090.00</u>	<u>40,650.00</u>
4302 · Magazine Advertising	1,337.50	1,325.00	12.50
4303 · Job Board Post - Member	61,400.00	63,500.00	-2,100.00
4490 · Budget Awards	900.00	800.00	100.00
Total 4000 · OPERATING REVENUES	<u>282,377.50</u>	<u>243,715.00</u>	<u>38,662.50</u>
4500 · PROGRAM REVENUES			
4504 · Education income			
4505 · Webinar	3,725.00	0.00	3,725.00
4520 · Weekend Training			
4525 · Training Event Income	0.00	0.00	0.00
Total 4520 · Weekend Training	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
4570 · Intro to Government	6,800.00	7,200.00	-400.00
4575 · Investment Accounting	0.00	300.00	-300.00
4590 · Intermediate Government Acct	11,200.00	16,887.50	-5,687.50
4591 · California Local Budgeting	14,750.00	7,050.00	7,700.00
4593 · Capital Assets	0.00	0.00	0.00
4595 · Revenue Fundamentals	0.00	0.00	0.00
4596 · Revenue Fundamentals II	200.00	0.00	200.00
4599 · On Demand Courses	1,125.00	0.00	1,125.00
Total 4504 · Education income	<u>37,800.00</u>	<u>31,437.50</u>	<u>6,362.50</u>
8000 · Conference Revenue			
8100 · Government Registrations			
8102 · Government NonMember	16,245.00	15,970.00	275.00
8104 · Government Member	350,240.00	314,060.00	36,180.00
Total 8100 · Government Registrations	<u>366,485.00</u>	<u>330,030.00</u>	<u>36,455.00</u>
8200 · Commercial Registrations			
8226 · Commercial Exhibitor	64,935.00	56,005.00	8,930.00
8228 · Commercial NonMember	20,825.00	26,345.00	-5,520.00
8229 · Commercial Member	52,170.00	29,793.00	22,377.00
8231 · Comm Non-Memb-Full-Reg	0.00	1,515.00	-1,515.00
8265 · Comm Non-Memb Daily Regular	3,225.00	3,420.00	-195.00
8200 · Commercial Registrations - Other	0.00	0.00	0.00
Total 8200 · Commercial Registrations	<u>141,155.00</u>	<u>117,078.00</u>	<u>24,077.00</u>
8300 · Pre-Conference Registrations			
8371 · PreConference-Session A	7,400.00	0.00	7,400.00
8373 · PreConference-Session B	4,200.00	0.00	4,200.00
8375 · PreConference-Session C	3,200.00	0.00	3,200.00
8376 · PreConference-Session D	2,700.00	0.00	2,700.00

**California Society of Municipal Finance Officers**  
**Statement of Financial Income and Expense**  
January through March 2023

	<b>Jan - Mar 23</b>	<b>Jan - Mar 22</b>	<b>\$ Change</b>
8300 · Pre-Conference Registrations - Other	2,300.00	13,615.00	-11,315.00
<b>Total 8300 · Pre-Conference Registrations</b>	<b>19,800.00</b>	<b>13,615.00</b>	<b>6,185.00</b>
8500 · Extra Meals			
8565 · Hosted Evening Event	4,000.00	0.00	4,000.00
8500 · Extra Meals - Other	125.00	5,075.00	-4,950.00
<b>Total 8500 · Extra Meals</b>	<b>4,125.00</b>	<b>5,075.00</b>	<b>-950.00</b>
8600 · Event Registrations			
8610 · Golf	16,740.00	18,340.00	-1,600.00
8630 · Pickleball/Tennis	2,100.00	385.00	1,715.00
<b>Total 8600 · Event Registrations</b>	<b>18,840.00</b>	<b>18,725.00</b>	<b>115.00</b>
8700 · Exhibitors Fees			
8703 · Sapphire Exhibitor	91,000.00	101,500.00	-10,500.00
8715 · Gold Package	246,000.00	193,562.50	52,437.50
8725 · Silver Package	38,125.00	40,625.00	-2,500.00
8735 · Diamond Package	130,000.00	90,000.00	40,000.00
<b>Total 8700 · Exhibitors Fees</b>	<b>505,125.00</b>	<b>425,687.50</b>	<b>79,437.50</b>
8800 · Sponsorships			
8830 · Non-Exhibitor Sponsor 8830	12,000.00	14,000.00	-2,000.00
8872 · Additional Sponsorship Monies	250.00	5,062.50	-4,812.50
8800 · Sponsorships - Other	0.00	0.00	0.00
<b>Total 8800 · Sponsorships</b>	<b>12,250.00</b>	<b>19,062.50</b>	<b>-6,812.50</b>
8900 · Conference Miscellaneous			
8905 · Misc Conference Income	5,343.87	0.00	5,343.87
8915 · Hotel Rebate	0.00	10,074.48	-10,074.48
8920 · Super Bowl Squares - Conference	460.00	0.00	460.00
8950 · Virtual Conference Registration	42,330.00	80,165.00	-37,835.00
8900 · Conference Miscellaneous - Other	0.00	2,140.00	-2,140.00
<b>Total 8900 · Conference Miscellaneous</b>	<b>48,133.87</b>	<b>92,379.48</b>	<b>-44,245.61</b>
<b>Total 8000 · Conference Revenue</b>	<b>1,115,913.87</b>	<b>1,021,652.48</b>	<b>94,261.39</b>
<b>Total 4500 · PROGRAM REVENUES</b>	<b>1,153,713.87</b>	<b>1,053,089.98</b>	<b>100,623.89</b>
<b>Total Income</b>	<b>1,436,091.37</b>	<b>1,296,804.98</b>	<b>139,286.39</b>
<b>Gross Profit</b>	<b>1,436,091.37</b>	<b>1,296,804.98</b>	<b>139,286.39</b>
<b>Expense</b>			
<b>6100 · OPERATING EXPENSES</b>			
6105 · Marketing/Membership	1,138.25	5,603.67	-4,465.42
6106 · Storage Expense	162.91	198.68	-35.77
6110 · President's Expense			
6111 · Presidents CSMFO- Gifts	0.00	57.75	-57.75
6110 · President's Expense - Other	0.00	5,083.02	-5,083.02
<b>Total 6110 · President's Expense</b>	<b>0.00</b>	<b>5,140.77</b>	<b>-5,140.77</b>
6115 · Board of Directors			
6116 · Board Meeting Expenses	0.00	3,001.38	-3,001.38
<b>Total 6115 · Board of Directors</b>	<b>0.00</b>	<b>3,001.38</b>	<b>-3,001.38</b>
6140 · Management Services			
6143 · Management Services	50,588.69	46,081.00	4,507.69
6146 · Consultants			
6146.20 · CDC - Support	2,000.00	1,800.00	200.00
6146 · Consultants - Other	0.00	6,000.00	-6,000.00

**California Society of Municipal Finance Officers**  
**Statement of Financial Income and Expense**  
January through March 2023

	<u>Jan - Mar 23</u>	<u>Jan - Mar 22</u>	<u>\$ Change</u>
Total 6146 · Consultants	2,000.00	7,800.00	-5,800.00
6147 · Professional Fees	0.00	357.50	-357.50
6470 · Webinar Program Services	5,000.00	0.00	5,000.00
6140 · Management Services - Other	0.00	1,400.00	-1,400.00
Total 6140 · Management Services	57,588.69	55,638.50	1,950.19
6148 · Payroll			
6148.10 · Wages	19,636.25	8,625.00	11,011.25
6148.20 · Payroll Taxes - Federal	1,810.18	701.81	1,108.37
6148.30 · Payroll Taxes - State	0.00	245.01	-245.01
6148.50 · Payroll Processing Expense	210.00	210.00	0.00
6148.63 · Executive Director - Outreach	85.00	0.00	85.00
Total 6148 · Payroll	21,741.43	9,781.82	11,959.61
6150 · Office Supplies	789.59	203.08	586.51
6155 · Merchant Fees/Bank Chgs.	19,142.96	19,052.73	90.23
6160 · Awards	0.00	498.14	-498.14
6165 · Printing			
6166 · Printing, copying, and admin	0.00	25.40	-25.40
6165 · Printing - Other	11.68	0.00	11.68
Total 6165 · Printing	11.68	25.40	-13.72
6170 · Magazine	0.00	116.00	-116.00
6175 · Postage	1,374.88	24.25	1,350.63
6185 · Telephone/Bridge Calls	166.79	89.80	76.99
6190 · Web and Technology			
6192 · Web site	2,500.00	2,500.00	0.00
6195 · Web Site Hosting Fee	0.00	1,866.98	-1,866.98
6190 · Web and Technology - Other	9,853.98	12,272.76	-2,418.78
Total 6190 · Web and Technology	12,353.98	16,639.74	-4,285.76
6200 · Travel/Staff Expenses	0.00	667.20	-667.20
6230 · Insurance	0.00	2,118.00	-2,118.00
6255 · GFOA Reception	3,555.00	895.00	2,660.00
Total 6100 · OPERATING EXPENSES	118,026.16	119,694.16	-1,668.00
6400 · PROGRAM EXPENSES			
6404 · Education Expenses			
6491 · CA Local Budgeting Expense	1,500.00	0.00	1,500.00
Total 6404 · Education Expenses	1,500.00	0.00	1,500.00
9000 · Conference Expenses			
9100 · Food & Beverage Expense			
9105 · Registration Prep-Lunch	211.87	620.64	-408.77
9115 · Wednesday-Breakfast	500.25	0.00	500.25
9125 · Wednesday-Lunch	90,454.18	87,359.93	3,094.25
9135 · Wednesday-Food-Exhibitor Recept	25,282.32	21,455.72	3,826.60
9138 · Wednesday-Beverage-Exhibitor Re	12,074.65	8,966.15	3,108.50
9140 · Thursday-Breakfast-Chapter Chai	0.00	2,700.15	-2,700.15
9143 · Thursday-Breakfast	45,114.26	57,235.45	-12,121.19
9147 · Thursday-Lunch	97,111.04	67,503.69	29,607.35
9148 · Thursday-PM Break	17,735.77	15,002.03	2,733.74
9150 · Friday-Breakfast	35,413.08	36,001.97	-588.89
9155 · Friday-Lunch	0.00	2,245.57	-2,245.57

**California Society of Municipal Finance Officers**  
**Statement of Financial Income and Expense**  
January through March 2023

	<u>Jan - Mar 23</u>	<u>Jan - Mar 22</u>	<u>\$ Change</u>
9195 · Water for Sessions	4,636.42	0.00	4,636.42
9197 · Food&Beverage-Other	19,065.41	13,629.10	5,436.31
9100 · Food & Beverage Expense - Other	0.00	104.86	-104.86
<b>Total 9100 · Food &amp; Beverage Expense</b>	<b>347,599.25</b>	<b>312,825.26</b>	<b>34,773.99</b>
9200 · President's Dinners			
9210 · President's Dinner - Food & Bev	28,992.87	25,351.52	3,641.35
9220 · Entertain-Transport-Decor-Favor	1,576.22	3,282.60	-1,706.38
9250 · Pres Dinner-Out of State Guest	2,275.85	3,119.79	-843.94
<b>Total 9200 · President's Dinners</b>	<b>32,844.94</b>	<b>31,753.91</b>	<b>1,091.03</b>
9300 · Hosted Event			
9310 · Event Entertainment	10,730.23	26,264.19	-15,533.96
9320 · Event Food	60,010.72	101,357.06	-41,346.34
9321 · Event Bar	0.00	17,603.39	-17,603.39
9330 · Event Decor	0.00	3,645.13	-3,645.13
9340 · Event Other	2,620.00	1,122.44	1,497.56
<b>Total 9300 · Hosted Event</b>	<b>73,360.95</b>	<b>149,992.21</b>	<b>-76,631.26</b>
9400 · Meetings and Training			
9410 · Speakers-Honorarium	40,500.00	42,500.00	-2,000.00
9420 · Speaker-Expenses-Lodging	1,527.99	4,297.30	-2,769.31
9430 · Speaker-Expenses-Transportation	55.02	0.00	55.02
<b>Total 9400 · Meetings and Training</b>	<b>42,083.01</b>	<b>46,797.30</b>	<b>-4,714.29</b>
9450 · Comps			
9460 · Other Guests Lodging (OOS)	-165.15	2,724.33	-2,889.48
9462 · Comps - Other	0.00	2,075.68	-2,075.68
9465 · Board Scholarships	0.00	72.00	-72.00
<b>Total 9450 · Comps</b>	<b>-165.15</b>	<b>4,872.01</b>	<b>-5,037.16</b>
9475 · Meetings			
9476 · Audio Visual and Lighting	222,425.32	92,477.75	129,947.57
9477 · Virtual Platform	6,480.00	11,270.00	-4,790.00
9478 · General Session - Addl' product	2,916.80	3,605.82	-689.02
9479 · WiFi Internet	35,009.17	11,080.00	23,929.17
9480 · Electric Power/Rigging	21,564.17	44,360.09	-22,795.92
9481 · Reg/Attendance Tracking	40,341.14	37,523.07	2,818.07
9485 · Convention/Hotel Other Costs	76,215.20	125.00	76,090.20
9475 · Meetings - Other	0.00	7,159.91	-7,159.91
<b>Total 9475 · Meetings</b>	<b>404,951.80</b>	<b>207,601.64</b>	<b>197,350.16</b>
9490 · Pre-Conference Workshop			
9494 · Food & Beverage	6,424.42	1,716.46	4,707.96
9496 · Pre-Conference-Other	800.00	0.00	800.00
<b>Total 9490 · Pre-Conference Workshop</b>	<b>7,224.42</b>	<b>1,716.46</b>	<b>5,507.96</b>
9500 · Exhibits			
9510 · Decorator Booth Fee	17,037.54	23,361.95	-6,324.41
9530 · Meeting space Additions	10,412.00	4,810.65	5,601.35
9540 · Security	1,339.50	925.00	414.50
9545 · Exhibit hall game	117.20	1,397.44	-1,280.24
9550 · Sponsor Branded Items	9,197.78	1,195.80	8,001.98
9500 · Exhibits - Other	0.00	2,590.35	-2,590.35
<b>Total 9500 · Exhibits</b>	<b>38,104.02</b>	<b>34,281.19</b>	<b>3,822.83</b>



**California Society of Municipal Finance Officers**  
**Statement of Financial Income and Expense**  
January through March 2023

	<u>Jan - Mar 23</u>	<u>Jan - Mar 22</u>	<u>\$ Change</u>
<b>9600 · Entertainment/Gifts</b>			
9610 · Conference Gifts/Attendees	683.41	59,427.62	-58,744.21
9620 · Speaker/Board/Committee Memento	0.00	5,240.16	-5,240.16
<b>Total 9600 · Entertainment/Gifts</b>	<u>683.41</u>	<u>64,667.78</u>	<u>-63,984.37</u>
<b>9700 · Other Activities</b>			
9732 · Golf Tournament Expenses	11,605.97	11,918.88	-312.91
9750 · Other Event Expenses	3,440.92	150.00	3,290.92
<b>Total 9700 · Other Activities</b>	<u>15,046.89</u>	<u>12,068.88</u>	<u>2,978.01</u>
<b>9800 · Administration - Conference</b>			
9805 · Conference Marketing	0.00	239.37	-239.37
9810 · Conference Contract Services	67,042.52	62,147.52	4,895.00
9815 · Printing/Copy/Conference Media	5,670.83	848.99	4,821.84
9820 · President Expenses	474.68	0.00	474.68
9831 · Supplies-Badges-Ribbons-Etc	3,445.88	0.00	3,445.88
9840 · Postage & Shipping	0.00	398.00	-398.00
9875 · Signage	3,640.71	4,783.57	-1,142.86
9890 · Conference Committee Expenses	10,080.04	7,174.06	2,905.98
9895 · Staff Exp Inc. Lodging & Travel	10,321.14	12,116.71	-1,795.57
9800 · Administration - Conference - Other	13,225.00	0.00	13,225.00
<b>Total 9800 · Administration - Conference</b>	<u>113,900.80</u>	<u>87,708.22</u>	<u>26,192.58</u>
<b>9000 · Conference Expenses - Other</b>	0.00	0.00	0.00
<b>Total 9000 · Conference Expenses</b>	<u>1,075,634.34</u>	<u>954,284.86</u>	<u>121,349.48</u>
<b>Total 6400 · PROGRAM EXPENSES</b>	<u>1,077,134.34</u>	<u>954,284.86</u>	<u>122,849.48</u>
<b>9950 · Prior Period Adjustment</b>	400.00	0.00	400.00
<b>Total Expense</b>	<u>1,195,560.50</u>	<u>1,073,979.02</u>	<u>121,581.48</u>
<b>Net Ordinary Income</b>	<u>240,530.87</u>	<u>222,825.96</u>	<u>17,704.91</u>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>4501 · Chapter Income</b>			
4501.03 · North Coast	960.00	550.00	410.00
4501.04 · Sacramento Valley	990.00	400.00	590.00
4501.05 · East Bay (SF)	850.00	0.00	850.00
4501.06 · Central Valley	320.00	0.00	320.00
4501.08 · Monterey Bay	1,700.00	0.00	1,700.00
4501.09 · South San Joaquin	0.00	0.00	0.00
4501.11 · Channel Counties	230.00	0.00	230.00
4501.12 · San Gabriel Valley	0.00	0.00	0.00
4501.14 · South Bay (LA)	-330.00	0.00	-330.00
4501.16 · Orange County	2,080.00	0.00	2,080.00
4501.17 · Inland Empire	3,750.00	-60.00	3,810.00
4501.20 · Imperial County	40.00	0.00	40.00
4501.21 · Bay Area (Peninsula-East Bay)	0.00	0.00	0.00
<b>Total 4501 · Chapter Income</b>	<u>10,590.00</u>	<u>890.00</u>	<u>9,700.00</u>
<b>49910 · Unidentified Transactions</b>	0.00	0.00	0.00
<b>Total Other Income</b>	<u>10,590.00</u>	<u>890.00</u>	<u>9,700.00</u>
<b>Other Expense</b>			
<b>6401 · Chapter Expenses</b>			
6401.79 · Current Year Chapter Expenses			

**California Society of Municipal Finance Officers**  
**Statement of Financial Income and Expense**  
January through March 2023

	<b>Jan - Mar 23</b>	<b>Jan - Mar 22</b>	<b>\$ Change</b>
6401.03 · North Coast	265.46	0.00	265.46
6401.04 · Sacramento Valley	1,687.43	0.00	1,687.43
6401.08 · Monterey Bay	350.00	0.00	350.00
6401.09 · South San Joaquin	0.00	117.96	-117.96
6401.11 · Channel Counties	2,562.00	0.00	2,562.00
6401.16 · Orange County	2,256.15	0.00	2,256.15
6401.17 · Inland Empire	70.09	150.93	-80.84
<b>Total 6401.79 · Current Year Chapter Expenses</b>	<b>7,191.13</b>	<b>268.89</b>	<b>6,922.24</b>
<b>Total 6401 · Chapter Expenses</b>	<b>7,191.13</b>	<b>268.89</b>	<b>6,922.24</b>
<b>Total Other Expense</b>	<b>7,191.13</b>	<b>268.89</b>	<b>6,922.24</b>
<b>Net Other Income</b>	<b>3,398.87</b>	<b>621.11</b>	<b>2,777.76</b>
<b>Net Income</b>	<b>243,929.74</b>	<b>223,447.07</b>	<b>20,482.67</b>

California Society of Municipal Finance Officers  
**Chapter Income and Expense**  
January through March 2023

	<b>Central Valley (Chapters)</b>	<b>Channel Counties (Chapters)</b>	<b>East Bay (Chapters)</b>	<b>Imperial County (Chapters)</b>	<b>Inland Empire (Chapters)</b>	<b>Monterey Bay (Chapters)</b>	<b>North Coast (Chapters)</b>
Other Income/Expense							
Other Income							
<b>4501 · Chapter Income</b>	320.00	230.00	850.00	40.00	3,750.00	1,700.00	960.00
<b>Total Other Income</b>	<b>320.00</b>	<b>230.00</b>	<b>850.00</b>	<b>40.00</b>	<b>3,750.00</b>	<b>1,700.00</b>	<b>960.00</b>
Other Expense							
<b>6401 · Chapter Expenses</b>	0.00	2,562.00	0.00	0.00	70.09	350.00	265.46
<b>Total Other Expense</b>	<b>0.00</b>	<b>2,562.00</b>	<b>0.00</b>	<b>0.00</b>	<b>70.09</b>	<b>350.00</b>	<b>265.46</b>
<b>Net Other Income</b>	<b>320.00</b>	<b>-2,332.00</b>	<b>850.00</b>	<b>40.00</b>	<b>3,679.91</b>	<b>1,350.00</b>	<b>694.54</b>
<b>Net Income</b>	<b>320.00</b>	<b>-2,332.00</b>	<b>850.00</b>	<b>40.00</b>	<b>3,679.91</b>	<b>1,350.00</b>	<b>694.54</b>

California Society of Municipal Finance Officers  
**Chapter Income and Expense**  
January through March 2023

	<b>Orange County (Chapters)</b>	<b>Sacramento Valley (Chapters)</b>	<b>San Gabriel Valley (Chapters)</b>	<b>SouthBay (LA) (Chapters)</b>	<b>Total Chapters</b>	<b>TOTAL</b>
Other Income/Expense						
Other Income						
<b>4501 · Chapter Income</b>	2,280.00	990.00	40.00	-330.00	10,830.00	10,830.00
<b>Total Other Income</b>	<b>2,280.00</b>	<b>990.00</b>	<b>40.00</b>	<b>-330.00</b>	<b>10,830.00</b>	<b>10,830.00</b>
Other Expense						
<b>6401 · Chapter Expenses</b>	2,256.15	1,687.43	0.00	0.00	7,191.13	7,191.13
<b>Total Other Expense</b>	<b>2,256.15</b>	<b>1,687.43</b>	<b>0.00</b>	<b>0.00</b>	<b>7,191.13</b>	<b>7,191.13</b>
<b>Net Other Income</b>	<b>23.85</b>	<b>-697.43</b>	<b>40.00</b>	<b>-330.00</b>	<b>3,638.87</b>	<b>3,638.87</b>
<b>Net Income</b>	<b>23.85</b>	<b>-697.43</b>	<b>40.00</b>	<b>-330.00</b>	<b>3,638.87</b>	<b>3,638.87</b>

# California Society of Municipal Finance Officers

## Check Detail

March 2023

Type	Num	Date	Name	Account	Paid Amount
Check		03/20/2023	Affinipay	1004 · Bank of America - 1982	
				6155 · Merchant Fees/Bank Chgs.	(1.45)
TOTAL					(1.45)
Check		03/31/2023	Wells Fargo Government Banking	1004 · Bank of America - 1982	
Credit Memo	YM200014429	02/16/2023		8226 · Commercial Exhibitor	(650.00)
TOTAL					(650.00)
Bill Pmt -Check	BILLPAY	03/14/2023	Government Finance Officers Association	1004 · Bank of America - 1982	
Bill	3080057	01/31/2023		6470 · Webinar Program Services	(5,000.00)
TOTAL					(5,000.00)
Bill Pmt -Check	BILLPAY	03/14/2023	Harriet Commons {v}	1004 · Bank of America - 1982	
Bill	2023--CDC-01	03/10/2023		6146.20 · CDC - Support	(1,000.00)
				6146.20 · CDC - Support	(1,000.00)
TOTAL					(2,000.00)
Bill Pmt -Check	BILLPAY	03/14/2023	Meeting & Association Mgmt Services	1004 · Bank of America - 1982	
Bill	03032023 CSMFO	03/03/2023		9220 · Entertain-Transport-Decor-Favor	(43.48)
				9820 · President Expenses	(50.30)
				9545 · Exhibit hall game	(51.06)
				9895 · Staff Exp Inc. Lodging & Travel	(137.97)
				9220 · Entertain-Transport-Decor-Favor	(66.84)
				9895 · Staff Exp Inc. Lodging & Travel	(105.00)
				9895 · Staff Exp Inc. Lodging & Travel	(23.75)
				9895 · Staff Exp Inc. Lodging & Travel	(15.97)
				9895 · Staff Exp Inc. Lodging & Travel	(11.74)
				9895 · Staff Exp Inc. Lodging & Travel	(27.48)
				9895 · Staff Exp Inc. Lodging & Travel	(27.51)
				9895 · Staff Exp Inc. Lodging & Travel	(397.96)
				9895 · Staff Exp Inc. Lodging & Travel	(62.88)
				9895 · Staff Exp Inc. Lodging & Travel	(20.00)

# California Society of Municipal Finance Officers

## Check Detail

March 2023

Type	Num	Date	Name	Account	Paid Amount
				9895 · Staff Exp Inc. Lodging & Travel	(12.00)
				9820 · President Expenses	(424.38)
				9250 · Pres Dinner-Out of State Guest	(217.83)
				9220 · Entertain-Transport-Decor-Favor	(59.34)
				9895 · Staff Exp Inc. Lodging & Travel	(501.96)
				9340 · Event Other	(1,300.00)
				9895 · Staff Exp Inc. Lodging & Travel	(22.90)
				9895 · Staff Exp Inc. Lodging & Travel	(20.12)
				9895 · Staff Exp Inc. Lodging & Travel	(117.45)
				9895 · Staff Exp Inc. Lodging & Travel	(110.00)
				9895 · Staff Exp Inc. Lodging & Travel	(151.00)
				9895 · Staff Exp Inc. Lodging & Travel	(138.33)
				9895 · Staff Exp Inc. Lodging & Travel	(32.19)
				9895 · Staff Exp Inc. Lodging & Travel	(26.62)
				9895 · Staff Exp Inc. Lodging & Travel	(22.18)
				9105 · Registration Prep-Lunch	(211.87)
Bill	03072023	03/07/2023		9810 · Conference Contract Services	(750.00)
				9477 · Virtual Platform	(6,480.00)
TOTAL					(11,640.11)
<b>Bill Pmt -Check</b>	<b>BILLPAY</b>	<b>03/14/2023</b>	<b>Veronica Bustillos [v]</b>	<b>1004 · Bank of America - 1982</b>	
Bill	01202023	01/20/2023		6401.17 · Inland Empire	(89.95)
TOTAL					(89.95)
<b>Bill Pmt -Check</b>	<b>BILLPAY</b>	<b>03/14/2023</b>	<b>Jean Rousseau [v]</b>	<b>1004 · Bank of America - 1982</b>	
Bill	03132023	03/13/2023		6255 · GFOA Reception	(3,555.00)
TOTAL					(3,555.00)
<b>Bill Pmt -Check</b>	<b>BILLPAY</b>	<b>03/27/2023</b>	<b>ASCAP</b>	<b>1004 · Bank of America - 1982</b>	
Bill	500858751 20233	03/27/2023		9478 · General Session - Addl' product	(166.80)
TOTAL					(166.80)
<b>Bill Pmt -Check</b>	<b>BILLPAY</b>	<b>03/27/2023</b>	<b>Beacon Economics, LLC.</b>	<b>1004 · Bank of America - 1982</b>	
Bill	2004823R	02/16/2023		9420 · Speaker-Expenses-Lodging	(610.39)

# California Society of Municipal Finance Officers

## Check Detail

March 2023

	Type	Num	Date	Name	Account	Paid Amount
TOTAL						(610.39)
	Bill Pmt -Check	BILLPAY	03/27/2023	City of Ukiah {v}	1004 · Bank of America - 1982	
	Bill	1275187	03/14/2023		6401.03 · North Coast	(227.50)
TOTAL						(227.50)
	Bill Pmt -Check	BILLPAY	03/27/2023	David Cain {v}	1004 · Bank of America - 1982	
	Bill	138	03/24/2023		6491 · CA Local Budgeting Expense	(1,500.00)
TOTAL						(1,500.00)
	Bill Pmt -Check	BILLPAY	03/27/2023	Devon King	1004 · Bank of America - 1982	
	Bill	306500202381	03/14/2023		6401.03 · North Coast	(37.96)
TOTAL						(37.96)
	Bill Pmt -Check	BILLPAY	03/27/2023	e.Republic [v]	1004 · Bank of America - 1982	
	Bill	03172023	03/17/2023		9420 · Speaker-Expenses-Lodging	(917.60)
TOTAL						(917.60)
	Bill Pmt -Check	BILLPAY	03/27/2023	Hyatt Regency Sacramento at Capitol	1004 · Bank of America - 1982	
	Bill	53763	02/03/2023		9890 · Conference Committee Expenses	(763.41)
TOTAL						(763.41)
	Bill Pmt -Check	BILLPAY	03/27/2023	Meeting & Association Mgmt Services	1004 · Bank of America - 1982	
	Bill	03232023	03/22/2023		9800 · Administration - Conference	(13,225.00)
TOTAL						(13,225.00)
	Bill Pmt -Check	BILLPAY	03/27/2023	Pacific Storage Company	1004 · Bank of America - 1982	
	Bill	4218840	02/28/2023		6106 · Storage Expense	(111.01)
TOTAL						(111.01)
	Bill Pmt -Check	BILLPAY	03/27/2023	Phil Bertolini [v]	1004 · Bank of America - 1982	

# California Society of Municipal Finance Officers

## Check Detail

March 2023

	Type	Num	Date	Name	Account	Paid Amount
TOTAL	Bill	03152023	03/17/2023		9430 · Speaker-Expenses-Transportation	(55.02)
						(55.02)
TOTAL	Check	EFT	03/02/2023	Merchant Service	1004 · Bank of America - 1982	
					6155 · Merchant Fees/Bank Chgs.	(5,154.88)
TOTAL						(5,154.88)
TOTAL	Check	EFT	03/07/2023	Remote Deposit Fee	1004 · Bank of America - 1982	
					6155 · Merchant Fees/Bank Chgs.	(15.00)
TOTAL						(15.00)
TOTAL	Check	EFT	03/20/2023	ADP, Inc.	1004 · Bank of America - 1982	
					6148.50 · Payroll Processing Expense	(70.00)
TOTAL						(70.00)
TOTAL	Check	ADP-Feb23	03/20/2023	ADP, Inc.	1004 · Bank of America - 1982	
					2111 · Federal Payroll Withholdings	(2,034.99)
TOTAL					2112 · State Payroll Withholdings	(838.83)
					6148.20 · Payroll Taxes - Federal	(536.65)
TOTAL						(3,410.47)
TOTAL	Check	ADP-Feb2023	03/20/2023	Rousseau, Jean	1004 · Bank of America - 1982	
					6148.10 · Wages	(7,015.00)
TOTAL					2111 · Federal Payroll Withholdings	2,034.99
					2112 · State Payroll Withholdings	838.83
TOTAL						(4,141.18)
TOTAL	Bill Pmt -Check	7639	03/14/2023	Smith Moore and Associates, Inc.	1004 · Bank of America - 1982	
	Bill	20220617	03/01/2023		6143 · Management Services	(19,234.69)
TOTAL					6143 · Management Services	(700.00)
					9810 · Conference Contract Services	(1,000.00)



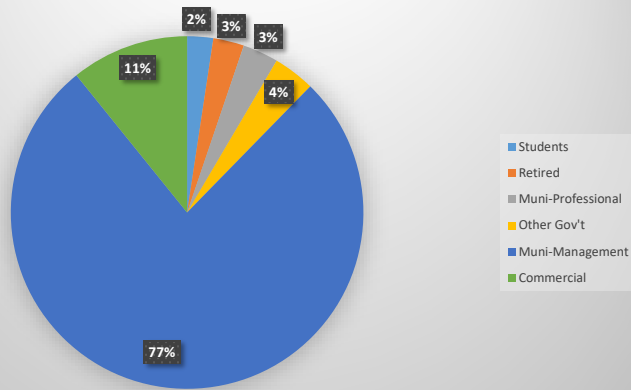
# California Society of Municipal Finance Officers

## Check Detail

March 2023

	Type	Num	Date	Name	Account	Paid Amount
TOTAL						(20,934.69)
	<b>Check</b>	<b>7640</b>	<b>03/27/2023</b>	<b>Kosmont Companies</b>	<b>1004 · Bank of America - 1982</b>	
	Credit Memo	300007732	12/31/2022		4130 · Dues - Commercial	(220.00)
TOTAL						(220.00)
	<b>Bill Pmt -Check</b>	<b>7641</b>	<b>03/27/2023</b>	<b>Smith Moore and Associates, Inc.</b>	<b>1004 · Bank of America - 1982</b>	
	Bill	20230097	03/21/2023		6150 · Office Supplies	(12.49)
					9310 · Event Entertainment	(729.52)
					9831 · Supplies-Badges-Ribbons-Etc	(32.04)
					6150 · Office Supplies	(95.91)
					6150 · Office Supplies	(24.81)
					6190 · Web and Technology	(57.94)
					6175 · Postage	(17.08)
					6165 · Printing	(2.48)
					6150 · Office Supplies	(374.65)
					6185 · Telephone/Bridge Calls	(41.26)
					9831 · Supplies-Badges-Ribbons-Etc	(86.97)
					9831 · Supplies-Badges-Ribbons-Etc	(200.49)
					9831 · Supplies-Badges-Ribbons-Etc	(683.35)
					6401.16 · Orange County	(925.13)
TOTAL						(3,284.12)

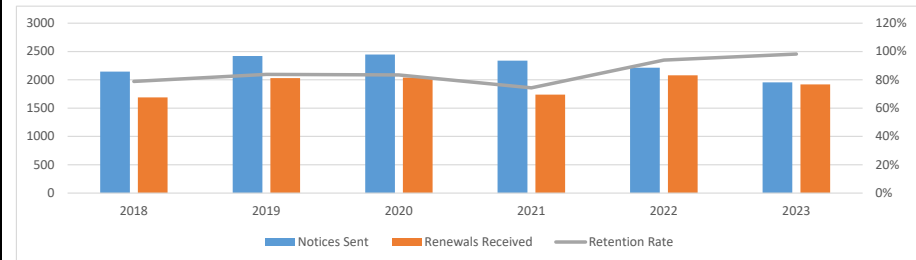
**Current Membership  
by Type**



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.

