



Monday, October 30, 2023
1:00 p.m. – 4:00 p.m.

A Virtual Meeting

<https://us02web.zoom.us/j/84023466151?pwd=OG9wUTdCazNoY09tNVF0OWdUTEI5QT09>

Meeting ID: 840 2346 6151
Passcode: 580808

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 August 2023 Board Meeting
 - b. Approval of August and September 2023 Financials
 - c. Approval of September and October 2023 Executive Committee Meeting Agendas
 - d. Website Analytics - July 1, 2023 through October 18, 2023
 - e. SMA Contract – Administrative correction
 - f. 2024 Annual Conference Contracts
 - i. Chris Thornberg
3. Discussion/Action Items 1:05 p.m.
 - a. 2022 Audited Financial Statements (Brian Nash, CPA, Richardson and Company LLC)
 - b. MAMS Contract language update (Jean Rousseau)
 - c. 2024 Preliminary Operating Budget (Ernie Reyna and Margaret Moggia)
 - d. 2024 Annual Conference Budget (Ernie Reyna)

- e. Recommended Changes to Policy and Procedures Manual (Margaret Moggia)
- f. PPAC Roles and Responsibilities (Drew Corbett)
- g. Mentorship Software Purchase (Debbie Rosales)
- h. Mid-year Financial Summary (Jean Rousseau)

4. Committee Reports 3:05 p.m.

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

5. Chapter Roundtable 3:25 p.m.

6. Director Roundtable 3:40 p.m.

7. Officer Reports 3:50 p.m.

- a. President (Rich Lee)
- b. Past President (Marcus Pimentel)
- c. President-Elect (Ernie Reyna)

8. Other Discussion Items

9. Future Topics

10. Upcoming Meeting:

December Board Meeting - December 21, 2023

11. Adjournment 4:00 p.m.



**Wednesday, August 16, 2023
1:00 p.m. – 4:00 p.m. Board
of Directors Meeting
Minutes**

John Adams	Alberto Preciado
Karla Romero	Harriet Commons
Joan Aguilar	Nick Kurns
Rich Lee	Debbie Rosales
Marcus Pimentel	Del Donatien
Janelle Mollgard	Amanda Rae Hall
Janet Salvetti	David Garrison
Brian Mohan	
Catherine Smith	
Christian Dominquez	
James Russell-Field	
Jennifer Becker	
Jennifer Ustian	
Jennifer Wakeman	
Don Patterson	
Stephanie Reimer	
Stephen Parker	
Jean Rousseau	
Ernie Reyna	
Kyle Johnson	
Amber Johnson	
Jason Al-Iman	
Craig Boyer	

Introduction

The California Society of Municipal Finance Officers (CSMFO) Board of Directors met in person on Wednesday, August 16, 2023. President Richard Lee convened the meeting and confirmed a quorum was in attendance at 1:04 p.m.

Consent Calendar

The Board addressed the consent calendar, which included the minutes from the June 2023 Board Meeting, approval of the preliminary June and July 2023 Financials, and Executive Committee Meeting Agenda for July 2023.

Amber Johnson motioned to approve the consent calendar and it was seconded by Jason Al-Iman. The motion passed unanimously.

Discussion/Action Items

Executive Director Jean Rousseau reviewed the SMA contract and the option to renew through 2025. The board agreed in April to extend the existing contract through the end of the year, then to have the term reflect April of 2023 through April of 2025.

A motion was made and seconded to approve the extension of the SMA contract through April of 2025 with the option to extend via two one-year extensions. (Al-Iman/Boyer). The motion passed.

Rousseau reviewed the MAMS contract and the separation from the combined SMA contract. Discussion ensued about provisions of the contract.

A motion to approve the contract with the amendment to remove the \$10 fee for every commercial attendee by, Marcus Pimentel. Motion was seconded by Jason Al-Iman. The motion was approved.

Jean Rousseau reviewed the proposed orientation plan.

A motion to approve the proposed orientation plan was made by Ernie Reyna and seconded by Stephanie Reimer. The motion passed.

Don Patterson presented the work the group has been doing with the CDC and GFOA to establish the California certificate to be an add on for those who want to obtain the CPFO. GFOA is willing to have an 8th test which is CA specific. A survey to gauge interest would be the first step.

A motion to approve the suggested recommendations was made by Marcus Pimentel and seconded by Jason Al-Iman. The motion passed.

President Rich Lee reviewed the work on the strategic plan. Need to have clear goals, deadlines, responsibilities and suggest the PPAC assists with the process. Overall, everything needs to be discussed in a bigger group during the planning session.

Jason Al-Iman discussed the California Business Roundtable work. In April of this year the board had approved a working group to draft an opposition. Recommended the board authorize the submission of this letter and funding of \$50,000.

A motion was made by Rich Lee to approve \$100,000 in two increments and not move forward with the letter, the motion was seconded by Jason Al-Iman. The motion passed.

Executive director, Jean Rousseau provided an update on the bylaw changes. Recommendation to approve the recommended bylaw changes in the packet.

A motion was made by Ernie Reyna to approve recommended bylaw changes and seconded by Jason Al-Iman. The motion passed.

Communications Committee member Ernie Reyna reviewed the conference rate proposal. Discussion ensued on the various options. The host committee would like to be proactive and adjust those costs for the upcoming conference.

A motion was made by Marcus Pimentel for a 10% increase over 3 years with adding back daily rates and continuing a charge for Wednesday night event. Motion was seconded by Criag Boyer. The motion carried with 6 in favor and two opposed.

John Adams provided an update on the Long-Term Financial Plan and Fee Increases. Membership fee increase for 2024 for Municipal Professional, Municipal Manager and other government. Job postings are recommended to go up to \$325 (\$50 jump) and there should be an offer additional outreach. Education workshops need a 15% increase. Career development suggests looking at each course to determine what increases will work for each course.

Amber Johnson made a motion to approve the recommendations and to work with the communications committee to enhance advertisements. Motion was seconded by Stephanie Reimer. The motion carried.

Committee Reports

Administration Committee chair, Kyle Johnson provided an update on the chapter surveys. Results are lacking but will assist in determination of next steps.

Career Development Committee Chair, Nick Kurns discussed action plan items. Accounting 101 training private sector will take place on October 4th. New opportunities for member engagement communications have some movement. Some Committee activities consists of Meeting on 8/17/23 and a webinar is scheduled for next week "Closing the books part 2." A new class has been approved in the categories of financial management and analysis.

Board Liaison for the communication committee, Marcus Pimentel, provided a chapter chair update. Acknowledgments and thanks to John for drawing the CSMFO chapter map. The Chapter Chairs have been scheduling a lot of events and would like this to keep going.

Membership Committee member, Niel Murthy provided an update that there will be a continuation of work on the CSMFO chapter chair resources for commercial speakers. Working to finalize the draft by next week and have completed the outreach for expired memberships.

Communications Committee Chair, Will Fuente shared that they continue to come up with about 6-8 topics per month, and requested any ideas for topics. They are continuing to work on a chapter tool kit.

The Finance committee member, Grace Castendena, provided an update that the budget developments and financial report. They are expecting to give the year end financials in the October meeting. Committee is continuing to review policy and procedures.

Membership Committee chair, Debbie Rosales, gives an update on the membership. There are requests for membership data from SMA. They have worked with David and got a updated draft of the membership brochure.

Professional Standards Chair, Dan Buffalo, shared a continuing push of resources towards membership. Would like to put together some sort of tool or resource that the finance department could use to determine if a city or county or special district is in good physical shape.

Program Committee Staff, Harriet Commons, updated everyone about the conference sessions. There are 5 pre-conference sessions, three will be full day sessions and two will be half day. Working on making the last day of the conference fuller by adding more sessions to encourage people to stay.

Recognition Chair, James Russell-Field gives an update on the awards. There is a completion of the first review of the transparency award. They are halfway through the application period for the budget award season.

Chapter Chairs:

Jennifer Becker- Had an in-person chapter meeting at the end of July dealing with GASB 96. 70 people registered. At the end of September there will be a virtual chapter meeting.

Maggie Moreno gave an update on the South San Joaquin chapter. They will have their first chapter meeting on August 24th.

Imperial Valley Chapter will have their 3rd in September and the 4th in November. Coachella has two meetings as well in august and November. Would like to have a networking cocktail hour for the Coachella valley chapter in early December.

Veronica Bustillos stated that the Inland Empire had a successful event last month. Next event will take place in September.

Dan Buffalo gave an update on the North coast chapter. Hosted Michale Coleman about a month ago, meeting went well. They were able to recruit another vice chair, Claire Coleman.

Officer Reports:

President's officer report update was provided by President Rich Lee. The Nominating committee has the northern CA candidates: Alberto Preciado - Dan Buffalo

Southern CA Kyle Johnson – Debbie Rosales

Commercial Candidates Wing See Fox – Tim Seufert – Neil Murphy

President Elect – Jennifer Wakeman

SMA was contacted by Hill Top Securities to conduct a survey to potentially host a conference session based on the results.

A motion was made by Marcus Pimentel to issue the survey from CSMFO. The motion was seconded by Craig Boyer. The motion passed.

A remote board meeting will be October 26th.

Business being concluded the meeting adjourned at 4:04pm

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

	<u>Aug 31, 23</u>	<u>Aug 31, 22</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1004 · Bank of America - 1982				
1050 · Chapter Fund Balances				
1050.03 · North Coast	808.87	1,500.00	-691.13	-46.08%
1050.04 · Sacramento Valley	3,377.90	3,410.67	-32.77	-0.96%
1050.05 · East Bay (SF)	3,970.52	3,522.19	448.33	12.73%
1050.06 · Central Valley	400.42	367.51	32.91	8.96%
1050.07 · Peninsula	0.00	693.74	-693.74	-100.0%
1050.08 · Monterey Bay	-209.11	3,383.99	-3,593.10	-106.18%
1050.09 · South San Joaquin	1,288.07	442.04	846.03	191.39%
1050.10 · Central Coast	1,114.56	1,277.78	-163.22	-12.77%
1050.11 · Channel Counties	-1,919.37	1,581.64	-3,501.01	-221.35%
1050.12 · San Gabriel Valley	-92.17	-860.14	767.97	89.28%
1050.13 · Central Los Angeles	289.52	525.74	-236.22	-44.93%
1050.14 · South Bay (LA)	6,302.12	4,236.58	2,065.54	48.76%
1050.16 · Orange County	3,526.26	2,863.67	662.59	23.14%
1050.17 · Inland Empire	1,433.87	4,835.62	-3,401.75	-70.35%
1050.18 · Coachella Valley	976.53	0.00	976.53	100.0%
1050.19 · San Diego County	1,026.39	2,081.59	-1,055.20	-50.69%
1050.20 · Imperial County	78.09	0.00	78.09	100.0%
Total 1050 · Chapter Fund Balances	<u>22,372.47</u>	<u>29,862.62</u>	<u>-7,490.15</u>	<u>-25.08%</u>
1004 · Bank of America - 1982 - Other	<u>69,978.04</u>	<u>152,781.06</u>	<u>-82,803.02</u>	<u>-54.2%</u>
Total 1004 · Bank of America - 1982	<u>92,350.51</u>	<u>182,643.68</u>	<u>-90,293.17</u>	<u>-49.44%</u>
1040 · Investments LAIF	<u>839,848.23</u>	<u>820,633.00</u>	<u>19,215.23</u>	<u>2.34%</u>
Total Checking/Savings	<u>932,198.74</u>	<u>1,003,276.68</u>	<u>-71,077.94</u>	<u>-7.09%</u>
Accounts Receivable				
1100 · Accounts receivable	<u>0.00</u>	<u>35.00</u>	<u>-35.00</u>	<u>-100.0%</u>
Total Accounts Receivable	<u>0.00</u>	<u>35.00</u>	<u>-35.00</u>	<u>-100.0%</u>
Other Current Assets				
1080 · Undeposited Funds	635.00	0.00	635.00	100.0%
1103 · Acc Rec-Other	9,500.18	0.00	9,500.18	100.0%
1120 · Accounts Receivable- YM	11,173.00	11,065.00	108.00	0.98%
1250 · Prepaid Expense - General				
1252 · Prepaid Admin/DataBase Fees	8,736.00	0.00	8,736.00	100.0%
1250 · Prepaid Expense - General - Other	<u>0.00</u>	<u>15,360.00</u>	<u>-15,360.00</u>	<u>-100.0%</u>
Total 1250 · Prepaid Expense - General	<u>8,736.00</u>	<u>15,360.00</u>	<u>-6,624.00</u>	<u>-43.13%</u>
1260 · Prepaid Expense Conference				
1261 · Guest Speakers	13,250.00	0.00	13,250.00	100.0%
1262 · Facilities Deposits	147,622.63	79,544.00	68,078.63	85.59%
1264 · Conference Services	21,630.91	0.00	21,630.91	100.0%
1260 · Prepaid Expense Conference - Other	<u>2,774.28</u>	<u>79,179.69</u>	<u>-76,405.41</u>	<u>-96.5%</u>
Total 1260 · Prepaid Expense Conference	<u>185,277.82</u>	<u>158,723.69</u>	<u>26,554.13</u>	<u>16.73%</u>
Total Other Current Assets	<u>215,322.00</u>	<u>185,148.69</u>	<u>30,173.31</u>	<u>16.3%</u>
Total Current Assets	<u>1,147,520.74</u>	<u>1,188,460.37</u>	<u>-40,939.63</u>	<u>-3.45%</u>
TOTAL ASSETS	<u><u>1,147,520.74</u></u>	<u><u>1,188,460.37</u></u>	<u><u>-40,939.63</u></u>	<u><u>-3.45%</u></u>

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

	<u>Aug 31, 23</u>	<u>Aug 31, 22</u>	<u>\$ Change</u>	<u>% Change</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts payable	0.00	22,850.00	-22,850.00	-100.0%
Total Accounts Payable	0.00	22,850.00	-22,850.00	-100.0%
Other Current Liabilities				
2003 · A/P Other- SMA Conference	16,431.00	16,431.00	0.00	0.0%
Total Other Current Liabilities	16,431.00	16,431.00	0.00	0.0%
Total Current Liabilities	16,431.00	39,281.00	-22,850.00	-58.17%
Total Liabilities	16,431.00	39,281.00	-22,850.00	-58.17%
Equity				
3020 · Retained earnings	103,780.10	250,696.76	-146,916.66	-58.6%
3100 · Net Assets-Chapters	22,372.47	29,862.62	-7,490.15	-25.08%
3101 · Operating reserve	153,860.00	153,860.00	0.00	0.0%
3102 · Conference reserve	700,000.00	700,000.00	0.00	0.0%
Net Income	151,077.17	14,759.99	136,317.18	923.56%
Total Equity	1,131,089.74	1,149,179.37	-18,089.63	-1.57%
TOTAL LIABILITIES & EQUITY	1,147,520.74	1,188,460.37	-40,939.63	-3.45%

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

	<u>Jan - Aug 23</u>	<u>Jan - Aug 22</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
4000 · OPERATING REVENUES	413,646.87	386,268.49	27,378.38
4500 · PROGRAM REVENUES	1,218,623.08	1,114,629.98	103,993.10
Total Income	<u>1,632,269.95</u>	<u>1,500,898.47</u>	<u>131,371.48</u>
Gross Profit	1,632,269.95	1,500,898.47	131,371.48
Expense			
6100 · OPERATING EXPENSES	358,582.63	330,701.37	27,881.26
6400 · PROGRAM EXPENSES	1,115,789.97	1,131,526.25	-15,736.28
6900 · OTHER EXPENSES	0.00	23,250.00	-23,250.00
9950 · Prior Period Adjustment	400.00	7,068.50	-6,668.50
Total Expense	<u>1,474,772.60</u>	<u>1,492,546.12</u>	<u>-17,773.52</u>
Net Ordinary Income	157,497.35	8,352.35	149,145.00
Other Income/Expense			
Other Income			
4501 · Chapter Income	40,530.00	17,750.00	22,780.00
49910 · Unidentified Transactions	0.00	0.00	0.00
Total Other Income	<u>40,530.00</u>	<u>17,750.00</u>	<u>22,780.00</u>
Other Expense			
6401 · Chapter Expenses	46,950.18	11,342.36	35,607.82
Total Other Expense	<u>46,950.18</u>	<u>11,342.36</u>	<u>35,607.82</u>
Net Other Income	<u>-6,420.18</u>	<u>6,407.64</u>	<u>-12,827.82</u>
Net Income	<u><u>151,077.17</u></u>	<u><u>14,759.99</u></u>	<u><u>136,317.18</u></u>

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

	Aug 23	Jan - Aug 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Ordinary Income/Expense						
Income						
4000 · OPERATING REVENUES						
4100 · Membership Dues						
4110 · Dues - Municipal - Management	3,188.00	169,648.00	130,500.00	39,148.00	130.0%	137,500.00
4115 · Dues - Municipal - Professional	1,850.00	35,525.00	34,900.00	625.00	101.79%	35,000.00
4120 · Dues - Other Gov	100.00	3,650.00	3,150.00	500.00	115.87%	4,000.00
4130 · Dues - Commercial	1,320.00	44,205.00	40,400.00	3,805.00	109.42%	44,000.00
4140 · Dues - Retired	0.00	960.00	1,160.00	-200.00	82.76%	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
Total 4100 · Membership Dues	6,458.00	253,988.00	210,110.00	43,878.00	120.88%	221,700.00
4200 · Interest Income	0.00	12,121.37	9,000.00	3,121.37	134.68%	12,000.00
4302 · Magazine Advertising	0.00	1,337.50	4,775.00	-3,437.50	28.01%	10,000.00
4303 · Job Board Post - Member	15,975.00	141,700.00	120,694.00	21,006.00	117.4%	180,000.00
4490 · Budget Awards	1,650.00	4,500.00	4,000.00	500.00	112.5%	19,950.00
4502 · Sponsorships - Other						
4502.10 · Sponsorship GFOA Receptio	0.00	0.00	5,000.00	-5,000.00	0.0%	5,000.00
Total 4502 · Sponsorships - Other	0.00	0.00	5,000.00	-5,000.00	0.0%	5,000.00
Total 4000 · OPERATING REVENUES	24,083.00	413,646.87	353,579.00	60,067.87	116.99%	448,650.00
4500 · PROGRAM REVENUES						
4504 · Education income						
4505 · Webinar	400.00	4,225.00				
4520 · Weekend Training						
4525 · Training Event Income	0.00	0.00	0.00	0.00	0.0%	24,000.00
Total 4520 · Weekend Training	0.00	0.00	0.00	0.00	0.0%	24,000.00
4570 · Intro to Government	8,400.00	37,100.00	14,000.00	23,100.00	265.0%	21,000.00
4575 · Investment Accounting	0.00	0.00	600.00	-600.00	0.0%	6,600.00
4590 · Intermediate Government Acct	9,800.00	48,200.00	45,000.00	3,200.00	107.11%	45,000.00
4591 · California Local Budgeting	1,400.00	19,750.00	18,500.00	1,250.00	106.76%	27,000.00
4593 · Capital Assets	0.00	0.00	6,000.00	-6,000.00	0.0%	6,000.00
4594 · CMTA/CSMFO Course	0.00	0.00	0.00	0.00	0.0%	0.00
4595 · Revenue Fundamentals	0.00	0.00	5,000.00	-5,000.00	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	4,500.00	-4,500.00	0.0%	4,500.00
4599 · On Demand Courses	0.00	1,125.00				
Total 4504 · Education income	20,000.00	110,600.00	93,600.00	17,000.00	118.16%	150,100.00
8000 · Conference Revenue						
8100 · Government Registrations						
8102 · Government NonMember	0.00	16,245.00	0.00	16,245.00	100.0%	0.00
8104 · Government Member	0.00	349,720.00	0.00	349,720.00	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 - Ot	0.00	0.00	359,060.00	-359,060.00	0.0%	359,060.00
Total 8100 · Government Registrations	0.00	365,965.00	359,060.00	6,905.00	101.92%	359,060.00
8200 · Commercial Registrations						
8226 · Commercial Exhibitor	0.00	59,735.00	0.00	59,735.00	100.0%	0.00

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

	Aug 23	Jan - Aug 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
8228 · Commercial NonMember	0.00	20,825.00	0.00	20,825.00	100.0%	0.00
8229 · Commercial Member	0.00	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 Regula	0.00	3,225.00	0.00	3,225.00	100.0%	0.00
8200 · Commercial Registrations - Otl	0.00	0.00	123,980.00	-123,980.00	0.0%	123,980.00
Total 8200 · Commercial Registrations	0.00	135,955.00	123,980.00	11,975.00	109.66%	123,980.00
8300 · Pre-Conference Registrations						
8371 · PreConference-Session A	0.00	7,200.00	0.00	7,200.00	100.0%	0.00
8373 · PreConference-Session B	0.00	4,200.00	0.00	4,200.00	100.0%	0.00
8375 · PreConference-Session C	0.00	3,100.00	0.00	3,100.00	100.0%	0.00
8376 · PreConference-Session D	0.00	2,600.00	0.00	2,600.00	100.0%	0.00
8300 · Pre-Conference Registrations -	0.00	2,000.00	24,000.00	-22,000.00	8.33%	24,000.00
Total 8300 · Pre-Conference Registrati	0.00	19,100.00	24,000.00	-4,900.00	79.58%	24,000.00
8500 · Extra Meals						
8565 · Hosted Evening Event	0.00	3,875.00	0.00	3,875.00	100.0%	0.00
8500 · Extra Meals - Other	0.00	250.00	3,125.00	-2,875.00	8.0%	3,125.00
Total 8500 · Extra Meals	0.00	4,125.00	3,125.00	1,000.00	132.0%	3,125.00
8600 · Event Registrations						
8610 · Golf	0.00	16,565.00	15,675.00	890.00	105.68%	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
Total 8600 · Event Registrations	0.00	18,665.00	15,675.00	2,990.00	119.08%	15,675.00
8700 · Exhibitors Fees						
8703 · Sapphire Exhibitor	0.00	91,000.00	119,000.00	-28,000.00	76.47%	119,000.00
8715 · Gold Package	0.00	246,000.00	240,000.00	6,000.00	102.5%	240,000.00
8725 · Silver Package	0.00	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
Total 8700 · Exhibitors Fees	0.00	505,125.00	500,500.00	4,625.00	100.92%	500,500.00
8800 · Sponsorships						
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
Total 8800 · Sponsorships	0.00	12,250.00	18,000.00	-5,750.00	68.06%	18,000.00
8900 · Conference Miscellaneous						
8905 · Misc Conference Income	0.00	10,216.84				
8915 · Hotel Rebate	0.00	20,160.00	3,675.00	16,485.00	548.57%	3,675.00
8920 · Super Bowl Squares - Conferer	0.00	460.00				
8925 · Charitable Donations - Confere	0.00	-26,328.76				
8950 · Virtual Conference Registrator	0.00	42,330.00	70,500.00	-28,170.00	60.04%	70,500.00
8900 · Conference Miscellaneous - Ot	0.00	0.00	0.00	0.00	0.0%	0.00
Total 8900 · Conference Miscellaneous	0.00	46,838.08	74,175.00	-27,336.92	63.15%	74,175.00
Total 8000 · Conference Revenue	0.00	1,108,023.08	1,118,515.00	-10,491.92	99.06%	1,118,515.00
Total 4500 · PROGRAM REVENUES	20,000.00	1,218,623.08	1,212,115.00	6,508.08	100.54%	1,268,615.00
Total Income	44,083.00	1,632,269.95	1,565,694.00	66,575.95	104.25%	1,717,265.00
Gross Profit	44,083.00	1,632,269.95	1,565,694.00	66,575.95	104.25%	1,717,265.00
Expense						

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6100 · OPERATING EXPENSES						
6105 · Marketing/Membership	0.00	1,527.10	11,250.00	-9,722.90	13.57%	11,250.00
6106 · Storage Expense	0.00	538.66	675.00	-136.34	79.8%	1,000.00
6110 · President's Expense						
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	3,787.97	3,100.00	687.97	122.19%	3,100.00
Total 6110 · President's Expense	0.00	3,787.97	3,100.00	687.97	122.19%	3,100.00
6115 · Board of Directors						
6116 · Board Meeting Expenses	272.47	1,242.19	8,497.00	-7,254.81	14.62%	10,000.00
Total 6115 · Board of Directors	272.47	1,242.19	8,497.00	-7,254.81	14.62%	10,000.00
6120 · Committee/Chapter Support						
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
Total 6120 · Committee/Chapter Support	0.00	0.00	0.00	0.00	0.0%	0.00
6125 · Board Planning Session-Retreat	0.00	0.00	0.00	0.00	0.0%	55,000.00
6140 · Management Services						
6143 · Management Services	16,313.92	126,102.92	126,588.00	-485.08	99.62%	189,880.00
6146 · Consultants						
6146.10 · Coleman Services	0.00	12,419.94	13,850.00	-1,430.06	89.68%	27,700.00
6146.20 · CDC - Support	0.00	6,000.00	8,500.00	-2,500.00	70.59%	17,000.00
6146 · Consultants - Other	0.00	0.00	2,500.00	-2,500.00	0.0%	2,500.00
Total 6146 · Consultants	0.00	18,419.94	24,850.00	-6,430.06	74.13%	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
Total 6140 · Management Services	16,313.92	149,522.86	153,438.00	-3,915.14	97.45%	239,080.00
6148 · Payroll						
6148.10 · Wages	3,680.00	51,951.25	48,000.00	3,951.25	108.23%	72,000.00
6148.20 · Payroll Taxes - Federal	281.52	4,282.28	3,672.00	610.28	116.62%	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	73.50	577.50	560.00	17.50	103.13%	840.00
6148.63 · Executive Director - Outreach	1,500.00	7,513.25	5,000.00	2,513.25	150.27%	10,000.00
Total 6148 · Payroll	5,535.02	64,324.28	57,232.00	7,092.28	112.39%	88,348.00
6150 · Office Supplies	75.55	1,823.83	536.00	1,287.83	340.27%	800.00
6155 · Merchant Fees/Bank Chgs.	1,628.32	30,977.13	20,134.00	10,843.13	153.86%	40,000.00
6160 · Awards	0.00	7,369.09	3,364.00	4,005.09	219.06%	3,364.00
6165 · Printing						
6166 · Printing, copying, and admin	0.00	640.22	2,668.00	-2,027.78	24.0%	4,000.00
6167 · Directory	0.00	8,128.43	6,600.00	1,528.43	123.16%	6,600.00
6165 · Printing - Other	2.36	26.32	0.00	26.32	100.0%	0.00
Total 6165 · Printing	2.36	8,794.97	9,268.00	-473.03	94.9%	10,600.00
6170 · Magazine	0.00	10,283.99	11,500.00	-1,216.01	89.43%	11,500.00
6175 · Postage	11.25	1,841.82	1,360.00	481.82	135.43%	2,000.00
6185 · Telephone/Bridge Calls	88.47	381.85	665.00	-283.15	57.42%	1,000.00
6190 · Web and Technology						

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6191 · DataBase Expense	0.00	8,114.86	0.00	8,114.86	100.0%	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	1,600.00	-1,600.00	0.0%	2,400.00
6190 · Web and Technology - Other	4,484.00	15,699.44	52,200.00	-36,500.56	30.08%	78,200.00
Total 6190 · Web and Technology	4,484.00	26,314.30	53,800.00	-27,485.70	48.91%	113,938.00
6200 · Travel/Staff Expenses	0.00	2,420.85	5,000.00	-2,579.15	48.42%	5,000.00
6220 · Audit & Tax Filing	0.00	0.00	7,920.00	-7,920.00	0.0%	9,420.00
6230 · Insurance	0.00	1,578.00	2,900.00	-1,322.00	54.41%	3,500.00
6240 · Taxes						
6242 · Current Year Taxes	0.00	22,377.00	0.00	22,377.00	100.0%	30,000.00
6246 · Prior Year Taxes	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6240 · Taxes	0.00	22,377.00	0.00	22,377.00	100.0%	30,000.00
6250 · Miscellaneous	0.00	0.00	3,000.00	-3,000.00	0.0%	4,500.00
6255 · GFOA Reception	0.00	14,246.74	15,500.00	-1,253.26	91.91%	15,500.00
6260 · Donations	0.00	9,230.00	25,000.00	-15,770.00	36.92%	25,000.00
Total 6100 · OPERATING EXPENSES	28,411.36	358,582.63	394,139.00	-35,556.37	90.98%	683,900.00
6400 · PROGRAM EXPENSES						
6404 · Education Expenses						
6420 · Weekend Training Exp	0.00	0.00	3,438.00	-3,438.00	0.0%	31,350.00
6430 · Intro to Government Exp						
6430.10 · Intro to Govt Account - Reim	0.00	3,500.00				
Total 6430 · Intro to Government Exp	0.00	3,500.00				
6480 · Intermediate Governmental Account	0.00	8,250.00	11,894.00	-3,644.00	69.36%	15,858.00
6491 · CA Local Budgeting Expense	0.00	3,000.00	7,209.00	-4,209.00	41.62%	14,417.00
6494 · Webinar Expenses	0.00	0.00	28,664.00	-28,664.00	0.0%	43,000.00
6595 · Revenue Fundamental	0.00	0.00	0.00	0.00	0.0%	10,092.00
6596 · Revenue Fundamental Expense	0.00	2,000.00				
6598 · Leadership Skills Exp	0.00	0.00	0.00	0.00	0.0%	2,883.00
Total 6404 · Education Expenses	0.00	16,750.00	51,205.00	-34,455.00	32.71%	117,600.00
9000 · Conference Expenses						
9100 · Food & Beverage Expense						
9105 · Registration Prep-Lunch	0.00	211.87	0.00	211.87	100.0%	0.00
9115 · Wednesday-Breakfast	0.00	500.25				
9125 · Wednesday-Lunch	0.00	90,454.18	0.00	90,454.18	100.0%	0.00
9135 · Wednesday-Food-Exhibitor Reim	0.00	25,282.32	0.00	25,282.32	100.0%	0.00
9138 · Wednesday-Beverage-Exhibitor	0.00	12,074.65	0.00	12,074.65	100.0%	0.00
9140 · Thursday-Breakfast-Chapter Cl	0.00	1,665.23	0.00	1,665.23	100.0%	0.00
9143 · Thursday-Breakfast	0.00	45,114.26	0.00	45,114.26	100.0%	0.00
9147 · Thursday-Lunch	0.00	97,111.04	0.00	97,111.04	100.0%	0.00
9148 · Thursday-PM Break	0.00	17,735.77	0.00	17,735.77	100.0%	0.00
9150 · Friday-Breakfast	0.00	35,413.08	0.00	35,413.08	100.0%	0.00
9155 · Friday-Lunch	0.00	2,741.19	0.00	2,741.19	100.0%	0.00
9195 · Water for Sessions	0.00	4,636.42				
9197 · Food&Beverage-Other	0.00	19,065.41	0.00	19,065.41	100.0%	0.00
9100 · Food & Beverage Expense - Other	0.00	0.00	351,360.00	-351,360.00	0.0%	351,360.00
Total 9100 · Food & Beverage Expense	0.00	352,005.67	351,360.00	645.67	100.18%	351,360.00

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9200 · President's Dinners						
9210 · President's Dinner - Food & Be	0.00	28,992.87	0.00	28,992.87	100.0%	0.00
9220 · Entertain-Transport-Decor-Favi	0.00	1,576.22	0.00	1,576.22	100.0%	0.00
9250 · Pres Dinner-Out of State Guest	0.00	2,275.85	0.00	2,275.85	100.0%	0.00
9200 · President's Dinners - Other	0.00	0.00	41,860.00	-41,860.00	0.0%	41,860.00
Total 9200 · President's Dinners	0.00	32,844.94	41,860.00	-9,015.06	78.46%	41,860.00
9300 · Hosted Event						
9310 · Event Entertainment	0.00	10,730.23	0.00	10,730.23	100.0%	0.00
9320 · Event Food	0.00	60,010.72	0.00	60,010.72	100.0%	0.00
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	0.00	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
Total 9300 · Hosted Event	0.00	73,360.95	96,500.00	-23,139.05	76.02%	96,500.00
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	0.00	3,472.55	6,149.00	-2,676.45	56.47%	6,149.00
9430 · Speaker-Expenses-Transportat	0.00	55.02				
9445 · Speaker-Expenses-Misc	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9400 · Meetings and Training	0.00	44,027.57	45,649.00	-1,621.43	96.45%	45,649.00
9450 · Comps						
9460 · Other Guests Lodging (OOS)	0.00	2,025.93	4,580.00	-2,554.07	44.23%	4,580.00
9462 · Comps - Other	0.00	2,738.85	2,374.00	364.85	115.37%	2,374.00
9465 · Board Scholarships	0.00	0.00	1,000.00	-1,000.00	0.0%	1,000.00
Total 9450 · Comps	0.00	4,764.78	7,954.00	-3,189.22	59.9%	7,954.00
9475 · Meetings						
9476 · Audio Visual and Lighting	0.00	222,425.32	0.00	222,425.32	100.0%	0.00
9477 · Virtual Platform	0.00	14,580.00	0.00	14,580.00	100.0%	0.00
9478 · General Session - Addl' produc	0.00	3,281.80	0.00	3,281.80	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
Total 9475 · Meetings	0.00	413,416.80	421,433.00	-8,016.20	98.1%	421,433.00
9490 · Pre-Conference Workshop						
9494 · Food & Beverage	0.00	2,018.00	2,630.00	-612.00	76.73%	2,630.00
9495 · Speaker Fees	0.00	3,660.52				
9496 · Pre-Conference-Other	0.00	800.00				
Total 9490 · Pre-Conference Workshop	0.00	6,478.52	2,630.00	3,848.52	246.33%	2,630.00
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	0.00	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