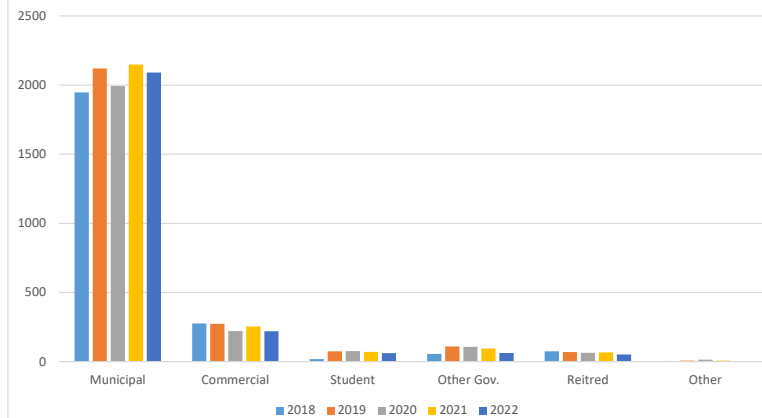
	Notices Sent	Renewals Received	Retention Rate	Variance from Prior Year
2018	2144	1691	79%	
2019	2419	2029	84%	6%
2020	2446	2041	83%	-1%
2021	2338	1738	74%	-11%
2022	2215	2080	94%	26%
2023	1955	1920	98%	5%

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



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

**Total Membership**

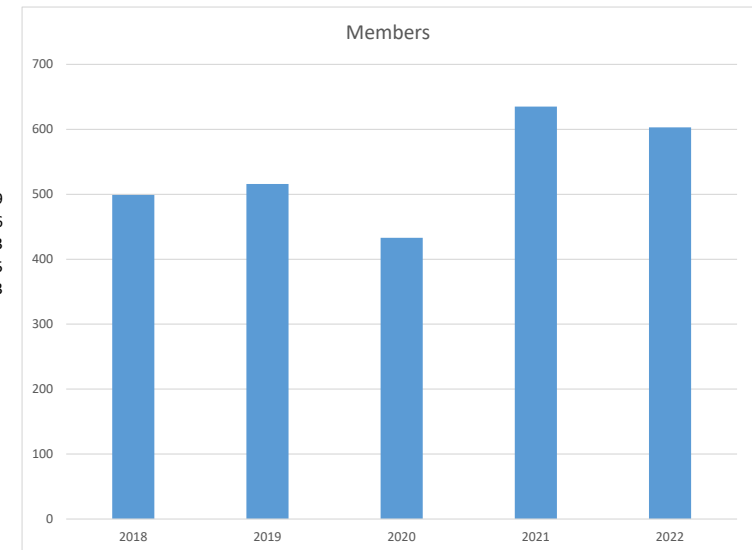


	Municipal	Commercial	Student	Other Gov.	Retired	Other	Total Members
2018	1947	276	18	56	75	5	2377
2019	2120	273	75	109	69	8	2654
2020	1992	221	76	107	64	14	2474
2021	2149	254	70	95	66	7	2638
2022	2090	220	61	63	52	3	2489

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

**Members**

Year	New Members
2018	499
2019	516
2020	433
2021	635
2022	603
2023	



## Board Meeting April 19, 2023

---

To: CSMFO BOARD

Date: March 31, 2023

FROM: Marcus Pimentel, Past President

SUBJECT: Recommendations for the Commercial Partner Committee

---

### RECOMMENDATION

That the Board adopts the committee startup framework and accepts the President's leadership appointments for the new Commercial Partner Committee.

**Fiscal Impact** - No financial impact.

#### Executive Summary

On December 15, 2022, the Board approved Item 3.A. (Recommendations for Including Commercial Partners in Leadership) which allowed the retention of the ad-hoc Commercial Member Roundtable as a standing committee, amongst other measures including allowing commercial members to be considered for certain leadership appointments and a 2024 bylaw amendment to create a board position for 2024.

#### Analysis

Based on guidance from the existing Commercial Roundtable Member leadership, the CSMFO Executive Committee, and the appointment by CSMFO President Rich Lee, following is the initial committee composition:

##### 2023 Leadership Appointments:

Chair – Neil Murthy, Chandler Asset Management

Vice-Chair – Mark Petrasso, Zions Bank

Senior Advisors- Joan Michaels Aguilar, HdL Companies & Scott Catlett, Senior Manager, Eide Bailly  
Board Liaison, Marcus Pimentel

Member(s) - Andrea Roess, Managing Director, DTA

Purpose: The committee will solicit feedback from and drive engagement among CSMFO commercial members.

##### Duties:

Host quarterly commercial partner meetings with Commercial other CSMFO members to:  
Raise awareness of opportunities and events with CSMFO; Promote Conference sponsorship; and  
Engage with commercial members at the CSMFO conference and Chapter Meetings.



Convention Center

Like no place else.™

277 N. Avenida Caballeros - Palm Springs, CA 92262-6440

### AUTHORIZED USER AGREEMENT

Date:	October 18, 2022	Event/Contract No.:	13042
Group Name:	CA Society of Municipal Finance Officers	Event Type:	Trade Show
Contact Person:	Teri Anticevich	Contracted Start Date:	February 23, 2026
Address:	808 R Street, Suite 209	Contracted End Date:	February 27, 2026
City, State, Zip:	Sacramento, CA 95811	Peak Rooms:	2,480
Phone No:		Total Room Nights:	800
Fax No:	951-780-6927	Attendance:	1,800
Email:	teri@meeting-management.com		

Meeting/Event Name: CA Society of Municipal Finance Officers 2026 Annual Conference

This Authorized User Agreement (the "Agreement") is made between AEG Management Palm Springs, LLC, a Delaware limited liability company ("MANAGER"), and CA Society of Municipal Finance Officers ("AUTHORIZED USER").

WITNESSETH,

WHEREAS, MANAGER manages the Palm Springs Convention Center ("PSCC") for the City of Palm Springs, CA ("CITY"), and has the authority to enter into this Agreement and, among other things, grant AUTHORIZED USER the right to use the PSCC from contracted start date until contracted end date as stated above, the duration of such being referred to as the "Event", in accordance with the terms and conditions set forth below.

WHEREAS, AUTHORIZED USER desires to use certain space in the PSCC.

NOW THEREFORE, and in consideration of the following promises, covenants, and conditions, the parties hereto agree as follows:

I. **Facility Rental Charges:**

As outlined in **Exhibit A**, MANAGER does hereby grant to AUTHORIZED USER permission to use the listed specified area(s) including corridors and public areas used for the purpose of ingress and egress to specified area(s), for the outlined use and no other purpose, and for the outlined fee:

Standard Facility Rental	\$ 57,910.00
Discounts	\$-5,050.00
Food and Beverage Discount*	\$-10,000.00
<b>FACILITY RENTAL</b>	<b>\$ 42,860.00</b>

Facility Rental is for the use of Premises only and does not include charges for equipment or services unless otherwise indicated.

\*A minimum food and beverage revenue, inclusive of service charge and sales tax of \$200,000.00 must be met to guarantee this Food and Beverage Discount. In consideration of this estimated food and beverage revenue, MANAGER is pleased to offer a Food and Beverage Discount of \$10,000.00 toward Facility Rental charges. If total actual food and beverage revenue at event settlement fails to meet this minimum, AUTHORIZED USER will not qualify for the Food and Beverage Discount and Facility Rental charges will total \$52,860.00.

II.

**Estimated Services and Equipment Charges:**

Use of equipment such as tables, chairs, staging etc. is at the option and additional expense of AUTHORIZED USER. As outlined in **Exhibit A**, MANAGER does hereby grant to AUTHORIZED USER permission to use the listed specified equipment, and for the outlined fee:

**ESTIMATED SERVICES & EQUIPMENT**

**\$ 9,139.20**

Equipment is limited to MANAGER's available inventory. Should additional equipment be required, any associated expense will be the responsibility of AUTHORIZED USER. AUTHORIZED USER may utilize outside providers to fulfill its equipment needs. Set-up changes by AUTHORIZED USER after the completion of initial equipment set-up are subject to additional charge. The estimated services and equipment charges are based upon MANAGER's understanding of AUTHORIZED USER's current program requirements and the currently effective price list as detailed in **Standard Price List**, hereto attached. Rates are subject to change and will be confirmed six (6) months prior to Event. Labor rates and rates for outside services or equipment are subject to change and will be confirmed no more than 30 days prior to Event start date.

Services and Equipment orders should be placed a minimum of 30 days prior to move-in date. Rates quoted in exhibit A reflect standard prices. Orders received less than 7 days in advance of move-in date will be considered late, and will reflect our highest rate, Late Price, which will reflect a 30% increase over our standard prices.

III.

**Catering Charges:**

All food and beverage are to be provided exclusively by MANAGER's official catering provider ("CATERER"). See attached **Catering Department Terms and Conditions** for details. As outlined in **Exhibit A**, estimated catering charges are:

**ESTIMATED CATERING CHARGES**

**\$ 200,000.00**

IV.

**Audio Visual Charges:**

Audio visual services may be provided by MANAGER'S official audio visual provider ("PSCC AV") or by an outside provider as designated by AUTHORIZED USER. As outlined in **Exhibit A**, estimated audio visual charges are:

**ESTIMATED AUDIO VISUAL CHARGES**

**\$ 0.00**

V.

**Deposit Requirements:**

(a) **Contract Signing Deposit:**

Required at contract signing and must accompany this signed Agreement to ensure full execution. This deposit will be applied to the final settlement invoice balance. Any overpayment at final settlement will be refunded within thirty (30) days after the Event.

**Eight Thousand Five Hundred Seventy-Two And Xx / 100 (\$8,572.00) must be received at contract signing on or before March 29, 2023**

(b) **Facility Deposit:**

A deposit equal to the sum of Facility Rental, Estimated Services and Equipment Charges, Audio Visual Charges and one half of the Estimated Catering Charges as listed above in paragraphs I, II, and III respectively and detailed in **Exhibit A** is required and must be paid forty-five (45) days prior to Event or at contract signing if contract is executed less than forty-five (45) days prior to Event.

**One Hundred Fifty-One Thousand Nine Hundred Ninety-Nine And 20 / 100 (\$151,999.20) must be received on or before January 09, 2026.**

(c) **Second Catering Deposit:**

A deposit equal to the total Estimated Catering Charges as verified by signed banquet event orders (BEOs) or in the absence of signed BEOs as listed in paragraph III above and detailed in **Exhibit A** less any applicable catering deposit paid in paragraph V.b above is required and must be paid fifteen (15) days prior to Event or at contract signing if contract is executed less than fifteen (15) days prior to Event.

**One Hundred Thousand And Xx / 100 (\$100,000.00) must be received on or before February 08, 2026**

VI. **Payment Requirements:**

- (a) All payments by AUTHORIZED USER are to be made payable to AEG Management Palm Springs, LLC.
- (b) A service charge of \$50.00 will be imposed on any checks returned for non-sufficient or uncollectible funds.
- (c) In the event full payment for charges owed is not received within 30 days of the date of invoice, MANAGER may immediately impose a late payment charge of 1.5% per month (18% annually) on the unpaid balance, and recover all reasonable costs of collection.

VII. **Set Up Requirements:**

- (a) A layout detailing specific requirements must be received by MANAGER at least thirty (30) days prior to the Event. The layout must indicate stage or head table set up as well as room configuration and any other requests AUTHORIZED USER may have. If AUTHORIZED USER requests changes to layout after MANAGER has completed set up of the affected layout, AUTHORIZED USER will be subject to all labor charges associated with making requested change(s).
- (b) Equipment prices apply only to items available in PSCC inventory. Any equipment needs beyond PSCC available inventory will be billed in accordance with rates available from outside rental agencies. AUTHORIZED USER has the option to utilize outside providers to fulfill its equipment needs.
- (c) The PSCC is a no smoking facility by order of the CITY.
- (d) MANAGER shall not be liable for any damages to any property of AUTHORIZED USER however caused nor for any loss of property from or on PSCC premises, however occurring.
- (e) Any unpermitted cancellation by AUTHORIZED USER or failure to occupy PSCC premises as indicated above will result in forfeiture of deposit(s) paid in accordance with paragraph V above and AUTHORIZED USER will be responsible for any further financial obligations mandated by and in accordance with the terms of this agreement

VIII. **Insurance:**

AUTHORIZED USER shall provide a certificate of insurance evidencing comprehensive liability and property damage insurance with coverage of at least one million dollars (\$1,000,000) combined single limit. The coverage must be on a per occurrence basis and must be issued by a company licensed to provide such coverage in the State of California. The following must be included on the policy and certificate and named as additionally insured:

- Palm Springs Convention Center
- AEG Management Palm Springs, LLC
- ASM Global Parent, Inc.
- City of Palm Springs

**Certificate of Insurance must be received on or before January 09, 2026.**

IX. **Indemnification:**

- (a) AUTHORIZED USER shall conduct its activities upon the premises so as not to endanger any person lawfully thereon and agrees to indemnify, defend, and hold harmless the CITY, MANAGER, and/or their respective officers, employees, agents, representatives, and contractors from any and all claims, demands, loss, liability, cost or expense of any nature whatsoever, including, but not limited to, any damage to the PSCC facility or premises resulting from its use or occupancy thereof, or from persons participating with or attending the function contemplated by this Agreement (collectively "claims or liabilities"), excluding such claims or liabilities solely caused by the negligence or willful misconduct of the CITY, MANAGER, and/or their respective officers, employees, agents, representatives, and contractors.
- (b) AUTHORIZED USER hereby assumes full responsibility for the acts and conduct of all persons, excluding the CITY, MANAGER, and/or their respective officers, employees, agents, representatives, and contractors, admitted to the PSCC premises by consent of AUTHORIZED USER, and AUTHORIZED USER agrees to pay damages suffered by the CITY for any such claims or liabilities.
- (c) MANAGER agrees to defend, indemnify, and hold harmless AUTHORIZED USER and its directors, officers, employees, agents and contractors from any and all claims, demands, loss, liability, cost or expense of any nature whatsoever solely resulting from the negligence or willful misconduct of the CITY, MANAGER, and/or their respective officers, employees, agents, representatives, and contractors.

X. **Management:**

In permitting the occupancy of authorized areas by AUTHORIZED USER, MANAGER retains and does not

relinquish the right to issue and enforce such rules, regulations and directives as it may deem necessary for the safe, orderly and commercially sound operation of the PSCC. MANAGER'S employees and agents may enter and have access to the areas furnished hereunder at any time, and authorized personnel may enter at reasonable times necessary to the performance of their duties. MANAGER reserves the right to eject any objectionable person or persons from the premises, and upon the exercise of this authority by MANAGER, its agents or security guards, the AUTHORIZED USER, on behalf of itself, its agents and employees, hereby waives any rights and all claims, except for claims solely based on the MANAGER'S negligence or willful misconduct, it may have for damages against MANAGER arising from such occurrences. The AUTHORIZED USER agrees that it will not allow any person at, in or about the PSCC premises who shall, upon reasonable nondiscriminatory grounds, be objected to by MANAGER. Such person's right to use the PSCC and the authorized areas therein may be revoked by MANAGER. Unless otherwise specified in writing MANAGER shall be entitled to schedule other events similar to the permitted uses both before and after (but not during) the Event of this Agreement without notice to AUTHORIZED USER.

XI. **Cooperation With All Other Users:**

AUTHORIZED USER acknowledges that MANAGER will make available, for use by others, such portions, areas and facilities of the PSCC that are not subject to this Agreement. AUTHORIZED USER agrees to cooperate in good faith with MANAGER and those persons using other portions and areas of the PSCC.

XII. **Rules and Regulations, Terms and Conditions and Addenda:**

- (a) All of the terms and provisions contained in the **Rules and Regulations**, attached hereto, and Applicable Addenda as specified below for MANAGER are applicable to this Authorized User Agreement and are made a part hereof as though printed in their entirety.
- (b) AUTHORIZED USER has received a copy of the following documents and agrees to abide by said **Rules and Regulations, Catering Department Terms and Conditions** and specified addendum contents and any modifications of said documents upon written notification of such modifications. Pertaining to and included as a part of this contract are the following: **General Rules and Regulations, Catering Department Terms and Conditions, Standard Price List, and Exhibit A.**
- (c) The parties hereto agree that the terms and conditions of this Agreement set forth the entire agreement of the parties hereto and cannot be changed or modified except by an instrument signed by the parties sought to be bound. This shall not limit MANAGER, or its designee, from imposing any reasonable additional policies and/or rules and regulations which may be necessary in the best interest of MANAGER for the operation of the PSCC.

XIII. **Retention of Lost Articles:**

MANAGER shall have the sole right to collect and shall have custody of articles left, lost or checked in the premises by persons attending any performances, exhibition or entertainment given or held in the premises, and the AUTHORIZED USER or any person in AUTHORIZED USER's employ shall neither collect nor interfere with the collection or custody of such articles. MANAGER shall return such articles once claimed by their rightful owners.

XIV. **Release:**

To the extent provided by law, AUTHORIZED USER, in using the premises and other facilities of the PSCC and equipment therein, whether such equipment is specifically described or not, does so at its own risk. MANAGER shall not be liable for any damages to property or damages arising from personal injuries sustained by AUTHORIZED USER or any of its agents, contractors, employees, patrons, performers or guests, in or about the PSCC premises, or any portion thereof, or of any other portion of the PSCC, including the PSCC building, parking areas and walkways. However, this release shall not apply to damages arising solely out of the negligence or willful misconduct of the CITY, MANAGER, and/or their respective officers, employees, agents, representatives, and contractors. Except as provided above, AUTHORIZED USER assumes full responsibility for any property damage or injury which may occur to AUTHORIZED USER, its agents, contractors, employees, patrons, performers or guests in, on or about the PSCC premises or other portion of the PSCC, and AUTHORIZED USER does hereby fully and forever, on its own behalf as well as on behalf of its agents, release and discharge MANAGER and MANAGER's board members, employees or agents, and the CITY, its officials and employees, in both individual and official capacities, from any and all claims, demands, damages, rights of action or causes of action, present or future, whether the same be known, anticipated or unanticipated, whether due to negligence or otherwise, resulting from or arising out of the permitted uses or other use of the PSCC or any other portion of the PSCC building, parking areas, and walkways and any equipment thereof or contained therein, whether specifically described in this Agreement or not.

XV. **Capacity:**

AUTHORIZED USER shall not permit the sale or distribution of tickets or passes in excess of the seating capacity of the premises, nor admit a larger number of persons than can safely or freely move about therein.

XVI. **Statutes/Permits:**

AUTHORIZED USER hereby acknowledges that the CITY requires the full compliance with all Federal, State and local statutes and regulations as they may pertain to any and all activities conducted within these facilities. This compliance includes sales activities and the mandated collection and remittance of all appropriate State and local sales taxes and purchase of business permits. It is unlawful for any person to transact and carry on any business, trade, profession, calling or occupation in the city without first having procured a license from the city to do so and paying the tax hereinafter prescribed. When any of the following is conducted as a commercial activity open to all parts of the general public, whether or not associated with another activity such as a convention, exhibition, showing or other gathering or event, AUTHORIZED USER shall procure a Temporary Event Permit for each exhibit booth/vendor at the rate of \$8.25 per vendor per day. This rate is subject to change. At the time of application for a temporary business permit, AUTHORIZED USER shall also provide the City of Palm Springs Business License Division with vendor names and resale tax numbers on a vendor form. Temporary Resale Licenses are also available through the CA Board of Equalization, 35-900 Bob Hope Drive, Suite #280, Rancho Mirage, CA 92270. Phone 760-770-4828, FAX 760-770-6876. The Request for Temporary Event Permit form may be found at <https://www.palmspringsca.gov/home/showpublisheddocument/80207/637684354663270000>

Likewise, MANAGER shall at all times comply with all Federal, State, and local statutes and regulations.

XVII. **Payment to Contractors and Concessionaires:**

All undisputed charges for contractual labor, service connections, catering and other accounts payable to independent contractors and concessionaires retained by AUTHORIZED USER must be paid in full, net 30, of correct invoice unless other arrangements for payment are specifically authorized by the contractor or concessionaire, and may be deducted from any funds on deposit with MANAGER.

XVIII. **Inflammable Materials:**

AUTHORIZED USER shall not, without the prior written permission of MANAGER, put up or operate any motor machinery on the Premises or use open flames, or use or store oils, burning fluids, camphene, kerosene, naphtha or gasoline or other gases for either mechanical or other purposes. AUTHORIZED USER shall file with MANAGER a written application for such use prior to AUTHORIZED USER obtaining MANAGER's written permission therefore.

XIX. **Use of Vehicles:**

Except during specified move-in and move-out periods the AUTHORIZED USER shall not drive or cause to be driven any vehicle within the building without the written consent of MANAGER.

XX. **Parking:**

All cars parking in areas under the control of MANAGER shall be charged a daily fee for parking. This fee is currently **\$10.00** per car for self-parking and is subject to change. Valet parking service is available for an additional charge.

XXI. **Non-Discrimination:**

AUTHORIZED USER and MANAGER shall not discriminate against any person or persons in connection with admission, services, or privileges offered to or enjoyed by the general public because of race, creed, ancestry, sexual orientation, disability, color, sex, marital status, age, religion or national origin.

XXII. **Legal Recourse:**

In the event either party breaches any of the terms or conditions of this Agreement, the other party shall notify the breaching party of such breach and breaching party shall have five (5) business days to cure such breach. At the conclusion of five (5) days, if the breaching party has not cured the breach then the non-breaching party shall have, in addition to any other legal recourse, the right to terminate this Agreement without liability to the terminating party. In the event AUTHORIZED USER is the breaching party, MANAGER may, after AUTHORIZED USER's failure to cure, obtain possession of the PSCC, and remove and exclude AUTHORIZED USER there from, all without service of notice or resort and without any legal liability on its part.

XXIII. **Compliance With Law:**

AUTHORIZED USER, at its sole cost and expense, shall comply and secure compliance with requirements, including, but not limited to, wage and hour guidelines, OSHA guidelines, and shall faithfully observe and secure observance in the use of the premises of all municipal ordinances and State and Federal Statutes now in force or which may hereafter be in force.

XXIV. **Americans with Disabilities Act:**

The PSCC provides permanent access accommodations under the guidance of the Americans with Disabilities



Act (ADA). AUTHORIZED USER is responsible for providing accessibility to qualified individuals with a disability for exhibits, displays, meetings, etc. with respect to location, path-of-travel and other aspects of the event; and for providing temporary auxiliary aids and services under the guidance of the ADA. AUTHORIZED USER may contact MANAGER for assistance with services available in-house.

XXV. **Subletting and Assignment:**

AUTHORIZED USER shall not sublet the PSCC, nor assign, hypothecate or mortgage this Agreement or any of its rights hereunder, without the prior written consent of MANAGER, which consent shall not be unreasonably withheld.

XXVI. **Liens:**

AUTHORIZED USER agrees to pay promptly the costs, expenses and other charges incidental to AUTHORIZED USER's use and occupation of the PSCC facilities authorized herein and to hold the CITY and MANAGER harmless from, and to indemnify them against, any such expenses and charges and from all claims, demands and liens of whatever character arising by reason of contract, expressed or implied, or negligence, or any part of any other act of omission on the part of any person, excluding such expenses, charges, claims, demands, and liens to the extent caused by or in anyway arising out of the actions or inactions of the CITY, MANAGER, and/or their respective officers, employees, agents, representatives, and contractors. Such costs shall include all expenses and attorneys' fees incurred by the CITY and MANAGER in connection with any asserted claim, demand or lien.

XXVII. **Force Majeure:**

Obligations of the CITY, MANAGER, and AUTHORIZED USER under this Agreement shall be excused if performance is delayed, prevented, or rendered impractical by any of the following events beyond such party's control: fire, flood, earthquake, pandemic, civil commotion, government acts (including , but not limited to "stay at home" orders) or decisions, strike, lockout, labor disturbances, explosions, sabotage, accident, war, terrorism, or act of God, or similar causes. The party claiming it is excused from performing its obligation under this Agreement shall provide written notice to the other parties within five (5) days of the event identifying the event, how the event falls within the scope of this paragraph, and how the event prevents the party from performing its obligations under this Agreement. Each party hereby waives any claim for damages or compensation against the other for such delay or failure to perform, other than a refund of moneys paid under this Agreement. In addition, in the event AUTHORIZED USER is the party invoking this paragraph, the amount which shall be refunded to AUTHORIZED USER shall be less any sums actually expended on behalf of AUTHORIZED USER by MANAGER which could not be recovered by MANAGER, were authorized expenditures under this Agreement, and were paid to a third party. In such instances MANAGER shall be required to provide AUTHORIZED USER with documentation including, but not limited to paid invoices, establishing: 1) the amount paid on behalf of AUTHORIZED USER by MANAGER; and 2) the name, address, and telephone number to whom such payments were made.

XXVIII. **Binding Effect, Assignability:**

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, legal representatives, successors and assigns. This Agreement or any right hereunder may not be assigned by AUTHORIZED USER without the express written consent of MANAGER, which consent will not be unreasonably withheld.

XXIX. **Entirety of Agreement:**

It is understood and agreed that MANAGER makes no representations or agreements, oral or otherwise outside the terms of this Agreement.

XXX. **Copyrights and Intellectual Property Rights:**

With respect to the Event at the PSCC, AUTHORIZED USER shall comply fully with any and all local, state, and federal laws, regulations, rules, constitutional provisions, common laws, and rights of others applicable to the reproduction, display, or performance of proprietary or copyrighted materials and works of third parties (the "Works"), and to the protection of the intellectual property rights associated with such Works. The fees payable by AUTHORIZED USER under this Agreement do not include royalty, copyright or other payments which may be payable on behalf of third party owners of such Works, and AUTHORIZED USER agrees hereby to make any and all such payments to third parties and/or clearinghouse agencies as may be necessary to lawfully perform, publish, display or reproduce any such Works. AUTHORIZED USER specifically agrees, undertakes, and assumes the responsibility to make any and all reports to such agencies and/or parties, including specifically by way of example only (and not by way of limitation) ASCAP, BMI, SAG, SESAC, Copyright Clearance Center, and other similar agencies. AUTHORIZED USER agrees hereby to obtain and maintain evidence of such reports and any necessary payments, including evidence of compliance with the requirements of this paragraph. AUTHORIZED USER further agrees hereby to provide to MANAGER any such compliance evidence as may be

requested by MANAGER in advance of or after Event. AUTHORIZED USER agrees that the obtaining and maintaining of such evidence by AUTHORIZED USER is a material condition of this Agreement. AUTHORIZED USER agrees to indemnify, defend, protect and hold harmless MANAGER and all other Indemnitees (as that term is defined in this Agreement) of and from all and all manner of losses arising in any way from the use by AUTHORIZED USER of proprietary intellectual property of third parties (whether such claims are actual or threatened) under the copyright or other laws of the United States. The foregoing indemnity shall apply regardless of the means of publication, display, or performance by AUTHORIZED USER, and shall include specifically and without limitation the use of recordings, audio broadcasts, video broadcasts, Works on other magnetic media, sounds or images transmitted via the worldwide web, chat rooms, webcasts, or on-line service providers, satellite or cable, and all other publication, display or performance means whatsoever, whether now known or developed after the date of this Agreement.

XXXI. **Complimentary Ticket Requirements:**

AUTHORIZED USER shall furnish to MANAGER, upon request, seats selected by MANAGER for each reserved seat performance or for each general admission performance, including trade shows and walk around shows, for MANAGER'S use. Tickets furnished at the request of MANAGER shall be without cost to MANAGER. AUTHORIZED USER shall provide up to the lesser of fifty (50) tickets or five percent (5%) of the total tickets for each performance.

XXXII. **Audio Visual Provider:**

If AUTHORIZED USER chooses not to utilize PSCC AV preferred provider and elects to utilize its own audio visual supplier or equipment, additional power charges may be assessed by MANAGER based upon actual power requirements and usage. When selecting an outside AV provider, please be aware that no cables or cords may cross any doorway in the PSCC. Per CITY Fire Marshall codes, all cables and cords must be run above doors or through the ceiling. All expenses associated with complying with this requirement are the sole responsibility of the AUTHORIZED USER.

XXXIII. **Rigging Regulations:**

PSCC AV has exclusive authority to rig, including the providing of hoists and motors, in the PSCC. In the event AUTHORIZED USER elects to utilize its own audio visual supplier or equipment, a rigging, lighting and décor plot must be submitted to PSCC AV a minimum of thirty (30) days prior to the Event. Events scheduled with less than thirty (30) day notice will incur additional charges. Once the plot has been received and reviewed by PSCC AV, rigging fees and hang points will be established and quoted to the AUTHORIZED USER. All such rigging fees will be the sole responsibility of AUTHORIZED USER. A charge of \$260 per event will be assessed for a comprehensive safety review by the PSCC AV Rigging Supervisor. This review will verify point load calculations, staffing needs, equipment needs and CAD support to provide feedback on the initial rigging plot. Please note that the \$260 charge will be waived in the event that PSCC AV is also providing AV equipment.

XXXIV. **House Sound Patch Fees:**

Any portion of the PSCC premises utilizing existing house sound by an outside audio visual supplier will be charged a House Audio Patch Fee equal to \$160 per room, per day. There will be no House Audio Patch Fee if AUTHORIZED USER elects to utilize PSCC AV as its audio visual provider. In the event an outside audio visual supplier utilizes the house sound system for any purpose other than announcements and general speaking, an external sound system is necessary. Rooms that exceed 500 attendees should have reinforced sound, since house sound is not sufficient for such applications. In the event AUTHORIZED USER elects not to install an external sound system, MANAGER and PSCC AV are not responsible for the quality of sound in rooms that exceed the capabilities of the house sound system.

XXXV. **Cancellation by AUTHORIZED USER:**

AUTHORIZED USER shall submit written notice of cancellation to MANAGER prior to any date or dates covered by this Agreement. In the event that AUTHORIZED USER cancels the Event or any portion thereof 31 days or more prior to Event, AUTHORIZED USER shall be responsible for and shall pay MANAGER the entire facility rental as listed in paragraph I and thirty-five percent (35%) of the estimated catering charges as listed in paragraph III as liquidated damages for said cancellation without further liability to MANAGER, the CITY, or any other party. In the event that AUTHORIZED USER cancels less than 31 days and more than 72 hours prior to Event, AUTHORIZED USER shall be responsible for and shall pay MANAGER the entire facility rental as listed in paragraph I and fifty percent (50%) of the estimated catering charges as verified by signed BEOs, or in the absence of signed BEOs, as listed in paragraph III. In the event that AUTHORIZED USER cancels within 72 hours prior to event, AUTHORIZED USER shall be responsible for and shall pay MANAGER the entire facility rental as listed in paragraph I and one hundred percent (100%) of the estimated catering charges as verified by signed BEOs, or in the absence of signed BEOs, as listed in paragraph III. MANAGER shall invoice AUTHORIZED USER for all applicable charges upon cancellation by AUTHORIZED USER. Such charges will be due and payable within thirty (30) days from date of invoice.