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9500 · Exhibits - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9500 · Exhibits	0.00	38,104.02	41,743.00	-3,638.98	91.28%	41,743.00
9600 · Entertainment/Gifts						
9610 · Conference Gifts/Attendees	0.00	460.22	0.00	460.22	100.0%	0.00
9620 · Speaker/Board/Committee Men	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9600 · Entertainment/Gifts	0.00	460.22	0.00	460.22	100.0%	0.00
9700 · Other Activities						
9732 · Golf Tournament Expenses	0.00	12,220.61	14,050.00	-1,829.39	86.98%	14,050.00
9750 · Other Event Expenses	0.00	3,440.92	0.00	3,440.92	100.0%	0.00
Total 9700 · Other Activities	0.00	15,661.53	14,050.00	1,611.53	111.47%	14,050.00
9800 · Administration - Conference						
9805 · Conference Marketing	0.00	0.00	0.00	0.00	0.0%	0.00
9810 · Conference Contract Services	0.00	80,267.52	78,890.00	1,377.52	101.75%	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	0.00	474.68	500.00	-25.32	94.94%	500.00
9831 · Supplies-Badges-Ribbons-Etc	0.00	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 Exps	0.00	11,175.58	16,000.00	-4,824.42	69.85%	16,000.00
9895 · Staff Exp Inc. Lodging & Travel	0.00	13,239.77	14,000.00	-760.23	94.57%	14,000.00
Total 9800 · Administration - Conferenc	0.00	117,914.97	118,890.00	-975.03	99.18%	118,890.00
9000 · Conference Expenses - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9000 · Conference Expenses	0.00	1,099,039.97	1,142,069.00	-43,029.03	96.23%	1,142,069.00
Total 6400 · PROGRAM EXPENSES	0.00	1,115,789.97	1,193,274.00	-77,484.03	93.51%	1,259,669.00
6900 · OTHER EXPENSES						
6970 · One-Time Budgeted Expenses	0.00	0.00	1,200.00	-1,200.00	0.0%	1,200.00
Total 6900 · OTHER EXPENSES	0.00	0.00	1,200.00	-1,200.00	0.0%	1,200.00
9950 · Prior Period Adjustment	0.00	400.00	0.00	400.00	100.0%	0.00
Total Expense	28,411.36	1,474,772.60	1,588,613.00	-113,840.40	92.83%	1,944,769.00
Net Ordinary Income	15,671.64	157,497.35	-22,919.00	180,416.35	-687.19%	-227,504.00
Other Income/Expense						
Other Income						
4501 · Chapter Income						
4501.03 · North Coast	0.00	1,650.00	0.00	1,650.00	100.0%	0.00
4501.04 · Sacramento Valley	195.00	1,675.00	0.00	1,675.00	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	360.00	855.00				
4501.08 · Monterey Bay	0.00	1,650.00				
4501.09 · South San Joaquin	200.00	430.00	0.00	430.00	100.0%	0.00
4501.11 · Channel Counties	270.00	935.00	0.00	935.00	100.0%	0.00
4501.12 · San Gabriel Valley	-210.00	2,785.00	0.00	2,785.00	100.0%	0.00
4501.13 · Central Los Angeles	0.00	1,505.00	0.00	1,505.00	100.0%	0.00
4501.14 · South Bay (LA)	210.00	2,250.00	0.00	2,250.00	100.0%	0.00
4501.16 · Orange County	1,375.00	8,760.00	0.00	8,760.00	100.0%	0.00
4501.17 · Inland Empire	850.00	12,520.00	0.00	12,520.00	100.0%	0.00

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4501.18 · Coachella Valley	560.00	1,490.00				
4501.19 · San Diego County	1,120.00	2,975.00	0.00	2,975.00	100.0%	0.00
4501.20 · Imperial County	20.00	200.00				
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	66,668.00	-66,668.00	0.0%	100,000.00
Total 4501 · Chapter Income	4,950.00	40,530.00	66,668.00	-26,138.00	60.79%	100,000.00
Total Other Income	4,950.00	40,530.00	66,668.00	-26,138.00	60.79%	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
6401.03 · North Coast	0.00	1,369.66	0.00	1,369.66	100.0%	0.00
6401.04 · Sacramento Valley	0.00	2,129.83	0.00	2,129.83	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	604.06	658.87	0.00	658.87	100.0%	0.00
6401.07 · Peninsula	0.00	0.00	0.00	0.00	0.0%	0.00
6401.08 · Monterey Bay	0.00	5,079.88	0.00	5,079.88	100.0%	0.00
6401.09 · South San Joaquin	420.76	420.76	0.00	420.76	100.0%	0.00
6401.10 · Central Coast	0.00	0.00	0.00	0.00	0.0%	0.00
6401.11 · Channel Counties	0.00	2,854.37	0.00	2,854.37	100.0%	0.00
6401.12 · San Gabriel Valley	2,039.92	2,877.17	0.00	2,877.17	100.0%	0.00
6401.13 · Central Los Angeles	0.00	1,255.75	0.00	1,255.75	100.0%	0.00
6401.14 · South Bay (LA)	2,006.24	3,231.24	0.00	3,231.24	100.0%	0.00
6401.15 · Desert Mountain	0.00	0.00	0.00	0.00	0.0%	0.00
6401.16 · Orange County	4,569.04	10,512.93	0.00	10,512.93	100.0%	0.00
6401.17 · Inland Empire	2,994.84	13,041.05	0.00	13,041.05	100.0%	0.00
6401.18 · Coachella Valley	0.00	513.47	0.00	513.47	100.0%	0.00
6401.19 · San Diego County	887.25	2,883.29	0.00	2,883.29	100.0%	0.00
6401.20 · Imperial County	0.00	121.91	0.00	121.91	100.0%	0.00
6401.79 · Current Year Chapter Expense	0.00	0.00	67,336.00	-67,336.00	0.0%	101,000.00
Total 6401.79 · Current Year Chapter Exp	13,522.11	46,950.18	67,336.00	-20,385.82	69.73%	101,000.00
Total 6401 · Chapter Expenses	13,522.11	46,950.18	67,336.00	-20,385.82	69.73%	101,000.00
Total Other Expense	13,522.11	46,950.18	67,336.00	-20,385.82	69.73%	101,000.00
Net Other Income	-8,572.11	-6,420.18	-668.00	-5,752.18	961.11%	-1,000.00
Net Income	7,099.53	151,077.17	-23,587.00	174,664.17	-640.51%	-228,504.00

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

	<u>Jan - Aug 23</u>	<u>Jan - Aug 22</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
4000 · OPERATING REVENUES			
4100 · Membership Dues			
4110 · Dues - Municipal - Management	169,648.00	171,610.00	-1,962.00
4115 · Dues - Municipal - Professional	35,525.00	0.00	35,525.00
4120 · Dues - Other Gov	3,650.00	3,400.00	250.00
4130 · Dues - Commercial	44,205.00	36,960.00	7,245.00
4140 · Dues - Retired	960.00	820.00	140.00
4150 · Dues - Education	0.00	0.00	0.00
4100 · Membership Dues - Other	0.00	0.00	0.00
Total 4100 · Membership Dues	<u>253,988.00</u>	<u>212,790.00</u>	<u>41,198.00</u>
4200 · Interest Income	12,121.37	2,178.49	9,942.88
4302 · Magazine Advertising	1,337.50	4,275.00	-2,937.50
4303 · Job Board Post - Member	141,700.00	158,175.00	-16,475.00
4490 · Budget Awards	4,500.00	3,850.00	650.00
4502 · Sponsorships - Other			
4502.10 · Sponsorship GFOA Reception	0.00	5,000.00	-5,000.00
Total 4502 · Sponsorships - Other	<u>0.00</u>	<u>5,000.00</u>	<u>-5,000.00</u>
Total 4000 · OPERATING REVENUES	<u>413,646.87</u>	<u>386,268.49</u>	<u>27,378.38</u>
4500 · PROGRAM REVENUES			
4504 · Education income			
4505 · Webinar	4,225.00	0.00	4,225.00
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	37,100.00	8,650.00	28,450.00
4575 · Investment Accounting	0.00	450.00	-450.00
4590 · Intermediate Government Acct	48,200.00	49,812.50	-1,612.50
4591 · California Local Budgeting	19,750.00	14,850.00	4,900.00
4593 · Capital Assets	0.00	8,850.00	-8,850.00
4595 · Revenue Fundamentals	0.00	15,400.00	-15,400.00
4596 · Revenue Fundamentals II	200.00	0.00	200.00
4598 · Leadership Skills	0.00	4,800.00	-4,800.00
4599 · On Demand Courses	1,125.00	0.00	1,125.00
Total 4504 · Education income	<u>110,600.00</u>	<u>102,812.50</u>	<u>7,787.50</u>
8000 · Conference Revenue			
8100 · Government Registrations			
8102 · Government NonMember	16,245.00	13,950.00	2,295.00
8104 · Government Member	349,720.00	311,660.00	38,060.00
8115 · Conf-Gov-Full-Norm-Mem	0.00	2,140.00	-2,140.00
Total 8100 · Government Registrations	<u>365,965.00</u>	<u>327,750.00</u>	<u>38,215.00</u>
8200 · Commercial Registrations			
8226 · Commercial Exhibitor	59,735.00	53,815.00	5,920.00
8228 · Commercial NonMember	20,825.00	25,410.00	-4,585.00
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

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	Jan - Aug 23	Jan - Aug 22	\$ Change
Total 8200 · Commercial Registrations	135,955.00	113,953.00	22,002.00
8300 · Pre-Conference Registrations			
8371 · PreConference-Session A	7,200.00	0.00	7,200.00
8373 · PreConference-Session B	4,200.00	0.00	4,200.00
8375 · PreConference-Session C	3,100.00	0.00	3,100.00
8376 · PreConference-Session D	2,600.00	0.00	2,600.00
8300 · Pre-Conference Registrations - Other	2,000.00	13,540.00	-11,540.00
Total 8300 · Pre-Conference Registrations	19,100.00	13,540.00	5,560.00
8500 · Extra Meals			
8565 · Hosted Evening Event	3,875.00	0.00	3,875.00
8500 · Extra Meals - Other	250.00	5,075.00	-4,825.00
Total 8500 · Extra Meals	4,125.00	5,075.00	-950.00
8600 · Event Registrations			
8610 · Golf	16,565.00	18,340.00	-1,775.00
8630 · Pickleball/Tennis	2,100.00	385.00	1,715.00
Total 8600 · Event Registrations	18,665.00	18,725.00	-60.00
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
Total 8700 · Exhibitors Fees	505,125.00	425,687.50	79,437.50
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
Total 8800 · Sponsorships	12,250.00	19,062.50	-6,812.50
8900 · Conference Miscellaneous			
8905 · Misc Conference Income	10,216.84	0.00	10,216.84
8915 · Hotel Rebate	20,160.00	10,074.48	10,085.52
8920 · Super Bowl Squares - Conference	460.00	0.00	460.00
8925 · Charitable Donations - Conferen	-26,328.76	0.00	-26,328.76
8950 · Virtual Conference Registration	42,330.00	77,950.00	-35,620.00
8900 · Conference Miscellaneous - Other	0.00	0.00	0.00
Total 8900 · Conference Miscellaneous	46,838.08	88,024.48	-41,186.40
Total 8000 · Conference Revenue	1,108,023.08	1,011,817.48	96,205.60
Total 4500 · PROGRAM REVENUES	1,218,623.08	1,114,629.98	103,993.10
Total Income	1,632,269.95	1,500,898.47	131,371.48
Gross Profit	1,632,269.95	1,500,898.47	131,371.48
Expense			
6100 · OPERATING EXPENSES			
6105 · Marketing/Membership	1,527.10	5,603.67	-4,076.57
6106 · Storage Expense	538.66	108.77	429.89
6110 · President's Expense			
6111 · Presidents CSMFO- Gifts	0.00	88.15	-88.15
6110 · President's Expense - Other	3,787.97	7,425.45	-3,637.48
Total 6110 · President's Expense	3,787.97	7,513.60	-3,725.63
6115 · Board of Directors			
6116 · Board Meeting Expenses	1,242.19	6,584.33	-5,342.14

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

	<u>Jan - Aug 23</u>	<u>Jan - Aug 22</u>	<u>\$ Change</u>
Total 6115 · Board of Directors	1,242.19	6,584.33	-5,342.14
6140 · Management Services			
6143 · Management Services	126,102.92	121,816.00	4,286.92
6146 · Consultants			
6146.10 · Coleman Services	12,419.94	10,641.62	1,778.32
6146.20 · CDC - Support	6,000.00	4,700.00	1,300.00
6146 · Consultants - Other	0.00	6,000.00	-6,000.00
Total 6146 · Consultants	18,419.94	21,341.62	-2,921.68
6147 · Professional Fees	0.00	357.50	-357.50
6470 · Webinar Program Services	5,000.00	7,500.00	-2,500.00
6140 · Management Services - Other	0.00	2,800.00	-2,800.00
Total 6140 · Management Services	149,522.86	153,815.12	-4,292.26
6148 · Payroll			
6148.10 · Wages	51,951.25	38,743.50	13,207.75
6148.20 · Payroll Taxes - Federal	4,282.28	3,005.88	1,276.40
6148.30 · Payroll Taxes - State	0.00	245.01	-245.01
6148.50 · Payroll Processing Expense	577.50	280.00	297.50
6148.63 · Executive Director - Outreach	7,513.25	2,500.00	5,013.25
Total 6148 · Payroll	64,324.28	44,774.39	19,549.89
6150 · Office Supplies	1,823.83	774.40	1,049.43
6155 · Merchant Fees/Bank Chgs.	30,977.13	27,915.49	3,061.64
6160 · Awards	7,369.09	8,602.59	-1,233.50
6165 · Printing			
6166 · Printing, copying, and admin	640.22	35.76	604.46
6167 · Directory	8,128.43	6,608.80	1,519.63
6165 · Printing - Other	26.32	0.00	26.32
Total 6165 · Printing	8,794.97	6,644.56	2,150.41
6170 · Magazine	10,283.99	11,046.13	-762.14
6175 · Postage	1,841.82	247.27	1,594.55
6185 · Telephone/Bridge Calls	381.85	367.07	14.78
6190 · Web and Technology			
6191 · DataBase Expense	8,114.86	228.53	7,886.33
6192 · Web site	2,500.00	2,500.00	0.00
6195 · Web Site Hosting Fee	0.00	2,311.93	-2,311.93
6190 · Web and Technology - Other	15,699.44	16,314.88	-615.44
Total 6190 · Web and Technology	26,314.30	21,355.34	4,958.96
6200 · Travel/Staff Expenses	2,420.85	2,449.32	-28.47
6220 · Audit & Tax Filing	0.00	10,405.00	-10,405.00
6230 · Insurance	1,578.00	2,118.00	-540.00
6240 · Taxes			
6242 · Current Year Taxes	22,377.00	0.00	22,377.00
6246 · Prior Year Taxes	0.00	4,178.24	-4,178.24
Total 6240 · Taxes	22,377.00	4,178.24	18,198.76
6255 · GFOA Reception	14,246.74	16,198.08	-1,951.34
6260 · Donations	9,230.00	0.00	9,230.00
Total 6100 · OPERATING EXPENSES	358,582.63	330,701.37	27,881.26
6400 · PROGRAM EXPENSES			
6404 · Education Expenses			
6420 · Weekend Training Exp	0.00	2,875.00	-2,875.00

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

	<u>Jan - Aug 23</u>	<u>Jan - Aug 22</u>	<u>\$ Change</u>
6430 · Intro to Government Exp			
6430.10 · Intro to Govt Account - Reimbur	3,500.00	2,000.00	1,500.00
Total 6430 · Intro to Government Exp	3,500.00	2,000.00	1,500.00
6480 · Intermediate Governmental Acct.	8,250.00	8,250.00	0.00
6491 · CA Local Budgeting Expense	3,000.00	5,000.00	-2,000.00
6596 · Revenue Fundamental Expense II	2,000.00	0.00	2,000.00
Total 6404 · Education Expenses	16,750.00	18,125.00	-1,375.00
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	1,665.23	2,700.15	-1,034.92
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	2,741.19	2,245.57	495.62
9195 · Water for Sessions	4,636.42	0.00	4,636.42
9197 · Food&Beverage-Other	19,065.41	13,725.04	5,340.37
9100 · Food & Beverage Expense - Other	0.00	104.86	-104.86
Total 9100 · Food & Beverage Expense	352,005.67	312,921.20	39,084.47
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	3,346.88	-1,770.66
9250 · Pres Dinner-Out of State Guest	2,275.85	4,777.29	-2,501.44
Total 9200 · President's Dinners	32,844.94	33,475.69	-630.75
9300 · Hosted Event			
9310 · Event Entertainment	10,730.23	27,806.19	-17,075.96
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	0.00	2,620.00
Total 9300 · Hosted Event	73,360.95	150,411.77	-77,050.82
9400 · Meetings and Training			
9410 · Speakers-Honorarium	40,500.00	42,500.00	-2,000.00
9420 · Speaker-Expenses-Lodging	3,472.55	5,057.46	-1,584.91
9430 · Speaker-Expenses-Transportation	55.02	0.00	55.02
9445 · Speaker-Expenses-Misc	0.00	21.69	-21.69
Total 9400 · Meetings and Training	44,027.57	47,579.15	-3,551.58
9450 · Comps			
9460 · Other Guests Lodging (OOS)	2,025.93	2,724.33	-698.40
9462 · Comps - Other	2,738.85	2,075.68	663.17
9465 · Board Scholarships	0.00	72.00	-72.00
Total 9450 · Comps	4,764.78	4,872.01	-107.23
9475 · Meetings			
9476 · Audio Visual and Lighting	222,425.32	185,395.75	37,029.57

California Society of Municipal Finance Officers
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	<u>Jan - Aug 23</u>	<u>Jan - Aug 22</u>	<u>\$ Change</u>
9477 · Virtual Platform	14,580.00	41,135.00	-26,555.00
9478 · General Session - Addl' product	3,281.80	8,605.82	-5,324.02
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
Total 9475 · Meetings	413,416.80	335,384.64	78,032.16
9490 · Pre-Conference Workshop			
9494 · Food & Beverage	2,018.00	1,716.46	301.54
9495 · Speaker Fees	3,660.52	0.00	3,660.52
9496 · Pre-Conference-Other	800.00	0.00	800.00
Total 9490 · Pre-Conference Workshop	6,478.52	1,716.46	4,762.06
9500 · Exhibits			
9510 · Decorator Booth Fee	17,037.54	23,361.95	-6,324.41
9530 · Meeting space Additions	10,412.00	7,401.00	3,011.00
9540 · Security	1,339.50	955.00	384.50
9545 · Exhibit hall game	117.20	1,397.44	-1,280.24
9550 · Sponsor Branded Items	9,197.78	4,361.00	4,836.78
9500 · Exhibits - Other	0.00	0.00	0.00
Total 9500 · Exhibits	38,104.02	37,476.39	627.63
9600 · Entertainment/Gifts			
9610 · Conference Gifts/Attendees	460.22	59,927.62	-59,467.40
9620 · Speaker/Board/Committee Memento	0.00	5,240.16	-5,240.16
Total 9600 · Entertainment/Gifts	460.22	65,167.78	-64,707.56
9700 · Other Activities			
9732 · Golf Tournament Expenses	12,220.61	17,348.86	-5,128.25
9750 · Other Event Expenses	3,440.92	150.00	3,290.92
Total 9700 · Other Activities	15,661.53	17,498.86	-1,837.33
9800 · Administration - Conference			
9805 · Conference Marketing	0.00	239.37	-239.37
9810 · Conference Contract Services	80,267.52	74,157.52	6,110.00
9815 · Printing/Copy/Conference Media	5,670.83	4,891.79	779.04
9820 · President Expenses	474.68	495.37	-20.69
9831 · Supplies-Badges-Ribbons-Etc	3,445.88	318.15	3,127.73
9840 · Postage & Shipping	0.00	780.66	-780.66
9875 · Signage	3,640.71	4,995.79	-1,355.08
9890 · Conference Committee Expenses	11,175.58	7,730.49	3,445.09
9895 · Staff Exp Inc. Lodging & Travel	13,239.77	13,288.16	-48.39
Total 9800 · Administration - Conference	117,914.97	106,897.30	11,017.67
9000 · Conference Expenses - Other	0.00	0.00	0.00
Total 9000 · Conference Expenses	1,099,039.97	1,113,401.25	-14,361.28
Total 6400 · PROGRAM EXPENSES	1,115,789.97	1,131,526.25	-15,736.28
6900 · OTHER EXPENSES			
6970 · One-Time Budgeted Expenses	0.00	23,250.00	-23,250.00
Total 6900 · OTHER EXPENSES	0.00	23,250.00	-23,250.00
9950 · Prior Period Adjustment	400.00	7,068.50	-6,668.50
Total Expense	1,474,772.60	1,492,546.12	-17,773.52
Net Ordinary Income	157,497.35	8,352.35	149,145.00

California Society of Municipal Finance Officers
Statement of Financial Income and Expense
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	<u>Jan - Aug 23</u>	<u>Jan - Aug 22</u>	<u>\$ Change</u>
Other Income/Expense			
Other Income			
4501 · Chapter Income			
4501.03 · North Coast	1,650.00	1,500.00	150.00
4501.04 · Sacramento Valley	1,675.00	400.00	1,275.00
4501.05 · East Bay (SF)	850.00	0.00	850.00
4501.06 · Central Valley	855.00	0.00	855.00
4501.08 · Monterey Bay	1,650.00	0.00	1,650.00
4501.09 · South San Joaquin	430.00	560.00	-130.00
4501.11 · Channel Counties	935.00	0.00	935.00
4501.12 · San Gabriel Valley	2,785.00	1,610.00	1,175.00
4501.13 · Central Los Angeles	1,505.00	0.00	1,505.00
4501.14 · South Bay (LA)	2,250.00	3,020.00	-770.00
4501.16 · Orange County	8,760.00	980.00	7,780.00
4501.17 · Inland Empire	12,520.00	7,270.00	5,250.00
4501.18 · Coachella Valley	1,490.00	0.00	1,490.00
4501.19 · San Diego County	2,975.00	2,410.00	565.00
4501.20 · Imperial County	200.00	0.00	200.00
4501.21 · Bay Area (Peninsula-East Bay)	0.00	0.00	0.00
Total 4501 · Chapter Income	<u>40,530.00</u>	<u>17,750.00</u>	<u>22,780.00</u>
49910 · Unidentified Transactions	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Other Income	<u>40,530.00</u>	<u>17,750.00</u>	<u>22,780.00</u>
Other Expense			
6401 · Chapter Expenses			
6401.79 · Current Year Chapter Expenses			
6401.03 · North Coast	1,369.66	0.00	1,369.66
6401.04 · Sacramento Valley	2,129.83	0.00	2,129.83
6401.06 · Central Valley	658.87	0.00	658.87
6401.08 · Monterey Bay	5,079.88	0.00	5,079.88
6401.09 · South San Joaquin	420.76	117.96	302.80
6401.11 · Channel Counties	2,854.37	0.00	2,854.37
6401.12 · San Gabriel Valley	2,877.17	2,606.08	271.09
6401.13 · Central Los Angeles	1,255.75	0.00	1,255.75
6401.14 · South Bay (LA)	3,231.24	1,147.96	2,083.28
6401.16 · Orange County	10,512.93	2,307.50	8,205.43
6401.17 · Inland Empire	13,041.05	3,434.38	9,606.67
6401.18 · Coachella Valley	513.47	0.00	513.47
6401.19 · San Diego County	2,883.29	1,728.48	1,154.81
6401.20 · Imperial County	121.91	0.00	121.91
Total 6401.79 · Current Year Chapter Expenses	<u>46,950.18</u>	<u>11,342.36</u>	<u>35,607.82</u>
Total 6401 · Chapter Expenses	<u>46,950.18</u>	<u>11,342.36</u>	<u>35,607.82</u>
Total Other Expense	<u>46,950.18</u>	<u>11,342.36</u>	<u>35,607.82</u>
Net Other Income	<u>-6,420.18</u>	<u>6,407.64</u>	<u>-12,827.82</u>
Net Income	<u><u>151,077.17</u></u>	<u><u>14,759.99</u></u>	<u><u>136,317.18</u></u>

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

	Central Los Angeles (Chapters)	Central Valley (Chapters)	Channel Counties (Chapters)	Coachella Valley (Chapters)	East Bay (Chapters)	Imperial County (Chapters)
Other Income/Expense						
Other Income						
4501 · Chapter Income	1,505.00	855.00	935.00	1,490.00	850.00	200.00
Total Other Income	1,505.00	855.00	935.00	1,490.00	850.00	200.00
Other Expense						
6401 · Chapter Expenses	1,255.75	658.87	2,854.37	513.47	0.00	121.91
Total Other Expense	1,255.75	658.87	2,854.37	513.47	0.00	121.91
Net Other Income	249.25	196.13	-1,919.37	976.53	850.00	78.09
Net Income	249.25	196.13	-1,919.37	976.53	850.00	78.09

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

	<u>Inland Empire (Chapters)</u>	<u>Monterey Bay (Chapters)</u>	<u>North Coast (Chapters)</u>	<u>Orange County (Chapters)</u>	<u>Sacramento Valley (Chapters)</u>	<u>San Diego (Chapters)</u>
Other Income/Expense						
Other Income						
4501 · Chapter Income	12,520.00	1,650.00	1,650.00	8,760.00	1,675.00	2,975.00
Total Other Income	<u>12,520.00</u>	<u>1,650.00</u>	<u>1,650.00</u>	<u>8,760.00</u>	<u>1,675.00</u>	<u>2,975.00</u>
Other Expense						
6401 · Chapter Expenses	13,041.05	5,079.88	1,369.66	10,512.93	2,129.83	2,883.29
Total Other Expense	<u>13,041.05</u>	<u>5,079.88</u>	<u>1,369.66</u>	<u>10,512.93</u>	<u>2,129.83</u>	<u>2,883.29</u>
Net Other Income	<u>-521.05</u>	<u>-3,429.88</u>	<u>280.34</u>	<u>-1,752.93</u>	<u>-454.83</u>	<u>91.71</u>
Net Income	<u><u>-521.05</u></u>	<u><u>-3,429.88</u></u>	<u><u>280.34</u></u>	<u><u>-1,752.93</u></u>	<u><u>-454.83</u></u>	<u><u>91.71</u></u>

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

	<u>San Gabriel Valley (Chapters)</u>	<u>South San Joaquin Valley (Chapters)</u>	<u>SouthBay (LA) (Chapters)</u>	<u>Total Chapters</u>	<u>TOTAL</u>
Other Income/Expense					
Other Income					
4501 · Chapter Income	2,785.00	430.00	2,250.00	40,530.00	40,530.00
Total Other Income	<u>2,785.00</u>	<u>430.00</u>	<u>2,250.00</u>	<u>40,530.00</u>	<u>40,530.00</u>
Other Expense					
6401 · Chapter Expenses	2,877.17	420.76	3,231.24	46,950.18	46,950.18
Total Other Expense	<u>2,877.17</u>	<u>420.76</u>	<u>3,231.24</u>	<u>46,950.18</u>	<u>46,950.18</u>
Net Other Income	<u>-92.17</u>	<u>9.24</u>	<u>-981.24</u>	<u>-6,420.18</u>	<u>-6,420.18</u>
Net Income	<u><u>-92.17</u></u>	<u><u>9.24</u></u>	<u><u>-981.24</u></u>	<u><u>-6,420.18</u></u>	<u><u>-6,420.18</u></u>

California Society of Municipal Finance Officers

Check Detail

August 2023

	Type	Num	Date	Name	Account	Paid Amount
	Check	EFT	08/02/2023	Merchant Service	1004 · Bank of America - 1982	
					6155 · Merchant Fees/Bank Chgs.	(1,567.12)
TOTAL						(1,567.12)
	Check	EFT	08/07/2023	Remote Deposit Fee	1004 · Bank of America - 1982	
					6155 · Merchant Fees/Bank Chgs.	(15.00)
TOTAL						(15.00)
	Check	EFT	08/25/2023	ADP, Inc.	1004 · Bank of America - 1982	
					6148.50 · Payroll Processing Expense	(73.50)
TOTAL						(73.50)
	Check	ADP-Jul23	08/15/2023	ADP, Inc.	1004 · Bank of America - 1982	
					2111 · Federal Payroll Withholdings	(1,166.29)
					2112 · State Payroll Withholdings	(524.96)
					6148.20 · Payroll Taxes - Federal	(281.52)
TOTAL						(1,972.77)
	Check	ADP-Jul2023	08/15/2023	Rousseau, Jean	1004 · Bank of America - 1982	
					6148.10 · Wages	(3,680.00)
					2111 · Federal Payroll Withholdings	1,166.29
					2112 · State Payroll Withholdings	524.96
TOTAL						(1,988.75)
	Bill Pmt -Check	7705	08/15/2023	Black Gold Golf Club	1004 · Bank of America - 1982	
	Bill	QUO-0328	08/04/2023		8610 · Golf	(1,467.75)
TOTAL						(1,467.75)
	Bill Pmt -Check	7706	08/15/2023	City of Beverly Hills - v	1004 · Bank of America - 1982	

California Society of Municipal Finance Officers

Check Detail

August 2023

	Type	Num	Date	Name	Account	Paid Amount
	Bill	08122023	08/12/2023		6401.14 · South Bay (LA)	(2,006.24)
TOTAL						(2,006.24)
	Bill Pmt -Check	7707	08/15/2023	Cvent, Inc.	1004 · Bank of America - 1982	
	Bill	4110174180	08/04/2023		9481 · Reg/Attendance Tracking	(20,163.16)
TOTAL						(20,163.16)
	Bill Pmt -Check	7708	08/15/2023	Irwin B Bornstein [v]	1004 · Bank of America - 1982	
	Bill	350	07/06/2023		6480 · Intermediate Governmental Acct.	(2,750.00)
TOTAL						(2,750.00)
	Bill Pmt -Check	7709	08/15/2023	Pacific Storage Company	1004 · Bank of America - 1982	
	Bill	4222945	07/31/2023		6106 · Storage Expense	(76.13)
TOTAL						(76.13)
	Bill Pmt -Check	7710	08/15/2023	Smith Moore and Associates, Inc.	1004 · Bank of America - 1982	
TOTAL						0.00
	Bill Pmt -Check	7711	08/15/2023	YourMembership	1004 · Bank of America - 1982	
	Bill	1020-1000036141	06/28/2023		6191 · DataBase Expense	(8,114.86)
TOTAL						(8,114.86)
	Bill Pmt -Check	7712	08/28/2023	Deanna Christensen {v}	1004 · Bank of America - 1982	
	Bill	08252023	08/25/2023		6401.06 · Central Valley	(604.06)
TOTAL						(604.06)
	Bill Pmt -Check	7713	08/28/2023	Donald Patterson {v}	1004 · Bank of America - 1982	
	Bill	08212023	08/21/2023		6116 · Board Meeting Expenses	(232.72)
TOTAL						(232.72)

California Society of Municipal Finance Officers

Check Detail

August 2023

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	7714	08/28/2023	Harriet Commons {v}	1004 · Bank of America - 1982	
	Bill	2023--02	08/21/2023		6116 · Board Meeting Expenses	(39.75)
TOTAL						(39.75)
	Bill Pmt -Check	7715	08/28/2023	Higher Logic, LLC	1004 · Bank of America - 1982	
	Bill	INV050777	08/15/2023		6190 · Web and Technology	(4,368.00)
					6190 · Web and Technology	(8,736.00)
TOTAL						(13,104.00)
	Bill Pmt -Check	7716	08/28/2023	Jean Rousseau [v]	1004 · Bank of America - 1982	
	Bill	08152023	08/15/2023		6148.63 · Executive Director - Outreach	(1,500.00)
TOTAL						(1,500.00)
	Bill Pmt -Check	7717	08/28/2023	Margarita Moreno {v}	1004 · Bank of America - 1982	
	Bill	08242023	08/24/2023		6401.09 · South San Joaquin	(68.00)
TOTAL						(68.00)
	Bill Pmt -Check	7718	08/28/2023	Scott Meyer-Mina {v}	1004 · Bank of America - 1982	
	Bill	08242023	08/24/2023		6401.09 · South San Joaquin	(352.76)
TOTAL						(352.76)
	Bill Pmt -Check	7719	08/28/2023	Smith Moore and Associates, Inc.	1004 · Bank of America - 1982	
	Bill	20230323	08/24/2023		6150 · Office Supplies	(38.05)
					6190 · Web and Technology	(58.00)
					6185 · Telephone/Bridge Calls	(44.20)
					6150 · Office Supplies	(12.50)
					6401.19 · San Diego County	(887.25)
					6150 · Office Supplies	(25.00)
					6401.16 · Orange County	(1,154.70)
					6401.16 · Orange County	(987.25)
					6401.12 · San Gabriel Valley	(2,039.92)

California Society of Municipal Finance Officers

Check Detail

August 2023

Type	Num	Date	Name	Account	Paid Amount
				6190 · Web and Technology	(58.00)
				6175 · Postage	(11.25)
				6165 · Printing	(2.36)
				6401.17 · Inland Empire	(2,994.84)
				6185 · Telephone/Bridge Calls	(44.27)
				6401.16 · Orange County	(2,427.09)
TOTAL					(10,784.68)
Bill Pmt -Check	7720	08/28/2023	Smith Moore and Associates, Inc.	1004 · Bank of America - 1982	
Bill	20230271	08/01/2023		6143 · Management Services	(15,248.73)
				6143 · Management Services	(700.00)
				2003 · A/P Other- SMA Conference	(4,107.69)
				6143 · Management Services	(365.19)
TOTAL					(20,421.61)

California Society of Municipal Finance Officers
Statement of Net Assets
As of September 30, 2023

	Sep 30, 23	Sep 30, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1004 · Bank of America - 1982				
1050 · Chapter Fund Balances				
1050.03 · North Coast	613.87	496.75	117.12	23.58%
1050.04 · Sacramento Valley	3,782.90	4,670.67	-887.77	-19.01%
1050.05 · East Bay (SF)	3,970.52	3,912.19	58.33	1.49%
1050.06 · Central Valley	400.42	367.51	32.91	8.96%
1050.07 · Peninsula	185.00	1,083.74	-898.74	-82.93%
1050.08 · Monterey Bay	-209.11	3,383.99	-3,593.10	-106.18%
1050.09 · South San Joaquin	1,288.07	442.04	846.03	191.39%
1050.10 · Central Coast	1,114.56	1,277.78	-163.22	-12.77%
1050.11 · Channel Counties	-924.37	1,581.64	-2,506.01	-158.44%
1050.12 · San Gabriel Valley	-92.17	-860.14	767.97	89.28%
1050.13 · Central Los Angeles	289.52	770.74	-481.22	-62.44%
1050.14 · South Bay (LA)	6,547.12	4,236.58	2,310.54	54.54%
1050.16 · Orange County	2,226.26	2,374.17	-147.91	-6.23%
1050.17 · Inland Empire	3,790.22	4,860.62	-1,070.40	-22.02%
1050.18 · Coachella Valley	331.67	0.00	331.67	100.0%
1050.19 · San Diego County	1,456.39	2,761.74	-1,305.35	-47.27%
1050.20 · Imperial County	14.23	0.00	14.23	100.0%
Total 1050 · Chapter Fund Balances	24,785.10	31,360.02	-6,574.92	-20.97%
1004 · Bank of America - 1982 - Other	247,625.65	318,646.04	-71,020.39	-22.29%
Total 1004 · Bank of America - 1982	272,410.75	350,006.06	-77,595.31	-22.17%
1040 · Investments LAIF	824,524.23	820,633.00	3,891.23	0.47%
Total Checking/Savings	1,096,934.98	1,170,639.06	-73,704.08	-6.3%
Accounts Receivable				
1100 · Accounts receivable	0.00	-75.00	75.00	100.0%
Total Accounts Receivable	0.00	-75.00	75.00	100.0%
Other Current Assets				
1080 · Undeposited Funds	50.00	0.00	50.00	100.0%
1103 · Acc Rec-Other	5,500.18	0.00	5,500.18	100.0%
1120 · Accounts Receivable- YM	119,503.00	11,225.00	108,278.00	964.62%
1250 · Prepaid Expense - General				
1252 · Prepaid Admin/DataBase Fees	8,736.00	0.00	8,736.00	100.0%
1250 · Prepaid Expense - General - Other	0.00	9,360.00	-9,360.00	-100.0%
Total 1250 · Prepaid Expense - General	8,736.00	9,360.00	-624.00	-6.67%
1260 · Prepaid Expense Conference				
1261 · Guest Speakers	13,250.00	0.00	13,250.00	100.0%
1262 · Facilities Deposits	147,622.63	79,544.00	68,078.63	85.59%
1264 · Conference Services	21,630.91	0.00	21,630.91	100.0%
1260 · Prepaid Expense Conference - Other	2,774.28	79,179.69	-76,405.41	-96.5%
Total 1260 · Prepaid Expense Conference	185,277.82	158,723.69	26,554.13	16.73%
Total Other Current Assets	319,067.00	179,308.69	139,758.31	77.94%
Total Current Assets	1,416,001.98	1,349,872.75	66,129.23	4.9%
TOTAL ASSETS	1,416,001.98	1,349,872.75	66,129.23	4.9%