XXXVI. **Cancellation by MANAGER:**

Upon receipt of prior written notice by MANAGER to AUTHORIZED USER, this Agreement may be canceled without liability to MANAGER, under any of the following conditions:

- (a) if AUTHORIZED USER is found to have provided false or misleading information,
- (b) if MANAGER finds that the use or proposed use will be detrimental to the health or safety of MANAGER or to the efficient operation of the PSCC for the public welfare,
- (c) should any individual or group (members or guests) willfully or negligently mistreat or damage the equipment or premises of the PSCC or violate any of the policies, rules, regulations, terms and conditions established for use of the PSCC,
- (d) for recurring activities following notice thereof if attendance falls below the standard established for each use area within the PSCC by MANAGER in its sole and absolute discretion,
- (e) for failure to notify MANAGER of cancellation of any date or dates covered by this Agreement,
- (f) if AUTHORIZED USER defaults on any or has not completed all conditions and requirements for use of the PSCC within twenty (20) days of Event following notice of said default and/or failure to complete conditions and requirements,
- (g) in case the PSCC or any part thereof shall be destroyed or damaged by fire or any other cause, or if any other casualty or unforeseen occurrence, including strikes, labor disputes, wars or acts of military authorities, shall render the fulfillment of this Agreement difficult or impossible to perform, or
- (h) if the PSCC is needed for public necessity or emergency use as determined by MANAGER.

No refund shall be made if cancellation occurs less than sixty (60) calendar days prior to Event, except when cancellation occurs under sections (g) or (h) above.

XXXVII. **Attorneys' Fees:**

If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, whether legal or equitable, shall be entitled to its reasonable attorneys' fees. Attorneys' fees shall include attorneys' fees on any appeal, and in addition a party entitled to attorneys' fees shall be entitled to all other reasonable costs for investigating such action, taking depositions and discovery and all other costs and expenses which are incurred in connection with such action. All such fees shall be deemed to have accrued on commencement of such action and shall be enforceable whether or not such action is prosecuted to judgment.

XXXVIII. **Return of Authorized User Agreement:**

Completed Authorized User Agreement must be returned to the PSCC offices by March 29, 2023, accompanied by payment of all fees and other conditions then due or Authorized User Agreement will be deemed null and void.

Questions and clarifications should be directed to Palm Springs Convention Center, 277 North Avenida Caballeros, Palm Springs, CA 92262, telephone (760) 325-6611, facsimile (760) 778-4102.

**AS ACCEPTED AND EXECUTED:**

FOR "AUTHORIZED USER", BY

\_\_\_\_\_  
Jean Rousseau CPA, Executive Director  
CA Society of Municipal Finance Officers

DATED \_\_\_\_\_

FOR "MANAGER", BY

\_\_\_\_\_  
Shawn Sande, National Sales Manager - Western Region  
Palm Springs Convention Center

\_\_\_\_\_  
Rob Hampton, General Manager  
Palm Springs Convention Center

DATED \_\_\_\_\_

DATED \_\_\_\_\_

### GENERAL RULES & REGULATIONS

General rules and regulations have been established to ensure public safety and that MANAGER's employees, AUTHORIZED USER, and related service providers are working in a safe and orderly environment. These rules and regulations should serve as a guideline for all parties. Any requests for variations or exceptions should be submitted to the event management personnel of the PSCC and must be approved in writing by MANAGER.

1. In the case of public events, all ad copy and mailings, flyers, etc. must be reviewed and approved by MANAGER prior to being printed. No event may be advertised prior to the return and countersignature by MANAGER of a fully executed copy of this Agreement.
2. Helium balloons may not be distributed inside or outside on the PSCC premises. Any loose balloons inside the PSCC will be subject to a per balloon retrieval fee.
3. Adhesive backed decals and stickers may not be given out on the PSCC premises without written consent of MANAGER. "Glitter" is not permitted in the PSCC without written consent of MANAGER.
4. Animals and pets are not permitted in the building except when explicitly permitted by MANAGER in this Agreement. Service animals are permitted.
5. The PSCC permanent graphics, signs or displays may not be visibly blocked in any manner nor may temporary signs or decorations be attached to PSCC permanent graphics, signs or displays.
6. Furniture and equipment provided by MANAGER in public areas may not be removed or repositioned without written permission from MANAGER. All registration or display tables in public areas (i.e., corridors, lobbies) must be skirted.
7. The PSCC administrative telephone numbers are reserved exclusively for use by MANAGER and may not be published as a show or convention number.
8. The PSCC administrative areas are open during regular business hours, Monday through Friday 8AM-5PM, excluding holidays.
9. AUTHORIZED USER's hours of occupancy are estimated during the contracting process and MANAGER acknowledges that actual hours will be finalized prior to arrival. Changes to these hours may be made while on site, however, depending on the length of notice given, applicable overtime or labor charges may apply.
10. Lost and found items will be held at the PSCC for up to thirty (30) days. Unclaimed items such as credit cards, driver's licenses and other government documents will be returned to the issuing authority. Claimed items will be returned upon verification of the owner and may be picked up during regular business hours. The PSCC will not be responsible for mailing or shipping. Other unclaimed items will be returned to AUTHORIZED USER, donated, or destroyed at the discretion of MANAGER.
11. The PSCC's official in-house concessionaire and catering company is the only party allowed to serve food and beverages on the PSCC premises. Consumables that are to be given to attendees free of charge must be arranged for in advance with the in-house concessionaire.
12. Smoking is not permitted inside or within twenty (20) feet of the outside perimeter of the PSCC.
13. Decorations may not be fastened to ceilings, painted surfaces, columns or fabric and decorative walls. The AUTHORIZED USER must return possession of the PSCC to MANAGER in the same condition that it was received. All damage to the PSCC premises or equipment shall be the responsibility of AUTHORIZED USER and/or the person or organization causing such damage. AUTHORIZED USER must inspect all areas covered by this Agreement prior to load-in and following load-out. Damages should be reported immediately to MANAGER.

14. Movement of portable walls and any equipment owned by the PSCC may only be accomplished by MANAGER.
15. House lighting, ventilation, heat or air conditioning will be provided as required during show open times. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during load-in and load-out periods. Rehearsals and similar pre-event activities may be assessed a utility charge for special light and comfort level requirements. All exhibit lighting and electrical use must be turned off or minimized during non-operating hours.
16. The PSCC exterior perimeter is normally secured from 7:00 p.m. to 8:00 a.m. daily. Any time AUTHORIZED USER or its service contractors are on the PSCC premises, security guards provided by MANAGER will be present to ensure the public safety. AUTHORIZED USER will be subject to charges associated with providing public safety.
17. AUTHORIZED USER will be required to provide security in loading dock areas and the exhibit hall during exhibitor load-in and load-out. Security will be needed one half hour before load in and one half hour after load out. The expense of this security is the responsibility of AUTHORIZED USER. A minimum of (2) security guards will be required for exhibitor load-in and load-out. In the event that the entire Oasis exhibit hall is utilized for exhibits, the minimum number of security guards required will be increased to (3).
18. All Security and fire services are to be requested thirty (30) days in advance. Every effort will be made to secure services requested less than thirty (30) days in advance, depending on availability. Rates may vary and will be quoted upon confirmation of service.
19. All areas to be locked and secured by AUTHORIZED USER must be approved by MANAGER.
20. All service contractor and show-related working personnel, temporary labor, etc., should enter and exit the PSCC building through designated employee entrances and must possess proper identification.
21. Exterior exhibit hall exit doors and loading dock exit doors are not to be propped open. Automated closing devices are not to be removed or tampered with.
22. No soliciting is permitted on the PSCC premises, which includes any portion of the PSCC building, parking areas and walkways
23. Safety of all occupants of the PSCC is of utmost concern. Any and all unsafe conditions or activities will be brought to the attention of the responsible parties and corrective measures are to be taken immediately.
24. During the times of load-in and load-out the following rules and regulations may result in violators being removed from the PSCC premises:
  - a) Loading or unloading is permitted only through the loading dock. No loading or unloading is permitted through any public corridors, lobbies or hallways. With prior written authorization, limited loading and unloading of hand-carried items may be permitted when no other events are in house.
  - b) AUTHORIZED USER or its agent must place visqueen (at least 4 ml thick) and masonite on all carpeted and tiled areas during load-in and load-out when using motorized lifts and other similar equipment. Lifts carrying freight may not travel across tiled surfaces. Some limited exceptions may be permitted for light equipment with appropriate tire protection. Prior written approval is required from MANAGER for any exceptions.
  - c) Absolutely no consumption of alcoholic beverages is permitted during load-in and load-out activities.
  - d) Use or possession of illegal or controlled substances and/or firearms of any kind is prohibited; violators will be prosecuted.
  - e) No speeding or reckless use of vehicles or equipment will be permitted.
  - f) No gasoline, kerosene, diesel fuel or other liquids may be stored, permanently or temporarily, in hazardous work areas.
  - g) Re-fueling must be accomplished a minimum of fifty (50) feet beyond the exterior of the building.
  - h) Exit doors and fire lanes may not be blocked at any time with unattended freight, equipment, display material, etc.
25. All lobby areas and entrances and restroom and concession areas are public spaces and can only be used by AUTHORIZED USER under the following guidelines:
  - a) All activities utilizing public areas, such as registration, special exhibits or displays, etc. must be approved in advance. Detailed floor plans with specifications are to be submitted to MANAGER for approval.
  - b) Motorized vehicles, forklifts, gas or electric carts may only be used in public areas with written permission from MANAGER.
  - c) Clear access must be maintained to all food and beverage areas.
26. All parking areas are under the exclusive control of MANAGER and the following rules will apply:

- a) Employee parking areas are reserved for vehicles that have a valid PSCC parking permit prominently displayed.
  - b) No parking is allowed at any time in fire lanes, service roads, vacant exhibit halls, loading dock areas or any other location posted "no parking". This rule will be strictly enforced. Unauthorized vehicles will be removed at owner's expense.
  - c) When two or more AUTHORIZED USERS require concurrent loading dock access, MANAGER will determine dock utilization assignments and schedules for each AUTHORIZED USER.
  - d) Lifts and other equipment may be stored only in areas approved by MANAGER and only during the period covered in this Agreement.
  - e) All paid parking services or food service in parking areas will be controlled by MANAGER.
  - f) The PSCC currently provides parking lots located East of Avenida Caballeros and another South of Andreas Road. Handicapped parking is available in both parking areas with a drop-off area designated at the main entrance to the PSCC on Alvarado Road.
27. Crate storage is not permitted in exhibit halls or interior building areas under any circumstances. Refer to the CITY fire regulations for specific crate storage information.
28. MANAGER reserves the right to approve or reject all service providers.
29. Tape removal is the responsibility of AUTHORIZED USER and its service contractors. Gaffers tape and clear packing tape may be used on carpeted and tiled surfaces. Chalk, duct tape, masking tape or other unapproved tape may not be used.
30. The PSCC premises will be provided to the AUTHORIZED USER in a clean condition. During the event, the PSCC will maintain all public areas which include the lobby, hallways, restrooms, exterior grounds and meeting rooms but exclude those areas utilized as exhibit or display space. Cleaning of individual exhibit or tradeshow booths is the responsibility of AUTHORIZED USER. MANAGER may offer cleaning services in these areas at an additional charge.
31. AUTHORIZED USER and its service contractors are responsible for removal of bulk trash, crates, pallets, packing material, etc. prior to show opening and during load-out. Recycle containers must be properly utilized for all recyclable materials. In the event bulk trash is not removed before, during or after Event, MANAGER reserves the right to remove such trash at a charge to AUTHORIZED USER.
32. The PSCC does not accept advance freight shipments for exhibitors or AUTHORIZED USER due to space constraints. Freight must be consigned to the official service contractors or exhibitor service contractor, or delivered directly to service contractors or AUTHORIZED USER during the Event. The PSCC is not liable for any shipments received, with or without consent, prior to, during or after arrival of AUTHORIZED USER.
33. Any mail received on-site must be addressed to the appropriate recipient including the Event Name. Mail will be held in the PSCC Administration offices until the first day of the Event, at which time it will be delivered to AUTHORIZED USER. No packages or freight will be accepted prior to the Event without prior permission from MANAGER in which instance a storage fee may be assessed.
34. A copy of the floor plans approved by the CITY Fire Marshal must be delivered to MANAGER a minimum of 30 days prior to Event. AUTHORIZED USER is required to uphold all fire codes and ensure that all final set-ups accurately reflect approved diagrams.
35. AUTHORIZED USER agrees that everyone connected with the Permitted Uses shall comply with all laws of the United States and the State of California and all Palm Springs City and Riverside County ordinances, together with all requirements of the Palm Springs Police and Fire Departments or any other law enforcement agency, and will not do, nor allow to be done, anything on the Premises during the Term of this Agreement in violation of any such laws or ordinances; and if the attention of the MANAGER is called to such violation on the part of the AUTHORIZED USER, such AUTHORIZED USER will immediately desist from and correct such violations. AUTHORIZED USER will obtain at its own expense all licenses, permits and union and trade organization clearances required by any public body or by contract for use by the AUTHORIZED USER of the Premises and/or for the exhibition, playing, showing or presentation of any visual or sound compositions or productions.
36. If any portion or all of the PSCC premises or furnishings or equipment are damaged by the negligence or default of AUTHORIZED USER or of AUTHORIZED USER's agents, employees, patrons, guests or any person admitted to the PSCC by AUTHORIZED USER, AUTHORIZED USER will pay to MANAGER upon demand such sums as may be necessary to restore any portion or all of the PSCC premises or furnishings or equipment to its former condition.
37. In the event that the PSCC is not vacated by AUTHORIZED USER upon the conclusion of Event, MANAGER is

authorized to remove from the PSCC, at the sole expense of AUTHORIZED USER, all goods, wares, merchandise and property of any kind left therein, and MANAGER shall not be liable for any damages to or loss of such goods, wares, merchandise or property which may be sustained by reason of such removal, and MANAGER is hereby released from any and all claims for damages of whatever kind or nature, including but not limited to non-use or unavailability of such property. Nothing contained in this Agreement shall in any way constitute MANAGER as a depository of any such properties whether owned by AUTHORIZED USER or a third party.

38. MANAGER reserves, and at all times shall have, the sole right to operate or have operated in its behalf all commercial enterprises, including concessions, bars and catering operations and to sell or otherwise provide food, periodicals, camera equipment, health aids, flowers, printed materials of any kind, novelties and photographs. All parking services, rights and privileges are reserved by MANAGER.
39. AUTHORIZED USER hereby acknowledges and understands that the selling, distribution and consumption of all alcoholic beverages must be in accordance with the laws, statutes and regulations of the State of California. The State of California has issued an Alcohol Beverage Control license to CATERER for its exclusive sale and distribution of alcoholic beverages at the PSCC. AUTHORIZED USER hereby acknowledges and understands that license precludes the dispensing of alcoholic beverages to individuals under the age of 21. AUTHORIZED USER agrees to assist in preventing any consumption of alcoholic beverages by underage attendees and to provide security as required by CATERER.
40. AUTHORIZED USER will not post or allow to be posted, signs, advertisements, showbills, lithographs, posters or cards of any description in or on any part of the PSCC premises, except in regular locations provided by and only those pertaining to the Permitted Uses for such period of time as designated by MANAGER will be allowed. AUTHORIZED USER shall remove all such signs objectionable to MANAGER.
41. AUTHORIZED USER shall not bring onto nor set off nor exhibit on nor over PSCC premises, fireworks or explosives, without prior written approval of the CITY Fire Marshal; nor shall AUTHORIZED USER do or permit to be done, any act which shall invalidate or increase the risk or impair the rights to the CITY under any insurance policy in which the CITY may be an insured.
42. The following rules will apply to all exhibit events:
  - a) Detailed floor plans are required for exhibit halls and registration or special activities and exhibits scheduled in any public areas of the PSCC, including the exhibits located in the meeting rooms or ballroom.
  - b) All exhibit floor or registration plans should include the following information:
    - Official name of the show, sponsoring organizations, dates and name of service contractor.
    - All plans shall be drawn to scale or clearly dimensioned.
    - Aisle widths shall be clearly indicated.
    - Primary entrance doors and emergency exits shall be adequately displayed.
43. Show management, exhibitors, service contractors and all other involved parties must comply with all Federal, State and Municipal fire codes which apply to places of public assembly. Sections of the Life Safety Code Book which are pertinent to places of public assembly shall be considered a part of all licenses whether specifically referenced or not. Fire regulations, under the current code as of 12/1/94, regarding display of vehicles are as follows: **Sec. 25.502**
  - I. **General.**
    - (a) Display of liquid and gas-fueled vehicles and equipment inside an assembly occupancy shall be in accordance with this section.
    - (b) All electrical equipment must be UL approved and all gasoline engines must be AGA approved. Refer to electrical and utility rate schedules for detailed electrical, gas, water and compressed air requirements for exhibits.
    - (c) All emergency exits, hallways and aisles leading from the building are to be kept clear and unobstructed. The use of cable ramps are not permitted across doorways. Items blocking fire lanes or exits will be removed at owner's expense.
    - (d) The use of welding equipment, open flames or smoke emitting materials as part of an exhibit must be specifically approved on an individual basis by the CITY Fire Marshal. Written specifications may be submitted to MANAGER for CITY Fire Marshal approval.
  - II. **Batteries.** Batteries shall be disconnected in an approved manner.
  - III. **Fuel Systems.**
    - (a) **Fueling.** Vehicles or equipment shall not be fueled or defueled within the building.
    - (b) **Quantity Limit.** Fuel in the fuel tank shall not exceed one-quarter of the tank capacity or five gallons, whichever is less.
    - (c) **Inspection.** Fuel systems shall be inspected for leaks.
    - (d) **Closure.** Fuel-tank openings shall be locked and sealed to prevent the escape of vapors.

**IV. Location.** The location of vehicles or equipment shall not obstruct or block exits.

- (a) Additionally, visqueen (at least 4 ml. thick) must be placed under each vehicle once the vehicle has been placed for display.
- (b) All drapes, curtains, table coverings and skirts, carpet or any materials used in exhibits must be flame retardant. All such material is subject to inspection and testing by the Fire Marshal.
- (c) Fire fighting and emergency equipment may not be hidden or obstructed, including fire extinguishers and fire hose cabinets, fire alarm pull stations and stand pipes.
- (d) Crates, wooden boxes, packing material, etc., may not be stored in exhibit halls, meeting rooms, dock wells, on dock apron or in exit areas.
- (e) Crates MAY NOT be stored in dock wells or on the dock apron, except that crates may be stored inside trailers in the dock wells.
- (f) Under no circumstances will crate storage or equipment storage be permitted to obstruct emergency exits from any area of the building. This requirement will be strictly enforced!
- (g) Crate storage is considered a potentially hazardous situation and service contractors should submit all crate storage plans to event management for approval.

44. Circumstances or events not covered in these general rules and regulations may be subject to special consideration and stipulations as deemed appropriate by MANAGER.

45. All tickets for ticketed events at the PSCC are to be approved in advance by MANAGER prior to sale or placement of advertising.

46. All ushers must be approved by or provided by MANAGER.

Questions and clarifications should be directed to SMG, Palm Springs Convention Center, 277 North Avenida Caballeros, Palm Springs, CA 92262, telephone (760) 325-6611, facsimile (760) 778-4102.

**AS ACCEPTED AND EXECUTED:**

FOR "AUTHORIZED USER", BY

\_\_\_\_\_  
Jean Rousseau CPA, Executive Director  
CA Society of Municipal Finance Officers

DATED \_\_\_\_\_

FOR "MANAGER", BY

\_\_\_\_\_  
Shawn Sande, National Sales Manager - Western Region  
Palm Springs Convention Center

\_\_\_\_\_  
Rob Hampton, Executive Director  
Palm Springs Convention Center

DATED \_\_\_\_\_

DATED \_\_\_\_\_



## CATERING DEPARTMENT TERMS AND CONDITIONS

Event/Contract #: 13042  
Legal Name: CA Society of Municipal Finance Officers  
Meeting/Event Name: CA Society of Municipal Finance Officers 2026 Annual Conference

### ***Food and Beverage Policy***

The MANAGER has the exclusive right to provide all food and beverage for events held at the PSCC through a designated Catering Company (CATERER). The AUTHORIZED USER, its agents, contractors, employees, patrons, performers or guests shall not be permitted to bring food or beverage onto the PSCC premises. All estimated prices, service charges and labor fees are subject to change. Banquet Event Order(s) (BEO) signed by AUTHORIZED USER and CATERER will detail the planned food and beverage items ordered and may vary from the Estimated Catering Charges as listed in paragraph III of the **Authorized User Agreement** and detailed in **Exhibit A**. Any addendum to these Terms and Conditions must have the approval of the MANAGER.

### ***Catering Deposits and Payment Policy***

An initial deposit of one half (50%) of the Estimated Catering Charges as listed in paragraph III and detailed in **Exhibit A** is required and must be paid forty-five (45) days prior to event start date or at contract signing if contract is executed less than forty-five (45) days prior to event start date. A second deposit equal to the total Estimated Catering Charges as verified by signed BEOs, or in the absence of signed BEOs as listed in paragraph III and detailed in **Exhibit A**, less any applicable initial deposit paid as described above is required and must be paid fifteen (15) days prior to event start date or at contract signing if contract is executed less than fifteen (15) days prior to event start date. Any additional charges incurred during the function will be due upon completion of the event and presentation of final settlement invoice.

### ***Guarantees***

Seventy-two (72) hours prior to event (three business days, Monday to Friday), AUTHORIZED USER must advise CATERER of the exact number of guests attending. This number will constitute the guarantee, not subject to reduction, and charges will be made accordingly. CATERER will prepare meals for five percent (5%) over the guarantee, up to a maximum of thirty (30) meals. If no guarantee is received by the required deadline, the estimated attendance as stated on BEOs will be used as the guarantee. Food and Beverage prices are estimated prior to 91-days of the event and guaranteed 90-days prior to event.

### ***Alcoholic Beverage Service***

The sale and service of alcoholic beverages is regulated by the California Alcoholic Beverage Commission. The CATERER is responsible for the administration of these regulations. No alcoholic beverages may be brought onto the PSCC premises by any party other than CATERER.

### ***Labor and Service Charges***

WAITERS - For all breaks and meal functions, a minimum guarantee of 25 guests is required. If this minimum is not met, a \$150.00 labor charge will apply.

BARTENDERS - Bartenders are available at a charge of \$150.00 each for the first three hours and \$35.00 per hour thereafter.

CASHIERS - Cashiers are mandatory for cash bars and are charged at \$150.00 each for the first three hours and \$35.00 per hour thereafter.

CHEFS & CARVERS - Culinary staff is required for some menu items and are charged at \$150.00 each for three hours.

Waiter service time is a 2-hour maximum for Breakfast and Lunch, 3-hour maximum for Receptions and a 3-hour maximum for Dinner. Should your function times (food, service and program) exceed the above hours, a labor charge will be added to your final bill at the rate of \$35.00 per server, per hour.

A 24% service charge is added to all food and beverage charges. Service charge is subject to California state sales tax.

**Cancellation Policy**

In the event that AUTHORIZED USER cancels the event or any portion thereof 31 days or more prior to event, AUTHORIZED USER shall be responsible for and shall pay MANAGER thirty-five percent (35%) of the estimated catering charges as listed in paragraph III. In the event that AUTHORIZED USER cancels less than 31 days and more than 72 hours prior to event, AUTHORIZED USER shall be responsible for and shall pay MANAGER fifty percent (50%) of the estimated catering charges as verified by signed BEOs, or in the absence of signed BEOs as listed in paragraph III. In the event that AUTHORIZED USER cancels within 72 hours prior to event, AUTHORIZED USER shall be responsible for and shall pay MANAGER one hundred percent (100%) of the estimated catering charges as verified by signed BEOs, or in the absence of signed BEOs as listed in paragraph III. Such fees will be due and payable within thirty (30) days from date of invoice.

**AS ACCEPTED AND EXECUTED:**

FOR "AUTHORIZED USER", BY

\_\_\_\_\_  
Jean Rousseau CPA, Executive Director  
CA Society of Municipal Finance Officers

DATED \_\_\_\_\_

FOR "MANAGER", BY

\_\_\_\_\_  
Lynne Toles, Director of Catering  
Savoury's Catering

DATED \_\_\_\_\_

\_\_\_\_\_  
Rob Hampton, General Manager  
Palm Springs Convention Center

DATED \_\_\_\_\_



CALIFORNIA

277 N. Avenida Caballeros - Palm Springs, CA 92262-6440

Convention Center

Like no place else.™

## Exhibit A

### Agenda & Estimated Service and Equipment

Event No. 13042

Date Printed: February 27, 2023

## CA Society of Municipal Finance Officers 2026 Annual Conference

Monday, February 23, 2026 - Friday, February 27, 2026

### CA Society of Municipal Finance Officers

Teri Anticevich CMP  
808 R Street, Suite 209  
Sacramento, CA 95811  
Fax: 951-780-6927  
E-mail: [teri@meeting-management.com](mailto:teri@meeting-management.com)

In/Out: 02/23/2026 / 02/27/2026  
Attendance: 1,800  
Last Updated: 02/21/2023 09:20 AM, RJL

Sales Contact: Shawn Sande, National Sales Manager - Western Region 760-322-8467 [ssande@palmspringscc.com](mailto:ssande@palmspringscc.com)

### Bookings

Date & Time	Space	Function	Client Usage	Facility Rental Charge
Monday, 02/23/2026				
6:00 am 11:59 pm	Oasis (1-3B)	Move In	Decorator Load in - 90 8'X10' Booths and Lounge area plus F&B area	0.00
6:00 am 11:59 pm	Oasis 4	Move In	A/V set up for General Session. Theater for 1,800 with stage	0.00
6:00 am 11:59 pm	Agua Calientes (AB)	Office	Office	0.00
Tuesday, 02/24/2026				
12:00 am 11:59 pm	Oasis (1-3B)	Move In	Decorator Load in - 90 8'X10' Booths and Lounge area plus F&B area	6,180.00
6:00 am 11:59 pm	Smoketree F	Move In	AV set-up	0.00
6:00 am 11:59 pm	Smoketree C	Move In	AV set-up	0.00
6:00 am 11:59 pm	Smoketrees (DE)	Move In	AV set-up	0.00
12:00 am 11:59 pm	Oasis 4	Move In	A/V set up for General Session. Theater for 1,800 with stage	2,790.00
6:00 am 11:59 pm	Mesquites (DE)	Move In	AV set-up	0.00
6:00 am 12:00 am	Mesquite B	Move In	AV set-up	0.00
6:00 am 12:00 am	Mesquite C	Move In	AV set-up	0.00
6:00 am 11:59 pm	Mesquite H	Move In	Registration set-up	0.00
6:00 am 11:59 pm	Mesquites (FG)	Move In	AV set-up	0.00
6:00 am 12:00 am	Smoketrees (AB)	Move In	AV set-up	0.00
6:00 am 12:00 am	Mesquite A	Move In	AV set-up	0.00
12:00 am 11:59 pm	Agua Calientes (AB)	Office	Office	0.00
Wednesday, 02/25/2026				
12:00 am 11:59 pm	Smoketree F	Breakout	Theater style for 94 - 8:00am to 5:00pm	460.00
12:00 am 11:59 pm	Mesquites (DE)	Breakout	Theater style for 100 - 8:00am - 5:00pm	800.00

# CA Society of Municipal Finance Officers 2026 Annual Conference

Exhibit A

Monday, February 23, 2026 - Friday, February 27, 2026

Event No: 13042

## Bookings *continued*

Date & Time		Space	Function	Client Usage	Facility Rental Charge
Wednesday, 02/25/2026					
12:00 am	11:59 pm	Mesquites (FG)	Breakout	Theater style for 116 - 8:00am - 5:00pm	770.00
12:00 am	11:59 pm	Smoketree C	Breakout	Theater Style for 90 - 8:00am-5:00pm	500.00
12:00 am	11:59 pm	Mesquite C	Breakout	Theater Style for 100 - 8:00am-5:00pm	680.00
12:00 am	11:59 pm	Mesquite B	Breakout	Theater Style for 100 - 8:00am-5:00pm	640.00
12:00 am	11:59 pm	Mesquite A	Breakout	Theater Style for 60 - 8:00am-5:00pm	400.00
12:00 am	11:59 pm	Smoketrees (DE)	Breakout	Theater Style for 100 - 8:00am-5:00pm	620.00
12:00 am	11:59 pm	Smoketrees (AB)	Breakout	Theater Style for 127 - 8:00am-5:00pm	620.00
12:00 am	11:59 pm	Oasis 4	General Session	Existing set-up	5,570.00
12:00 am	11:59 pm	Agua Calientes (AB)	Office	Office	0.00
12:00 am	11:59 pm	Mesquite H	Registration	Registration - Custom Set	0.00
12:00 am	11:59 pm	Oasis (1-3B)	Exhibits	Exhibits open from 10:30am - 11:30am and 2:15pm - 5:45pm. Exhibitor reception for 450 from 4:30pm - 5:45pm	12,360.00
Thursday, 02/26/2026					
12:00 am	11:59 pm	Smoketree F	Breakout	Theater style for 94 from 8:00am - 5:00pm	460.00
12:00 am	11:59 pm	Mesquite A	Breakout	Theater Style for 60 - 8:00am-5:00pm	400.00
12:00 am	11:59 pm	Mesquite B	Breakout	Theater Style for 100 - 8:00am-5:00pm	640.00
12:00 am	11:59 pm	Mesquite C	Breakout	Theater Style for 100 - 8:00am-5:00pm	680.00
12:00 am	11:59 pm	Mesquites (DE)	Breakout	Theater style for 100 - 8:00am - 5:00pm	800.00
12:00 am	11:59 pm	Mesquites (FG)	Breakout	Theater style for 116 - 8:00am - 5:00pm	770.00
12:00 am	11:59 pm	Smoketrees (AB)	Breakout	Theater Style for 127 - 8:00am-5:00pm	620.00
12:00 am	11:59 pm	Smoketree C	Breakout	Theater Style for 90 - 8:00am-5:00pm	500.00
12:00 am	11:59 pm	Smoketrees (DE)	Breakout	Theater Style for 100 - 8:00am-5:00pm	620.00
12:00 am	11:59 pm	Oasis 4	General Session	Existing set-up	2,790.00
12:00 am	11:59 pm	Agua Calientes (AB)	Office	Office	0.00
12:00 am	11:59 pm	Mesquite H	Registration	Registration - Custom Set	0.00
6:00 am	11:59 pm	Primrose (A-D)	Meal Location	Reception/Dinner	0.00
6:00 am	11:59 pm	Primrose Foyer	Meal Location	Reception	0.00
6:00 am	11:59 pm	Boulders Terrace	Meal Location	Reception	0.00
12:00 am	11:59 pm	Oasis (1-3B)	Exhibits	Exhibits open from 7:30am - 2:30pm. Exhibitor breakfast for 420 from 7:30am - 8:30am. Exhibit hall break for 450 from 10:15am - 11:30am; 2:30pm - 12m - Teardown	6,180.00
Friday, 02/27/2026					
6:00 am	11:59 pm	Primrose (CD)	Move Out	AV Load Out	0.00
12:00 am	11:59 pm	Smoketree F	Breakout	Existing set up. 8:00am - 12:00pm	460.00
12:00 am	11:59 pm	Mesquite C	Breakout	Theater Style for 100 - 8:00am-5:00pm	680.00
12:00 am	11:59 pm	Mesquite B	Breakout	Theater Style for 100 - 8:00am-5:00pm	640.00

# CA Society of Municipal Finance Officers 2026 Annual Conference

Exhibit A

Monday, February 23, 2026 - Friday, February 27, 2026

Event No: 13042

## Bookings *continued*

Date & Time	Space	Function	Client Usage	Facility Rental Charge
Friday, 02/27/2026				
12:00 am 11:59 pm	Mesquite A	Breakout	Theater Style for 60 - 8:00am-5:00pm	400.00
12:00 am 11:59 pm	Smoketrees (AB)	Breakout	Theater Style for 127 - 8:00am-5:00pm	620.00
12:00 am 11:59 pm	Mesquites (DE)	Breakout	Theater style for 100 - 8:00am - 5:00pm	800.00
12:00 am 11:59 pm	Mesquites (FG)	Breakout	Theater style for 116 - 8:00am - 5:00pm	770.00
12:00 am 11:59 pm	Smoketree C	Breakout	Existing set up - 8:00am - 12:00pm	500.00
12:00 am 11:59 pm	Smoketrees (DE)	Breakout	Theater Style for 100 - 8:00am-12:00pm	620.00
12:00 am 11:59 pm	Oasis 4	General Session	Existing set-up	5,570.00
12:00 am 11:59 pm	Agua Calientes (AB)	Office	Office	0.00
12:00 am 11:59 pm	Mesquite H	Registration	Registration - Custom Set	0.00
<b>Subtotal Facility Rental Before Discount:</b>				57,910.00
Discount				(5,050.00)
Food and Beverage Discount				(10,000.00)
<b>Total Facility Rental:</b>				<b>\$42,860.00</b>

*Your facility rental charge total reflects a negotiated food and beverage discount of \$10,000.00 based on minimum food and beverage charges of \$200,000.00. This discount will not apply should actual food and beverage charges fall below this level. For more details, please refer to your contract documents.*

## Estimated Service and Equipment Orders

Description	Quantity	Unit Cost	Extended Cost	Charge
Banquet Style Rounds of 10	1,500.00 PRS	5.00	7,500.00	<i>Included</i>
Fire Marshal Plan Check and Event Permit (Estimate Only)	1.00 EA	275.00	275.00	275.00
Head Table for 4	6.00 TBL	28.00	168.00	168.00
Keys (First Five Complimentary)	10.00 EA	5.00	50.00	50.00
PKG - Cocktail Table with 4 Chairs	24.00 EA	21.80	523.20	<i>Included</i>
PKG - Water Cooler w/ 1 Bottle	7.00 EA	100.00	700.00	700.00
Podium	7.00 EA	35.00	245.00	245.00
Registration Table - Draped and Skirted	3.00 EA	29.90	89.70	89.70
Riser (2'x8' Section)	68.00 EA	30.00	2,040.00	2,040.00
Security Guard	85.00 HR	32.00	2,720.00	2,720.00
Security Supervisor	42.00 HR	37.00	1,554.00	1,554.00
Theatre Style	850.00 PRS	0.95	807.50	807.50
Water - Bottle (5 Gallon)	14.00 EA	35.00	490.00	490.00
<b>Subtotal</b>			17,162.40	<b>9,139.20</b>

## Estimated Catering Services

**Charge**  
**200,000.00**

*Some items may be subject to sales tax as part of final settlement billing.*

CA Society of Municipal Finance Officers 2026 Annual Conference

Exhibit A

Monday, February 23, 2026 - Friday, February 27, 2026

Event No: 13042

Summary of Proposed Charges

Total Facility Rental	\$42,860.00
Total Estimated Service and Equipment	\$9,139.20
Total Estimated Catering Service	\$200,000.00
Total Estimated Charges	\$251,999.20

AS ACCEPTED AND EXECUTED:  
FOR "AUTHORIZED USER", BY

\_\_\_\_\_  
Jean Rousseau CPA, Executive Director  
CA Society of Municipal Finance Officers

DATED \_\_\_\_\_

FOR "MANAGER", BY

\_\_\_\_\_  
Shawn Sande, Sales Manager  
Palm Springs Convention Center

DATED \_\_\_\_\_

\_\_\_\_\_  
Rob Hampton, General Manager  
Palm Springs Convention Center

DATED \_\_\_\_\_



Convention Center

Like no place else.™

## EXHIBIT B

The following terms shall amend the **Palm Springs Convention Center Authorized User Agreement (“AGREEMENT”)** between AEG Management Palm Springs, LLC, a Delaware limited liability company (“MANAGER”) and California Society of Municipal Finance Officers (“AUTHORIZED USER”) for the event taking place February 23-27, 2026 – Event number 13042. The terms of this exhibit B shall be incorporated into, become part of, and govern the AGREEMENT between the parties. Should a conflict exist between a term(s) in this Exhibit B and any other term(s) of the AGREEMENT, the term(s) of this Exhibit B shall prevail.