California Society of Municipal Finance Officers
Statement of Net Assets
As of September 30, 2023

	Sep 30, 23	Sep 30, 22	\$ Change	% Change
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts payable	0.00	17,322.49	-17,322.49	-100.0%
Total Accounts Payable	0.00	17,322.49	-17,322.49	-100.0%
Other Current Liabilities				
2003 · A/P Other- SMA Conference	12,323.31	12,323.31	0.00	0.0%
2010 · Deferred Revenue - Conference				
2011 · Conference Exhibitor/Sponsor	286,800.00	187,000.00	99,800.00	53.37%
Total 2010 · Deferred Revenue - Conference	286,800.00	187,000.00	99,800.00	53.37%
2080 · Accrued Expenses	6,078.00	0.00	6,078.00	100.0%
Total Other Current Liabilities	305,201.31	199,323.31	105,878.00	53.12%
Total Current Liabilities	305,201.31	216,645.80	88,555.51	40.88%
Total Liabilities	305,201.31	216,645.80	88,555.51	40.88%
Equity				
3020 · Retained earnings	54,740.47	249,199.36	-194,458.89	-78.03%
3100 · Net Assets-Chapters	24,785.10	31,360.02	-6,574.92	-20.97%
3101 · Operating reserve	173,860.00	153,860.00	20,000.00	13.0%
3102 · Conference reserve	700,000.00	700,000.00	0.00	0.0%
Net Income	157,415.10	-1,192.43	158,607.53	13,301.2%
Total Equity	1,110,800.67	1,133,226.95	-22,426.28	-1.98%
TOTAL LIABILITIES & EQUITY	1,416,001.98	1,349,872.75	66,129.23	4.9%

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

	Jan - Sep 23	Jan - Sep 22	\$ Change
Ordinary Income/Expense			
Income			
4000 · OPERATING REVENUES	448,606.87	414,698.49	33,908.38
4500 · PROGRAM REVENUES	1,237,478.08	1,121,887.98	115,590.10
Total Income	1,686,084.95	1,536,586.47	149,498.48
Gross Profit	1,686,084.95	1,536,586.47	149,498.48
Expense			
6100 · OPERATING EXPENSES	405,742.33	378,639.19	27,103.14
6400 · PROGRAM EXPENSES	1,118,539.97	1,136,726.25	-18,186.28
6900 · OTHER EXPENSES	0.00	23,250.00	-23,250.00
9950 · Prior Period Adjustment	400.00	7,068.50	-6,668.50
Total Expense	1,524,682.30	1,545,683.94	-21,001.64
Net Ordinary Income	161,402.65	-9,097.47	170,500.12
Other Income/Expense			
Other Income			
4501 · Chapter Income	49,620.00	22,360.00	27,260.00
49910 · Unidentified Transactions	0.00	0.00	0.00
Total Other Income	49,620.00	22,360.00	27,260.00
Other Expense			
6401 · Chapter Expenses	53,607.55	14,454.96	39,152.59
Total Other Expense	53,607.55	14,454.96	39,152.59
Net Other Income	-3,987.55	7,905.04	-11,892.59
Net Income	157,415.10	-1,192.43	158,607.53

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

Ordinary Income/Expense

Income

4000 - OPERATING REVENUES

4100 - Membership Dues

4110 - Dues - Municipal - Management

4115 - Dues - Municipal - Professional

4120 - Dues - Other Gov

4130 - Dues - Commercial

4140 - Dues - Retired

4150 - Dues - Education

4100 - Membership Dues - Other

Total 4100 - Membership Dues

4200 - Interest Income

4302 - Magazine Advertising

4303 - Job Board Post - Member

4490 - Budget Awards

4502 - Sponsorships - Other

4502.10 - Sponsorship GFOA Reception

Total 4502 - Sponsorships - Other

Total 4000 - OPERATING REVENUES

4500 - PROGRAM REVENUES

4504 - Education income

4505 - Webinar

4520 - Weekend Training

4525 - Training Event Income

Total 4520 - Weekend Training

4570 - Intro to Government

4575 - Investment Accounting

4590 - Intermediate Government Acct

4591 - California Local Budgeting

4593 - Capital Assets

4594 - CMTA/CSMFO Course

4595 - Revenue Fundamentals

4596 - Revenue Fundamentals II

4598 - Leadership Skills

4599 - On Demand Courses

Total 4504 - Education income

8000 - Conference Revenue

8100 - Government Registrations

8102 - Government NonMember

8104 - Government Member

8115 - Conf-Gov-Full-Norm-Mem

8100 - Government Registrations - Other

Total 8100 - Government Registrations

8200 - Commercial Registrations

8226 - Commercial Exhibitor

8228 - Commercial NonMember

8229 - Commercial Member

8231 - Comm Non-Memb-Full-Reg

8265 - Comm Non-Memb Daily Regular

8200 - Commercial Registrations - Other

Total 8200 - Commercial Registrations

8300 - Pre-Conference Registrations

8371 - PreConference-Session A

8373 - PreConference-Session B

8375 - PreConference-Session C

8376 - PreConference-Session D

8300 - Pre-Conference Registrations - Other

Total 8300 - Pre-Conference Registrations

	Sep 23	Jan - Sep 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
4110 - Dues - Municipal - Management	2,375.00	172,023.00	134,000.00	38,023.00	128.38%	137,500.00
4115 - Dues - Municipal - Professional	1,950.00	37,475.00	34,900.00	2,575.00	107.38%	35,000.00
4120 - Dues - Other Gov	300.00	3,950.00	3,500.00	450.00	112.86%	4,000.00
4130 - Dues - Commercial	440.00	44,645.00	40,800.00	3,845.00	109.42%	44,000.00
4140 - Dues - Retired	20.00	980.00	1,160.00	-180.00	84.48%	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
Total 4100 - Membership Dues	5,085.00	259,073.00	214,360.00	44,713.00	120.86%	221,700.00
4200 - Interest Income	0.00	12,121.37	9,000.00	3,121.37	134.68%	12,000.00
4302 - Magazine Advertising	0.00	6,562.50	4,775.00	1,787.50	137.44%	10,000.00
4303 - Job Board Post - Member	16,750.00	158,450.00	136,228.00	22,222.00	116.31%	180,000.00
4490 - Budget Awards	7,900.00	12,400.00	10,900.00	1,500.00	113.76%	19,950.00
4502 - Sponsorships - Other						
4502.10 - Sponsorship GFOA Reception	0.00	0.00	5,000.00	-5,000.00	0.0%	5,000.00
Total 4502 - Sponsorships - Other	0.00	0.00	5,000.00	-5,000.00	0.0%	5,000.00
Total 4000 - OPERATING REVENUES	29,735.00	448,606.87	380,263.00	68,343.87	117.97%	448,650.00
4500 - PROGRAM REVENUES						
4504 - Education income						
4505 - Webinar	15,655.00	19,880.00				
4520 - Weekend Training						
4525 - Training Event Income	0.00	0.00	5,402.00	-5,402.00	0.0%	24,000.00
Total 4520 - Weekend Training	0.00	0.00	5,402.00	-5,402.00	0.0%	24,000.00
4570 - Intro to Government	1,400.00	38,500.00	16,000.00	22,500.00	240.63%	21,000.00
4575 - Investment Accounting	0.00	0.00	600.00	-600.00	0.0%	6,600.00
4590 - Intermediate Government Acct	0.00	48,200.00	45,000.00	3,200.00	107.11%	45,000.00
4591 - California Local Budgeting	1,800.00	21,550.00	21,500.00	50.00	100.23%	27,000.00
4593 - Capital Assets	0.00	0.00	6,000.00	-6,000.00	0.0%	6,000.00
4594 - CMTA/CSMFO Course	0.00	0.00	0.00	0.00	0.0%	0.00
4595 - Revenue Fundamentals	0.00	0.00	5,000.00	-5,000.00	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	4,500.00	-4,500.00	0.0%	4,500.00
4599 - On Demand Courses	0.00	1,125.00				
Total 4504 - Education income	18,855.00	129,455.00	104,002.00	25,453.00	124.47%	150,100.00
8000 - Conference Revenue						
8100 - Government Registrations						
8102 - Government NonMember	0.00	16,245.00	0.00	16,245.00	100.0%	0.00
8104 - Government Member	0.00	349,720.00	0.00	349,720.00	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 - Other	0.00	0.00	359,060.00	-359,060.00	0.0%	359,060.00
Total 8100 - Government Registrations	0.00	365,965.00	359,060.00	6,905.00	101.92%	359,060.00
8200 - Commercial Registrations						
8226 - Commercial Exhibitor	0.00	59,735.00	0.00	59,735.00	100.0%	0.00
8228 - Commercial NonMember	0.00	20,825.00	0.00	20,825.00	100.0%	0.00
8229 - Commercial Member	0.00	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	0.00	0.00	123,980.00	-123,980.00	0.0%	123,980.00
Total 8200 - Commercial Registrations	0.00	135,955.00	123,980.00	11,975.00	109.66%	123,980.00
8300 - Pre-Conference Registrations						
8371 - PreConference-Session A	0.00	7,200.00	0.00	7,200.00	100.0%	0.00
8373 - PreConference-Session B	0.00	4,200.00	0.00	4,200.00	100.0%	0.00
8375 - PreConference-Session C	0.00	3,100.00	0.00	3,100.00	100.0%	0.00
8376 - PreConference-Session D	0.00	2,600.00	0.00	2,600.00	100.0%	0.00
8300 - Pre-Conference Registrations - Other	0.00	2,000.00	24,000.00	-22,000.00	8.33%	24,000.00
Total 8300 - Pre-Conference Registrations	0.00	19,100.00	24,000.00	-4,900.00	79.58%	24,000.00

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	Sep 23	Jan - Sep 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
8500 · Extra Meals						
8565 · Hosted Evening Event	0.00	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
Total 8500 · Extra Meals	0.00	4,125.00	3,125.00	1,000.00	132.0%	3,125.00
8600 · Event Registrations						
8610 · Golf	0.00	16,565.00	15,675.00	890.00	105.68%	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
Total 8600 · Event Registrations	0.00	18,665.00	15,675.00	2,990.00	119.08%	15,675.00
8700 · Exhibitors Fees						
8703 · Sapphire Exhibitor	0.00	91,000.00	119,000.00	-28,000.00	76.47%	119,000.00
8715 · Gold Package	0.00	246,000.00	240,000.00	6,000.00	102.5%	240,000.00
8725 · Silver Package	0.00	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
8700 · Exhibitors Fees - Other	0.00	0.00				
Total 8700 · Exhibitors Fees	0.00	505,125.00	500,500.00	4,625.00	100.92%	500,500.00
8800 · Sponsorships						
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
Total 8800 · Sponsorships	0.00	12,250.00	18,000.00	-5,750.00	68.06%	18,000.00
8900 · Conference Miscellaneous						
8905 · Misc Conference Income	0.00	10,216.84				
8915 · Hotel Rebate	0.00	20,160.00	3,675.00	16,485.00	548.57%	3,675.00
8920 · Super Bowl Squares - Conference	0.00	460.00				
8925 · Charitable Donations - Conferen	0.00	-26,328.76				
8950 · Virtual Conference Registration	0.00	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
Total 8900 · Conference Miscellaneous	0.00	46,838.08	74,175.00	-27,336.92	63.15%	74,175.00
Total 8000 · Conference Revenue	0.00	1,108,023.08	1,118,515.00	-10,491.92	99.06%	1,118,515.00
Total 4500 · PROGRAM REVENUES	18,855.00	1,237,478.08	1,222,517.00	14,961.08	101.22%	1,268,615.00
Total Income	48,590.00	1,686,084.95	1,602,780.00	83,304.95	105.2%	1,717,265.00
Gross Profit	48,590.00	1,686,084.95	1,602,780.00	83,304.95	105.2%	1,717,265.00
Expense						
6100 · OPERATING EXPENSES						
6105 · Marketing/Membership	0.00	1,527.10	11,250.00	-9,722.90	13.57%	11,250.00
6106 · Storage Expense	0.00	614.79	755.00	-140.21	81.43%	1,000.00
6110 · President's Expense						
6110 · President's Expense - Other	0.00	3,787.97	3,100.00	687.97	122.19%	3,100.00
Total 6110 · President's Expense	0.00	3,787.97	3,100.00	687.97	122.19%	3,100.00
6115 · Board of Directors						
6116 · Board Meeting Expenses	862.13	2,434.61	10,000.00	-7,565.39	24.35%	10,000.00
Total 6115 · Board of Directors	862.13	2,434.61	10,000.00	-7,565.39	24.35%	10,000.00
6120 · Committee/Chapter Support						
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
Total 6120 · Committee/Chapter Support	0.00	0.00	0.00	0.00	0.0%	0.00
6125 · Board Planning Session-Retreat	0.00	0.00	11,500.00	-11,500.00	0.0%	55,000.00
6140 · Management Services						
6143 · Management Services	15,248.73	140,286.46	142,411.00	-2,124.54	98.51%	189,880.00
6146 · Consultants						
6146.10 · Coleman Services	0.00	12,419.94	13,850.00	-1,430.06	89.68%	27,700.00
6146.20 · CDC - Support	0.00	6,000.00	12,750.00	-6,750.00	47.06%	17,000.00
6146 · Consultants - Other	0.00	0.00	2,500.00	-2,500.00	0.0%	2,500.00
Total 6146 · Consultants	0.00	18,419.94	29,100.00	-10,680.06	63.3%	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
Total 6140 · Management Services	15,248.73	163,706.40	173,511.00	-9,804.60	94.35%	239,080.00

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6148 · Payroll						
6148.10 · Wages	9,487.50	61,438.75	54,000.00	7,438.75	113.78%	72,000.00
6148.20 · Payroll Taxes - Federal	725.80	5,008.08	4,131.00	877.08	121.23%	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	0.00	577.50	630.00	-52.50	91.67%	840.00
6148.63 · Executive Director - Outreach	1,450.86	8,964.11	7,500.00	1,464.11	119.52%	10,000.00
Total 6148 · Payroll	11,664.16	75,988.44	66,261.00	9,727.44	114.68%	88,348.00
6150 · Office Supplies	89.35	1,913.18	602.00	1,311.18	317.8%	800.00
6155 · Merchant Fees/Bank Chgs.	2,103.92	33,081.05	25,168.00	7,913.05	131.44%	40,000.00
6160 · Awards	0.00	7,369.09	3,364.00	4,005.09	219.06%	3,364.00
6165 · Printing						
6166 · Printing, copying, and admin	0.00	640.22	3,001.00	-2,360.78	21.33%	4,000.00
6167 · Directory	0.00	8,128.43	6,600.00	1,528.43	123.16%	6,600.00
6165 · Printing - Other	0.84	27.16	0.00	27.16	100.0%	0.00
Total 6165 · Printing	0.84	8,795.81	9,601.00	-805.19	91.61%	10,600.00
6170 · Magazine	0.00	10,283.99	11,500.00	-1,216.01	89.43%	11,500.00
6175 · Postage	2.52	1,844.34	1,520.00	324.34	121.34%	2,000.00
6185 · Telephone/Bridge Calls	44.36	426.21	745.00	-318.79	57.21%	1,000.00
6190 · Web and Technology						
6191 · DataBase Expense	0.00	8,114.86	0.00	8,114.86	100.0%	28,500.00
6192 · Web site	0.00	2,500.00	4,838.00	-2,338.00	51.67%	4,838.00
6195 · Web Site Hosting Fee	16.95	16.95	1,800.00	-1,783.05	0.94%	2,400.00
6190 · Web and Technology - Other	535.51	16,234.95	58,700.00	-42,465.05	27.66%	78,200.00
Total 6190 · Web and Technology	552.46	26,866.76	65,338.00	-38,471.24	41.12%	113,938.00
6200 · Travel/Staff Expenses	0.00	2,420.85	5,000.00	-2,579.15	48.42%	5,000.00
6220 · Audit & Tax Filing	8,250.00	8,250.00	7,920.00	330.00	104.17%	9,420.00
6230 · Insurance	0.00	1,578.00	2,900.00	-1,322.00	54.41%	3,500.00
6240 · Taxes						
6242 · Current Year Taxes	9,000.00	31,377.00	0.00	31,377.00	100.0%	30,000.00
6246 · Prior Year Taxes	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6240 · Taxes	9,000.00	31,377.00	0.00	31,377.00	100.0%	30,000.00
6250 · Miscellaneous	0.00	0.00	3,375.00	-3,375.00	0.0%	4,500.00
6255 · GFOA Reception	0.00	14,246.74	15,500.00	-1,253.26	91.91%	15,500.00
6260 · Donations	0.00	9,230.00	25,000.00	-15,770.00	36.92%	25,000.00
6999 · Previous Year Adjustments	0.00	0.00				
Total 6100 · OPERATING EXPENSES	47,818.47	405,742.33	453,910.00	-48,167.67	89.39%	683,900.00
6400 · PROGRAM EXPENSES						
6404 · Education Expenses						
6420 · Weekend Training Exp	0.00	0.00	5,471.00	-5,471.00	0.0%	31,350.00
6430 · Intro to Government Exp						
6430.10 · Intro to Govt Account - Reimbur	0.00	3,500.00				
Total 6430 · Intro to Government Exp	0.00	3,500.00				
6480 · Intermediate Governmental Acct.	0.00	11,000.00	11,894.00	-894.00	92.48%	15,858.00
6491 · CA Local Budgeting Expense	0.00	3,000.00	9,372.00	-6,372.00	32.01%	14,417.00
6494 · Webinar Expenses	0.00	0.00	32,248.00	-32,248.00	0.0%	43,000.00
6595 · Revenue Fundamental	0.00	0.00	0.00	0.00	0.0%	10,092.00
6596 · Revenue Fundamental Expense II	0.00	2,000.00				
6598 · Leadership Skills Exp	0.00	0.00	2,883.00	-2,883.00	0.0%	2,883.00
Total 6404 · Education Expenses	0.00	19,500.00	61,868.00	-42,368.00	31.52%	117,600.00
9000 · Conference Expenses						
9100 · Food & Beverage Expense						
9105 · Registration Prep-Lunch	0.00	211.87	0.00	211.87	100.0%	0.00
9115 · Wednesday-Breakfast	0.00	500.25				
9125 · Wednesday-Lunch	0.00	90,454.18	0.00	90,454.18	100.0%	0.00
9135 · Wednesday-Food-Exhibitor Recept	0.00	25,282.32	0.00	25,282.32	100.0%	0.00
9138 · Wednesday-Beverage-Exhibitor Re	0.00	12,074.65	0.00	12,074.65	100.0%	0.00
9140 · Thursday-Breakfast-Chapter Chai	0.00	1,665.23	0.00	1,665.23	100.0%	0.00
9143 · Thursday-Breakfast	0.00	45,114.26	0.00	45,114.26	100.0%	0.00
9147 · Thursday-Lunch	0.00	97,111.04	0.00	97,111.04	100.0%	0.00
9148 · Thursday-PM Break	0.00	17,735.77	0.00	17,735.77	100.0%	0.00

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9150 · Friday-Breakfast	0.00	35,413.08	0.00	35,413.08	100.0%	0.00
9155 · Friday-Lunch	0.00	2,741.19	0.00	2,741.19	100.0%	0.00
9195 · Water for Sessions	0.00	4,636.42				
9197 · Food&Beverage-Other	0.00	19,065.41	0.00	19,065.41	100.0%	0.00
9100 · Food & Beverage Expense - Other	0.00	0.00	351,360.00	-351,360.00	0.0%	351,360.00
Total 9100 · Food & Beverage Expense	0.00	352,005.67	351,360.00	645.67	100.18%	351,360.00
9200 · President's Dinners						
9210 · President's Dinner - Food & Bev	0.00	28,992.87	0.00	28,992.87	100.0%	0.00
9220 · Entertain-Transport-Decor-Favor	0.00	1,576.22	0.00	1,576.22	100.0%	0.00
9250 · Pres Dinner-Out of State Guest	0.00	2,275.85	0.00	2,275.85	100.0%	0.00
9200 · President's Dinners - Other	0.00	0.00	41,860.00	-41,860.00	0.0%	41,860.00
Total 9200 · President's Dinners	0.00	32,844.94	41,860.00	-9,015.06	78.46%	41,860.00
9300 · Hosted Event						
9310 · Event Entertainment	0.00	10,730.23	0.00	10,730.23	100.0%	0.00
9320 · Event Food	0.00	60,010.72	0.00	60,010.72	100.0%	0.00
9340 · Event Other	0.00	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
Total 9300 · Hosted Event	0.00	73,360.95	96,500.00	-23,139.05	76.02%	96,500.00
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	0.00	3,472.55	6,149.00	-2,676.45	56.47%	6,149.00
9430 · Speaker-Expenses-Transportation	0.00	55.02				
9445 · Speaker-Expenses-Misc	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9400 · Meetings and Training	0.00	44,027.57	45,649.00	-1,621.43	96.45%	45,649.00
9450 · Comps						
9460 · Other Guests Lodging (OOS)	0.00	2,025.93	4,580.00	-2,554.07	44.23%	4,580.00
9462 · Comps - Other	0.00	2,738.85	2,374.00	364.85	115.37%	2,374.00
9465 · Board Scholarships	0.00	0.00	1,000.00	-1,000.00	0.0%	1,000.00
Total 9450 · Comps	0.00	4,764.78	7,954.00	-3,189.22	59.9%	7,954.00
9475 · Meetings						
9476 · Audio Visual and Lighting	0.00	222,425.32	0.00	222,425.32	100.0%	0.00
9477 · Virtual Platform	0.00	14,580.00	0.00	14,580.00	100.0%	0.00
9478 · General Session - Addl' product	0.00	3,281.80	0.00	3,281.80	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
Total 9475 · Meetings	0.00	413,416.80	421,433.00	-8,016.20	98.1%	421,433.00
9490 · Pre-Conference Workshop						
9494 · Food & Beverage	0.00	2,018.00	2,630.00	-612.00	76.73%	2,630.00
9495 · Speaker Fees	0.00	3,660.52				
9496 · Pre-Conference-Other	0.00	800.00				
Total 9490 · Pre-Conference Workshop	0.00	6,478.52	2,630.00	3,848.52	246.33%	2,630.00
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	0.00	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
Total 9500 · Exhibits	0.00	38,104.02	41,743.00	-3,638.98	91.28%	41,743.00
9600 · Entertainment/Gifts						
9610 · Conference Gifts/Attendees	0.00	460.22	0.00	460.22	100.0%	0.00
9620 · Speaker/Board/Committee Memento	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9600 · Entertainment/Gifts	0.00	460.22	0.00	460.22	100.0%	0.00
9700 · Other Activities						
9732 · Golf Tournament Expenses	0.00	12,220.61	14,050.00	-1,829.39	86.98%	14,050.00
9750 · Other Event Expenses	0.00	3,440.92	0.00	3,440.92	100.0%	0.00
Total 9700 · Other Activities	0.00	15,661.53	14,050.00	1,611.53	111.47%	14,050.00

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9800 · Administration - Conference						
9805 · Conference Marketing	0.00	0.00	0.00	0.00	0.0%	0.00
9810 · Conference Contract Services	0.00	80,267.52	78,890.00	1,377.52	101.75%	78,890.00
9815 · Printing/Copy/Conference Media	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	0.00	474.68	500.00	-25.32	94.94%	500.00
9831 · Supplies-Badges-Ribbons-Etc	0.00	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 Expenses	0.00	11,175.58	16,000.00	-4,824.42	69.85%	16,000.00
9895 · Staff Exp Inc. Lodging & Travel	0.00	13,239.77	14,000.00	-760.23	94.57%	14,000.00
Total 9800 · Administration - Conference	0.00	117,914.97	118,890.00	-975.03	99.18%	118,890.00
9000 · Conference Expenses - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9000 · Conference Expenses	0.00	1,099,039.97	1,142,069.00	-43,029.03	96.23%	1,142,069.00
Total 6400 · PROGRAM EXPENSES	0.00	1,118,539.97	1,203,937.00	-85,397.03	92.91%	1,259,669.00
6900 · OTHER EXPENSES						
6970 · One-Time Budgeted Expenses	0.00	0.00	1,200.00	-1,200.00	0.0%	1,200.00
Total 6900 · OTHER EXPENSES	0.00	0.00	1,200.00	-1,200.00	0.0%	1,200.00
9950 · Prior Period Adjustment	0.00	400.00	0.00	400.00	100.0%	0.00
Total Expense	47,818.47	1,524,682.30	1,659,047.00	-134,364.70	91.9%	1,944,769.00
Net Ordinary Income	771.53	161,402.65	-56,267.00	217,669.65	-286.85%	-227,504.00
Other Income/Expense						
Other Income						
4501 · Chapter Income						
4501.03 · North Coast	0.00	1,650.00	0.00	1,650.00	100.0%	0.00
4501.04 · Sacramento Valley	210.00	1,885.00	0.00	1,885.00	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	0.00	855.00				
4501.07 · Peninsula	185.00	185.00				
4501.08 · Monterey Bay	0.00	1,650.00				
4501.09 · South San Joaquin	0.00	430.00	0.00	430.00	100.0%	0.00
4501.11 · Channel Counties	995.00	1,930.00	0.00	1,930.00	100.0%	0.00
4501.12 · San Gabriel Valley	0.00	2,785.00	0.00	2,785.00	100.0%	0.00
4501.13 · Central Los Angeles	0.00	1,505.00	0.00	1,505.00	100.0%	0.00
4501.14 · South Bay (LA)	245.00	2,495.00	0.00	2,495.00	100.0%	0.00
4501.16 · Orange County	2,600.00	11,360.00	0.00	11,360.00	100.0%	0.00
4501.17 · Inland Empire	4,245.00	16,765.00	0.00	16,765.00	100.0%	0.00
4501.18 · Coachella Valley	0.00	1,490.00				
4501.19 · San Diego County	450.00	3,425.00	0.00	3,425.00	100.0%	0.00
4501.20 · Imperial County	160.00	360.00				
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	75,001.00	-75,001.00	0.0%	100,000.00
Total 4501 · Chapter Income	9,090.00	49,620.00	75,001.00	-25,381.00	66.16%	100,000.00
Total Other Income	9,090.00	49,620.00	75,001.00	-25,381.00	66.16%	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
6401.03 · North Coast	0.00	1,369.66	0.00	1,369.66	100.0%	0.00
6401.04 · Sacramento Valley	0.00	2,129.83	0.00	2,129.83	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	658.87	0.00	658.87	100.0%	0.00
6401.07 · Peninsula	0.00	0.00	0.00	0.00	0.0%	0.00
6401.08 · Monterey Bay	0.00	5,079.88	0.00	5,079.88	100.0%	0.00
6401.09 · South San Joaquin	0.00	420.76	0.00	420.76	100.0%	0.00
6401.10 · Central Coast	0.00	0.00	0.00	0.00	0.0%	0.00
6401.11 · Channel Counties	0.00	2,854.37	0.00	2,854.37	100.0%	0.00
6401.12 · San Gabriel Valley	0.00	2,877.17	0.00	2,877.17	100.0%	0.00
6401.13 · Central Los Angeles	0.00	1,255.75	0.00	1,255.75	100.0%	0.00

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

	Sep 23	Jan - Sep 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
6401.14 • South Bay (LA)	0.00	3,231.24	0.00	3,231.24	100.0%	0.00
6401.15 • Desert Mountain	0.00	0.00	0.00	0.00	0.0%	0.00
6401.16 • Orange County	3,900.00	14,412.93	0.00	14,412.93	100.0%	0.00
6401.17 • Inland Empire	1,888.65	14,929.70	0.00	14,929.70	100.0%	0.00
6401.18 • Coachella Valley	0.00	1,158.33	0.00	1,158.33	100.0%	0.00
6401.19 • San Diego County	0.00	2,883.29	0.00	2,883.29	100.0%	0.00
6401.20 • Imperial County	223.86	345.77	0.00	345.77	100.0%	0.00
6401.79 • Current Year Chapter Expenses - Other	0.00	0.00	75,752.00	-75,752.00	0.0%	101,000.00
Total 6401.79 • Current Year Chapter Expenses	6,012.51	53,607.55	75,752.00	-22,144.45	70.77%	101,000.00
Total 6401 • Chapter Expenses	6,012.51	53,607.55	75,752.00	-22,144.45	70.77%	101,000.00
Total Other Expense	6,012.51	53,607.55	75,752.00	-22,144.45	70.77%	101,000.00
Net Other Income	3,077.49	-3,987.55	-751.00	-3,236.55	530.97%	-1,000.00
Net Income	3,849.02	157,415.10	-57,018.00	214,433.10	-276.08%	-228,504.00

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

	Jan - Sep 23	Jan - Sep 22	\$ Change
Ordinary Income/Expense			
Income			
4000 - OPERATING REVENUES			
4100 - Membership Dues			
4110 - Dues - Municipal - Management	172,023.00	173,660.00	-1,637.00
4115 - Dues - Municipal - Professional	37,475.00	0.00	37,475.00
4120 - Dues - Other Gov	3,950.00	3,750.00	200.00
4130 - Dues - Commercial	44,645.00	37,290.00	7,355.00
4140 - Dues - Retired	980.00	820.00	160.00
4150 - Dues - Education	0.00	0.00	0.00
4100 - Membership Dues - Other	0.00	0.00	0.00
Total 4100 - Membership Dues	259,073.00	215,520.00	43,553.00
4200 - Interest Income	12,121.37	2,178.49	9,942.88
4302 - Magazine Advertising	6,562.50	4,275.00	2,287.50
4303 - Job Board Post - Member	158,450.00	176,975.00	-18,525.00
4490 - Budget Awards	12,400.00	10,750.00	1,650.00
4502 - Sponsorships - Other			
4502.10 - Sponsorship GFOA Reception	0.00	5,000.00	-5,000.00
Total 4502 - Sponsorships - Other	0.00	5,000.00	-5,000.00
Total 4000 - OPERATING REVENUES	448,606.87	414,698.49	33,908.38
4500 - PROGRAM REVENUES			
4504 - Education income			
4505 - Webinar	19,880.00	0.00	19,880.00
4520 - Weekend Training			
4525 - Training Event Income	0.00	4,158.00	-4,158.00
Total 4520 - Weekend Training	0.00	4,158.00	-4,158.00
4570 - Intro to Government	38,500.00	9,450.00	29,050.00
4575 - Investment Accounting	0.00	450.00	-450.00
4590 - Intermediate Government Acct	48,200.00	49,812.50	-1,612.50
4591 - California Local Budgeting	21,550.00	16,500.00	5,050.00
4593 - Capital Assets	0.00	8,850.00	-8,850.00
4595 - Revenue Fundamentals	0.00	16,200.00	-16,200.00
4596 - Revenue Fundamentals II	200.00	0.00	200.00
4598 - Leadership Skills	0.00	4,650.00	-4,650.00
4599 - On Demand Courses	1,125.00	0.00	1,125.00
Total 4504 - Education income	129,455.00	110,070.50	19,384.50
8000 - Conference Revenue			
8100 - Government Registrations			
8102 - Government NonMember	16,245.00	13,950.00	2,295.00
8104 - Government Member	349,720.00	311,660.00	38,060.00
8115 - Conf-Gov-Full-Norm-Mem	0.00	2,140.00	-2,140.00
Total 8100 - Government Registrations	365,965.00	327,750.00	38,215.00

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

8200 - Commercial Registrations			
8226 - Commercial Exhibitor	59,735.00	53,815.00	5,920.00
8228 - Commercial NonMember	20,825.00	25,410.00	-4,585.00
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	135,955.00	113,953.00	22,002.00
8300 - Pre-Conference Registrations			
8371 - PreConference-Session A	7,200.00	0.00	7,200.00
8373 - PreConference-Session B	4,200.00	0.00	4,200.00
8375 - PreConference-Session C	3,100.00	0.00	3,100.00
8376 - PreConference-Session D	2,600.00	0.00	2,600.00
8300 - Pre-Conference Registrations - Other	2,000.00	13,540.00	-11,540.00
Total 8300 - Pre-Conference Registrations	19,100.00	13,540.00	5,560.00
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
Total 8500 - Extra Meals	4,125.00	5,075.00	-950.00
8600 - Event Registrations			
8610 - Golf	16,565.00	18,340.00	-1,775.00
8630 - Pickleball/Tennis	2,100.00	385.00	1,715.00
Total 8600 - Event Registrations	18,665.00	18,725.00	-60.00
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
8700 - Exhibitors Fees - Other	0.00	0.00	0.00
Total 8700 - Exhibitors Fees	505,125.00	425,687.50	79,437.50
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
Total 8800 - Sponsorships	12,250.00	19,062.50	-6,812.50
8900 - Conference Miscellaneous			
8905 - Misc Conference Income	10,216.84	0.00	10,216.84
8915 - Hotel Rebate	20,160.00	10,074.48	10,085.52
8920 - Super Bowl Squares - Conference	460.00	0.00	460.00
8925 - Charitable Donations - Conferen	-26,328.76	0.00	-26,328.76
8950 - Virtual Conference Registration	42,330.00	77,950.00	-35,620.00
8900 - Conference Miscellaneous - Other	0.00	0.00	0.00
Total 8900 - Conference Miscellaneous	46,838.08	88,024.48	-41,186.40
Total 8000 - Conference Revenue	1,108,023.08	1,011,817.48	96,205.60
Total 4500 - PROGRAM REVENUES	1,237,478.08	1,121,887.98	115,590.10
Total Income	1,686,084.95	1,536,586.47	149,498.48