### I. **Facility Rental Charges:**

As outlined in Exhibit A, MANAGER does hereby grant to AUTHORIZED USER permission to use the listed specified area(s) including corridors and public areas used for the purpose of ingress and egress to specified area(s), for the outlined use and no other purpose, and for the outlined fee:

Standard Facility Rental	\$ 57,910.00
Discounts	\$ -5,050.00
Food and Beverage Discount*	<u>\$-10,000.00</u>
<b>FACILITY RENTAL</b>	<b>\$ 42,860.00</b>

Facility Rental is for the use of Premises only and does not include charges for equipment or services unless otherwise indicated.

\*A minimum food and beverage revenue, inclusive of service charge and sales tax of \$200,000.00 must be met to guarantee this Food and Beverage Discount. In consideration of this estimated food and beverage revenue, MANAGER is pleased to offer a Food and Beverage Discount of \$10,000.00 toward Facility rental charges. A discount of 5% of actual food and beverage revenue, inclusive of service charge and sales tax at event settlement will be used as the Final Food and Beverage discount, whether actuals fall above or below the \$200,000 estimate used in this example.

### XIV. **Release:**

To the extent provided by law, AUTHORIZED USER, in using the premises and other facilities of the PSCC and equipment therein, whether such equipment is specifically described or not, does so at its own risk. Neither party shall be liable for damages to property or damages arising from personal injuries sustained by any of its agents, contractors, employees, patrons, performers or guests, in or about the Premises, or any portion thereof, or of any other portion of the PSCC, including the PSCC building, parking area and walkways except to the extent attributed to each party, as held by a court of competent jurisdiction.

### XVI. **Statutes/Permits:**

AUTHORIZED USER hereby acknowledges that the CITY requires the full compliance with all Federal, State and local statutes and regulations as they may pertain to any and all activities conducted within these

facilities. This compliance includes sales activities and the mandated collection and remittance of all appropriate State and local sales taxes and purchase of business permits. Likewise, MANAGER shall at all times comply with all Federal, State, and local Statutes and regulations.

XXXII. **Audio Visual Provider:**

If AUTHORIZED USER chooses not to utilize PSCC AV preferred provider and elects to utilize its own audio visual supplier or equipment, additional power charges may be assessed by MANAGER based upon actual power requirements and usage. When selecting an outside AV provider, please be aware that no cables or cords may cross any doorway in the PSCC. Per CITY Fire Marshall codes, all cables and cords must be run above doors or through the ceiling. All expenses associated with complying with this requirement are the sole responsibility of the AUTHORIZED USER. We will provide complimentary standard electrical outlets in the meeting rooms and there will be no penalty for bringing in another AV provider. The only charge will be for any production power needed in the General Session which will be charged at \$3.00 per amp per day.

XXXV. **Cancellation by AUTHORIZED USER:**

AUTHORIZED USER shall submit written notice of cancellation to MANAGER prior to any date or dates covered by this Agreement. In the event that AUTHORIZED USER cancels the Event or any portion thereof 31 days or more prior to Event, AUTHORIZED USER shall be responsible for and shall pay MANAGER the entire facility rental as listed in paragraph I and thirty-five percent (35%) of the estimated catering charges as listed in paragraph III as liquidated damages for said cancellation without further liability to MANAGER, the CITY, or any other party. In the event that AUTHORIZED USER cancels less than 31 days and more than 72 hours prior to Event, AUTHORIZED USER shall be responsible for and shall pay MANAGER the entire facility rental as listed in paragraph I and fifty percent (50%) of the estimated catering charges as verified by signed BEOs, or in the absence of signed BEOs, as listed in paragraph III. In the event that AUTHORIZED USER cancels within 72 hours prior to event, AUTHORIZED USER shall be responsible for and shall pay MANAGER the entire facility rental as listed in paragraph I and one hundred percent (100%) of the estimated catering charges as verified by signed BEOs, or in the absence of signed BEOs, as listed in paragraph III. MANAGER shall invoice AUTHORIZED USER for all applicable charges upon cancellation by AUTHORIZED USER. Such charges will be due and payable within thirty (30) days from date of invoice. If MANAGER is able to resell any or all of the meeting space held by AUTHORIZED USER in this AGREEMENT, 80% of the meeting room rental and catering charges shall be reimbursed to AUTHORIZED USER for space utilized by another group.

XXXIX. **Acceptance of Planner Packages:**

AUTHORIZED USER may ship up to (2) pallets of registration/workshop materials for arrival no more than 5 days from start of conference. MANAGER shall store and deliver packages to AUTHORIZED USER's storage, currently scheduled for Smoketree F, at no charge as currently no pallets are allowed in Agua Caliente.



Questions and clarifications should be directed to Palm Springs Convention Center, 277 North Avenida Caballeros, Palm Springs, CA 92262, telephone (760) 325-6611, facsimile (760) 778-4102.

**AS ACCEPTED AND EXECUTED:**

FOR "AUTHORIZED USER", BY \_\_\_\_\_ DATED \_\_\_\_\_  
Jean Rousseau, Executive Director  
CA Society of Municipal Finance Officers

FOR "MANAGER", BY \_\_\_\_\_ DATED \_\_\_\_\_  
Rob Hampton, General Manager  
Palm Springs Convention Center

## Price List Services and Equipment

Effective: July 01, 2022 - June 30, 2023

Description	Unit Price	Unit of Measure
Fire Marshal Plan Check and Event Permit (estimate only)	275.00	EA per EVT
<b>*Equipment</b>		
Table	18.00	EA
Table with Tablecloth	23.00	EA
Table with Tablecloth and Skirt	28.00	EA
Cocktail Table	18.00	EA
Banquet Chair	0.95	EA
Theatre Style	0.95	PRS
Banquet Style Rounds of 10	5.00	PRS
Rounds of 10	5.00	PRS
Classroom Style (3 per Table)	5.00	PRS
Classroom Style (2 per Table)	7.00	PRS
Riser (2'x8' Section)	20.00	EA
Performance Stage (4'x8' Section)	50.00	EA
Dance Floor (3'x3' Section)	10.00	EA
Podium	35.00	EA
Cork Message Board	45.00	EA
Barstool	50.00	EA
Coat Rack	25.00	EA
Turnstile	25.00	EA
Rope and Stanchion	1.70	FT
3' High Pipe and Drape	3.00	FT
8' High Pipe and Drape	5.00	FT
Water Cooler with (1) 5 Gal Bottles	100.00	EA
Water - Bottle (5 Gallon)	35.00	EA
<b>*Facility Services</b>		
Badge Checker	26.00	HR
Event Security Guard	32.00	HR
Security Supervisor	37.00	HR
Visqueen	0.20	SFT
Carpet Extraction	0.22	SFT
Replacement Carpet Tile	55.00	EA
Pre/Post Event Cleaning	26.00	HR
Fire Marshal	139.10	HR
Fork Lift with Operator	75.00	HR
Large Banner Hanging - 10 Ft +	200.00	EA
Small Banner Hanging - Under 10 Ft	100.00	EA
Keys	5.00	EA
Replacement Key Set	75.00	EA
Production Power	3.00	AMP/phase/DAY
Police	133.90	HR
Meeting Room Overtime	150.00	HR
Exhibit Hall Overtime	500.00	HR
Air Conditioning/Heating during Load In/Out	400.00	HR

Prices shown are in effect for orders received at least thirty (30) days in advance of your move in date. Items ordered after that time may incur additional charges.



Convention Center & Bureau of Tourism

Like no place else.™

CA Society of Mun Fin Offr  
808 R St., Ste. 209  
Sacramento , CA 95811  
USA

Invoice Number:

13042-710 D1

Invoice Date:

02/27/23

Attn: Teri Anticevich

Customer ID: CAS0004

Customer PO	Payment Terms	Sales Rep ID	Due Date
2026 Annual Conf.	Net Due		03/29/23

Description	Amount
Contract Par 5(a) Contract Signing Deposit: Required at contract signing and must accompany the signed Agreement to ensure full execution.	8,572.00

**Please make checks payable & remit to:**  
**AEG Management Palm Springs LLC**  
**Attn: Accounts Receivable**  
**277 North Avenida Caballeros**  
**Palm Springs, CA 92262-6440**  
**Voice (760) 325-6611 Fax: (760) 778-4102**

Subtotal	8,572.00
Sales Tax	
Total Invoice Amount	8,572.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>8,572.00</b>

**Note: All balances over 30 days old will be charged 1.5% finance charge each month**

# Renaissance Palm Springs Hotel

## GROUP SALES AGREEMENT

### DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between HHC TRS Portsmouth LLC dba Renaissance Palm Springs Hotel, 888 Tahquitz Canyon Way, Palm Springs, CA, 92262, (760) 322-6000 and California Society of Municipal Finance Officers CSMFO and outlines specific conditions and services to be provided.

**ORGANIZATION:** California Society of Municipal Finance Officers CSMFO

**CONTACT:** Teri Anticevich  
**TITLE:** CSMFO Conference Coordinator  
**ADDRESS:** 808 R. Street, Suite 209  
Sacramento, CA 95811  
**PHONE:** (951) 780-7997  
**E-MAIL:** teri.anticevich@staff.csmfo.org

**NAME OF EVENT:** California Society of Municipal Finance Officers (CSMFO) Annual Conference 2026

**OFFICIAL PROGRAM DATES:** Sunday, 02/22/2026 - Saturday, 02/28/2026

**REFERENCE:** M-LHEHU9L

### GUEST ROOM COMMITMENT

The Hotel agrees that it will provide, and California Society of Municipal Finance Officers CSMFO agrees that it will be responsible for utilizing the total number of room nights as indicated below:

#### **Attendees**

Date	Day	Group Run of House	Total Rooms
02/22/2026	Sun	22	22
02/23/2026	Mon	122	122
02/24/2026	Tue	347	347
02/25/2026	Wed	347	347
02/26/2026	Thu	347	347
02/27/2026	Fri	102	102

#### **Staff/VIPs**

Date	Day	Executive Suite	Presidential Suite	Resort Suite	Total Rooms
02/22/2026	Sun	3	0	0	3
02/23/2026	Mon	3	1	25	29
02/24/2026	Tue	3	1	25	29
02/25/2026	Wed	3	1	25	29
02/26/2026	Thu	3	1	25	29
02/27/2026	Fri	3	1	25	29

Total Number of Guestrooms: **1,435**

**Housing Method:** Attendee-Individual Call In  
Staff-Rooming List

All guestrooms are general run-of-the-house unless otherwise set forth. Guestroom types cannot be guaranteed and guestrooms will be reserved on a first-come, first-served basis. Guestrooms are blocked on a space available basis. The Hotel reserves the right to review and adjust the guestroom block up to 02/02/2026 in order to ensure the accuracy of guestroom requirements. Room block will not be adjusted without discussing with the Group first. If a reduction is

rejected, a firm guarantee of a number of guestrooms and a security deposit may be required.

### **GROUP ROOM RATES**

Based upon California Society of Municipal Finance Officers CSMFO's overall program requirements, Hotel is pleased to confirm the following group rates:

#### **Attendees**

Start Date	End Date	Room Type	Single
02/22/2026	02/27/2026	Group Run of House	\$249.00

#### **Staff/VIPs**

Start Date	End Date	Room Type	Single
02/22/2026	02/27/2026	Executive Suite	Complimentary for 6 nights as listed
02/23/2026	02/27/2026	Presidential Suite	\$249 for 5 nights
02/23/2026	02/27/2026	Resort Suite	\$164.00

Hotel room rates are quoted per room per night and are subject to applicable state and local taxes at time of check in. Taxes are currently 16.7%, but are subject to change.

**\*\*Attendee rates include a \$10 rebate**

### **REBATE**

CSMFO has requested that the Hotel collect a \$10.00 per room, per night (excluding the Staff Room Block/Rate) rebate to help offset the costs of the Event. The Hotel will pay by a check, payable to CSMFO, once the bill has been approved for full payment by CSMFO.

All rebates collected shall be paid to the group by a check. Each party to this Agreement shall agree to indemnify, defend and hold harmless the other party from and against any and all demands, claims, lawsuits, losses and liabilities, including reasonable attorneys' fees to the extent arising or resulting from the collection of the Rebate by the Hotel and/or the payment of the Rebate to CSMFO.

### **INDIVIDUAL RESERVATION CANCELLATION**

Upon securing a reservation in the group block with a valid form of payment, the responsible party will have up to 48 hours prior to arrival to cancel their reservation without penalty. Inside the 48 hours, the party will be charged one night room and tax via the secure form of payment that was originally provided. All subsequent nights will be cancelled automatically without additional charges. The same policy will apply to reservations that do not show or call to cancel.

### **GROUP RATE TO BE EXTENDED BEYOND EVENT DATES**

The above confirmed group rates are applicable three days before to three days after the official meeting dates, subject to space availability. These dates will be included in the booking link based on availability.

### **GROUP ROOM RATE GUARANTEE**

Hotel confirms that the Group has been offered the lowest group rate over the peak nights outlined in contract. Hotel shall not offer any other rates or packages over the dates outlined in the contract. This guarantee applies to rates made available to the general public, either through the Hotel reservation department, toll-free reservation service, or any online distribution channel, other than online channels where a customer cannot choose the hotel or brand, i.e. Priceline. Should the hotel choose to offer lower rates to any individual, group or 3<sup>rd</sup> party over the outlined conference dates, the hotel will have 24 hours (or next business day) to discontinue the lower rates being offered. Should hotel choose to not discontinue the lower rates being offered within 24 hours or next business day, the lower rates being offered shall be applied to all group attendees.

### **SPECIAL CONCESSIONS**

In consideration of the total guest room commitment and functions outlined herein, the Hotel is pleased to offer the following special concessions:

- One (1) complimentary room for every forty (40) rooms occupied (Comps are based on cumulative room pick up and include pre and post nights)
- One (1) complimentary upgrade at group rate to the Presidential Suite over the dates of Monday

- February 23<sup>rd</sup> for 5 nights.
- Three (3) complimentary Executive Suites for the dates listed, February 22-28, 2026
- Twenty-Five (25) VIP amenities, does not include alcohol (Chef's Choice)
- Ten (10) complimentary receiving/handling fees for conference staff boxes. Does not include delivery to Palm Springs Convention Center from the Renaissance Palm Springs
- Lecterns/risers complimentary-up to hotel inventory
- Corkage fee discounted to \$15.00++ per bottle of wine and \$2.00++ for non-alcoholic beverages. All alcohol must be served by hotel staff.
- Complimentary meeting space for up to four (4) committee meetings prior to conference dates. Staff rate of \$164 per room for up to fifteen (15) rooms per night for Committee meetings. Dates must be mutually agreed upon.
- Labor fee reduced to \$1,250++ for all set up and tear down of function space
- No resort fees will be added to the room rate, even if resort fee should in the future become an added fee by the hotel.
- No charge for pens and pads per the Renaissance Brand in meeting rooms
- No charge for water stations in meeting rooms
- Complimentary wifi in guest rooms
- Hotel will provide complimentary easels up to Hotel inventory
- Double Marriott Bonvoy points to be given.
- Hotel will waive one (1) small event F&B fee of \$50 for an event under 30 people

#### **COMMISSIONS**

The guestroom rates quoted in this letter of agreement are commissionable to Meeting and Association Management Services at 7% per utilized guestroom. Commission is payable after the settlement of all program charges.

Hotel further agrees commissions paid by Hotel will not be reflected or passed on to Group in the form of higher room rates charged. Hotel and Group agree that commissionability for the booking of this meeting is non-cancelable and non-transferable to another party

#### **COMPLIMENTARY ROOMS**

A written list of complimentary guest room assignments that sets forth the guest's name and type of accommodation desired, and arrival and departure dates, shall be sent to the Hotel Convention Service Manager or designated Hotel Representative no later than (45) days prior to group arrival date. Arrival is scheduled for 02/22/2026.

#### **UTILIZING COMPLIMENTARY ROOMS**

Complimentary guestrooms must be utilized during the event. Complimentary guestroom units may not be used as credit. Complimentary guestroom units not used during the event have no value.

#### **STAFF ROOMS**

Hotel will set aside 25 rooms per night (total of 125 rooms) from the Total Room Nights specified above to be assigned by California Society of Municipal Finance Officers CSMFO to be used by staff at the special rate of \$164 during the event. Staff rooms are net, non-commissionable do not include a rebate and do not apply toward complimentary rooms earned.

#### **METHOD OF RESERVATIONS-STAFF and SUITE BLOCK**

Reservations will be made by a rooming list that will include Guest Names, arrival and departure dates and type of accommodations requested for each guest. List must be received by "The Cut Off Date", 02/02/2026.

#### **METHOD OF RESERVATIONS-ATTENDEE BLOCK**

Guests can make guestroom reservations by calling **1-888-236-2427**. Guests must identify themselves as being with the group, California Society of Municipal Finance Officers (CSMFO) Annual Conference 2026, at the time the reservation is made to receive the special group rate. Reservations can also be made via the group's online booking link, which will be sent out after the signed contract is received back by the hotel.

#### **GUARANTEED RESERVATIONS**

~~California Society of Municipal Finance Officers CSMFO agrees that all reservations will be guaranteed. Individuals can guarantee reservations with first nights pre-payment, or a credit card guarantee. An established Master Account or an approved Corporate Credit Card application can also guarantee rooming list reservations or individual reservations. This means that Organization will be responsible for payment of one night's room and tax for all reserved rooms held beyond the 48 hour cancellation policy.~~

#### **CUT OFF DATE**

All guestroom accommodations will be held until 30 days prior to your meeting date, 02/22/2026. On 02/02/2026 the "Cutoff Date", all unreserved rooms will be released for sale to the general public. Any reservation requests received after the "Cutoff Date" including modifications, name changes and additions for the group will be accepted on a space and rate available basis. Any attendee making a reservation after this date will receive the group rate as long as standard rooms are available in the hotel, the hotel is under 90% occupancy and even if the block is sold out. Release of rooms for general sale following the "Cutoff Date" does not affect California Society of Municipal Finance Officers CSMFO's obligation as discussed in this agreement to utilize guestrooms. Rooms booked after the cut-off date, regardless of rate, will be credited to the group's pick up and commissionable as long as a commission is not already being paid.

#### **HOTEL RELOCATION PROCEDURE**

In the event that the Hotel is overbooked during a portion of the Group's stay, and any of the Group's attendees are "walked," the Hotel will:

- Inform the Group's main contract as soon as possible to prioritize group attendees that are walked.
- Obtain, at no charge to the walked guest, a room at an equivalent or better hotel as close as possible to the hotel.
- Provide at no cost or reimburse for transportation to/from the substitute hotel and functions
- The displaced guest shall have a priority reservation for the first available room at the Hotel if the displaced guest does wish to move back to the original property.
- Keep a listing so that anyone who calls for the walked guest can be referred to the guest at the new hotel.
- Walked rooms will be counted towards the complimentary rooms at the original contract hotel, will be counted attrition purposes.

#### **CHECK-IN/CHECK-OUT**

Check-in time is 4:00PM. While the Hotel will make every reasonable effort to accommodate guests who arrive before the check-in time, guest rooms may not be immediately available. Baggage storage will be available for a small handling fee.

Check-out time is 11:00A.M. Late check-out requests will be reviewed based on hotel demand. A late departure fee of \$75 per room will apply. An early departure fee of \$75 will apply to reservations that are changed after check-in. A late check-out after 4:00 P.M. is subject to a charge equal to the published (non-discounted) rate for that night.

#### **PARKING**

All attendees and registered guests parking a vehicle will be charged at the prevailing daily rate, currently set below and based on availability in our parking lot.

#### **Self -Parking**

Overnight Guests            \$25

#### **MASTER ACCOUNT CHARGES-STAFF**

California Society of Municipal Finance Officers CSMFO will be responsible for room and tax charges incurred by attendees. Individual attendees will be responsible for their incidental charges upon check-out. California Society of Municipal Finance Officers CSMFO will be responsible for all other charges incurred pursuant to this agreement.

#### **MASTER ACCOUNT CHARGES-ATTENDEE**

Attendees are responsible for all individual charges, room, tax and incidentals incurred at the Hotel. Payment of charges is due and payable upon check-out. California Society of Municipal Finance Officers CSMFO will be responsible for all other charges incurred pursuant to this Agreement.

#### **GUEST ROOM ATTRITION**

Hotel is relying on California Society of Municipal Finance Officers CSMFO to use **1,435** Total Room Nights. California

~~Society of Municipal Finance Officers~~ CSMFO agrees that a loss will be incurred by Hotel should there be a reduction greater than 20% in Total Room Nights used.

All rooms excluding those with a complimentary rate, regardless of the rate paid or method of reservation, will be counted towards the room block for purposes of attrition, complimentary rooms, concessions, and commissions.

Attrition will be based on cumulative rooms nights picked up (including pre and post conference dates) and not on revenue. Final pick up for attrition purposes will be based on total room nights sold over the entire conference (including pre and post).

Should the room nights actually used by California Society of Municipal Finance Officers CSMFO be less than 80% of the Total Room Nights, California Society of Municipal Finance Officers CSMFO agrees to pay, as liquidated damages and not as a penalty, the difference between 80% of the Total Room Nights and California Society of Municipal Finance

Officers CSMFO's actual usage of guest rooms multiplied by the average group rate plus any applicable taxes.

Should the Hotel determine that any portion of Group's Room Block not confirmed as of the Reservation Cut-Off date, 02/22/2026, is available for resale, the Hotel will attempt to sell the unused portion of the Room Block and, if a Group room is resold, Group's attrition charges shall be reduced by the room rate received on each Group room sold, up to the rate for said room set forth in this Agreement in accordance with Room Block Attrition paragraphs above. If unused Group rooms are returned to Hotel inventory for attempted resale, Group rooms shall be the last in the Hotel's inventory to be sold.

#### **FUNCTION AGENDA**

Renaissance Palm Springs Hotel does not guarantee specific rooms. We only guarantee adequate space. Meeting room assignments can be re-evaluated based on decreases in guest room pick up or event attendance.

Date	Day	Start Time	End Time	Function Type	Post As/Signage	Expected	Function Space	
2/23/2026	Mon	6:00AM	11:59PM	Storage	Storage	5	Cactus	
2/23/2026	Mon	8:00AM	11:59PM	Set Up	Set Up Pre-Con Meeting	100	Mojave Learning Center	
2/24/2026	Tue	6:00AM	11:59PM	Storage	Storage	1	Cactus	
2/24/2026	Tue	8:00AM	11:59PM	Meeting	Pre-Conference Meeting	1	Snow Creek	
2/24/2026	Tue	8:00AM	11:59PM	Board Meeting	Board Meeting	40	Pueblo	
2/24/2026	Tue	8:00AM	11:59PM	Meeting	Misc. Mtg Rm #4	65	Chino B	
2/24/2026	Tue	8:00AM	11:59PM	Meeting	Pre-Conference Meeting	130	Mojave Learning Center	
2/24/2026	Tue	8:00AM	11:59PM	Breakout	Misc Mtg Rm #5	130	Santa Rosa	
2/24/2026	Tue	8:00AM	11:59PM	Meeting	Breakout #7	130	CA Ballroom	
2/24/2026	Tue	8:00AM	11:59PM	Breakout	Breakout #9	95	Andreas	
2/24/2026	Tue	8:00AM	11:59PM	Breakout	Breakout #10	150	San Jacinto	
2/24/2026	Tue	9:00AM	11:59PM	Meeting	Misc. Mtg Rm #1	65	Pueblo A	



	2/24/2026	Tue	9:00AM	11:59PM	Meeting	Misc. Mtg Rm #2	65	Pueblo B	
	2/24/2026	Tue	10:00AM	11:59PM	Meeting	Misc. Mtg Rm #6	18	Snow Creek	
	2/25/2026	Wed	6:00AM	11:59PM	Storage	Storage	2	Cactus	
	2/25/2026	Wed	8:00AM	11:59PM	Meeting	Early Bird Session	700	CA Ballroom	
	2/25/2026	Wed	8:00AM	11:59PM	Breakout	Breakout #9	95	Andreas	
	2/25/2026	Wed	8:00AM	11:59PM	Breakout	Breakout #10	150	San Jacinto	
	2/25/2026	Wed	8:00AM	11:59PM	Meeting	Misc. Mtg Rm #2	65	Pueblo B	
	2/25/2026	Wed	8:00AM	11:59PM	Meeting	Misc. Mtg Rm #6	18	Snow Creek	
	2/25/2026	Wed	8:00AM	11:59PM	Meeting	Misc. Mtg Rm #5	100	Santa Rosa	
	2/25/2026	Wed	8:00AM	11:59PM	Meeting	Misc. Mtg Rm #4	65	Chino B	
	2/25/2026	Wed	8:00AM	11:59PM	Meeting	Misc Mtg Rm #3	65	Chino A	
	2/25/2026	Wed	9:00AM	11:59PM	Meeting	Misc. Mtg Rm #1	65	Pueblo A	
	2/26/2026	Thu	6:00AM	11:59PM	Storage	Storage	2	Cactus	
	2/26/2026	Thu	8:00AM	11:59PM	Breakout	Breakout #7	130	CA Ballroom	
	2/26/2026	Thu	8:00AM	11:59PM	Breakout	Breakout #9	95	Andreas	
	2/26/2026	Thu	8:00AM	11:59PM	Breakout	Breakout #10	150	San Jacinto	
	2/26/2026	Thu	8:00AM	11:59PM	Meeting	Misc. Mtg Rm #1	65	Pueblo A	
	2/26/2026	Thu	8:00AM	11:59PM	Meeting	Misc. Mtg Rm #2	65	Pueblo B	
	2/26/2026	Thu	8:00AM	11:59PM	Meeting	Misc. Mtg Rm #3	65	Chino A	
	2/26/2026	Thu	8:00AM	11:59PM	Meeting	Misc. Mtg Rm #5	100	Santa Rosa	
	2/26/2026	Thu	8:00AM	11:59PM	Meeting	Misc. Mtg Rm #6	18	Snow Creek	
	2/26/2026	Thu	8:00AM	11:59PM	Meeting	Misc. Mtg Rm #4	65	Chino B	
	2/27/2026	Fri	6:00AM	5:00PM	Storage	Storage	2	Cactus	
	2/27/2026	Fri	8:00AM	5:00PM	Breakout	Breakout #7	130	Sierra	
	2/27/2026	Fri	8:00AM	5:00PM	Breakout	Breakout #8	130	Ventura	
	2/27/2026	Fri	8:00AM	5:00PM	Breakout	Breakout #9	95	Andreas	
	2/27/2026	Fri	8:00AM	5:00PM	Breakout	Breakout #10	150	San Jacinto	

2/27/2026	Fri	8:00AM	5:00PM	Meeting	Misc. Mtg Rm #1	65	Pueblo A	
2/27/2026	Fri	8:00AM	5:00PM	Meeting	Misc. Mtg Rm #2	65	Pueblo B	
2/27/2026	Fri	8:00AM	5:00PM	Meeting	Misc. Mtg Rm #3	65	Chino A	
2/27/2026	Fri	8:00AM	5:00PM	Meeting	Misc. Mtg Rm #4	65	Chino B	
2/27/2026	Fri	8:00AM	5:00PM	Meeting	Misc Mtg Rm #5	100	Santa Rosa	
2/27/2026	Fri	8:00AM	5:00PM	Meeting	Misc Mtg Rm #6	18	Snow Creek	

#### **FUNCTION SPACE**

Based on the preliminary requirements indicated by California Society of Municipal Finance Officers CSMFO, Hotel has reserved function space outlined on the Function Agenda. A tentative program must be provided to the Hotel by (120) days prior to the group arrival date and a definite program (30) days prior to arrival date of 02/22/2026. If tentative program is not received by due date, space will be held based on the preliminary program. Any changes in the agenda, (i.e., number of people, time function space, etc.), should be given to Hotel as soon as such changes are known. Any on-site room set-up changes may result in additional labor or other charges; based on the changes requested.

#### **FUNCTION SPACE CHARGES**

Based on the function space requirements identified on the Function/Event Agenda outlined in this agreement, Hotel's function space fees are **\$1,250++**. Additional charges will apply to increased space booked.

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

The Hotel is relying upon food and beverage functions outlined on the Function Agenda.