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

Gross Profit	1,686,084.95	1,536,586.47	149,498.48
Expense			
6100 · OPERATING EXPENSES			
6105 · Marketing/Membership	1,527.10	5,603.67	-4,076.57
6106 · Storage Expense	614.79	262.06	352.73
6110 · President's Expense			
6111 · Presidents CSMFO- Gifts	0.00	88.15	-88.15
6110 · President's Expense - Other	3,787.97	7,341.45	-3,553.48
Total 6110 · President's Expense	3,787.97	7,429.60	-3,641.63
6115 · Board of Directors			
6116 · Board Meeting Expenses	2,434.61	7,483.33	-5,048.72
Total 6115 · Board of Directors	2,434.61	7,483.33	-5,048.72
6120 · Committee/Chapter Support			
6122 · Chapter Support	0.00	500.00	-500.00
Total 6120 · Committee/Chapter Support	0.00	500.00	-500.00
6125 · Board Planning Session-Retreat	0.00	11,000.00	-11,000.00
6140 · Management Services			
6143 · Management Services	140,286.46	137,143.00	3,143.46
6146 · Consultants			
6146.10 · Coleman Services	12,419.94	10,641.62	1,778.32
6146.20 · CDC - Support	6,000.00	6,700.00	-700.00
6146 · Consultants - Other	0.00	6,000.00	-6,000.00
Total 6146 · Consultants	18,419.94	23,341.62	-4,921.68
6147 · Professional Fees	0.00	357.50	-357.50
6470 · Webinar Program Services	5,000.00	10,000.00	-5,000.00
6140 · Management Services - Other	0.00	2,800.00	-2,800.00
Total 6140 · Management Services	163,706.40	173,642.12	-9,935.72
6148 · Payroll			
6148.10 · Wages	61,438.75	47,196.00	14,242.75
6148.20 · Payroll Taxes - Federal	5,008.08	3,652.50	1,355.58
6148.30 · Payroll Taxes - State	0.00	245.01	-245.01
6148.50 · Payroll Processing Expense	577.50	350.00	227.50
6148.63 · Executive Director - Outreach	8,964.11	2,500.00	6,464.11
Total 6148 · Payroll	75,988.44	53,943.51	22,044.93
6150 · Office Supplies	1,913.18	786.90	1,126.28
6155 · Merchant Fees/Bank Chgs.	33,081.05	34,895.00	-1,813.95
6160 · Awards	7,369.09	8,602.59	-1,233.50
6165 · Printing			
6166 · Printing, copying, and admin	640.22	35.76	604.46
6167 · Directory	8,128.43	5,857.69	2,270.74
6165 · Printing - Other	27.16	0.00	27.16
Total 6165 · Printing	8,795.81	5,893.45	2,902.36
6170 · Magazine	10,283.99	11,046.13	-762.14
6175 · Postage	1,844.34	247.27	1,597.07
6185 · Telephone/Bridge Calls	426.21	367.07	59.14

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

6190 - Web and Technology			
6191 - DataBase Expense	8,114.86	228.53	7,886.33
6192 - Web site	2,500.00	2,500.00	0.00
6195 - Web Site Hosting Fee	16.95	2,311.93	-2,294.98
6190 - Web and Technology - Other	16,234.95	16,547.39	-312.44
Total 6190 - Web and Technology	26,866.76	21,587.85	5,278.91
6200 - Travel/Staff Expenses	2,420.85	2,449.32	-28.47
6220 - Audit & Tax Filing	8,250.00	10,405.00	-2,155.00
6230 - Insurance	1,578.00	2,118.00	-540.00
6240 - Taxes			
6242 - Current Year Taxes	31,377.00	0.00	31,377.00
6246 - Prior Year Taxes	0.00	4,178.24	-4,178.24
Total 6240 - Taxes	31,377.00	4,178.24	27,198.76
6255 - GFOA Reception	14,246.74	16,198.08	-1,951.34
6260 - Donations	9,230.00	0.00	9,230.00
6999 - Previous Year Adjustments	0.00	0.00	0.00
Total 6100 - OPERATING EXPENSES	405,742.33	378,639.19	27,103.14
6400 - PROGRAM EXPENSES			
6404 - Education Expenses			
6420 - Weekend Training Exp	0.00	4,575.00	-4,575.00
6430 - Intro to Government Exp			
6430.10 - Intro to Govt Account - Reimbur	3,500.00	2,000.00	1,500.00
Total 6430 - Intro to Government Exp	3,500.00	2,000.00	1,500.00
6480 - Intermediate Governmental Acct.	11,000.00	8,250.00	2,750.00
6491 - CA Local Budgeting Expense	3,000.00	6,500.00	-3,500.00
6596 - Revenue Fundamental Expense II	2,000.00	0.00	2,000.00
6598 - Leadership Skills Exp	0.00	2,000.00	-2,000.00
Total 6404 - Education Expenses	19,500.00	23,325.00	-3,825.00
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 Receipt	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	1,665.23	2,700.15	-1,034.92
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	2,741.19	2,245.57	495.62
9195 - Water for Sessions	4,636.42	0.00	4,636.42
9197 - Food&Beverage-Other	19,065.41	13,725.04	5,340.37
9100 - Food & Beverage Expense - Other	0.00	104.86	-104.86
Total 9100 - Food & Beverage Expense	352,005.67	312,921.20	39,084.47

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

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	3,346.88	-1,770.66
9250 - Pres Dinner-Out of State Guest	2,275.85	4,777.29	-2,501.44
Total 9200 - President's Dinners	32,844.94	33,475.69	-630.75
9300 - Hosted Event			
9310 - Event Entertainment	10,730.23	27,806.19	-17,075.96
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	0.00	2,620.00
Total 9300 - Hosted Event	73,360.95	150,411.77	-77,050.82
9400 - Meetings and Training			
9410 - Speakers-Honorarium	40,500.00	42,500.00	-2,000.00
9420 - Speaker-Expenses-Lodging	3,472.55	5,057.46	-1,584.91
9430 - Speaker-Expenses-Transportation	55.02	0.00	55.02
9445 - Speaker-Expenses-Misc	0.00	21.69	-21.69
Total 9400 - Meetings and Training	44,027.57	47,579.15	-3,551.58
9450 - Comps			
9460 - Other Guests Lodging (OOS)	2,025.93	2,724.33	-698.40
9462 - Comps - Other	2,738.85	2,075.68	663.17
9465 - Board Scholarships	0.00	72.00	-72.00
Total 9450 - Comps	4,764.78	4,872.01	-107.23
9475 - Meetings			
9476 - Audio Visual and Lighting	222,425.32	185,395.75	37,029.57
9477 - Virtual Platform	14,580.00	41,135.00	-26,555.00
9478 - General Session - Addl' product	3,281.80	8,605.82	-5,324.02
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
Total 9475 - Meetings	413,416.80	335,384.64	78,032.16
9490 - Pre-Conference Workshop			
9494 - Food & Beverage	2,018.00	1,716.46	301.54
9495 - Speaker Fees	3,660.52	0.00	3,660.52
9496 - Pre-Conference-Other	800.00	0.00	800.00
Total 9490 - Pre-Conference Workshop	6,478.52	1,716.46	4,762.06
9500 - Exhibits			
9510 - Decorator Booth Fee	17,037.54	23,361.95	-6,324.41
9530 - Meeting space Additions	10,412.00	7,401.00	3,011.00
9540 - Security	1,339.50	955.00	384.50
9545 - Exhibit hall game	117.20	1,397.44	-1,280.24
9550 - Sponsor Branded Items	9,197.78	4,361.00	4,836.78
9500 - Exhibits - Other	0.00	0.00	0.00
Total 9500 - Exhibits	38,104.02	37,476.39	627.63

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

9600 - Entertainment/Gifts			
9610 - Conference Gifts/Attendees	460.22	59,927.62	-59,467.40
9620 - Speaker/Board/Committee Memento	0.00	5,240.16	-5,240.16
Total 9600 - Entertainment/Gifts	460.22	65,167.78	-64,707.56
9700 - Other Activities			
9732 - Golf Tournament Expenses	12,220.61	17,348.86	-5,128.25
9750 - Other Event Expenses	3,440.92	150.00	3,290.92
Total 9700 - Other Activities	15,661.53	17,498.86	-1,837.33
9800 - Administration - Conference			
9805 - Conference Marketing	0.00	239.37	-239.37
9810 - Conference Contract Services	80,267.52	74,157.52	6,110.00
9815 - Printing/Copy/Conference Media	5,670.83	4,891.79	779.04
9820 - President Expenses	474.68	495.37	-20.69
9831 - Supplies-Badges-Ribbons-Etc	3,445.88	318.15	3,127.73
9840 - Postage & Shipping	0.00	780.66	-780.66
9875 - Signage	3,640.71	4,995.79	-1,355.08
9890 - Conference Committee Expenses	11,175.58	7,730.49	3,445.09
9895 - Staff Exp Inc. Lodging & Travel	13,239.77	13,288.16	-48.39
Total 9800 - Administration - Conference	117,914.97	106,897.30	11,017.67
9000 - Conference Expenses - Other	0.00	0.00	0.00
Total 9000 - Conference Expenses	1,099,039.97	1,113,401.25	-14,361.28
Total 6400 - PROGRAM EXPENSES	1,118,539.97	1,136,726.25	-18,186.28
6900 - OTHER EXPENSES			
6970 - One-Time Budgeted Expenses	0.00	23,250.00	-23,250.00
Total 6900 - OTHER EXPENSES	0.00	23,250.00	-23,250.00
9950 - Prior Period Adjustment	400.00	7,068.50	-6,668.50
Total Expense	1,524,682.30	1,545,683.94	-21,001.64
Net Ordinary Income	161,402.65	-9,097.47	170,500.12
Other Income/Expense			
Other Income			
4501 - Chapter Income			
4501.03 - North Coast	1,650.00	2,000.00	-350.00
4501.04 - Sacramento Valley	1,885.00	1,660.00	225.00
4501.05 - East Bay (SF)	850.00	0.00	850.00
4501.06 - Central Valley	855.00	0.00	855.00
4501.07 - Peninsula	185.00	0.00	185.00
4501.08 - Monterey Bay	1,650.00	0.00	1,650.00
4501.09 - South San Joaquin	430.00	560.00	-130.00
4501.11 - Channel Counties	1,930.00	0.00	1,930.00
4501.12 - San Gabriel Valley	2,785.00	1,610.00	1,175.00
4501.13 - Central Los Angeles	1,505.00	245.00	1,260.00
4501.14 - South Bay (LA)	2,495.00	3,020.00	-525.00
4501.16 - Orange County	11,360.00	1,620.00	9,740.00
4501.17 - Inland Empire	16,765.00	7,295.00	9,470.00
4501.18 - Coachella Valley	1,490.00	0.00	1,490.00
4501.19 - San Diego County	3,425.00	3,570.00	-145.00

California Society of Municipal Finance Officers
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4501.20 · Imperial County	360.00	0.00	360.00
4501.21 · Bay Area (Peninsula-East Bay)	0.00	780.00	-780.00
Total 4501 · Chapter Income	49,620.00	22,360.00	27,260.00
49910 · Unidentified Transactions	0.00	0.00	0.00
Total Other Income	49,620.00	22,360.00	27,260.00
Other Expense			
6401 · Chapter Expenses			
6401.79 · Current Year Chapter Expenses			
6401.03 · North Coast	1,369.66	1,503.25	-133.59
6401.04 · Sacramento Valley	2,129.83	0.00	2,129.83
6401.06 · Central Valley	658.87	0.00	658.87
6401.08 · Monterey Bay	5,079.88	0.00	5,079.88
6401.09 · South San Joaquin	420.76	117.96	302.80
6401.11 · Channel Counties	2,854.37	0.00	2,854.37
6401.12 · San Gabriel Valley	2,877.17	2,606.08	271.09
6401.13 · Central Los Angeles	1,255.75	0.00	1,255.75
6401.14 · South Bay (LA)	3,231.24	1,147.96	2,083.28
6401.16 · Orange County	14,412.93	3,437.00	10,975.93
6401.17 · Inland Empire	14,929.70	3,434.38	11,495.32
6401.18 · Coachella Valley	1,158.33	0.00	1,158.33
6401.19 · San Diego County	2,883.29	2,208.33	674.96
6401.20 · Imperial County	345.77	0.00	345.77
Total 6401.79 · Current Year Chapter Expenses	53,607.55	14,454.96	39,152.59
Total 6401 · Chapter Expenses	53,607.55	14,454.96	39,152.59
Total Other Expense	53,607.55	14,454.96	39,152.59
Net Other Income	-3,987.55	7,905.04	-11,892.59
Net Income	157,415.10	-1,192.43	158,607.53

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

	Bay Area (Chapters)	Central Los Angeles Chapters	Central Valley Chapters	Channel Counties (Chapters)	Coachella Valley (Chapters)	East Bay Chapters	Imperial County (Chapters)	Inland Empire (Chapters)	Monterey Bay (Chapters)	North Coast Chapters	Orange County (Chapters)
Other Income/Expense											
Other Income											
4501 - Chapter Income	0.00	1,505.00	855.00	1,930.00	1,490.00	850.00	360.00	16,765.00	1,650.00	1,650.00	11,360.00
Total Other Income	0.00	1,505.00	855.00	1,930.00	1,490.00	850.00	360.00	16,765.00	1,650.00	1,650.00	11,360.00
Other Expense											
6401 - Chapter Expenses	0.00	1,255.75	658.87	2,854.37	1,158.33	0.00	345.77	14,929.70	5,079.88	1,369.66	14,412.93
Total Other Expense	0.00	1,255.75	658.87	2,854.37	1,158.33	0.00	345.77	14,929.70	5,079.88	1,369.66	14,412.93
Net Other Income	0.00	249.25	196.13	-924.37	331.67	850.00	14.23	1,835.30	-3,429.88	280.34	-3,052.93
Net Income	0.00	249.25	196.13	-924.37	331.67	850.00	14.23	1,835.30	-3,429.88	280.34	-3,052.93

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

	Peninsula (Chapters)	Sacramento Valley (Chapters)	San Diego (Chapters)	San Gabriel Valley (Chapters)	South San Joaquin Valley (Chapters)	SouthBay (LA) (Chapters)	Total Chapters	TOTAL
Other Income/Expense								
Other Income								
4501 - Chapter Income	185.00	1,885.00	3,405.00	2,785.00	430.00	2,495.00	49,600.00	49,600.00
Total Other Income	185.00	1,885.00	3,405.00	2,785.00	430.00	2,495.00	49,600.00	49,600.00
Other Expense								
6401 - Chapter Expenses	0.00	2,129.83	2,883.29	2,877.17	420.76	3,231.24	53,607.55	53,607.55
Total Other Expense	0.00	2,129.83	2,883.29	2,877.17	420.76	3,231.24	53,607.55	53,607.55
Net Other Income	185.00	-244.83	521.71	-92.17	9.24	-736.24	-4,007.55	-4,007.55
Net Income	185.00	-244.83	521.71	-92.17	9.24	-736.24	-4,007.55	-4,007.55

California Society of Municipal Finance Officers

Check Detail

September 2023

	Type	Num	Date	Name	Account	Paid Amount
	Check	EFT	09/05/2023	Merchant Service	1004 · Bank of America - 1982	
					6155 · Merchant Fees/Bank Chgs.	(1,853.52)
TOTAL						<u>(1,853.52)</u>
	Check	EFT	09/08/2023	Remote Deposit Fee	1004 · Bank of America - 1982	
					6155 · Merchant Fees/Bank Chgs.	(15.00)
TOTAL						<u>(15.00)</u>
	Check	EFT	09/12/2023	Internal Revenue Service	1004 · Bank of America - 1982	
					6242 · Current Year Taxes	(9,000.00)
TOTAL						<u>(9,000.00)</u>
	Check	ADP-Aug23	09/12/2023	ADP, Inc.	1004 · Bank of America - 1982	
					2111 · Federal Payroll Withholdings	(2,775.79)
					2112 · State Payroll Withholdings	(1,114.02)
					6148.20 · Payroll Taxes - Federal	(725.80)
TOTAL						<u>(4,615.61)</u>
	Check	ADP-Aug2023	09/12/2023	Rousseau, Jean	1004 · Bank of America - 1982	
					6148.10 · Wages	(9,487.50)
					2111 · Federal Payroll Withholdings	2,775.79
					2112 · State Payroll Withholdings	1,114.02
TOTAL						<u>(5,597.69)</u>
	Bill Pmt -Check	7721	09/13/2023	City of Stanton - V	1004 · Bank of America - 1982	
	Bill	09052023	09/05/2023		6401.16 · Orange County	(3,900.00)
TOTAL						<u>(3,900.00)</u>
	Bill Pmt -Check	7722	09/13/2023	Jean Rousseau [v]	1004 · Bank of America - 1982	
TOTAL						0.00
	Bill Pmt -Check	7723	09/13/2023	Jessica Delgado {v}	1004 · Bank of America - 1982	

California Society of Municipal Finance Officers

Check Detail

September 2023

	Type	Num	Date	Name	Account	Paid Amount
	Bill	08302023	08/31/2023		6401.18 · Coachella Valley	(644.86)
TOTAL						(644.86)
	Bill Pmt -Check	7724	09/13/2023	Monte Vista Water District [v]	1004 · Bank of America - 1982	
	Bill	08222023	08/22/2023		6116 · Board Meeting Expenses	(122.32)
TOTAL						(122.32)
	Bill Pmt -Check	7725	09/13/2023	Pacific Storage Company	1004 · Bank of America - 1982	
	Bill	4223774	08/31/2023		6106 · Storage Expense	(76.13)
TOTAL						(76.13)
	Bill Pmt -Check	7726	09/13/2023	Richardson & Company, LLP	1004 · Bank of America - 1982	
	Bill	112882	09/07/2023		6220 · Audit & Tax Filing	(8,250.00)
TOTAL						(8,250.00)
	Bill Pmt -Check	7727	09/13/2023	Smith Moore and Associates, Inc.	1004 · Bank of America - 1982	
TOTAL						0.00
	Bill Pmt -Check	7728	09/13/2023	Stephanie Reimer {v}	1004 · Bank of America - 1982	
	Bill	08212023	08/21/2023		6116 · Board Meeting Expenses	(207.97)
TOTAL						(207.97)
	Bill Pmt -Check	7729	09/13/2023	Jean Rousseau [v]	1004 · Bank of America - 1982	
	Bill	09122023	09/12/2023		6148.63 · Executive Director - Outreach	(1,450.86)
TOTAL						(1,450.86)
	Bill Pmt -Check	7730	09/13/2023	Smith Moore and Associates, Inc.	1004 · Bank of America - 1982	
	Bill	20230271	08/01/2023		6143 · Management Services	(15,248.73)
					2003 · A/P Other- SMA Conference	(4,107.69)
	Bill	20230301	09/01/2023		6143 · Management Services	(15,248.73)
					2003 · A/P Other- SMA Conference	(4,107.69)
TOTAL						(38,712.84)