California Society of Municipal Finance Officers CSMFO agrees to be responsible for payment of the following minimum food, beverage, and setup charge revenue from catered functions (excluding service fees, gratuities and taxes), **\$15,000**. This is the minimum amount California Society of Municipal Finance Officers CSMFO will be responsible to pay regardless of any drop in attendance or cancellation of functions. Average cost pricing is used to determine minimum revenue requirements. Client agrees minimum revenue requirement is not a final cost but a minimum obligation to hotel. All food, beverage, audio/visual, room rental and setup charges are subject to prevailing gratuities/service fees and taxes.

Hotel will work with organization to provide menus within the organizations budget.

#### **BANQUET FUNCTION**

California Society of Municipal Finance Officers CSMFO must confirm all menu selections and arrangements in writing no later than 30 days prior to event. If such confirmation is not received by that date, requested menu selections may not be available. This contract is based on current pricing for food, beverage, room rental and audio/visual equipment rental exclusive of tax and gratuities/service fees. If the minimum food and beverage requirements as outlined below are not met, California Society of Municipal Finance Officers CSMFO agrees to pay Hotel the difference.

It is the responsibility of California Society of Municipal Finance Officers CSMFO to call the Hotel catering office to guarantee attendance no later than three (3) business days prior to the first day of the meeting/function. The Hotel will be prepared to set up to a five percent (5%) overage for a guarantee up to 200 attendees [three percent (3%) overage up to 500 attendees and two percent (2%) overage for over 500 attendees]. Once received, the guarantees cannot be decreased.

If no guarantee is received, the expected number of guests on the original banquet event order will become the guarantee. Charges will be based on your actual attendance, or the minimum guarantees as stated in your banquet event order, whichever is greater. California Society of Municipal Finance Officers CSMFO will be liable for all food and beverage charges related to the function. Unless prior billing arrangements have been made, full payment for your function must be made one week in advance of the first event, or the hotel reserves the right to cancel the event(s) and

~~retain any advance deposits.~~

### **FOOD AND BEVERAGE**

All food and beverage must be supplied and prepared by the Hotel, including any food and beverage service for any Hospitality Suites, subject to State and local alcoholic beverage laws. Food and beverage purchased at the Hotel may not be removed from the premises due to health department regulations and applicable alcoholic beverage laws and regulations

If alcoholic beverages are to be served on the hotel premises, (or elsewhere under the hotel's alcoholic beverage

license), the Hotel will require that alcohol be provided by the Hotel and that such beverages be dispensed only by hotel servers and bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age.

### **GRATUITY AND TAXES**

All banquet charges are subject to a 26% gratuity, this includes Food, Beverage, Room Rental and Miscellaneous Items such as linens. Labor charges, such as bartender fees, wait staff fees and room rental charges are taxable. Groups claiming tax exemption privileges must submit a copy of tax exemption form when the Agreement is returned. An additional fifty-dollar (\$50.00) service charge will be applied to food and beverage functions of less than thirty (30) people.

All taxes are subject to change without notice.

Service Charge will be locked in at 26% and will not change

### **Additional Charges/Surcharges:**

Neither Group nor its attendees will be responsible for paying any taxes or additional surcharges, gratuities, resort fees, or service fees not included in this Agreement unless required by law. Hotel will inform Group of any changes in tax rate or type that will affect Group and its attendees after the signing of this contract.

### **EXHIBITS**

It is understood that California Society of Municipal Finance Officers CSMFO requires 0 exhibit tables for displays. The hotel will charge a fee of \$50 per table top, per day, with one set-up and tear-down day included in the charge.

Please note that the exhibit space is for space use only and does not include any additional amenities, including but not limited to, the following:

1. Drayage
2. Decoration and related services
3. Security
4. Labor: for example carpenters, electricians or drapers
5. Gas and water supply
6. Cleaning and maintenance of individual booths
7. Lighting and electrical power
8. Storage

### **SIGNAGE AND DISPLAYS**

Any items to be put on, affixed to or placed upon meeting room or lobby walls, or directional signs, as well as the materials used to affix such, are subject to approval by the Hotel prior to installation or display. Customer is responsible for any damage caused by signage/displays and/or any loss of the Customer's signage/displays. In the event Customer's signage/displays contain objectionable material, Hotel has the right to remove the objectionable material and cancel the event without penalty. Determination of what constitutes "objectionable materials" is in the Hotel's sole discretion and Hotel is released from any liability associated with cancellation of the event.

### **Use of Group Name:**

(Group Name) is the only name having to do with this meeting that is permitted to appear on the Hotel ready board, marquee, portfolio, and any invoices. Meeting & Association Management Services, Inc. is not the client and its name cannot appear on any of these documents or displays

### **SUBCONTRACTORS**

If California Society of Municipal Finance Officers CSMFO wishes to hire subcontractors, outside vendors, to provide any

goods or services at Hotel during the event, Hotel may, in its sole discretion, require that such vendor provide Hotel an indemnification agreement and proof of adequate insurance.

California Society of Municipal Finance Officers CSMFO agrees to have any subcontractors sign a “Code of Conduct and Policies Agreement” and abide by the Hotel rules and regulations.

**Policies:**

Hotel represents and warrants that it has no policies with regard to meetings of the type covered by this Agreement that have not been disclosed to Organization and made a part of this Agreement. Hotel further warrants that it shall not make any policies adopted subsequent to the execution of this Agreement applicable to the meeting covered by this Agreement without the express written consent of Organization.

**CONFERENCE SHIPPING AND RECEIVING**

The Hotel is not responsible for any arrangements or expenses associated with the shipping of materials, merchandise, exhibits or any other items to and from the Hotel. The Hotel must be notified (3) days in advance, and any consignments shipped to the Hotel should include the following information on the package: “Attention: (onsite contact to collect package), along with the organization / conference name and arrival date. Materials will only be received 3 days prior to the event date. The handling fee will cover the following services:

- A. Receiving shipments
- B. Secured storage
- C. Distribution of meeting materials to and from meeting room locations.
- D. Repackaging and shipping (freight charges not included)

Handling fees will be charged to the Master Account as follows:

0lbs – 5lbs	\$5 per box
6lbs – 20lbs	\$10 per box
21lbs – 50lbs	\$15 per box
Over 50lbs	\$25 per box
Crates/Display Cases	\$25 per crate/case
Pallets	\$75 per pallet
Pallet Storage	Shipped more than 3 days prior to conference, additional \$25 per day

The Hotel will not accept C.O.D. shipments and all arrangements with regard to shipping must be prepaid or billed to the Group Master Account. All shipments must be routed directly to the hotel.

Items that need to go to the Convention Center must be shipped there directly. Hotel will not be responsible for delivering items to the Convention Center.

**DOCK MASTER**

In the event the Group requires significant assistance with load-in and load-out, a Dock Master fee will apply. The Dock Master fee includes one attendant to be available to assist Group with load-in and load-out of materials, pallets, etc. and assistance with maneuvering through Hotel areas.

Dock Master Fees will be charged to the Master Account as follows:

- \$200 per day, for the first 8 hours
- Each additional hour after will be charged at an overtime rate of \$50 per hour

**PUBLICITY MATERIALS**

For planning purposes, organization shall provide the Hotel with copies of all mailings and publicity directed to prospective meeting participants and guests when such materials are published. All signage and printed material containing the Hotel’s name and logo must be approved by Hotel to insure compliance with applicable agreements and copyright laws. Advertising of any kind, including the name of the Hotel, is not permitted without prior written approval by the Hotel.

**PERFORMANCE LICENSES**

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

### **CONDUCT OF EVENT**

Organization California Society of Municipal Finance Officers CSMFO agrees to conduct the functions in an orderly manner in full compliance with applicable laws, regulations and Hotel rules. California Society of Municipal Finance Officers CSMFO agrees to be responsible for any damage done to the premises and/or equipment and furnishings during the time they are under or California Society of Municipal Finance Officers CSMFO's control or the control of any employee, guest or independent contractor of the organization. In addition, in the event the conduct of the attendees at the functions causes the Hotel to offer a concession to another group staying at the Hotel, California Society of Municipal Finance Officers CSMFO agrees to be responsible for the reimbursement to the Hotel for any concession offered to the other group. In the event the conduct of the attendees at the function is determined, in the Hotel's sole discretion, not to be orderly or in full compliance with applicable laws, regulations and/or Hotel rules, Hotel reserves the right to immediately terminate this contract without penalty and attendees at the function must leave the premises when instructed to do so. In the event this contract is terminated due to the conduct of the attendees of the events, Hotel shall be released from all liability associated with the contract termination. Further, in the event Organization misrepresents the nature of the events and the content of the events is determined to be objectionable, in Hotel's sole discretion, Hotel has the right to immediately terminate this contract without penalty and Hotel is released from all liability associated with contract termination.

Displays, exhibits, booths and other similar activity under the control of the organization must be removed from the premises no later than the time and date specified on the contract so that the room is left in a neat and clean condition.

Failure to do so will result in a charge based on labor and cleaning costs.

### **AUDIO VISUAL EQUIPMENT & SERVICES**

For an additional price and on an exclusive basis, audio-visual equipment is available at the Hotel. Microphones, screens, sound equipment, plus a full range of other audio-visual equipment and services are available for advance order. Equipment availability and price list will be supplied upon request. You will receive a separate bill if an outside vendor is used. Requests to bring in audio visual equipment or services from an outside source must be submitted in writing to the Hotel at least thirty (30) days prior to the event date. All requests are subject to approval by hotel management and fees will apply based on actual usage. Electrical and Audio Patch Fees apply if electrical and sound hook up is required. Rigging, Internet and power are exclusive to the hotel and must be purchased through the hotel. There will be no charge for the use of an outside company outside of the exclusive options as long as the in house provider has an opportunity to bid on the event.

Hotel has the right to adjust the volume on audio equipment at any time during any function. If group uses the onsite AV Provider a 10% discount will be applied (excluding labor). Any further discounts must be negotiated with the AV Provider.

Plugging into standard wall outlets as is will not incur any charges.

### **METHOD OF PAYMENT**

Enclosed is an application for direct billing approval and our Credit Card Authorization Form. Please fill out the forms completely and return it to the Hotel by 9/1/2025. The method of payment of the Master Account will be established upon approval of California Society of Municipal Finance Officers CSMFO's Direct Billing. Should actual events occur beyond 6 months of the decision date, an updated Direct Billing Application must be completed within 6 months of the actual event date.

In the event that Direct Billing is not approved, California Society of Municipal Finance Officers CSMFO agrees to provide hotel with a valid credit card authorization form or pay in full the total estimated charges of the program, including gratuities/service fees and taxes 30 days prior to arrival.

The outstanding balance of the California Society of Municipal Finance Officers CSMFO's Master Account will be due and payable upon receipt of invoice. If payment of any invoice is not received within 25 days of the date on which it was due, Hotel will impose a finance charge at the rate of 1 - 1/2% per month (18% annual rate) or the maximum allowed by law on the unpaid balance commencing on the date of the invoice date.

### **ADVANCED DEPOSIT**

**No deposit will be required to hold arrangements on a definite basis.**

## **CANCELLATION**

California Society of Municipal Finance Officers CSMFO agrees to provide Hotel with written notice of any decision to cancel agreement within five (5) days of such decision. California Society of Municipal Finance Officers CSMFO agrees that cancellation of this commitment would constitute a breach of California Society of Municipal Finance Officers

CSMFO's obligation to the Hotel and the Hotel would be harmed. It is further agreed that it would difficult to determine Hotel's actual harm and the chart below reasonably estimates the Hotel's harm for a cancellation. [The sliding scale on the chart reduces damages for early cancellation and reasonably estimates the Hotel's liability to lessen its harm by reselling California Society of Municipal Finance Officers CSMFO's space and functions.] California Society of Municipal Finance Officers CSMFO agrees to pay Hotel, as liquidated damages and not as a penalty, the amount listed in the chart below. Immediately upon Hotel receiving cancellation notice the credit card will be charged.

<u>Date of Decision to Cancel</u>	<u>Amount of Liquidation Damages Due</u>
0-30 days prior to 02/22/2026 charges	= Full payment of guest rooms, room rental & estimated banquet charges
31-90 days prior to 02/22/2026	= 90% of guest rooms, room rental & estimated banquet charges
91-180 days prior to 02/22/2026	= 75% of guest rooms, room rental
More than 180 days prior to 02/22/2026	= 65% of guest rooms, room rental

Once this Agreement is accepted and signed, there shall be no right of termination for the sole purpose of holding the same meeting or a smaller version in another facility. If Organization schedules the program contemplated by this agreement within the same geographic region as the Hotel, Organization shall be liable for the maximum amount indicated on the above chart.

Provided that Organization notifies the Hotel of the cancellation in a timely manner, and pays the liquidated damages in a timely manner, Hotel agrees not to seek additional damages from Organization.

Any and all deposits may be applied to fees or charges due to cancellation as outlined in this Agreement.

Hotel will attempt to resell the rooms in your block and refund to the Group any revenue collected by the Hotel for resold rooms over the meeting dates.

## **Re-Booking:**

If Group cancels this Agreement, the payment outlined above is due upon cancellation. However, if Group is able to reschedule an event within twelve (12) months of cancellation with revenue equal to or larger than the revenue of the original event, Hotel will credit the 75% of the cancellation monies towards the new event.

## **Cancellation by Hotel:**

In the event of a cancellation of this agreement by the Hotel not otherwise permitted under this agreement, the Hotel shall pay Group for all direct, indirect and consequential damages, expenses, attorney's fees, and costs incurred by Group on account of such cancellation including, but not limited to, staff time and travel expenses to secure an alternate location for the event, incremental room rate and air fare differential, function space rental, and air fare differences, and long distance telephone, postage and printing costs.

## **IMPOSSIBILITY**

Neither Party will be liable for failure to fulfil its obligations under this Agreement to the extent that the failure is due to a Force Majeure Event. A "Force Majeure Event" means an event beyond a Party's control which interferes with or prevents a Party from complying with its obligations under this Agreement including but not limited to: acts of war; domestic and/or international terrorism; civil riots or rebellions; pandemics, government mandated quarantines, embargoes and other governmental actions; or such other extraordinary, unforeseen circumstances, natural disasters or acts of God. To be excused hereunder, a Party's inability or failure to perform must be beyond its reasonable control, must occur without its fault or negligence, may not be caused directly or indirectly by its own conduct or that of its personnel, and could not have been prevented or avoided through the exercise of reasonable diligence. A delay will be grounds for termination by either Party if the delay is not cured within ten (10) calendar days following the Party's written notice of its intent to terminate. In addition, any pre-paid monies will be refunded.

If 30 – 40% of attendees are affected by any of the above scenarios and cannot travel to the meeting, then the meeting can be cancelled due to force majeure

#### **Renovation/Construction:**

Hotel shall promptly notify Group of any plans for renovation or construction Immediately prior to or over the meeting dates, including target dates for completion, scope of renovation/construction, and what steps will be taken to ensure that the project will not have a negative impact on the convention/meeting. If renovation/construction is deemed by Group to be disruptive to the success of the meeting by reducing the number of sleeping rooms or meeting space or size of meeting space in the host facilities, the Group may, will make every effort to work with the GM to come up with a solution. If both parties agree that no solution will work group may cancel with no penalties.

#### **COMPLIANCE WITH LAW**

This agreement is subject to all applicable federal, state and local taxes, including health and safety codes, alcoholic beverage control laws, disability laws and the like. Hotel and California Society of Municipal Finance Officers CSMFO agree to cooperate with each other to ensure compliance with such law.

#### **CHANGES, ADDITIONS, STIPULATIONS OR DELETIONS**

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

modifications to the paragraph titled “Governing Law/Litigation Expenses” are void. Any attempted modifications to the paragraphs titled “American Disabilities Act Compliance (ADA)” and “Indemnification” must be approved and signed by a corporate officer in Dallas, Texas.

#### **GOVERNING LAW AND LITIGATION EXPENSES**

This agreement shall be governed by and interpreted under the laws of the state wherein the Hotel is located, and exclusive jurisdiction and venue for any legal proceeding shall be the county and city where the Hotel is situated. The parties agree that, in the event that litigation relating to this agreement is filed by either party, the non-prevailing party in such litigation will pay the prevailing party’s costs resulting from the litigation, including reasonable attorney’s fees.

#### **AMERICAN DISABILITIES ACT COMPLIANCE (ADA)**

The Hotel has made reasonable modifications in its practices, policies, and procedures as required under the American with Disabilities Act of 1990 (ADA). Further, the Hotel has made or has developed and implemented a plan to make ADA required alterations and elimination of architectural and communication barriers, where readily achievable.

#### **INDEMNIFICATION**

Each party to this Agreement shall indemnify, defend, and hold harmless the other party and its officers, directors, agents, and employees from and against any and all demands, claims, damages to person or property, losses and liabilities, including reasonable attorneys’ fees (collectively, “Claims”), arising solely out of or solely caused by the indemnifying party’s negligence or willful misconduct in connection with the provision and use of Hotel as contemplated by this Agreement. This paragraph shall not waive any statutory limitations of liability available to either party, including innkeepers’ limitation of liability laws, nor shall it waive any defense either party may have with respect to any Claim.

#### **MARRIOTT BONVOY EVENTS**

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

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

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

or SOE.

GROUP MUST CHECK **ONE** OPTION BELOW:

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

Member Name: Ms. Teri Anticevich

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

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

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

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

OR

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

with the Event.

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

#### **DECISION DATE**

The arrangements outlined in this agreement will be held on a first option basis until 3/24/2023, the Decision Date, by which date the Hotel must receive a signed copy of this agreement. However, should another organization request these dates and be in a position to confirm immediately, will be advised and given (48) hours to confirm on a definite basis. Should the Hotel not receive a signed copy of this agreement by the date set forth, the Hotel reserves the right to release all space for resale.

#### **AGREEMENT SIGNATURES**

This agreement shall become effective as of the date it is fully executed by both parties, provided that such execution occurs before 3/24/2023. Until that effective date, no space or guest room arrangements described herein are binding on the Hotel. This agreement shall not be assigned. After this agreement has been properly executed by an authorized representative of the California Society of Municipal Finance Officers CSMFO, this agreement shall be returned to the Hotel by the decision date for acceptance and execution by an authorized representative of the hotel.

<b>California Society of Municipal Finance Officers CSMFO</b>
<b>Event Contact:</b> Jean Rousseau
<b>Title:</b> Executive Director
<b>Authorized Signature:</b>



<b>Renaissance Palm Springs Hotel</b>	<b>Renaissance Palm Springs Hotel</b>
<b>By Remington Lodging and Hospitality LLC Agent</b>	<b>By Remington Lodging and Hospitality LLC Agent</b>
Heather Lamb	Lynnie Green
<b>Title:</b> Director of Sales & Marketing	<b>Title:</b> General Manager
<b>Authorized Signature:</b>	<b>Authorized Signature:</b>



**DATE PREPARED:** February 22, 2023

**GROUP CONTACT:** Teri Anticevich, CMP  
President

**ORGANIZATION:** Meeting & Association Management Services, Inc.

**EMAIL:** [teri@meeting-management.com](mailto:teri@meeting-management.com)

**NAME OF MEETING:** CSMFO

**CONFERENCE DATES:** Sunday February 22 to Saturday, February 28, 2026

**SALES MANAGER:** Donna Such

**PHONE/FAX:** (760) 318-8505

**EMAIL:** [donna.such@hilton.com](mailto:donna.such@hilton.com)

CSMFO (Group) and the Hilton Palm Springs (Hotel) agree as follows. Space will be held on a first option basis until March 15, 2023, at which time, if this agreement is not fully executed by Group, the Hotel will have the option to release the space with 72 hour written notice.

Date:	Sun 2/22/26	Mon 2/23/26	Tue 2/24/26	Wed 2/25/26	Thu 2/26/26	Fri 2/27/26
K/QQ:	5	35	180	210	195	25

**Group Rates:** \$249.00 Single/Double \$269.00 Triple/Quad

Above group rates are per room, per night, and are subject to 16.95% occupancy tax, \$1.14 utility user's fee and \$30.00 self parking fee (self-parking is optional). Please note that taxes and fees are subject to change. 7% commission will be paid to Meeting & Association Management Services, Inc. 30 days after group check-out and/or receipt of master account payment. Meeting Planners Points will be credited to Account # 310307952 as noted on page two under Meeting Planner's Points.

Group rate available three days pre/post based on availability (these dates will be included on the registration link created by Hotel)

**Rebate:** \$10.00 rebate will be credited to group master for all rooms booked under CSMFO, including pre and post dates and all reservations booked outside of the room block, based on audit.

**Resort Fees:** No resort fees will be added to the room rate, even if resort fee should in the future become an added fee by the hotel.

**Complimentary Room Policy:** One per forty complimentary room policy, cumulative basis, to include pre and post dates and reservations booked outside of the room block, based on audit.

**Commissions:** Rooms are commissionable at 7% on rooms actually utilized or paid for by the group. Meeting & Association Management Services, Inc. has been designated as the agent of record for this group in the booking of this meeting/convention. Hotel further agrees commissions paid by Hotel will not be reflected or passed on to Group in the form of higher room rates charged. Hotel and Group agree that commissionability for the booking of this meeting is non-cancelable and non-transferable to another party.

**Upgraded Accommodations:** Based on 80% of pick-up of the above room block or payment of attrition to 80%, we are pleased to include 2 Presidential Suites and 8 Junior Suites at your group rate of \$249.00. Dates for upgrades will be Monday, February 23 to Saturday, February 28, 2026. We will assist you in assigning specific rooms for VIP's, however, please be advised that under California Law we are not allowed to remove a guest from any accommodations if they decide to extend their stay. In any event, we will make every effort to secure the requested rooms for your VIP's.

**Check-in & Check-out Times:** Check-in time is 4:00PM. Guests arriving before 4:00PM will be accommodated, as rooms become available. Check-out time is 12:00Noon. Late check-out times are sometimes available depending on expected occupancy levels on your group's check-out day.

The Hilton Palm Springs will charge an Early Check-Out fee to any guest who checks out of the hotel before their stated departure date. Guests will have the opportunity to change their departure date at Check-In without penalty. Any changes resulting in early departure after Check-In will result in the Early Departure Fee being assessed.

**Cut-off Date:** The cut-off date for reservations will be January 23, 2026. At that time, rooms in the block will be released back to the hotel's inventory for sale to the general public or other groups. Any attendee making a reservation after this date will receive the group rate as long as standard rooms are available in the hotel, and even if the block is sold out. Rooms booked after the cut-off date, regardless of rate, will be credited to the group's pick up and commissionable. Each reservation must be accompanied with a first night's room revenue deposit which is refundable with 72 hours noted. No shows or cancellations within 48 hours of arrival date will be charged the first night's revenue.

**Concessions:** Based on attrition clause, concessions will not be based on number of room nights.

Hotel will provide complimentary easels for signage placement in areas designated by the Group (such as lobby for directional signage), not to exceed the Hotel's inventory.

**Meeting Planner's Points:** Hilton Meeting Planner's Points will be credited to Account # 310307952. Our standard policy is to provide one point for every dollar spent not to exceed 100,000 points. Based on your room block and actualized rooms, to include pre/post dates and reservations booked outside of your room block, we are pleased to provide up to 150,000 points.

**No Lower Rate Clause:** Hotel will not offer sleeping room rates over the group meeting dates (or immediately prior to or immediately following in the same pattern) that are lower than the negotiated group rate unless the lower rate is available for all group rooms (excluding 3<sup>rd</sup> party and Hilton Honor's).

Hotel will provide the group with the best rate available at the time the meeting is held, regardless of the contract rate.

**Hotel Rating/Status/Condition:** Should the Hotel lose or allow the level to fall of its current AAA or Mobil rating as of the signing of this contract, the Group has the right to cancel this contract without penalty or opt for a percent reduction in room rate for each level the rating falls from its rating as of the signing of this contract.

The Hotel shall notify the Group promptly if there is a change in ownership or flag of Hotel prior to the meeting, and the Group shall have the right to cancel this agreement with written notice.

In the event the Hotel files for bankruptcy or if foreclosure occurs, the Hotel is obligated to inform the Group of this action, and the Group may then terminate this contract without liability.

**Attrition:** You have contracted for a total of 650 room nights over your official meeting dates. There is no penalty to the Group provided that at least 80% of your room block is actually used over each conference date. If, however, less than 80% is used, there will be a charge of \$239.00 per unused room, per night.

No attrition damages will occur for any dates that the hotel represents itself as being sold out or turning down any reservations over any dates during the group's meeting dates. Further, should hotel raise room rates after the cut-off date, and group has not met its contracted room block minimum, then the hotel will forfeit its right to charge attrition damages for any nights where the higher room rate is being charged.

Attrition damages will only be billed after a final audit has been conducted, and hotel provides documentation of lost revenue.

All rooms regardless of the rate paid or method of reservation, will be counted towards the room block for purposes of attrition, complimentary rooms, concessions, and commissions.

Tax applies to attrition room charges only in states where required. (Lost profit instead of full room rate.)

Attrition will be based on cumulative rooms nights picked up (including pre and post conference dates) and not on revenue. Final pick up for attrition purposes will be based on total room nights sold over the entire conference (including pre and post).

Together with its invoice for any attrition fee, Hotel will submit to Group a copy of the city ledger occupancy report documenting whether any rooms (and if so, how many) were resold and whether any room (and if so, how many) were not available for sale.

***Attrition paid should be commissionable.***

**Rooms Resold Clause:** In the event that Group does not utilize all of its guest rooms, the hotel will attempt to resell the rooms at a rate equal or greater to the rate for the Group's contacted block. The Room Night Commitment, less any attrition percentage, less Group's actual usage of the Room Night Commitment, less the total number of resold rooms "on a last sale basis" during the event, with the result multiplied by the average group rate, plus applicable taxes. As example: If the Group blocks a one-night event of 200 rooms at a 500 room hotel and uses only 120 rooms, with an 80% attrition rate. The Group would then owe for 40 rooms. If the hotel should sell out, then no attrition would be due. If the hotel should resell 20 rooms, then Group would owe for the 40 rooms left in the hotel.

**Mitigation for Cancellation:** Hotel will attempt to resell the rooms in your block and refund to the Group any revenue collected by the Hotel for resold rooms over the meeting dates.

Group may also elect to contract for another future meeting of similar size.

**Additional Charges/Surcharges:** Neither Group nor its attendees will be responsible for paying any taxes or additional surcharges, gratuities, resort fees, or service fees not included in this Agreement unless required by law. Hotel will inform Group of any changes in tax rate or type that will affect Group and its attendees after the signing of this contract.

**Relocations:** In the event that the Hotel is overbooked during a portion of the Group's stay, and any of the Group's attendees are "walked," the Hotel will:

- Inform the Group's main contract as soon as possible to prioritize group attendees that are walked.
- Obtain, at no charge to the walked guest, a room at an equivalent or better hotel as close as possible to the hotel.
- Provide at no cost or reimburse for transportation to/from the substitute hotel and functions
- The displaced guest shall have a priority reservation for the first available room at the Hotel if the displaced guest does wish to move back to the original property.
- Keep a listing so that anyone who calls for the walked guest can be referred to the guest at the new hotel.
- Walked rooms will be counted towards the complimentary rooms at the original contract hotel, will be counted attrition purposes, and will be commissionable.

**Renovation/Construction:** Hotel shall promptly notify Group of any plans for renovation or construction Immediately prior to or over the meeting dates, including target dates for completion, scope of renovation/construction, and what steps will be taken to ensure that the project will not have a negative impact on the convention/meeting. If renovation/construction is deemed by Group to be disruptive to the success of the meeting by reducing the number of sleeping rooms or meeting space or size of meeting space in the host facilities, the Group may, without liability, elect to cancel the contract.

**Policies:** Hotel represents and warrants that it has no policies with regard to meetings of the type covered by this Agreement that have not been disclosed to Organization and made a part of this Agreement. Hotel further warrants that it shall not make any policies adopted subsequent to the execution of this Agreement applicable to the meeting covered by this Agreement without the express written consent of Organization.

Should the Hotel lose or allow the level to fall of its current AAA or Mobil rating as of the signing of this contract, the Group has the right to cancel this contract without penalty or opt for a percent reduction in room rate for each level the rating falls from its rating as of the signing of this contract.

The Hotel shall notify the Group promptly if there is a change in ownership or flag of Hotel prior to the meeting, and the Group shall have the right to cancel this agreement with written notice.

In the event the Hotel files for bankruptcy or if foreclosure occurs, the Hotel is obligated to inform the Group of this action, and the Group may then terminate this contract without liability.

**Use of Group Name:** CSMFO is the only name having to do with this meeting that is permitted to appear on the Hotel ready board, marquee, portfolio, and any invoices. Meeting & Association Management Services, Inc. is not the client and its name cannot appear on any of these documents or displays.

**Meeting & Banquet Agenda:** Space at the Hilton is not required. All meetings and banquets are currently scheduled to take place at the Convention Center and Renaissance Hotel.

**Food & Beverage Policies:** State laws require that all food and beverage must be supplied and prepared by the resort during any group functions, including Hospitality Suites. Menu selections, set-up requirements and detailed arrangements must be received 30 days prior to group functions. All Food & Beverage activities will be coordinated directly by the Food & Beverage Director or Convention Events Manager. Final BEO's must be signed and received by the hotel no later than two (2) weeks prior to group functions. Guaranteed attendance must be received seven (7) business days prior to the function, or the expected/agreed number will be considered the guarantee. Food and beverage prices plus 23% service charge are subject to state tax which is currently 9.25% and will be added to your event bill.

**Space:** The hotel will not be responsible for personal items that are left unattended in a public area. Personal items include but are not limited to laptop computers, purses, cellular phones, pagers, etc. Public space is primarily defined as any area of the hotel other than the guest hotel room or the hotel safe. Public space includes but is not limited to salons, meeting rooms, restaurants, Lobby area, storage rooms, restrooms, health club, hallways, etc.

**Deposit:** Good faith deposit waived based on receiving individual deposits with each reservation placed.

**Method of Payment:** Room, tax, fees and incidentals on own.

**Cancellations:** Both parties agree that there is no right of termination for the sole purpose of booking the Group functions or events in another hotel or conference center.

Organization agrees to provide Hotel with written notice of any decision to cancel or otherwise abandon its use of the Total Room Nights (a "Cancellation") within five (5) days of such decision. If Organization cancels the Event or moves the Event to another city or facility, such decision shall constitute a breach of its obligation to the Hotel and the Hotel will be harmed. If a Cancellation occurs, the parties agree that:

(1<sup>st</sup>) it would be difficult to determine the actual harm suffered by the Hotel; (2<sup>nd</sup>) due to the short period of time between the execution of this Agreement and the Event dates, and/or the projected non-capacity occupancy of the Hotel over the Event dates, Hotel is unlikely to be able to resell rooms or function space on a "last-sale" basis in the event of a Cancellation, and (3<sup>rd</sup>) the amount set forth below reasonably estimates Hotel's harm for a Cancellation.

Cancellation any time after signature but before 2/01/24:	30% of anticipated room revenue;
Cancellation on or after 2/01/24 but before 3/01/25:	50% of anticipated room revenue;
Cancellation on or after 3/01/25:	80% of anticipated room revenue.

**Cancellation by Hotel:** In the event of a cancellation of this agreement by the Hotel not otherwise permitted under this agreement, the Hotel shall pay Group for all direct, indirect and consequential damages, expenses, attorney's fees, and costs incurred by Group on account of such cancellation including, but not limited to, staff time and travel expenses to secure an alternate location for the event, incremental room rate and air fare differential, function space rental, and air fare differences, and long distance telephone, postage and printing costs.

**Safety/Security:** Hotel represents and warrants that it shall comply during the Meeting Period with all federal, state and local fire, safety and building codes.

Hotel warrants that it meets the requirements of the fire prevention and control guidelines described in section 29 of the federal Fire Prevention and Control Act of 1974 (15 U.S.C. §2225).

Hotel further warrants that it will maintain during the Meeting Period all appropriate measures to protect the person or property of Organization, its employees and meeting attendees from loss or injury. At all times during the Meeting Period, Hotel shall have on its premises at least one (1) person trained in cardio-pulmonary resuscitation (CPR) and at least one (1) automated external defibrillator in good working order for use in cardiac and other emergencies.

**Attorneys' Fees:** In the event any legal action is taken by either party against the other party to enforce any of the terms and conditions of this Agreement, it is agreed that the unsuccessful party to such action shall pay to the prevailing party therein all court costs, reasonable attorneys' fees and expenses incurred by the prevailing party.

**Conduct:** In the event that any members of your group engage in disruptive, dangerous or unlawful behavior or causes damage or loss of revenue to the hotel, the hotel reserves the right to evict the guest(s) without refund and reserves the right to decline future reservations. Group will assist the Hotel in collecting revenue loss or damages from the individuals but will not be held responsible for payment on behalf of their attendees.

**Policies:** Hotel represents and warrants that it has no policies with regard to meetings of the type covered by this Agreement that have not been disclosed to Organization and made a part of this Agreement. Hotel further warrants that it shall not make any policies adopted subsequent to the execution of this Agreement applicable to the meeting covered by this Agreement without the express written consent of Organization.

**Impossibility:** The performance of this Agreement is subject to any circumstance making it illegal or impossible to provide or use the Hotel facilities, including acts of God, war, government regulations, disaster, strikes, pandemics, civil disorder, or curtailment of transportation facilities. In addition to flooding, fire, loss of electrical power, government advisory against the area. The Agreement may be terminated only for any one of the above reasons by written notice from either Hotel or Organization to the other within ten (10) days of learning of the basis for termination. Neither a change of ownership or management of the Hotel, nor a change in management of Organization shall relieve either party of the responsibilities and obligations of this Agreement.

If 30 – 40% of attendees are affected by any of the above scenarios and cannot travel to the meeting, then the meeting can be cancelled due to force majeure.

In the event group decides to hold event despite such circumstances, hotel shall waive any fees related to a smaller event, including any room, food/beverage attrition fees.

**Changes, Additions, Stipulations, or Lining Out:** Any changes, additions, stipulations or deletions, including lining out by either party will not be considered agreed to or binding to the other unless such modifications have been initialed and dated.

**Confirmation:** The Hilton Palm Springs hopes that the above clearly outlines all of your group requirements. If you are in agreement, please sign below and return the contract via email to donna.such@hilton.com.

Sincerely,

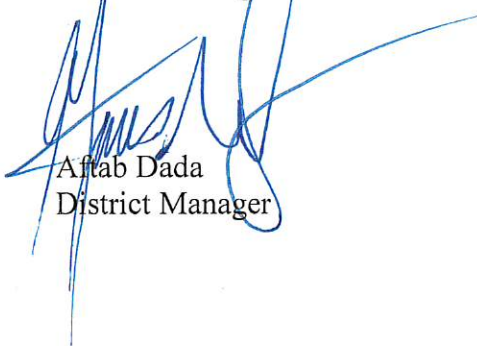


Donna Such  
Director of Sales



Shannon Anderson  
General Manager

**The Authorized Officer Signature Below Makes  
This Agreement Firm and Binding:**



Aftab Dada  
District Manager

Signature: \_\_\_\_\_

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





## GROUP SALES AGREEMENT

### **DESCRIPTION OF GROUP AND EVENT**

The following represents an agreement between Courtyard Palm Springs, 1300 Tahquitz Canyon Way, Palm Springs, CA, 92262, (760) 322-6100 and California Society of Municipal Finance Officers (CSMFO).

ORGANIZATION: California Society of Municipal Finance Officers (CSMFO)

CONTACT:

Name: Teri Anticevich  
Job Title: Meeting Consultant  
Street Address: 808 R Street, Ste 209  
City, State, Postal Code: Sacramento, CA 95811  
Country/Region: USA  
Phone Number: (951) 780-7997  
E-mail Address: [teri.anticevich@staff.csmfo.org](mailto:teri.anticevich@staff.csmfo.org)

NAME OF EVENT: California Society of Municipal Finance Officers Annual Conference

REFERENCE #: M-LHKHK2D

OFFICIAL PROGRAM DATES: Monday, 2/23/2026 – Thursday, 2/26/2026

TODAY'S DATE: Tuesday, February 21, 2023

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

The Hotel agrees that it will provide, and California Society of Municipal Finance Officers (CSMFO) agrees that it will be responsible for utilizing, 200 room nights in the pattern set forth below (such number and such pattern, the "Room Night Commitment"):

Date	Day	Run of House	Total Rooms
02/23/2026	Mon	15	15
02/24/2026	Tue	50	50
02/25/2026	Wed	70	70
02/26/2026	Thu	65	65

Start Date	End Date	Room Type	Single	Double
02/23/2026	02/26/2026	Run of House	\$259.00	\$259.00

The Hotel's room rates are subject to applicable state and local taxes (currently 16.5%) and CA Tourism \$0.29 in effect at the time of check out.

### **COMMISSION**

The group room rates listed above include a commission of seven percent 7% on all utilized room nights, excluding anything packaged into the rate such as internet, resort fee, rebate, or any other miscellaneous charges, and any rooms discounted off California Society of Municipal Finance Officers (CSMFO)'s room rate, payable to Meeting & Association Management Services, Incorporated, with the IATA number 05702012. Commission payment will be processed forty-five (45) days after California Society of Municipal Finance Officers (CSMFO)'s departure date. Hotel reserves the right to deduct from any future commission payable to Meeting & Association Management Services, Incorporated 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. Hotel and California Society of Municipal Finance Officers (CSMFO) agree that the commission for the booking of this Event is non-cancelable and non-transferable to any other party. Hotel will not be liable for any commission fee to any other entity.

## **REBATE**

A \$10.00 Rebate will be paid to California Society of Municipal Finance Officers (CSMFO) for all revenue generating room nights utilized, to be paid at conclusion of function when final bill has been paid. (Commissions are paid on net rates after rebates are deducted).

Hotel will collect the amount, provided the Hotel has approved the method in which California Society of Municipal Finance Officers (CSMFO) has advised each of its attendees of this charge, and provided that Hotel approves the content of the disclosure. All receipts for such charges will be paid to California Society of Municipal Finance Officers (CSMFO) upon receipt by Hotel of payment for the Master Account.

## **ROOMS ATTRITION**

Hotel is relying upon California Society of Municipal Finance Officers (CSMFO)'s cumulative use of the Room Night Commitment and pre/post nights. California Society of Municipal Finance Officers (CSMFO) agrees that a loss will be incurred by Hotel if California Society of Municipal Finance Officers (CSMFO)'s actual usage is less than eighty percent 80% of the Room Night Commitment.

Hotel agrees to allow for a twenty percent 20% reduction in the Room Night Commitment.

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

## **METHOD OF RESERVATIONS**

Reservations for the Event will be made by individual attendees directly with Marriott reservations at 1 (800) 321-2211 or (760) 322-6100.

## **GUARANTEED RESERVATIONS**

All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card or by California Society of Municipal Finance Officers (CSMFO). Hotel will not hold any reservations unless secured by one of the above methods.

## **INDIVIDUAL RESERVATION CANCELLATIONS**

To avoid a one night's room and tax charge, reservations must be canceled at least 72 hours prior to scheduled arrival. Hotel and group agree to make attendees aware of cancellation and no-shows to fully enforce its cancellation policy for cancellations. Any cancellation fees charged and collected will be credited to group room block or reduced from fees owed.

## **CUT-OFF DATE**

Reservations by attendees must be received on or before **Friday, January 30, 2026, (the "Cut-Off Date")**. At the Cut-Off Date, Hotel will review the reservation pick up for the Event, release the unreserved rooms for general sale, and determine whether or not it can accept reservations based on a space- and rate-available basis at the California Society of Municipal Finance Officers (CSMFO) group rate after this date.

## **BILLING ARRANGEMENTS**

The following billing arrangements apply: Individual to Pay (cash-paying guests may be asked to leave a cash or credit card deposit to guarantee payment).

## **NO ROOM TRANSFER BY GUEST**

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

### **SPECIAL CONCESSIONS**

In consideration of the Room Night Commitment and the functions identified on the Function Information Agenda/Event Agenda, Hotel will provide California Society of Municipal Finance Officers (CSMFO) with the following special concessions:

1. One (1) complimentary room night for every forty (40) revenue-generating room nights at full group rate occupied on a cumulative basis. Complimentary guest rooms must be utilized during the event.
2. Earn double Marriott Bonvoy Events points (All Loyalty Terms and Conditions Apply).

### **LOWEST GROUP RATE**

Hotel agrees that the group room rate provided to California Society of Municipal Finance Officers (CSMFO) will be no higher than the group room rate provided to any other comparable group business over the following dates: Wednesday, February 25, 2026. For purposes of this paragraph, "comparable group business" means group business that, when compared to California Society of Municipal Finance Officers (CSMFO) Event: (a) is of equal or lesser anticipated revenue (both from rooms and food and beverage); (b) has a similar room night pattern and is booked entirely in the same Hotel season; and (c) is booked a similar amount of time in advance. It does not include group business that involves significantly different special terms or conditions, nor business with groups whose room rates are based in part on a longer-term business arrangement.

### **MASTER ACCOUNT**

Hotel must be notified in writing at least ten (10) days prior to arrival of the authorized signatories and the charges that are to be posted to the Master Account. Any cancellation or attrition fees will be billed to the Master Account.



### **PAYMENT BY CREDIT CARD OR COMPANY CHECK**

If California Society of Municipal Finance Officers (CSMFO) wishes to pay any portion of its obligation by credit card or company check, the credit card information must be entered into our secure online website.

Prior to the execution of this agreement California Society of Municipal Finance Officers (CSMFO) shall provide hotel with credit card authorization information. A Credit Card Information Request e-mail will be sent to the e-mail address provided by California Society of Municipal Finance Officers (CSMFO).

This process must also be followed if direct billing has not been approved and the Master Account charges will be paid by credit card or company check.

California Society of Municipal Finance Officers (CSMFO) agrees that the Hotel may charge to this credit card any payment as required under this Group Sales Agreement.

### **METHOD OF PAYMENT**

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

California Society of Municipal Finance Officers (CSMFO) will raise any disputed charge(s) within 3 days after receipt of the invoice. The Hotel will work with California Society of Municipal Finance Officers (CSMFO) in resolving any such disputed charges, the payment of which will be due upon receipt of invoice after resolution of the dispute. If payment of any invoice is not received within thirty (30) days of the date on which it was due, Hotel will impose a finance charge at the rate of the lesser of 1-1/2% per month (18% annual rate) or the maximum allowed by law on the unpaid balance commencing on the invoice date.

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

- ☐ Cash, money order, or other guaranteed form of payment
- ☐ Credit card (We accept all major credit cards)
- ☐ Company check or Electronic Funds Transfer
- ☐ Direct Bill

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

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

### **HOTEL & EVENT PARKING**

We are pleased to offer overnight guests a self-parking rate, currently, \$9.00 per car daily. In/Out privileges only apply to over-night guest parking. Parking at the Courtyard Palm Springs is based upon availability in the Hotel's parking lot.

*\*Please note parking rates are subject to change without notice.*

### **CANCELLATION**

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

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

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

Date of Cancellation	Total Amount of Liquidated Damages Due
Date of Agreement to 366 days prior	25% of Total Room Revenue*
From 365 days to 181 days prior	50% of Total Room Revenue*
From 180 days to 91 days prior	75% of Total Room Revenue*
From 90 days to 4 business days prior	90% of Total Room Revenue*
From Date of Event to 3 business days prior	100% of Total Room Revenue*

\* "Total Room Revenue" is the dollar amount equal to the number of room nights in the Room Night Commitment multiplied by California Society of Municipal Finance Officers (CSMFO)'s average room rate (excluding staff room rates and complimentary rooms, if any). If applicable, state and local taxes will be added to the amounts listed above.

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

## **CANCELLATION OF EVENT BY HOTEL**

If Hotel double-books the Event and is unable or unwilling to provide the guest rooms, function space, or any related services agreed to in this Agreement, such action constitutes a breach of Hotel's obligations to California Society of Municipal Finance Officers (CSMFO) and California Society of Municipal Finance Officers (CSMFO) would be harmed. At such time, California Society of Municipal Finance Officers (CSMFO) would be entitled to pursue all legal remedies for any damages it incurs from such an action.

## **FUTURE REBOOKING**

With respect to Cancelled Events, if, and only if, (1) California Society of Municipal Finance Officers (CSMFO) timely pays the Cancellation Fee due above; and (2) Hotel and California Society of Municipal Finance Officers (CSMFO) are able, after good faith negotiations, to agree on mutually acceptable dates for a replacement Event ("Replacement Event") that (a) is scheduled to be, and actually is, held at Hotel within the 12 months following the scheduled date of the Cancelled Event, and during a business period in which Hotel is not projected to be at capacity ("Need Dates"); and (b) is of the same or greater dollar value to the Hotel as the Cancelled Event was to have been; and (c) is governed by an agreement that is identical to this Agreement in all material respects; then Hotel will provide Group with a credit (the "Replacement Event Credit") of 50% of the above liquidated damages amount, to be applied towards the Master Account for the Replacement Event. The Hotel will provide California Society of Municipal Finance Officers (CSMFO) with a list of all Need Dates for the 12-month period following the scheduled date of the Cancelled Event.

## **IMPOSSIBILITY**

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, acts of terrorism, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible for the Hotel to provide, or for groups in general to use, the Hotel facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical - but in no event longer than ten (10) days - after learning of such basis.

## **HOTEL RELOCATION PROCEDURE**

If Hotel is unable to provide a guest room to an Event attendee holding a confirmed reservation, Hotel will provide for each attendee for the nights the attendee is not accommodated:

- a) Arrangements for accommodations at a comparable nearby Hotel and payment for that night's accommodations
- b) Free transportation for attendee to and from Hotel
- c) Priority reservations for the first available room at Hotel the next night
- d) One long distance phone call of reasonable length to notify of change of location

## **RENOVATION**

Hotel will promptly notify California Society of Municipal Finance Officers (CSMFO) of any significant construction or remodeling to be performed in Hotel during the Event. Hotel will endeavor to keep such activity from distracting or interfering with the use of meeting rooms or other facilities to be used during the Event. If it is reasonably anticipated that there will be a significant interference, Hotel will arrange comparable meeting and guest room facilities at a nearby Hotel.

## **RENOVATION**

Hotel will promptly notify California Society of Municipal Finance Officers (CSMFO) of any significant construction or remodeling to be performed in Hotel during the Event. Hotel will endeavor to keep such activity from distracting or interfering with the use of meeting rooms or other facilities to be used during the Event. If it is reasonably anticipated that there will be a significant interference, Hotel will arrange comparable meeting and guest room facilities at a nearby Hotel.

## **CHANGE OF MANAGEMENT**

California Society of Municipal Finance Officers (CSMFO) may terminate this Agreement in the event the Hotel is no longer managed as a Marriott Hotel.

## **COMPLIANCE WITH LAW**

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

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

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

## **LITIGATION EXPENSES**

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

## **LIQUOR LICENSE**

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

## **INDEMNIFICATION**

Each party to this Agreement shall, to the extent not covered by the indemnified party's insurance, indemnify, defend, and hold harmless the other party and its officers, directors, agents, employees, and owners from and against any and all demands, claims, damages to persons or property, losses, and liabilities, including reasonable attorneys' fees (collectively, "Claims"), arising solely out of or solely caused by the indemnifying party's negligence or willful misconduct in connection with the provision and use of Hotel as contemplated by this Agreement. This paragraph shall not waive any statutory limitations of liability available to either party, including innkeepers' limitation of liability laws, nor shall it waive any defenses either party may have with respect to any Claim.

## **COMPLIANCE WITH EQUAL OPPORTUNITY LAWS**

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

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

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

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

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

### **PRIVACY**

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

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

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

### **MARRIOTT BONVOY EVENTS**

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

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

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

GROUP MUST CHECK **ONE** OPTION BELOW:

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

Member Name: Teri Anticevich

Marriott Bonvoy Membership Number: 386349468

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

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

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

### **HIGH RISK ACTIVITIES**

Hotel has committed to providing the room nights and function space, as applicable, set forth in this Agreement based on information about the event that California Society of Municipal Finance Officers (CSMFO) has given to the Hotel. California Society of Municipal Finance Officers (CSMFO) agrees that it has presented all material information required in order for Hotel to provide the rooms and facilities set forth in this Agreement. Should Hotel, in its sole reasonable discretion, determine at any time that the Event will include a high-risk activity that was previously undisclosed to the Hotel (including by way of example, and not by limitation, biological agents, pyrotechnics, etc.), Hotel may terminate this Agreement immediately and without liability, upon written notice to California Society of Municipal Finance Officers (CSMFO).

### **ACCEPTANCE**

When presented by the Hotel to California Society of Municipal Finance Officers (CSMFO), this document is an invitation by the Hotel to California Society of Municipal Finance Officers (CSMFO) to make an offer. Upon signature by California Society of Municipal Finance Officers (CSMFO), this document will be an offer by California Society of Municipal Finance Officers (CSMFO). Only upon signature of this document by all parties will this document constitute a binding agreement. Unless the Hotel otherwise notifies California Society of Municipal Finance Officers (CSMFO) at any time prior to California Society of Municipal Finance Officers (CSMFO)'s execution of this document, the outlined format and dates will be held by the Hotel for California Society of Municipal Finance Officers (CSMFO) on a first-option basis until March 9, 2023. If California Society of Municipal Finance Officers (CSMFO) cannot make a commitment prior to that date, this invitation to offer will revert to a second-option basis or, at the Hotel's option, the arrangements will be released, in which case neither party will have any further obligations.

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

### **SIGNATURES**

#### **Approved and authorized by California Society of Municipal Finance Officers (CSMFO):**

Name:

Title:

Signature:

Date:

#### **Approved and authorized by Hotel:**

Name: Tracy Salinas

Title: Senior Sales Manager

Signature:

Date:





## CSMFO Executive Committee

### Agenda

March 8, 2023

- 2023 Strategic Goals - Executive Committee
  - Quick Hit, “A Day in the Life of a Finance Officer”
  - Succession planning – Completed and ongoing
  - Define “Finance Officer” and establish criteria for leadership participation
  - Improve communication between committees and avoid redundancy\* - Completed and ongoing
- 2023 Strategic Goals - Executive Director
  - QR Codes for membership directory, first time chapter meetings and conference program
  - Produce data driven analytics to measure program success via LMS and registration. Data to include membership, engagement (trainings & participation, and career growth.)
  - Improve communication between committees and avoid redundancy\* - Completed and ongoing
  - More strategic approach to communication; internal and external communications audit (members, industry and internal communications)
  - Annual performance measurements on website; track membership professional growth/career advancement; cohort and mentorship programs, not just technical class attendance/growth.
  - More presence on LinkedIn/more analytics; evaluate contracted/hired communications manager; update membership brochure; gap analysis
  - Succession planning – Completed and ongoing

\* Responsibility of both the Executive Committee and Executive Director

- Engage new agencies – Ongoing unfinished business for 2023
- Formalize Board, Committee, and Chapter Orientation and Metrics – Finished but must be formalized through change in Policies and Procedures Manual
- Agenda Items Tracking for April 19th Board Meeting
  - 2023 Action Plan (Rich)
  - SMA's contract extension (Jean)
  - Ratify commercial leadership structure (Marcus)
  - Jean's annual evaluation (Closed session)
  - **Contracts for the 2026 Annual Conference:**
    - The Palm Springs Convention Center
    - The Renaissance Palm Springs
    - The Hilton Palm Springs
    - The Marriott Courtyard
- Chapter banners travel costs
- SMA staff transition hiccups
- 2023 Strategic Planning retreat dates and facilitator
- Northwest chapter request for membership info
- League of Cities liaisons
- Senior Advisor travel reimbursement
- Succession planning for Michael Coleman's contract, website



## CSMFO Executive Committee

### Agenda

April 12, 2023

- 2023 Strategic Goals - Executive Committee
  - Quick Hit, “A Day in the Life of a Finance Officer”
  - Succession planning – Completed and ongoing
  - Define “Finance Officer” and establish criteria for leadership participation
  - Improve communication between committees and avoid redundancy\* - Completed and ongoing
- 2023 Strategic Goals - Executive Director
  - QR Codes for membership directory, first time chapter meetings and conference program – Completed and ongoing
  - Produce data driven analytics to measure program success via LMS and registration. Data to include membership, engagement (trainings & participation, and career growth.) - Waiting for proposal from SMA.
  - Improve communication between committees and avoid redundancy\* - Completed and ongoing
  - More strategic approach to communication; internal and external communications audit (members, industry and internal communications) – Will probably wait until after Strategic Action Planning meeting
  - Annual performance measurements on website; track membership professional growth/career advancement; cohort and mentorship programs, not just technical class attendance/growth. - Somewhat tied to analytics proposal above and working on it with SMA.
  - More presence on LinkedIn/more analytics; evaluate contracted/hired communications manager; update membership brochure; gap analysis –

\* Responsibility of both the Executive Committee and Executive Director

Membership brochure update in progress and tied somewhat to the strategic approach to communication item above.

- Succession planning – Completed and ongoing
- Engage new agencies – Ongoing, unfinished business from 2022
- Formalize Board, Committee, and Chapter Orientation and Metrics – Finished but must be formalized through change in Policies and Procedures Manual or Orientation Policy
- Agenda Items Tracking for April 19th Board Meeting
  - 2023 Action Plan (Rich)
  - SMA's contract extension (Jean)
  - Ratify commercial leadership structure (Marcus)
  - Secretary/Treasurer discussion (Rich)
  - 2023 Strategic Action Plan Proposal (Ernie)
  - Position Regarding the California Business Round Table 2024 Ballot Initiative (Jean)
  - Jean's annual evaluation (Closed session)
  - **Contracts for the 2026 Annual Conference:**
    - The Palm Springs Convention Center
    - The Renaissance Palm Springs
    - The Hilton Palm Springs
    - The Marriott Courtyard
- SMA staff challenges
- Chu Thai as volunteer of the year
- 2023 Strategic Planning retreat and Board Meeting dates
- Northwest chapter update

## CSMFO 2023 Strategic Planning Session

The last two years of planning sessions we have looked ahead and generated ideas to enhance the member experience and many of these initiatives have been incredibly successful. For 2023, Ernie and I suggest we take advantage of a Pause and examine our infrastructure and foundation. A Pause to catch our breath and make meaningful non-reactive decisions. Give attention to the challenges and opportunities within our processes and procedures. Identify what is working well and what can be improved.

Through a lens of diversity, equity and inclusion in this year's planning session we aim to uncover areas where we can increase clarity, access and accountability in regard to the roles and responsibilities of volunteers and leadership and strengthen the partnership with CSMFO and MAMS, SMA and other contracted staff.

The DE&I initiative will also be utilized when examining the benefits and opportunities for our members - not only in regard to their engagement with chapters, education and networking opportunities but also with their path into CSMFO volunteership and leadership and how all of that can benefit their professional careers.

Another aim of this session will be to identify and celebrate what makes CSMFO special. The magic that contributes to the continued success of various programs and elevates the careers and overall experience of members. At the end of the day we know that CSMFO is ultimately about people, any good association is, and how do we continue to keep that at the heart of our decision making and propel us forward toward meaningful growth.

David Garrison will execute and oversee the following activities;

- 8 -10 question interview with Ernie Reyna
- Ernie will identify 6-8 individuals for David to interview with 6-8 questions
- David develops three surveys
- A General Survey to all Session Attendees
- A Survey to the membership
- A Survey to Committee and Chapter Chairs
- Based on all the collected data, David will report to Ernie the major themes for discussion and the various lines of inquiry to be explored
- David will conduct a virtual meeting to present the themes to the PPAC and record their feedback
- David will create a preliminary video and homework for attendees to do prior to the session
- Preliminary agenda, expectations, tools and vocabulary document etc. sent to all attendees
- David will develop the agenda, exercises, etc. for the on-site workshop and send to Ernie for approval
- David will facilitate a 2 day session
- David will develop and send out a post-event survey to all attendees
- David produces an output document and recommended next steps

### Proposed Revised Timeline

Traditionally the planning session has been a single day followed by a half day board meeting. Over the last few years it's become clear that as CSMFO grows and the various initiatives of committees and leadership grow the time to address everything in a meaningful way is diminishing with the allocated time. It is not uncommon for groups to have multi-day sessions. In fact smaller groups than you have 2 days sessions. Ernie and I both feel that two solid days of planning broken up by breaks and opportunities to reflect will allow us to go a little deeper, connect more closely and align better for the year ahead.

October 15, 2023 - Evening Welcome Reception - 6pm

October 16, 2023 - Planning Session Part One - 9am - 5pm | Dinner 6:30pm

October 17, 2023 - Planning Session Part Two - 10am - 3pm

We recognize that normally the second day is a board meeting, but as there is a board meeting in August and an executive committee meeting on October 12, 2023, we feel confident that reallocating that time for the planning session is a good move. We would be open to rescheduling the October 17 board meeting to the week of November 13th.

As always I look forward to engaging the leadership on strategic conversations and silly activities that get folks laughing and connecting. Following two years of big ideas and wondering what's next, I am excited to lead the conversation inwardly as we examine how many wonderful things we've accomplished and initiatives we've explored and what brought us to those peaks of achievement and how we can prepare ourselves and future CSMFO leaders to build even more.

- David Garrison, April 11, 2023



## **CSMFO BOARD REPORT**

---

DATE: April 19, 2023

FROM: Jean M. Rousseau, Executive Director

SUBJECT: Approval of Administrative Support Services Contract with Smith, Moore and Associates (SMA)

### **Background:**

The 2022 Action Plan included a goal assigned to the Executive Director to provide an assessment of the Association along with an evaluation of a staffing model and recommendations for change, if required. The assessment was presented to the Board in the closed session portion of the August 18, 2022 Board meeting. The assessment of administrative support services reviewed the following areas: base services, technology, administrative support services to committees and chapters along with special events and graphic services. The overall recommendation from the assessment was to continue to contract with SMA for administrative support services. Recommendation number 7 from the report was to prepare a new contract with SMA that memorialized and consolidated the numerous amendments, eleven since 2008, into a new consolidated base contract. This provided a chance for both parties to address relevant contractual issues and add needed clarity to CSMFO's expectations of SMA's contracted services.

Since this was a follow up of one of the recommendations from the assessment, it was decided to not have the Administration Committee develop the new contract. Consequently, the Executive Director met numerous times with Catherine Smith and staff from SMA to review the services enumerated in the various versions of the base contract along with the amendments. The result was the development of a new consolidated base contract for your review and approval.

The original base contract included \$12,000 for a subcontract with Meeting & Association Management Services (M&AMS) to help provide conference services along with a provision to pay M&AMS a fee for the number of members and exhibitors. The fee for members and exhibitors is outside the base contract amount. These amounts have not changed since 2016. M&AMS has asked to increase the amount by \$12,000 to cover the current costs associated with their services. M&AMS commissionable rates had been historically able to mitigate almost all of the costs incurred by CSMFO for meeting planning but the hotel industry has been reducing the percentage

(from 10% to 7%) over the past few years. M&AMS has also asked for an increase of \$25 per exhibit booth to also help cover staff time. CSMFO typically has between 70-90 booths so that total increase may be between \$1,750 and \$2,250 per conference. For the 2023 conference, M&AMS was paid \$13,225 in membership and exhibitor based fees.

This consolidated contract folds in two separate agreements between CSMFO and M&AMS in the total amount of \$2,250, Scope of Work items B and Q in the contract, for services associated with the annual conference VIP event and the annual strategic planning session.

**Fiscal Impact:**

The cost of the contract will be \$258,640 for the first year, which is \$23,173 higher than the current contracts. The amount represents a 5% increase over the current contracts along with a \$11,400 increase for conference services provided by M&AMS. Due to the increase in inflation throughout the United States, the annual contract amount for the succeeding years will be tied to the Northern California Consumer Price Index (CPI), not to exceed 4%.

**Recommendation:**

It is recommended that the Board of Directors review and approve the new consolidated base contract for a two-year term effective May 1, 2023 through April 30, 2025, with a provision for two one-year extensions based on positive performance from SMA.

RECAP OF SMA'S CONTRACT FOR SERVICES		
BASE RATE:		
CONTRACT ENDING APRIL 30, 2023	\$	233,216.28
M&AMS CONTRACT FOR VIRTUAL SERVICES	\$	6,450.00
M&AMS CONTRACT FOR VIP AND ANNUAL PLANNING	\$	2,250.00
ADDITIONAL M&AMS REQUEST - NEW (offset comm.)	\$	12,000.00
ADDITIONAL M&AMS REQUEST - New Exhibit Booths	\$	2,250.00
5% Cost of living increase	\$	12,095.81
TOTAL CONTRACT ANNUAL AMOUNT	<u>\$</u>	<u>268,262.09</u>
Amount in proposed contract from SMA	\$	269,620.00 (1)

JEAN'S PROPOSED CONTRACT AMOUNT		
\$	233,216.28	
\$	2,250.00	
\$	11,773.31	
<u>\$</u>	<u>247,239.59</u>	(2)

JEAN'S ADJUST CONTRACT AMOUNT

\$ 233,216.28

\$ 2,250.00

\$ 11,400.00

\$ 11,773.31

\$ 258,639.59

Difference

\$ 23,173.31

(1) Difference probably due to exhibit booth income

(2) This is the base contract amount without including reimbursement for CSMFO related expenses, necessary staff travel costs, additional fees for David's design services in excess of base contract, and conference booth related revenues which vary from year to year.



## AGREEMENT FOR SERVICES

THIS AGREEMENT is made and entered into May 1, 2023, by and between THE CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS (“CSMFO”), a California nonprofit public benefit corporation, hereinafter referred to as “CSMFO” and SMITH MOORE AND ASSOCIATES, INC., a California S-Corporation, hereinafter referred to as “SMA.”

### RECITALS

WHEREAS, CSMFO desires to obtain management and administrative services from SMA as specified herein; and

WHEREAS, SMA agrees to provide such management and administrative services to CSMFO in accordance with the terms and conditions of this Agreement, and represents and warrants to CSMFO that SMA possesses all necessary licenses, skills, qualifications, personnel and equipment to provide such management and administrative services for the benefit of CSMFO; and

WHEREAS, the performance of such management and administrative services by SMA has been determined by CSMFO to be in the best interest of CSMFO;

NOW, THEREFORE, in consideration of the foregoing Recitals and the mutual covenants, agreements and promises contained herein, CSMFO and SMA agree as follows:

1. **Scope of Services.** CSMFO hereby engages the services of SMA as an independent contractor to perform those administrative, management and communications services described in SMA’s Proposal for Management Services (hereinafter the “Proposal”) dated May 1, 2023 and as updated in Exhibit A attached hereto (hereinafter the “Services”). The Services are generally described as follows: provide all necessary management, administrative, communication and coordination services required of the CSMFO and as requested by CSMFO, including, but not limited to, management, implementation, and coordination of all business operations of CSMFO including all membership service programs provided by CSMFO to its members; Board and committee oversight and planning; coordination and control of some of the consultants retained by CSMFO; oversight and management of all CSMFO contracts and consultant agreements; coordination with other professional associations; planning and execution of conferences and meetings; preparation of policies, procedures and documents required or necessary to properly, competently and completely perform the Services; determine the method, details and means of performing the Services for the benefit of CSMFO; perform the Services in a manner commensurate with the highest professional standards of qualified and

experienced personnel in SMA's field; and any other services necessary to fulfill and implement CSMFO's strategic goals and initiatives as now adopted or as may be amended or adopted during the term of this Agreement.

**2. Term.**

- a. This Agreement will take effect on May 1, 2023 and shall terminate on April 30, 2025, with an option for two one-year extensions, unless amended or extended by the parties hereto in writing.
- b. This Agreement may be terminated for all or any portion of the Services to be provided by SMA by either party upon written notice to the other party in the event of a breach of any material term of this agreement of performance by such other party.
- c. In addition, CSMFO may terminate this Agreement at any time without cause by giving SMA written notice ninety (90) days in advance of the proposed date of termination. SMA may withdraw from this Agreement at any time without cause upon advance written notice of no less than one hundred twenty (120) days.
- d. Upon the termination of this Agreement, SMA will deliver all original files accumulated in the course of providing the Services to CSMFO, along with any other funds and property of CSMFO in SMA's possession or control. SMA agrees not to destroy or otherwise alter any original files of CSMFO without prior written consent of CSMFO.
- e. In the event of termination without cause by either party, CSMFO shall pay to SMA as full payment for all Services performed and all expenses incurred under this Agreement that amount of money specified in an invoice from SMA to CSMFO which reflects any and all past due monthly installment payments payable pursuant to this Agreement, any unpaid expenses previously invoiced, and compensation for all Services rendered after the date of SMA's last invoice through the date of termination of this Agreement calculated as the pro rata amount of the monthly installment payable for such Services.

**3. Duties of CSMFO.** CSMFO agrees to cooperate with SMA and make itself available to confer with representatives of SMA upon request, to keep SMA representatives informed of all developments with respect to the operations and services of CSMFO, and to disclose to representatives of SMA all facts and circumstances of which CSMFO is aware which may bear upon provision of the management and administrative services to be provided pursuant to this Agreement in a timely and effective manner. CSMFO agrees to provide representatives of SMA with such documents and information as it has in its possession relating to the management and administrative services to be provided pursuant to this Agreement.

4. **Independent Contractor.** The parties hereto agree that at all times during the term of this Agreement SMA, SMA's employees and agents hired to perform the Services pursuant to this Agreement are independent contractors and are not agents or employees of CSMFO. SMA shall have control over the means, methods, techniques, sequences, and procedures for performing and coordinating the Services required by this Agreement. CSMFO shall have the right to control SMA only insofar as the result of SMA's Services rendered pursuant to this Agreement. If, in the performance of this Agreement, any third parties are employed or contracted by SMA, such employees or subcontractors shall be entirely and exclusively under the direction, supervision and control of SMA. All terms of employment, including hours, wages, working conditions, discipline, hiring and discharging or any other term of employment or contract shall be determined by SMA, and CSMFO shall have no right or authority over such persons or the terms of their employment or contract.

Therefore, neither SMA or any third persons employed by or contracted by SMA to perform services pursuant to this Agreement shall be entitled to workers' compensation benefits from CSMFO should SMA or any of its employees or contractors sustain an injury in the course of performing services specified in this Agreement. Furthermore, neither SMA nor any third persons or contractors employed by SMA shall be entitled to any other benefits payable to employees of CSMFO. SMA hereby agrees to defend and hold CSMFO harmless from any and all claims that may be made against CSMFO based on any contention by any third party that an employer/employee relationship exists or that a contractual relationship exists between CSMFO and that third party by reason of this Agreement.

SMA represents that it, and its employees and contractors, if applicable, are properly licensed and will remain so during the provision of the Services contemplated by this Agreement.

5. **Insurance.** SMA shall provide at its sole cost and expense and maintain during the duration of this Agreement those types and limits of insurance specified in Exhibit B hereto.
6. **Indemnification.** SMA shall indemnify, defend, protect, and hold harmless CSMFO, and its officers, employees, volunteers and agents from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) of every type and description to which it may be subjected or put to by reason of or resulting from any alleged negligent act or omission of SMA, or SMA's agents or employees in connection with any acts performed or required to be performed pursuant to this Agreement. This indemnification

shall not include any claim arising from the sole negligence or willful misconduct of the CSMFO or its agents. SMA's obligations under this indemnification provision shall survive the termination, or completion of Services, under this Agreement.

7. **Entire Agreement.** This writing and the documents incorporated herein by reference as Exhibits A and B represent the sole, entire, exclusive and integrated contract between the parties concerning the Services, and supersedes all prior oral and/or written negotiations, representations or contracts. Each party to this Agreement acknowledges that no representations or promises have been made by any party hereto which are not embodied herein, and that no other agreement or promise not contained in this Agreement or in the incorporated documents shall be valid or binding. This Agreement may be amended only by a subsequent written contract approved and executed by both parties.
8. **Severability.** If any part of this Agreement is held to be void, invalid or unenforceable, then the remaining parts will nevertheless continue in full force and effect.
9. **Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the State of California.
10. **Notice.** Any notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail addressed as follows:

SMA:                Smith Moore and Associates, Inc.  
                         Attn: Catherine Smith  
                         808 R Street, Suite 209  
                         Sacramento, CA 95811

CSMFO:             California Society of Municipal Finance Officers  
                         Attn: Executive Director Jean Rousseau  
                         808 R Street, Suite 209  
                         Sacramento, CA 95811

Any party may change its address by notifying the other party of the change in the manner provided above.

11. **Attorneys' Fees.** Prior to entering into litigation, it is agreed by both parties that nonbinding arbitration and mediation will be attempted. If arbitration is not successful and litigation still occurs, or if a party becomes involved in a litigation because of wrongful acts of the other party, the prevailing or innocent party shall be entitled to an award of all

reasonable attorneys' fees from the other party. The prevailing party will be entitled to an award of all reasonable attorneys' fees in an amount sufficient to compensate the prevailing for all attorneys' fees incurred in good faith.

**SMITH MOORE AND ASSOCIATES, INC. ("SMA")**

By: \_\_\_\_\_  
Catherine Smith, CEO/Founder

**CALIFORNIA SOCIETY OF MUNICIPAL FINANCE  
OFFICERS ("CSMFO")**

By: \_\_\_\_\_  
Jean Rousseau, Executive Director

## **Exhibit A**

### **Scope of Work to be Performed**

**A. Board Support.** Provide assistance to the CSMFO Board including:

- a. Coordinating with the CSMFO President and/or Executive Director to prepare and distribute (mail and/or electronic) agenda and supporting materials for Board meetings at least one week prior to scheduled meeting;
- b. Prepare and submit reports for Board meetings to include, but not limited to, financial reports and membership statistical reports;
- c. Prepare minutes of Board meetings (virtual meetings & in-person meetings) and make available for review within two weeks after each meeting;
- d. Attend all Board meetings, the Annual Conference, and the Board planning session. Follow through on Board-directed action items;
- e. When required, secure conference call-in lines, meeting space, meals and drinks for in-person Board meetings;
- f. Drafting of letters and other correspondence as requested by the Board;
- g. Maintain Roles & Responsibilities document, and update annually;
- h. Maintain Form 700 spreadsheet to assist leadership in tracking reportable income;
- i. Coordinate logistics for GFOA reception in conjunction with the CSMFO Executive Director annually;
- j. Distribute invitation and manage RSVP list for GFOA reception;
- k. Coordinate gifts for President to present at other organizations' conferences

**B. Annual Planning Session.**

- a. Coordinate facilitator contract for Annual Planning Session, including managing RFP process when requested;
- b. Research and recommend team building and dinner options for Annual Planning Session, negotiate contracts once selected;
- c. Manage hotel arrangements for Annual Planning Session including sleeping rooms;
- d. 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);
- e. Sending out invitations and managing RSVPs;
- f. Booking of dinner locations and events (with the assistance of the CSMFO President Elect; onsite and any offsite);
- g. Assisting in the development of the Planning session agenda with assistance from the CSMFO President Elect and/or the Executive Director and any items needed for the facilitator;
- h. Troubleshoot onsite issues as needed

**C. Administer Elections.** Administer the process for the annual election of officers in accordance with Article III, Section C of the bylaws.

**D. Work Program.** Under the direction of CSMFO's Board, SMA will provide support of CSMFO's mission, goals, and work programs as outlined in this scope of service. Each work program element will be presented to the CSMFO Board for approval and include an analysis of staffing and funding.

**E. Membership Services and Record Keeping.** SMA is to be committed to providing outstanding quality membership services that are friendly, responsive, and thorough with a focus on each member's needs. SMA will provide assistance with membership customer service duties including answering and returning of phone calls to the CSMFO toll-free telephone line, e-mails, requests for information through the website or direct correspondence, and provide any follow-up necessary to maintain outstanding customer service for all members of CSMFO, within 24 hours or less.

**F. Manage Membership Records.** Manage and maintain membership records by performing the following:

- a. Correspond with potential members and new members about the advantages of membership (coordinate with Membership Committee);
- b. Maintain timely membership records by adding, removing, and updating database records on an as-needed basis and ensure the ongoing accuracy of the membership database;
- c. Provide list of non-member agencies and coordinate with the Membership Committee chair the development of potential and new member marketing materials;
- d. Provide a quarterly membership report;
- e. Generate mailing labels on an as-needed basis;
- f. Maintain a list of members for each chapter by mailing list and/or group e-mail;
- g. Create listserv for non-renewed members and conducted follow-up/exit surveys annually

**G. Membership Dues.**

- a. Prepare and distribute billing statements for membership renewal dues annually by November 1st;
- b. Prepare and distribute second notices by mid-December;
- c. Prepare and distribute final notices by January 31st;
- d. Provide a final list of non-renewals to the Board and Membership Committee by mid-March

**H. Web Support.** Provide support to the CSMFO website and listserv lists in cooperation with the Board including:

- a. Postings of CSMFO events, News and Magazines, event calendar items, conference information;
- b. Minor upkeep of CSMFO listservs, including sending out member notices and keeping listserv membership current;
- c. Manage and post job announcements and professional directory, including regular updates and billings for posting on CSMFO website;
- d. Identify technical and membership problems with website and listserv, and develop solutions with CSMFO webmaster and Board workplan;
- e. Coordinate with Board and CSMFO webmaster to identify and act on new opportunities for website and listserv;
- f. Major web-related duties will be the cooperative effort of the CSMFO webmaster, Board, and SMA assistance;
- g. Ensure Maintenance of the CSMFO website and listserv host;
- h. Ensure Maintenance and management of web and listserv Virtual Private Server

**I. Online Registration.** Provide background work to set up merchant accounts as necessary to support online registration for CSMFO, including Annual Conference registration, membership renewals, and various CSMFO training classes. This includes the setup of online registration features on the CSMFO website in conjunction with various CSMFO committees. Coordination is required to determine what online registration reports are required for these committees and the CSMFO Annual Conference contract planner.

**J. Directory.** Prepare, print, and distribute annual directory of organization members to each organization member in May.

**K. General Design Services.** Coordinate with the Board and various committees to ensure design projects, tasks, and requests are completed by performing the following:

- a. Chapter banners, email graphics, and other minor design elements are completed for chapter event distributions;
- b. Committee design requests will be completed after receiving a completed Launch PO form with Executive Director approval. Committee design requests will be billed at the discounted rate of \$125/hour upon completion;
- c. Other design requests and special projects will be completed after receiving a completed Launch PO form with Executive Director approval and will be billed at the discounted rate of \$125/hour upon completion



**L. CSMFO News Design Services.**

- a. Article Solicitation/Coordination;
- b. Maintain master list of current and prior articles and related status/due dates (see google doc Editorial Calendar);
- c. Update list from Committee meetings or guidance from Chair/Vice Chairs;
- d. Contact article liaisons for status up to twice per month;
- e. Receive draft articles from liaisons;
- f. Provide content editing review;
- g. When necessary, coordinate with committee volunteer editors to help review content;
- h. Direct those interested in purchasing article to Chair/Vice Chair;
- i. After assigned to a period by Chair/Vice Chair, be liaison for those interested in purchasing an article;
- j. Input content into CSMFO News portal (or other process determined by SMA);
- k. Membership Engagement Articles. Membership engagement features managed by SMA;
- l. Submit quarterly member survey tool to capture members who promoted, retired, or changed agencies;
- m. Support “advice” column feature resource; allowing members to anonymously submit career guidance questions to “coaches”;
- n. Liaison between coaches and questions to solicit and capture responses;
- o. Distribution of CSMFO News content as planned via the Editorial Calendar;
- p. Advertising Coordination of the News and Annual Conference Magazine

**M. Annual Conference Magazine.**

- a. Record committee and non-committee coverage assignments at conference;
- b. Provide or coordinate with on-site photographer for pictures;
- c. Check with committee on status of coverage;
- d. Lead on creating content for up to half of the conference features (Evening events, exhibit hall coverage, pre-conference fun event and pre-conference sessions, registration recap);
- e. Distribution of the Magazine once completed

**N. Annual Report.** Prepare, print, and distribute the year-end Annual Report by June 30th, or distribute during the Annual Conference. This includes requesting entries from the President, Past President, and President-Elect, which should include a report on prior and current year goals. The Annual Report should also include entries from all Chapter Chairs, Committee Chairs and League of California Cities Policy Committee appointees, as well as a report on the financial status of the organization for the year-end and

membership numbers. Service provider's staff will coordinate with the CSMFO President to edit the report and distribute to all CSMFO members.

**O. Committee Support.** Provide support to Chapter and Committee Chairs as follows:

- a. All CSMFO Committees: participate in conference call meetings as requested; take minutes as requested; follow-up on required action items. Process registration and prepare badges, sign-in sheets, CPE certificates for workshops and trainings. Assemble and ship workshop materials as required. Post announcement and registration forms on website. Process CPE credits and invoices for webinars. Email promotion of all continuing education offerings;
- b. Other CSMFO Sponsored Training: provide support to Career Development Committee including registration, processing of payments, accounting support, and paying of bills; general coordination with host city and speakers; badges and all other materials including evaluation forms, requests for CPE credit, etc., for various CSMFO training programs throughout the year;
- c. Awards Programs: work closely with the Professional Standards and Recognition Committee to receive award applications; process payments; accept submitted budget and/or CAFR documents; record submittal information on a spreadsheet, report submissions to the chair, and help prepare list of winners; work with Committee to make the Budget Awards submission an online process, as well as streamline committee communications through the use of technology

**P. Annual Conference.** Provide planning and support services for the Annual Conference as follows:

- a. Site Selection. Pursue and provide site selection assistance for CSMFO, to negotiate with vendors on behalf of CSMFO, and to assist CSMFO in all ways and activities necessary to facilitate obtaining site locations for CSMFO's Annual Conferences. The CSMFO Board retains the final selection of site and signing of contract or contracts necessary for site selection and completion of events. The contract shall be directly between CSMFO and the hotel or venue;
- b. Ensure adequate meeting space for anticipated program;
- c. Check banquet event orders and give final guarantees;
- d. Coordinate all social events in connection with the Annual Conference, including the President's Dinner, the banquet and the dinner for out-of-state guests. This includes negotiating with vendors for entertainment, decorations, etc., as necessary;
- e. Coordinate hotel arrangements for staff, Board President, Host Committee Chairs and others as requested;
- f. Develop an Annual Conference plan/schedule which will outline by month, the dates when key specific conference tasks are to be completed. This plan/schedule

is extremely helpful for all persons involved with the Annual Conference and will be tracked monthly and emailed to appropriate individuals and committee members;

- g. Follow-up with each committee member to ensure they are on target with their specific tasks and work with all committee members to answer questions and direct them to appropriate vendors.
- h. Compile a detailed meeting outline and distributed to hotel personnel, CSMFO Board/Committee members and audiovisual personnel;
- i. Have at least one staff person in attendance (either in person or by teleconference) at all Host Committee meetings;
- j. Work with the Host Committees in the development of a theme that will create enthusiasm for people to register for the Annual Conference. Preliminary conference information including registration rates will be made available for on-line registration and posting to CSMFO website at least 120 days prior to the Annual Conference (registration rates require approval by the CSMFO Board and will be available after approval). Final promotional materials will be targeted for posting on the CSMFO website 90 days prior to the Annual Conference;
- k. Work with a design firm, printer, and mail house (if needed) in the preparation and distribution of promotional materials, such as: pre- conference mailer, postcards, vendor registration, attendee registration brochure, and conference program.
- l. Proactively assist in the solicitation and processing of CSMFO Commercial Vendors for exhibiting and sponsorships (not limited to the list supplied by CSMFO). Develop a letter to send (mail/e-mail) to potential sponsors/commercial vendors and coordinate mailing of information at least four months prior to the Annual Conference. Follow- up with each Vendor who has not responded to the materials. Commercial vendor sponsor and exhibit information will also be made available on the CSMFO website at least six months prior to the Annual Conference;
- m. Process both the pre-conference and on-site exhibitor/sponsor registrations, keeping track of payments, and follow up with those that have registered but not paid until all payments are received;
- n. Send confirmation notices to commercial vendor/sponsors upon receipt of registration forms, and collect information and ads from exhibitors/sponsors for program and website;
- o. Work individually with each vendor to assign booths and send out exhibitor kit (supplied by decorator) detailing logistics, and general information;
- p. Work with Host Committees to ensure that the various needs of exhibitors are considered. This includes location of vendor booths, potential foot traffic, vendor

- space, etc. Coordinate a vendor evaluation form and provide a summary of the responses back to the Host Committees and the CSMFO Board;
- q. Prepare a detailed budget showing anticipated expenses and income, including profit and loss from prior year for comparison. Assist Host Committee by making recommendations on all aspects of the conference budget and pricing. Prepare a final revenue and expense statement showing budget versus actual;
  - r. Pre-registration, processing of registration payments and management of conference database for CSMFO members;
  - s. Provide on-site staffing for Annual Conference, including all aspects of registration and customer service for members before and during the conference;
  - t. Attend a pre-conference meeting with all appropriate hotel personnel to advise them of any last minute program changes and to review entire program;
  - u. Meet with hotel staff/convention services manager to review final details;
  - v. Check each meeting room to ensure food/beverage and audio/visual needs are as ordered and meeting room is set according to requested requirements;
  - w. Work with the Annual Conference Committee to ensure the Annual Conference Handbook is maintained; once updated, ensure Handbook policies and procedures are followed;
  - x. Produce and distribute moderator packets;
  - y. Assign room usage for event space, taking into consideration exhibit hall traffic;
  - z. Coordinate Audio Visual needs, including conducting an RFP;
  - aa. Coordinate signage;
  - bb. Develop and implement 'game' for exhibit hall, consistent with theme when possible. Purchase prizes and coordinate awarding on site;
  - cc. Collect advertisements from the exhibitors/sponsors and coordinate with designer and mobile application;
  - dd. Manage complimentary registration process for exhibitors;
  - ee. Ensure technical riders for the contract have been met;
  - ff. If requested, coordinate taste testings with hotel;
  - gg. Maintain list of special dietary requirements and communicate with facility;
  - hh. Manage out-of-state guest VIP process, including drafting and distributing invitations;
  - ii. Assign liaisons to each out-of-state guest VIP, and coordinate communication between same;
  - jj. Audit hotel rooming list to guarantee all attendees are counting toward the room block;
  - kk. Maintain an attendee hotel wait list, and assign as cancellations occur;
  - ll. Reconcile database registrations to Quickbooks, including downloading all database transactions, subtotaling by registration type/amount and comparing to Quickbooks entries

- mm. Maintain CSMFO conference website;
- nn. Research and order attendee giveaways, including gifts for general attendees, out-of-state VIPs and speakers; prepare for and arrange delivery by hotel staff;
- oo. Prepare scripts for all general sessions;
- pp. Arrange/schedule rehearsals between speakers/singers and AV staff;
- qq. Secure color guard and any other outside participants;
- rr. Arrange for CSMFO leadership to receive registration materials at Board meeting, if applicable;
- ss. Participate in conference wrap-up meeting; maintain notes for next year's committee;
- tt. Create and distribute President's Dinner invitation;
- uu. Maintain President's Dinner mailing list and track RSVPs, often including meal selections, guest information and mode of transportation;
- vv. Purchase and deliver provisions for hospitality suite;
- ww. Coordinate attendance with Odell Scholarship recipients;
- xx. Order and deliver to podium all necessary plaques;
- yy. Provide reconciled financials within 150 days of completion of the event

**Q. Conference VIP Management and Logistics** Provide planning and support services for the VIPs at the Annual Conference as follows:

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

**R. Weekend Training.** SMA will be responsible for the following with regard to Weekend Training:

- a. Site search, consistent with parameters defined in the handbook for Weekend Training, as directed by the Career Development Committee (no site visits provided);
- b. Contract negotiations with Committee-selected site;
- c. Pre-registration management, including rooming list (no on-site registration provided);
- d. Coordination, production and delivery of on-site materials, including handouts

**S. Financial Services.** Provide all accounting support for CSMFO business by performing the following:

- a. Deposit all funds received by CSMFO in federally insured institutions within California in the name of CSMFO;
- b. Prepare a monthly financial statement showing revenues, expenses and balance sheets accounts, and send to the CSMFO Board and Board-appointed fiscal representative by the twentieth day of the following month. Perform analysis of the actual revenues, expenditures, and budget and provide a detailed description of key issues on the Management Discussion section of the financial report;
- c. Code invoices and prepare checks for payment of all general expenditures consistent with CSMFO's check approval processes and the adopted CSMFO annual budget;
- d. Provide support and documentation for the annual independent auditor's report, required by CSMFO's bylaws;
- e. Invest CSMFO's funds in accordance with the investment policy of CSMFO's Board and provide a list of investments at each Board meeting; includes transfer of funds as necessary to cover checks (LAIF is the current investment tool);
- f. Process credit card and check batches for dues billings;
- g. Invoice for job and commercial ads placed in the News or on the website; including first billing, process payments, and follow-up to insure final payment;
- h. Annual prepare budget draft for Planning Session;
- i. Annual prepare final budget for adoption before year-end;
- j. Create detailed budget spreadsheet that reconciles database to Quickbooks; update annually;
- k. Manage signature card, including updating annually with bank;
- l. Provide detailed accounting reports and backup documentation, research various issues and unusual items as requested by the auditors;
- m. Provide written procedures as to how our records are kept and maintained;
- n. Review the final audited financial statements and enter auditor journal entries to Quickbooks;
- o. Answer follow-up questions from the auditors after their field work is completed;

**T. Filings.** Prepare and transmit the following:

- a. Secretary of State Annual Corporation filing;
- b. Registry of Charitable Trust, Form CT 2;
- c. Internal Revenue Form 990, Non-Profit Information Report;
- d. Franchise Tax Board Form 199, Non-Profit Information Report;
- e. Use and sales tax reports as required;
- f. Monthly or quarterly tax payments (if required);
- g. Internal Revenue Service Form 1099s

**U. General Association Business.**

- a. Maintain inventory of organization stationery, including envelopes, letterhead, and newsletter masthead;
- b. Answer telephone and other inquiries from members, vendors and public (return all phone calls with 24 hours or less);
- c. Maintain files for general association business and correspondence;
- d. Fulfill special label orders or requests; and
- e. Prepare special award certificates and plaques, as required

**V. Facilities, Personnel and Equipment.** Provide the personnel, space, facilities, supplies, software, and equipment necessary to perform CSMFO's work program. Provide a toll-free phone number for CSMFO members.

**W. Chapter Support.**

- a. Work with the Chapter Chairs to update the Chapter Chair Handbook annually;
- b. Assist with orientation at Annual Conference;
- c. Organize Chapter Chair virtual meetings at the request of the Past President;
- d. Switch to online-only registration through CSMFO website/database;
- e. Chapter chair provides info to SMA to post online/open registration;
- f. Provide attendee list to chapter chair one week prior to meeting in order to make final arrangements at venue;
- g. Process any on-site registrations and payments once chapter chair submits information on same to the office;
- h. Create separate income/expense line items for each chapter within the CSMFO operating budget, coding all income/expenses appropriately;
- i. Ensure appropriate chapter income account codes are used during registration set-up;
- j. Contracts or forms for all venues should be routed through the CSMFO office;
- k. Venue deposit requests should be processed via check through CSMFO when possible, with the SMA credit card used to secure space or pay the balance on the day of the event;
- l. If deposit cannot be processed by check in advance, the SMA credit card may be used for the entire event;
- m. Chapter chairs must submit all receipts to the CSMFO office within one week of the event;
- n. Reconcile credit card charges monthly;
- o. Create CPE general (no names) certificate specific for each chapter meeting; email to chapter chair. Chapter chairs to print and distribute at meeting;
- p. Maintain required documentation (sign in, presentation, etc.) for possible auditing purposes;

- q. Assist chapter chairs in transition from existing processes to new;
- r. Send annual survey on chapter meetings to all members

**X. Career Development Committee.** Assist the Career Development Committee (CDC) with the following tasks:

- a. Respond to questions from host sites;
- b. Respond to routine telephone and email inquiries from prospective attendees;
- c. Coordinate with instructors and site contacts for material shipping and assist with package tracking;
- d. Communicate registration activity to the CDC and send out targeted emails (to local chapters via the CSMFO listserv, to all members via the database, etc) as requested to increase interest;
- e. Close online registration three business days prior to every course to allow time for processing registration materials;
- f. Create sign-in/out sheets and email to the instructor and host contact no later than the day prior to the course;
- g. Have staff available remotely the morning of the class to assist with site issues and directions for instructors and attendees to the host site;
- h. Communicate with the host contact following the training to request feedback and obtain and verify receipts;
- i. Obtain invoices from instructors and review for accuracy;
- j. Update the CDC course accounting spreadsheet following the training;
- k. Collect sign-in/out sheets from instructors for processing and archiving CPE credits;
- l. Track and prepare CPE certificates and related documentation



## **Exhibit B**

### **Payments Reimbursements and Compensation**

1. **Overall Payment.** CSMFO will pay SMA for providing the outlined association services for an amount not to exceed \$258,527 for the first year of the contract ending April 30, 2024. The second year, and potentially subsequent years, of the contract will apply a cost-of-living increase based on the Northern California Consumer Price Index not to exceed 4%. The contract can be extended for two one-year extensions based on CSMFO approval.

The scope of work previously contracted separately between CSMFO and Meetings & Association Management Services (MAMS) is now included the scope of work detailed in this contract and is reflected in the contracted rates.

It is agreed that any commissions' payable from hotel vendors upon the completion of the conferences covered by the terms of this contract be payable to the subcontracted meeting planner.

It is further agreed that CSMFO will pay to SMA a sum of \$100 per secured exhibitor or sponsor and \$10 per sponsor/exhibitor attendee.

CSMFO shall reimburse for travel and lodging for sufficient staff to allow for lead meeting planner plus one staff person per 100 registrants.

With regard to the design services, this contract fee includes services Chapter banners, email graphics, and other minor design elements for chapter event distributions.

Special design requests will be completed after receiving a completed Launch PO form with Executive Director approval and will be billed at the reduced rate of \$125/hour upon completion.

Regarding the Annual Conference Edition of the Magazine there will be a \$500 charge upon the completion and distribution of the Magazine. Should an issue exceed twenty-four (24) pages, SMA will bill an additional \$100 per additional two-page spread. If SMA's services regarding the publication are expanded to include interviewing or photographing subjects, those services will be billed at the discounted hourly rate of \$125/hr.

2. **Monthly Payment.** CSMFO will make equal payments at the end of each month. SMA will bill CSMFO on the 15th of each month for services rendered, with payment due at the end of the month.
3. **Reimbursement of SMA Expenses.** CSMFO will reimburse SMA for additional direct expenses to the extent they are not already included as a part of the annual services contract (conference call line, postage, printing, stationery, travel). SMA will provide supporting documentation for these expenses to CSMFO for reimbursement payment. Expenses not specifically documented will not be reimbursed without the prior written approval of the CSMFO Board.
4. **Invoices.** SMA will submit reimbursement invoices to CSMFO not more often than once per month. Invoices will contain the following information.
  - a. *Identification and Dates.* Serial identification of monthly bills and the beginning and ending dates of the billing period.
  - b. *Credits.* Amounts to be credited, if any, will be subtracted from the balance owed.

CSMFO will pay all undisputed invoices presented by SMA within thirty (30) days of the receipt of such invoices.



## **CSMFO BOARD REPORT**

---

DATE: April 19, 2023

FROM: Jean M. Rousseau, Executive Director

SUBJECT: Request for Direction on CSMFO's Position Regarding the California Business Round Table 2024 Ballot Initiative

### **Background:**

The California Business Round Table (CBRT), the lobbying arm of the largest and wealthiest corporations in California, is sponsoring a 2024 ballot initiative entitled, Taxpayer Protection and Government Accountability Act (TPGAA). The TPGAA would reinstate the two-thirds approval requirement for any new or higher "special taxes" proposed by initiative in a local election. It would also retroactively cancel some local measures already passed by local voters. The attached press release from February 2, 2023, was a collective response from six different statewide organizations including the California League of Cities, California State Association of Counties and the California Special Districts Association.

### **Direction:**

The following are potential response options to the TPGAA:

1. Do nothing.
2. Agree to oppose the TPGAA and issue our own press release.
3. Agree to oppose the TPGAA and contact the respective statewide legislative/lobbying organizations and let them know we want to participate in their efforts.

### **Recommendation:**

That the Board provide direction on CSMFO's response, if any, to the TPGAA.



## FOR IMMEDIATE RELEASE

February 2, 2023

Contact: Mike Roth, 916.444.7170

### **Educators, Nurses, Firefighters, Local Government and Infrastructure Groups Vow to Protect Voters & Vital Local Services from Deceptive Corporate Ballot Measure**

*California Business Roundtable initiative steals voters' power to determine local priorities, lets corporations evade accountability*

*Latest poll showed overwhelming opposition from voters*

Sacramento, CA – The Alliance for a Better California, League of California Cities, California State Association of Counties, California Special Districts Association, California Alliance for Jobs and the Contract Cities Association joined together to announce strong opposition to the deceptive ballot measure sponsored by the California Business Roundtable (CBRT), the lobbying arm of the largest and wealthiest corporations in California.

The coalition of public safety, education, labor, local government and infrastructure groups are vocalizing their opposition as the California Secretary of State's office announced that the initiative has qualified for the November 2024 ballot.

"Educators, nurses and firefighters won't allow extreme, irresponsible corporations to threaten our democracy - there's just too much at stake, from the quality of our children's education to the air they breathe," said the **Alliance for a Better California**, an organization that includes SEIU California, the California Teachers' Association, California Professional Firefighters, California Federation of Teachers, California School Employees Association, California Faculty Association, California Labor Federation and the American Federation of State County and Municipal Employees.

"This deceptive initiative eliminates corporate accountability for the damage they do to our environment, strips voters of the power to set funding priorities for our communities, and drains billions in funding from our schools, public safety, and homelessness response to name just a few. We are going to fight with everything we've got to protect our democracy and our children's future," the **Alliance** continued.

"This is the third attempt by deep-pocketed special interest groups to advance an initiative that undermines the rights of local voters to decide what their communities need and jeopardizes the ability of local governments to deliver essential services," said **League of California Cities Executive Director and CEO Carolyn Coleman**. "It was a bad idea in 2018, it was a bad idea again in 2022. And it will still be a bad idea in 2024."

"Counties continue to oppose this deceptive initiative because it undermines the abilities of voters and locally elected officials to provide critical services. This measure obliterates the constitutional authority of locally elected local governments to determine the right balance between revenue and the degree of local services needed by their communities," said **Graham Knaus, CEO, California State Association of Counties**.

"At this critical time in California's history, our communities cannot afford to do even less than the status quo. Sadly, this initiative would lock us into a race-to-the-bottom. Overcoming challenges like drought, flooding, and wildfire will require all of us to work together and consider the real costs of undermining our future. When we think of the kind of communities we want to leave our children and grandchildren, we are not content to settle for the 'minimum amount necessary' and we are not willing to limit their voice at the ballot box," said **Neil McCormick, Chief Executive Officer, California Special Districts Association**.

"The so-called Taxpayer Protection Act will damage our ability to fund and construct the infrastructure projects that support California's economy. Passage of this measure will mean less safe roads, more congestion and fewer family supporting jobs across the state," said **Michael Quigley, Executive Director, California Alliance for Jobs**.

"If passed, this measure could cause irreparable harm to a city's ability to provide essential services to its residents. This measure is a wolf in sheep's clothing," said **Marcel Rodarte, Executive Director, California Contract Cities Association**.

The CBRT measure would create major new loopholes that allow wealthy corporations to avoid paying their fair share for the impacts they have on our communities, while allowing corporations to evade enforcement when they violate environmental, health, safety, and other state and local laws. It would also significantly restrict the ability of local voters, local governments, and state elected officials to fund critical services like public schools, fire and emergency response, public health, parks, libraries, affordable housing, homeless and mental health services, and public infrastructure. Some of the state's biggest corporations, developers, mega-landlords, and their political committees spent millions of dollars to put the deceptive and self-interested measure before voters.

**Steals power from voters**

The initiative would steal power away from voters, prohibiting local advisory measures where voters provide direction to politicians on how they want their local tax dollars spent. The measure would make it harder for voters to pass measures needed to fund local services and local infrastructure. It would also retroactively cancel measures already passed by voters, stripping voters of a say in local decisions.

As [Los Angeles Times columnist Michael Hiltzik explained](#), "The so-called Taxpayer Protection and Government Accountability Act is just one more example of how special interests love to claim that they're getting government off the backs of the people, when their real goal is to saddle up themselves."

**Eliminates corporate accountability**

The initiative claims to be about accountability while actually eliminating corporations' accountability for impacts they have on local infrastructure or damage they do to our air, water, or environment.

**Threatens schools, vital services and disaster response**

The initiative would force cuts to public schools, fire and emergency response, law enforcement, public health, parks, libraries, affordable housing, services to support homeless residents, mental health services, and more. It would also reduce funding for critical infrastructure like streets and roads, public transportation, drinking water, new schools, sanitation, and utilities. During a time when our children are still recovering from the impacts of the pandemic, our state is experiencing a deluge of extreme weather disasters, and homeless residents are perishing on our streets, our communities cannot afford for these vital services to be eliminated.

**Strong Voter Opposition**

A statewide poll conducted last February found voters resoundingly rejected the measure, with 54% of voters opposed and only 25% in support. The remaining 21% were undecided.



---

## CSMFO BOARD REPORT

---

DATE: April 19, 2023

FROM: Debbie Rosales, Membership Committee Chair

SUBJECT: 2022 Mentorship Program Survey Results

### **Background:**

In March 2022, CSMFO launched a new Mentorship Program as an added member benefit. Eighty-two (82) applications were received (46 Mentees and 36 Mentors). The program kicked off on April 2, 2022 with a zoom meeting outlining the program and defining expectations for both Mentors and Mentees. Mentors and Mentees were matched based on Mentee's needs and what they hoped to get from the program and skills and knowledge of Mentors.

During the one-year program, the Mentorship Subcommittee held one additional webinar in September 2022, "How to Use Your Strengths to Achieve Your Goals," and reached out to participants individually with a check-in to see how their partnership was progressing.

At the conclusion of the mentorship year, participants were asked to provide feedback regarding their mentorship experience. The survey consisted of ten questions with 24 responses received. In the survey, participants were asked to provide their overall satisfaction with the program, length of the program, achievement of goals, and resources provided. Overall, participants were satisfied with the program and their mentor/mentee partnership. There were, both in the survey and during check-ins, several participants who were unable to make contact with their mentor or mentee in order to start their partnership.

Applications for the 2023 year have been received. We received 104 applications (76 Mentors and 28 Mentees). The subcommittee worked over the past two weeks and have added 33 additional Mentors and are happy to report that we have been able to match all participants. We are looking at limiting the number of participants in the future.

### **Recommendation:**

That the Board review the presented survey results and provide suggestions to the Membership Committee for implementation in the upcoming cohort year.

## CSMFO Mentorship Survey Results

### 10 Questions

1. Are you a

- 12 Mentor
- 11 Mentee
- 1 Both

2. How often do you meet?

- 0 Weekly
- 2 Biweekly
- 11 Monthly
- 3 As needed
- 2 Have not met
- 6 Other

#### Comments

Only met 1x  
With my mentor, I meet monthly, with my mentee, it has been sporadic  
Twice so far  
Two conversations was all that happened  
My mentee did not make herself available despite repeated attempts by me to arrange regular meetings  
Bimonthly

3. How do you meet with your mentee/mentor?

- 1 In-person
- 13 Online
- 1 Phone
- 2 Combination
- 7 Other

#### Comments

I have reached out to my mentee and the CSMFO team to try and reach my mentee with no response  
No meeting  
Via Teams  
Once online, the second we met at a conference  
lunch meetings  
Was able to schedule only one meeting and it was via zoom  
zoom

4. Did you find the time sufficient?

- 0 Wish we had more time
- 17 Just perfect
- 1 Seems we could meet less and still accomplish the mentoring goals
- 6 Other

#### Comments

See previous question  
Lost contact with my mentee, so only met a few times  
Didn't meet  
N/A we only met once  
With my mentor, I find it just perfect. With my mentee, I find it insufficient, however,  
my intent was to be a resource to them and if they don't need to meet then I'm not sure what I can do about it.  
See comments above



5. Do you prefer the Mentorship Program be

- 3 Six months
- 4 Nine months
- 14 One year
- 0 Indefinite
- 3 Other

Comments

As deemed necessary between mentor and mentee  
6 months would have been perfect  
As agreed to between mentor/mentee to allow for scheduling

6. What are the mentoring goals?

- 14 Increase subject matter knowledge
- 17 Career advancement
- 4 Build SMART goals
- 7 Resume review
- 2 Public speaking
- 14 Build confidence
- 6 Time management
- 17 Handling work related issues
- 6 Conflict management
- 2 Other

Comments

Mostly about managing people, relationship building with peers and Board,  
Professional Development, employee appreciation, generating new ideas, hiring  
I think it's whatever you bring to your mentor. I just wanted to be prepared for the future.

7. What resources would be helpful in your mentoring calls to address the mentorship goals?

- 2 Current news articles
- 1 GFOA/CSMFO resources
- 4 Links to relevant topics
- 0 Webinars
- 0 Motivational speakers
- 12 Structured mentoring sessions with guidance and deliverables
- 5 Other

Comments

My mentor has provided me with useful resources and materials  
The structured mentoring sessions would be helpful in terms of my mentee relationship. Joint participation in webinars  
or motivational speakers would be helpful with my mentor, just ot give us more to discuss and breakdown.

8. What statement describes your mentorship experience?

- 9 Mentorship goals are being met, ready to move on
- 9 Still working through them with current mentee/mentor
- 0 May be helpful to have another mentor to assist with other goals
- 2 Not sure it was a good fit
- 4 Other

Comments

Didn't meet but think the person would have been a good fit  
With my mentor - Mentorship goals are being met...With my mentee- still working through them  
Mentee did not respond back after the two conversations  
As hard as I tried to connect, my mentee did not seem committed at the appropriate level for this to be successful

9. Are you willing to participate in the CSMFO mentoring next year?

- 20 Yes
- 3 No

10. Would you be willing to be contacted to further share your experience?

No

Yes, here is my name and contact information

5 responded with yes and gave contact information

## **CSMFO Finance Committee - July 2022 Suggestions**

### **Invoice Procedures Considerations**

1. Each invoice should have the following information (either added to PDF or separate form) by the Committee Chair, Chapter Chair or Executive Director/SMA for routine invoices
  - a. Account Code
  - b. Acknowledgement/signature by committee chair, chapter chair, Executive Director
  - c. Reference to any contract, if applicable
2. All invoices should follow the process flow
  - a. Invoice Origination:
    - i. All vendor invoices should be forwarded to committee chair, chapter chair or Executive Director for first review and approval (how are routine vendor invoices handled?)
    - ii. Conference expenses should be initiated by Conference Coordinator and then forward to \_\_\_\_\_
    - iii. Expense reimbursement for CSMFO Leadership should be forwarded to \_\_\_\_\_
  - b. All invoices should be forwarded to SMA Accountant for processing
  - c. SMA Accountant should gather information until scheduled check runs
3. SMA Accountant runs check runs twice a month (generally around 10, 25);
4. Authorized approvers
  - a. Primary Approvers – President, Finance Chair
  - b. Secondary Approvers – Past President, President-Elect for President, Secretary-Treasurer for Finance Chair
5. Documentation should be organized for approver to easily follow – identify number of corresponding receipts, and should follow the order on the main invoice
6. Check signatures are applied by \_\_\_\_\_ (what is the process now?)
  - a. Positive Pay options?

### **Cash Procedures Considerations**

7. A minimum of \_\_\_\_\_ should be maintained in checking account
  - a. Based on cash flow analysis?
8. Cash transfers should be approved by \_\_\_\_\_ (how does it happen now)
9. Cash Transfer from LAIF to checking are to be made by \_\_\_\_\_

## **Other Considerations**

1. Revise the chart of accounts to simplify and better organize
  - a. Use of sub accounts to further break down expenses, income and other account types into more detail.
2. Provide an executive summary with every financial update to the board.
  - a. Sections to be discussed:
    - i. Operating Revenues
    - ii. Program & Other Revenues
    - iii. Operating Expenses
    - iv. Program Expenses
    - v. Total Operating Revenues over Expenses
    - vi. Annual Conference – when appropriate
3. CEO Expense line item

## **Policy Considerations**

1. Travel Expense Policy
  - a. Meal limits?
  - b. Hotel Internet charges?
  - c. Hotel limits?
  - d. Air transportation – no first class
  - e. Submission date
    - i. Should be made with \_\_\_\_\_ days of incurred date
  - f. No advances will be allowed
2. Budget
  - a. Submission shall be made to the \_\_\_\_\_ (ED/Finance Committee) by August 31 of each year for committee expenses
  - b. One-time requests shall be justified
  - c. Mid-year budget requests
3. Contracts Administration Policy
  - a. To be maintained by Administration Committee and a summary of all contracts should be forwarded to Finance Committee / Executive Director
4. Investment policy – consider other options than LAIF.
5. Reserve Policy – any changes? Need to identify how much one-time funding can be used to balance the budget/financials. Do not operate in a deficit.
6. Membership Dues and Other Fees Policy – Draft based on recent discussion
7. Procurement Policy – review and update?
8. Conference Policy – ie Generate income, break-even?
9. Chapter Policy – Are they staying within the budgeted amount of the membership revenue? Review current approach.

# CSMFO Administration Committee Minutes

February 16, 2023 2:00 pm via Zoom  
(Meetings occur on the 3<sup>rd</sup> Thursday of the month)

## Members:

Kyle Johnson	Present	Felcia Galindo	Present
Gloriann Sasser	Present	Mary Bradley	
Don Patterson	Present	Alberto Preciado	
Troy Grunklee	Present	Stephanie Reimer	Present
Mike Sung	Present	Grace Castaneda	Present
Audie Whitt-SMA	Present	Amanda Rae Hall-SMA	Present

## A. Updates

Item	Status	Comment
Website Redesign	Board approved contract with SMA presented by Don on 2/3/2023.  Next Steps, Contract execution, etc.?	<i>Amanda Rae Hall will handle contract execution, and Jean will sign for CSMFO. Don emailed Jean to get participation from other CSMFO Committees (they are aware from February Board Meeting). Formal contact still pending for interest in participation from each committee. Audie to get survey out to committees for representation (potential 1 or 2 per committee). Grace-Check in with Jean on recommendations for committee participation. Amanda to setup a Basecamp after contract execution. Potentially use Google Docs for sharing and active editing on active/live documents. Overall completion date by renewals and annual conference.</i>
Coleman Contract	Admin to ask Michael if would consider 9 chapter meetings. Michael not interested.  Complete- <b>confirm no further action needed.</b>	<i>No further action. Item complete, contract routed for execution.</i>
Admin Committee Roster	Update on Roster for 2023	
Meeting Schedule	2pm on the 3 <sup>rd</sup> Thursday of Every Month	<i>One conflict in June, verify and update meeting invite.</i>
SMA Paid Staff regularly attend Admin Meeting	Provide Agenda to Jean week prior to meeting so appropriate SMA staff may be allocated.	

## B. New

Item	Status	Comment
------	--------	---------

Contract Review	SMA expires April 30, 2023?	<i>April 19<sup>th</sup> Board Meeting. Get started before next executive committee meeting of March 8<sup>th</sup> and April 12<sup>th</sup>.</i>

**C. 2023 Action Plan Items**

Item	Status	Comment
Unfinished 1.2: Chapter Meeting Standardization - Generate standardized evaluations for Chapter meetings	Admin sent to Chapter leadership for feedback.	<i>All surveys use survey monkey. Could use LMS for chapter evaluation. How to be consistent between virtual and in-person meetings? Chapter Chair or SMA after final attendance roster is available.</i>
Leadership 2: Commercial Member Involvement	Mike and Troy to work on. UPDATE: Ad hoc committee formed; work not yet begun. Admin involvement at end of process.	<i>Mike &amp; Troy have not received any information, may be waiting on something. Not moved forward to the 2023 Action Plan.</i>

**D. Next meeting March 16<sup>th</sup> 2pm.**

# CSMFO Administration Committee Minutes

March 16, 2023 2:00 pm via Zoom  
(Meetings occur on the 3<sup>rd</sup> Thursday of the month)

## Members:

Kyle Johnson	Present	Felcia Galindo	Present
Gloriann Sasser		Mary Bradley	Present
Don Patterson	Present	Alberto Preciado	Present
Troy Grunklee		Stephanie Reimer	Present
Mike Sung	Present	Grace Castaneda	Present
Audie Whitt-SMA	Present	Amanda Rae Hall-SMA	Present
Jeannine Thrasher	Present	Jean Rousseau	Present

## A. Updates

Item	Status	Comment
Website Redesign	<p>Contract approved w/SMA on 2/3/2023.</p> <p>Contract Routed for Execution by SMA, final will be placed in Basecamp</p> <p>Jean asked Committee Chairs to commit 1 member and have them contact Kyle.</p> <ul style="list-style-type: none"> <li>Career Development – David Cain &amp; Harriet Commons <ul style="list-style-type: none"> <li>Commercial – Tim Seufert</li> </ul> </li> <li>Communications – Karla Romero, David Garrison, Will Fuentes <ul style="list-style-type: none"> <li>Finance – John Adams</li> </ul> </li> <li>Membership – Jennifer Wakeman</li> <li>Professional Standards – Dan Buffalo <ul style="list-style-type: none"> <li>Program – Laura Nomura</li> </ul> </li> <li>Recognition – James Russell-Field <ul style="list-style-type: none"> <li>Student Engagement – Alberto Preciado</li> </ul> </li> <li>President - Rich Lee</li> </ul> <p>Determine best way for committee to collaborate (i.e. Basecamp, Google Docs, etc.)</p> <p>Targeted completion date in Annual Conference or Annual Renewals.</p>	<p><i>Don to send out poll to establish a good meeting time for the group.</i></p> <p><i>SMA will assist with collaborative environment.</i></p> <p><i>Step 1: to get feedback from different committee representatives</i></p> <p><i>Audie/SMA to prepare some recommended focus areas for committees.</i></p> <p><i>Audie/SMA to provide usage reports.</i></p> <p><i>“3 clicks or less” for ease of use and navigation.</i></p> <p><i>End result is committee ownership with SMA processing regular updates.</i></p>
Meeting Schedule	2pm on the 3 <sup>rd</sup> Thursday of Every Month	<p><i>One conflict in June, verify and update meeting invite.</i></p> <p><i>June 15<sup>th</sup> 10am meeting time to avoid conflicts with board meeting.</i></p>

## B. New

Item	Status	Comment
Contract Review	SMA expires April 30, 2023 <ul style="list-style-type: none"> <li>• Get to Board by April 19th</li> <li>• Does this need to go to Executive Committee First?</li> <li>• Create Timeline working Backwards from April 30.</li> </ul>	<i>Jean meeting with SMA to review services in Base contract and subsequent amendments to identify relevant items.</i>

#### C. 2023 Action Plan Items

Item	Status	Comment
Unfinished 1.2: Chapter Meeting Standardization - Generate standardized evaluations for Chapter meetings	Admin sent to Chapter leadership for feedback.  Waiting for feedback from Chapter Chairs as of March 7, 2023  Future consistency of application between in-person and virtual meetings?	<i>Reach out to Will with Communications and Debbie to Membership to confirm if there is any crossover.</i>
Leadership 2: Commercial Member Involvement	UPDATE: Ad hoc committee formed; work not yet begun. Admin involvement at end of process.  <i>Mike &amp; Troy have not received any information. Not moved forward to the 2023 Action Plan.</i>	<i>Remove going forward.</i>

#### D. Next meeting April 20<sup>th</sup> 2pm.

# CSMFO Administration Committee Minutes

April 20, 2023 2:00 pm via Zoom  
(Meetings occur on the 3<sup>rd</sup> Thursday of the month)

## Members:

Kyle Johnson  
Gloriann Sasser  
Don Patterson  
Troy Grunklee  
Mike Sung  
Audie Whitt-SMA  
Jeannine Thrasher

Felcia Galindo  
Mary Bradley  
Alberto Preciado  
Stephanie Reimer  
Grace Castaneda  
Amanda Rae Hall-SMA  
Jean Rousseau

## A. Updates

Item	Status	Comment
<p>Website Redesign:</p> <ul style="list-style-type: none"> <li>Targeted completion date in Annual Conference or Annual Renewals.</li> <li>End result is committee ownership with SMA processing regular updates.</li> </ul>	<p>Contract approved w/SMA on 2/3/2023.</p> <p>Ad-Hoc Committee:</p> <ul style="list-style-type: none"> <li>Career Development – David Cain &amp; Harriet Commons</li> <li>Commercial – Tim Seufert</li> <li>Communications – Karla Romero, David Garrison, Will Fuentes</li> <li>Finance – John Adams</li> <li>Membership – Jennifer Wakeman</li> <li>Professional Standards – Dan Buffalo</li> <li>Program – Laura Nomura</li> <li>Recognition – James Russell-Field</li> <li>Student Engagement – Alberto Preciado</li> <li>President - Rich Lee</li> </ul> <p>Determine best way for committee to collaborate (i.e. Basecamp, Google Docs, etc.)</p> <ul style="list-style-type: none"> <li>SMA will assist with collaborative environment.</li> </ul> <p>Don established meeting time, first meeting was 3/29/2023.</p> <ul style="list-style-type: none"> <li>Feedback from committee reps:</li> <li></li> </ul>	
Meeting Schedule	<p>2pm on the 3<sup>rd</sup> Thursday of Every Month</p> <p>June 15<sup>th</sup> rescheduled to 10am to avoid conflicts with board meeting.</p>	

## B. New



Item	Status	Comment
Contract Review	<p>SMA expires April 30, 2023</p> <ul style="list-style-type: none"> <li><i>Jean meeting with SMA to review services in Base contract and subsequent amendments to identify relevant items.</i></li> </ul>	

**C. 2023 Action Plan Items**

Item	Status	Comment
Unfinished 1.2: Chapter Meeting Standardization - Generate standardized evaluations for Chapter meetings	<p>Admin sent to Chapter leadership for feedback.</p> <p>Feedback from Chapter Chairs:  <i>What I heard is to focus on individual feedback about:</i></p> <ol style="list-style-type: none"> <li><i>(1) What topics are of interest to you;</i></li> <li><i>(2) How might CSMFO offer more help to you professionally or to your agency;</i></li> <li><i>(3) tell us how are might be interested to help CSMFO;</i></li> <li><i>(4) your interest to bring a speaker, present or host a meeting; and</i></li> <li><i>(5) ok to retain feedback on the speaker and topic</i></li> </ol> <p><i>Reach out to Will with Communications and Debbie to Membership to confirm if there is any crossover.</i></p>	

**D. Next meeting May 18<sup>th</sup> 2pm.**



## RECOGNITION COMMITTEE AGENDA

---

Date: Thursday, March 9, 2023  
Time: 10:00 AM

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

Join:

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

### **Committee Members:**

Kofi Antobam	Natalia Lopez	Stephanie Reimer	James Russell-Field
Bill Clayton	Brenda Manriquez	Yolanda Rodriguez	Matthew Schenk
Lorena Lopez	George Omondi	Isarel Perez-Hernandez	

### **Agenda Items:**

1. Welcome
2. 2022 Award Season Wrap Up
  - a. Volunteer appreciation certificates / CSMFO News (March or April)
  - b. Plaque / Plate orders (Place order in May)

Discussion on end of season items and timing.

3. Update on approach to “Sample Document Review & Update” Goal
  - a. Review red-line changes to “Overview & Explanation of Criteria” document
  - b. Strategy for [Review Guidelines and Sample Documents](#) (March / April).

Reviewed redline edits to “Explanation of Criteria” document from the February discussion after the 2022 season recap. James to assign agencies and award criteria to for committee members to bookmark in PDFs for the sample documents update for the CSMFO website. James and Natalia will join the Administration website update project.

4. Transparency Award (James) – Feedback provided. Develop next steps and timeline

James, Natalia, and Stephanie to catch up after the meeting on the status of the last draft for this item.

5. Roundtable discussion

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

1. Template Press Release for Award Recipients (April agenda)
2. Presentations from CSMFO to first-time award winners or milestone award winners

**Next meeting: April 13, 2023**

**2022 Goals - CSMFO Recognition Committee**

<b>Item</b>	<b>Description</b>	<b>Current Status</b>
Volunteer Recognition	Continue you provide Thank You Certificate and recognize reviewers by name in CSMFO News.	March or April 2023
Volunteer Outreach / Retention	Successful publication through CSMFO News in 2022. Continue to explore ways to get volunteers.	
Physical Awards	Started in 2021 – continue to generate interest from agencies for physical award.	
Sample Document Review & Update	“ <a href="#">Review Guidelines and Sample Documents</a> ” criteria and sample documents are from around 2000. Need to overhaul and update.	Consolidated “Overview and Explanation of Criteria” document published.  Next steps – sample budget document update
Transparency Award	Finalize and promote a “Transparency Award” to recognize governmental agencies that provide transparency in operations and reporting.	Current example is based off Special District Leadership Foundation <a href="#">documents</a> .
Automate Administration	Scoring Review (George)  Upload Award Certificates and tag Entries with purchase plaque via API (SMA Support)	

Example Operating Budget Update (On Hold as of 10/13/22)		
Agency	Population	Committee Team
City of Highland	55,060	
City of Burbank	105,401	
City of Milpitas	88,660	
Monterey One Water	265,000 (Population Served)	

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

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



## RECOGNITION COMMITTEE AGENDA

---

Date: Thursday, April 13, 2023  
Time: 10:00 AM

Phone: (646) 931-3860  
Meeting ID: 846 6832 2398  
Passcode: 063163

Join:

<https://us02web.zoom.us/j/84668322398?pwd=dmVuM3gyNU1aNWJYTkhrcHZmTHN1dz09>

### **Committee Members:**

Kofi Antobam  
Bill Clayton  
Lorena Lopez

Natalia Lopez  
Brenda Manriquez  
George Omondi

Stephanie Reimer  
Yolanda Rodriguez  
Isarel Perez-Hernandez

James Russell-Field  
Matthew Schenk

### **Agenda Items:**

1. Welcome
2. 2022 Award Season Wrap Up
  - a. Volunteer appreciation certificates / CSMFO News (April)
  - b. Plaque / Plate orders (Place order in May)
  - c. Opportunities for automation – Amanda, Natalia, and James meeting on April 26<sup>th</sup> to discuss automatic upload of award certificates, automatic tagging of documents, and tracking plaque / plate orders by year.

James provided updates on wrap-up items. James and Natalia to meet towards the end of April to complete volunteer certificates.

3. Award Force Updates
  - a. Contact information on homepage
  - b. [Notice from Award Force about homepage re-design](#)

Vice chair information updated from Lorena to Natalia on Award Force homepage. Information was shared on a website update that may change the look / feel of homepage.

4. Update on approach to “Sample Document Review & Update” Goal
  - a. Strategy for [Review Guidelines and Sample Documents](#) (page 3)

Team discussed strategy and approach to updating sample document. Assignments were made to committee members by agency and scoring criteria. Materials to complete the update will be sent out by end of day.

5. Transparency Award (James) – Feedback provided. Develop next steps and timeline
6. Roundtable discussion

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

1. Template Press Release for Award Recipients (April agenda)

Will be moved to May agenda. James presented an existing press release template for a Meritorious Award winner to determine if it had been Board-approved. Discussion for May.

2. Presentations from CSMFO to first-time award winners or milestone award winners

**Next meeting: May 11, 2023**

### 2022 Goals - CSMFO Recognition Committee

Item	Description	Current Status
Volunteer Recognition	Continue you provide Thank You Certificate and recognize reviewers by name in CSMFO News.	April 2023
Volunteer Outreach / Retention	Successful publication through CSMFO News in 2022. Continue to explore ways to get volunteers.	Award Force updated in fall 2022. If an agency submits one volunteer, a field pops up to submit an options second (or more) volunteer.
Physical Awards	Started in 2021 – continue to generate interest from agencies for physical award.	
Sample Document Review & Update	“ <a href="#">Review Guidelines and Sample Documents</a> ” criteria and sample documents are from around 2000. Need to overhaul and update.	Consolidated “Overview and Explanation of Criteria” document published.  Next steps – sample budget document update
Transparency Award	Finalize and promote a “Transparency Award” to recognize governmental agencies that provide transparency in operations and reporting.	Current example is based off Special District Leadership Foundation <a href="#">documents</a> .
Automate Administration	Scoring Review (George)  Upload Award Certificates and tag Entries with purchase plaque via API (SMA Support)	Natalia, James, Amanda meeting April 26 <sup>th</sup>

Example Operating Budget Update		
Agency	Population	Committee Team
City of Milpitas	88,660	Matthew, Natalia, George, Isarel, Kofi
Monterey One Water	265,000 (Population Served)	Stephanie, Yolanda, Lorena, Bill, James

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

See "Example Document Scoring Criteria Assignments." Each Committee member has been assigned 8 of the scoring criteria to bookmark in either the example budget document. Go into the PDF, create a bookmark that corresponds with the scoring criteria label (OM1, OM2, OM3, etc) and put an "x" in column A of the assignment worksheet to show it's complete.





*Dedicated to Excellence in Municipal Financial Management*

## **CSMFO FINANCE COMMITTEE**

---

Date: February 14, 2023, 9am

### Members:

Margaret Moggia, Chair  
Brian Mohan, Vice Chair  
Amber Johnson, Board Liaison  
John Adams, Senior Advisor  
Drew Corbett, Senior Advisor  
Stephen Parker, Member  
Jackie Rice, Member  
David O'Toole, Member

Present: Margaret, Brian, Amber, John, Drew, Stephen, Grace, Dave, and Jean Rousseau, CSMFO Executive Director

### AGENDA

#### 1. 2023 Action Plan Development - Identify leads

##### Long Term Financial Plan – Lead by Stephen, John, Drew

- Long term financial plan development
  - Allocation of SMA Staff time
  - SMA Contract Renewal and staffing needs impact
- 
- Added Drew to the sub-group
  - John and Stephen initially met to review objectives and to obtain the detailed budget to understand the budget assumptions and to identify those places which will be factors to model in the long-range financial model.
  - There was an acknowledgement that the cost allocation across the various programs would be beneficial to better understand the true cost to provide the service in order to make rate adjustments in conference, education courses or membership dues.
  - Jean indicated that he is working with Admin Committee to create a single agreement that is comprehensive of all the previous amendments. It was noted that it be important to update the scope to reflect their current duties and the level of effort that I will take.
  - It was stated that past practice that we have try to accomplish all things put forward, and perhaps we may need to consider prioritization as we look forward in our long range assumptions and what CSMFO would like to accomplish

**Financial Reporting Lead by Brian, Grace, supported by Jackie**

- Review of Chart of accounts
  - Executive Director understanding of the Financial Reports Development
  - Development of Semi-annual reports
  - Review of Conference Accounting
  - Budget Development
- Added Grace to the sub-group
  - Confirmed that the semi-annual reports will be presented in April and October meetings
  - There was discussion around the conference budget and how this will be a factor in the overall approach to financing various initiatives.
  - Confirmed that we need to simplify the chart of accounts to operating and program accounts and better utilize the software to assist in the preparation of the financial reports. There was also a point made that the chart of accounts should reflect the financial statements.

**Policy and Procedures Lead by Dave, Amber and Margaret**

- Review of current or update for new policies
  - Impact of new bylaws for Secretary-Treasurer
- Added Amber to the sub-group
  - Need to review the policies and procedures manual and determine if there is a clear distinction on policies throughout the document or should it be separated into a separate document to house all board policies.
  - Need to review the new bylaws regarding the secretary-treasurer and how this is capture in the manual and determine what steps need to be taken to ensure that the secretary-treasurer is named.

**2. Other Discussion Items**

- CSMFO Action Plan
- 2023 Committee Schedule

Jean will have Rich forward the latest version of the 2023 CSMFO Action plan so we can determine if there are additional items to add to the Finance Committee workplan

Committee schedule on 2<sup>nd</sup> Tuesday at 9am works

April 19 (Wednesday) is the next Board meeting (in person – City of Perris); Brian can attend in person.

Next month we should spend some time to review the year-end financial statements and the available 2023 financial statements.

**Attachments**

- none



*Dedicated to Excellence in Municipal Financial Management*

## **CSMFO FINANCE COMMITTEE**

---

Date: March 14, 2023, 9am

**Members:**

Margaret Moggia, Chair  
Brian Mohan, Vice Chair  
Amber Johnson, Board Liaison  
John Adams, Senior Advisor  
Drew Corbett, Senior Advisor  
Stephen Parker, Member  
Jackie Rice, Member  
David O'Toole, Member  
Grace Casteneda, Member

**Present:**

**AGENDA / [Minutes](#)**

**1. 2023 Action Plan Development - Identify leads**

**Long Term Financial Plan – [Lead by Stephen, John, Drew](#)**

- Long term financial plan development
- Allocation of SMA Staff time
- SMA Contract Renewal and staffing needs impact

[Committee members have meet and are looking to solidify methodology/assumptions in the coming weeks. Requested a listing of conference registrants as they would like to determine the per attendee cost of the conference.](#)

**Financial Reporting [Lead by Brian, Grace, supported by Jackie](#)**

- Review of Chart of accounts
- Executive Director understanding of the Financial Reports Development
- Development of Semi-annual reports
- Review of Conference Accounting
- Budget Development

[Committee members mentioned they did not have a chance to move the initiatives further from the last meeting. Discussed needing the chart of accounts to recommend some changes and would reach out to SMA. Jean will provide his suggested changes as well. Discussed the concept of sub-accounts for the ability to categorize accounts for additional reporting purposes to Jean, but from a roll-up perspective the main or master account will be used for the financial and budget reporting.](#)

**Policy and Procedures [Lead by Dave, Amber and Margaret](#)**

- Review of current or update for new policies
- Impact of new bylaws for Secretary-Treasurer

Committee members met last week to go over a draft of the policy. Revisions to the Finance Committee section and Section 12 (Travel) have been made. Additional work needs to be completed to determine policy vs. procedures to determine what should ultimately remain. Discussed the next Board meeting on April 19<sup>th</sup>. Any revisions would need to be submitted two weeks prior to the 19<sup>th</sup>.

## 2. Other Discussion Items

- CSMFO Action Plan (attached)
- February 2023 Financial Statements (attached)
- CSMFO Website

Discussed these items. No changes to the first two items. Discussion related to the YoY increase of the membership revenue. Brian to reach out to Kofi on the Communications Committee to advise of a possible article "The benefits of aligning your organizations CSMFO membership with your succession plan."

John to continue as the liaison for the website update, but would like another committee member to volunteer, if available.



*Dedicated to Excellence in Municipal Financial Management*

## **CSMFO FINANCE COMMITTEE**

---

Date: April 11, 2023, 9am

### Members:

Margaret Moggia, Chair  
Brian Mohan, Vice Chair  
Amber Johnson, Board Liaison  
John Adams, Senior Advisor  
Drew Corbett, Senior Advisor  
Stephen Parker, Member  
Jackie Rice, Member  
David O'Toole, Member  
Grace Casteneda, Member

Present: Brian, Margaret, Grace, Drew, John, Dave, Amber, Stephen

### AGENDA / [Minutes](#)

#### 1. 2023 Action Plan Development - Identify leads

##### Long Term Financial Plan – [Lead by Stephen, John, Drew](#)

- Long term financial plan development
- Allocation of SMA Staff time
- SMA Contract Renewal and staffing needs impact

According to President Lee, the SMA contract renewal will be on the April 19 agenda. Sub group to continue to meet to discuss the long term financial plan development. Jean had shared some thoughts on the allocation of SMA staff time for the sub group to consider when developing plan.

##### Financial Reporting [Lead by Brian, Grace, supported by Jackie](#)

- Review of Chart of accounts
- Executive Director understanding of the Financial Reports Development
- Development of Semi-annual reports
- Review of Conference Accounting
- Budget Development

Jean provided thoughts on Chart of Accounts to sub group and the group will review in context of the financial statements. It was decided that the semi-annual reports will be April (to cover previous calendar year end) and October (to cover the first 6-months). The sub group will work on reviewing the previous semi-annual report to share with the committee. John to check in with Host Committee if assistance is needed from Finance

Committee on the conference accounting. Margaret to provide assistance in the budget development to the sub group.

Policy and Procedures [Lead by Dave, Amber and Margaret](#)

- Review of current or update for new polices
- Impact of new bylaws for Secretary-Treasurer

Dave shared the progress made of the review of the policies and procedures manual and the sections to be reviewed. The sub group will aim for the full committee's review in May to hopefully bring a draft to the June board meeting. Amber shared that the changes do take into consideration the recent bylaws and this may result in some limitations in our recommendations. Margaret shared that the some of the future policies to consider will need input from other committees.

Margaret did check in with President Lee that the discussion on Secretary Treasurer will be placed on April 19 board meeting.

2. Other Discussion Items

- March 2023 Financial Statements

Margaret shared the financial statements and indicated that she will follow up with Leo on some of the questions and invite him to a future meeting.