California Society of Municipal Finance Officers

Check Detail

September 2023

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	7732	09/27/2023	Adriana Anguis	1004 · Bank of America - 1982	
	Bill	09192023	09/19/2023		6401.20 · Imperial County	(223.86)
TOTAL						(223.86)
	Bill Pmt -Check	7733	09/27/2023	Irwin B Bornstein [v]	1004 · Bank of America - 1982	
	Bill	351	08/03/2023		6480 · Intermediate Governmental Acct.	(2,750.00)
TOTAL						(2,750.00)
	Bill Pmt -Check	7734	09/27/2023	Smith Moore and Associates, Inc.	1004 · Bank of America - 1982	
	Bill	20230368	09/21/2023		6190 · Web and Technology	(87.99)
					6190 · Web and Technology	(24.00)
					6190 · Web and Technology	(87.00)
					6190 · Web and Technology	(87.99)
					6190 · Web and Technology	(50.55)
					6190 · Web and Technology	(87.00)
					6150 · Office Supplies	(12.50)
					6190 · Web and Technology	(11.99)
					6116 · Board Meeting Expenses	(43.99)
					6116 · Board Meeting Expenses	(818.14)
					6195 · Web Site Hosting Fee	(16.95)
					6175 · Postage	(2.52)
					6165 · Printing	(0.84)
					6185 · Telephone/Bridge Calls	(44.36)
					6190 · Web and Technology	(87.00)
					6150 · Office Supplies	(12.50)
					6190 · Web and Technology	(11.99)
					6150 · Office Supplies	(64.35)
					6401.17 · Inland Empire	(1,888.65)
TOTAL						(3,440.31)



CSMFO Executive Committee

Agenda

October 11, 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 - Completed
 - 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.) – Received initial information from SMA for last 5 years, working with and waiting on Harriet to complete the CPE for GFOA webinars
 - Improve communication between committees and avoid redundancy* - Completed and ongoing
 - More strategic approach to communication; internal and external communications audit (members, industry and internal). Will wait to hire a consultant until after the planning session. Per David, some vendors have already been identified.
 - Annual performance measurements on website; track membership professional growth/career advancement; cohort and mentorship programs, not just technical class attendance/growth. – Basic analytics

* Responsibility of both the Executive Committee and Executive Director

were included in the August Board packet. Will wait until after the new website is up and running to address additional analytics.

- More presence on LinkedIn/more analytics; evaluate contracted/hired communications manager; update membership brochure; gap analysis – Waiting for the planning session to discuss the hiring of a consultant to evaluate how we use various communication tools. Membership Committee is reviewing the membership and volunteer brochures. Similar goal to the one above.
 - Succession planning – Completed and ongoing
 - Engage new agencies – Ongoing and working with Membership Committee ad-hoc committee, unfinished business from 2022.
 - Formalize Board, Committee, and Chapter Orientation and Metrics – Completed
-
- Agenda Items Tracking for November 30, 2023 Board Meeting
 - M&AMS Contract language follow-up (Jean Rousseau)
 - 2024 Preliminary Operating Budget (Ernie Reyna)
 - 2024 Preliminary Conference Budget (Ernie Reyna)
 - Cohorts Software Purchase (Debbie Rosales)
 - Recommended changes to Policy and Procedures Manual (Margaret Moggia)
 - PPAC Roles and Responsibilities (Drew Corbett)
 - Mid-year Financial Summary (Jean Rousseau)
 - 2022 Audited Financial Statements (Brian N. Nash, CPA, Richardson & Company LLC)

Consent Contracts:

- 2024 Annual Conference – Chris Thornberg
-
- Michael Coleman
 - Sara Centanni (WFOA presenter – High performance leadership coach)



CSMFO Executive Committee

Agenda

September 13, 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 - Completed
 - 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.) – Received initial information from SMA for last 5 years, working with and waiting on Harriet to complete the CPE for GFOA webinars
 - Improve communication between committees and avoid redundancy* - Completed and ongoing
 - More strategic approach to communication; internal and external communications audit (members, industry and internal .meeting per David. Some vendors have already been identified.
 - Annual performance measurements on website; track membership professional growth/career advancement; cohort and mentorship programs, not just technical class attendance/growth. – Basic analytics were included in the August Board packet. Will wait until after the new website is up and running to address additional analytics.

* Responsibility of both the Executive Committee and Executive Director

- More presence on LinkedIn/more analytics; evaluate contracted/hired communications manager; update membership brochure; gap analysis – The same goal as outlined above. Membership and volunteer brochures' updates are in progress.
 - Succession planning – Completed and ongoing
 - Engage new agencies – Ongoing and working with Membership Committee ad-hoc committee, unfinished business from 2022.
 - Formalize Board, Committee, and Chapter Orientation and Metrics – Completed
-
- Agenda Items Tracking for November 30, 2023 Board Meeting
 - M&AMS Contract language follow-up
 - 2024 Preliminary Operating Budget (Ernie Reyna)
 - 2024 Preliminary Conference Budget (Ernie Reyna)
 - Cohorts Software Purchase (Debbie Rosales)

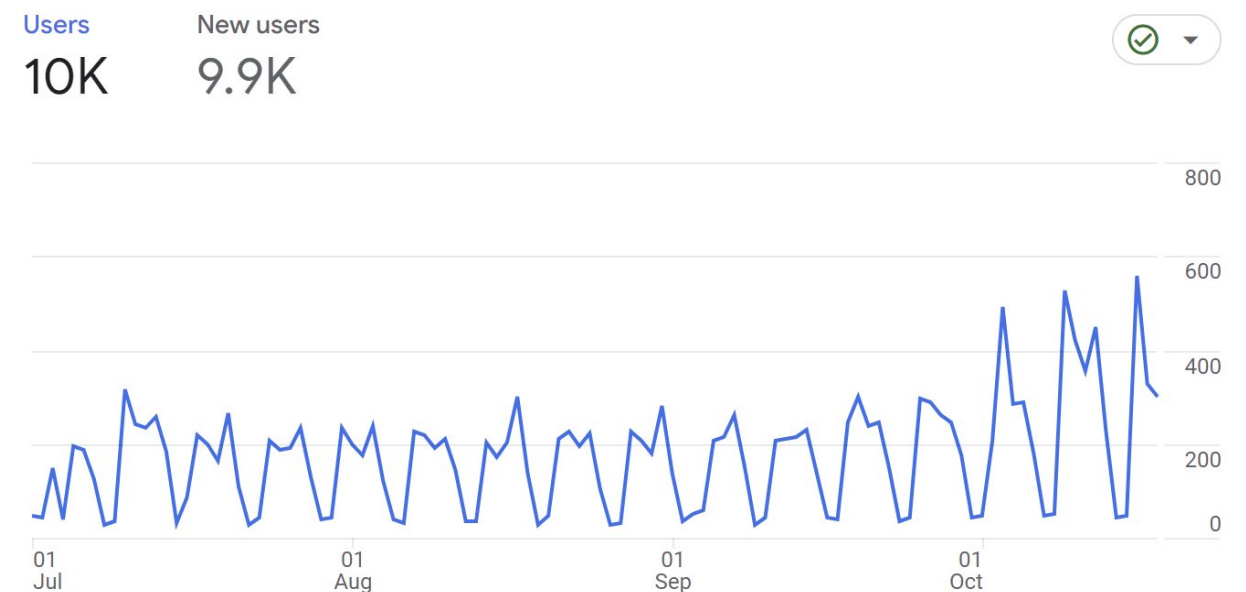
Consent Contracts:

- 2024 Annual Conference – Chris Thornburg
-
- Michael Coleman's website updates
 - Administration and Professional Standards Committees
 - GFOA's "Rethinking financial reporting" survey
 - LAIF type investment options
 - NACO and CSAC take on GASB
 - People wanting to volunteer with CSMFO
 - SMA update – David's departure
 - Sister associations potentially bartering for booth costs

Website Analytics

July 1, 2023 – October 18, 2023

CSMFO.ORG



Web Pages

Page Title	Views	Users	Views per user	Average engagement time	Event count
Total	49,059	10,171	4.82	1m 07s	161,388
CSMFO – Homepage	17,428	6,135	2.84	0m 31s	65,412
Annual Conference – CSMFO	3,542	1,792	1.98	0m 31s	11,004
Join CSMFO – CSMFO	3,172	1,570	2.02	0m 46s	10,867
Current RFPs – CSMFO	2,467	1,026	2.4	0m 28s	7,968
Careers – CSMFO	2,096	758	2.77	0m 12s	6,961
Webinars & Resources – CSMFO	1,218	678	1.8	0m 28s	3,581
About CSMFO – CSMFO	1,041	733	1.42	0m 19s	3,149
Training Opportunities – CSMFO	899	513	1.75	0m 11s	2,837
Events – CSMFO	835	600	1.39	0m 09s	2,792
2024 Board of Directors Elections – CSMFO	688	541	1.27	1m 38s	2,605

Sources

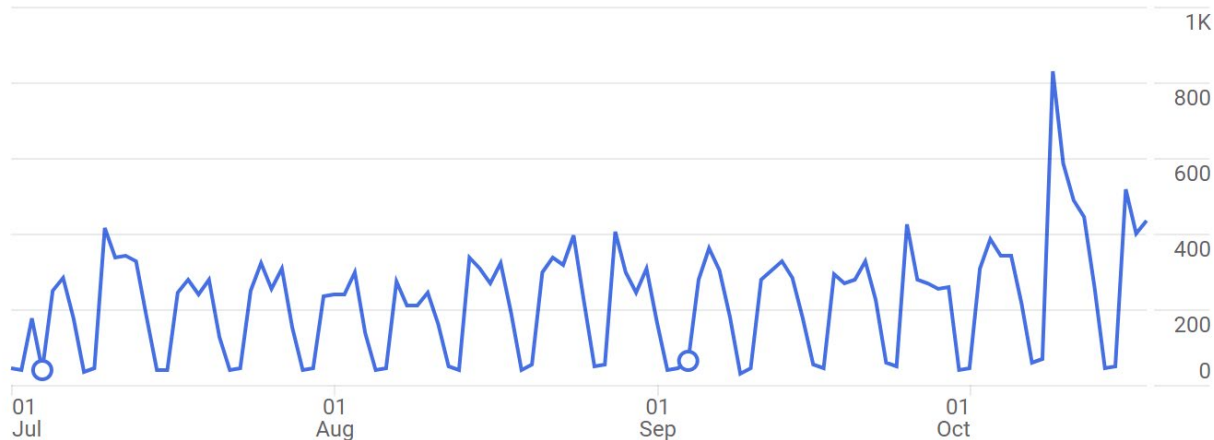
Source	Users	Sessions	Engaged sessions	Average engagement time per session	Engaged sessions per user	Events per session	Engagement rate	Event count
Total	10,171	24,030	12,993	0m 28s	1.28	6.72	54.07%	161,388
Direct	6,027	12,844	6,262	0m 22s	1.04	6.06	48.75%	77,848
Email	30	31	3	0m 04s	0.1	4.48	9.68%	139
Organic Search	3,901	9,130	5,445	0m 36s	1.4	7.48	59.64%	68,261
Organic Social	9	9	5	0m 05s	0.56	5.44	55.56%	49
Referral	873	1,928	1,169	0m 34s	1.34	7.73	60.63%	14,907
Unassigned	32	36	0	1m 04s	0	5.11		

Users

11K

New users

8.9K



Web Pages

Page Title	Views	Users	Views per user	Average engagement time	Event count
Total	140,284	10,673	13.14	4m 41s	369,342
CSMFO	70,173	8,802	7.97	3m 38s	184,477
Career Center - Search for Openings	29,955	3,274	9.15	2m 32s	75,821
CSMFO Community	21,628	1,997	10.83	2m 37s	61,898
Community Calendar - CSMFO	10,871	2,330	4.67	1m 10s	27,828
Job Posting - CSMFO	1,063	318	3.34	0m 51s	2,929
Career Center - CSMFO	830	364	2.28	0m 09s	2,241
Member Search Results - CSMFO	767	210	3.65	0m 45s	2,051
Contact Us - CSMFO	591	430	1.37	0m 47s	1,812
Your Cart - CSMFO	529	291	1.82	0m 21s	1,202
Member Search - CSMFO	463	220	2.1	0m 23s	1,189

Sources

Source	Users	Sessions	Engaged sessions	Average engagement time per session	Engaged sessions per user	Events per session	Engagement rate	Event count
Total	10,673	33108	23,910	1m 30s	2	11.16	72.22%	369,342
Direct	8,133	21721	15,445	1m 33s	2	11.31	71.11%	245,658
Organic Search	2,551	7942	6,453	1m 25s	2.53	11.12	81.25%	88,290
Referral	594	2792	1,945	1m 35s	3.27	11.45	69.66%	31,963
Unassigned	117	121	0	2m 50s	0	15.57	0%	1,884
Organic Social	68	152	81	1m 08s	1.19	10.18	53.29%	1,547

AGREEMENT FOR SERVICES

THIS AGREEMENT is made and entered into January 1, 2024, by and between THE CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS (“CSMFO”), a California nonprofit public benefit corporation, hereinafter referred to as “Client” or “CSMFO” and SMITH MOORE AND ASSOCIATES, INC., a California S-Corporation, hereinafter referred to as “SMA.”

RECITALS

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

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

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

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

1. **Scope of Services.** Client 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 January 1, 2024 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 Client and as requested by Client, including, but not limited to, management, implementation, and coordination of all business operations of Client including all membership service programs provided by Client to its members; Board and committee oversight and planning; coordination and control of all consultants retained by Client; oversight and management of all Client 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 Client; 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 Client'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 January 1, 2024 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, Client 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 Client, along with any other funds and property of Client in SMA's possession or control. SMA agrees not to destroy or otherwise alter any original files of Client without prior written consent of Client.
- e. In the event of termination without cause by either party, Client 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 Client 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 Client. Client 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 Client, and to disclose to representatives of SMA all facts and circumstances of which Client 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. Client 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 Client. SMA shall have control over the means, methods, techniques, sequences, and procedures for performing and coordinating the Services required by this Agreement. Client 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 Client 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 Client 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 Client. SMA hereby agrees to defend and hold Client harmless from any and all claims that may be made against Client based on any contention by any third party that an employer/employee relationship exists or that a contractual relationship exists between Client 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 C hereto.
6. **Indemnification.** SMA shall indemnify, defend, protect, and hold harmless Client, 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

Client 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, B and C 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

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

C. Work Program. Under the direction of CSMFO's Board, SMA will provide support for 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.

D. 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.

E. 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.

F. 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.

G. 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

H. 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.

I. Directory. Prepare, print, and distribute annual directory of organization members to each organization member in April.

J. 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.

K. 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

L. 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.

M. 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.

N. 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.

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

- a. Have at least one staff person in at all Host Committee meetings;
- b. Work with the Host Committees in the development of a theme that will create enthusiasm for people to register for the Annual Conference.
- c. Work with MAMs in the preparation and distribution of promotional materials, such as: pre conference mailer, postcards, vendor registration, attendee registration brochure, and conference program.
- d. Support the solicitation and processing of CSMFO Commercial Vendors for exhibiting and sponsorships (not limited to the list supplied by CSMFO). Assist with follow up with each Vendor who has not responded to the materials.
- e. Support processing of the pre-conference and on-site exhibitor/sponsor registrations, payments, and accounts receivable;
- f. Monitor approved conference budget showing anticipated expenses and income to guide decision-making;
- g. Assist in preparing a final revenue and expense statement showing budget versus actual;
- h. Pre-registration, processing of registration payments and management of conference database for CSMFO members;
- i. Provide on-site staffing for Annual Conference,
- j. As requested by conference planner, check each meeting room to ensure food/beverage and audio/visual needs are as ordered and meeting room is set according to requested requirements as requested;
- k. Produce and distribute moderator packets;
- l. Work with conference planner to coordinate signage;
- m. Collaborate on the collect advertisements from the exhibitors/sponsors and coordinate with designer and mobile application;
- n. Reconcile database registrations to Quickbooks, including downloading all database transactions, subtotalling by registration type/amount and comparing to Quickbooks entries;
- o. Maintain CSMFO conference website;
- p. Arrange for CSMFO leadership to receive registration materials at Board meeting, if applicable;
- q. Participate in conference wrap-up meeting; maintain notes for next year's committee;
- r. Assist with creating and distribute President's Dinner invitation;

- s. Assist with maintaining President's Dinner mailing list and track RSVPs, often including meal selections, guest information and mode of transportation;
- t. Coordinate attendance with Odell Scholarship recipients;
- u. Order and deliver to podium all necessary plaques;
- v. Provide reconciled financials within 150 days of completion of the event.

P. 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.

Q. 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.

R. 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.

S. 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.

T. 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.

U. 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.

V. 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 \$232,277 for the first year of the contract ending April 30, 2024 or \$19,356 per month. The adjusted first-year base contract amount was \$221,216 when subtracting M&AMS \$12,000 portion of the contract. The CSMFO Board approved a 5% COL increase for the contract in April 2023 thereby increasing the base contract to 232,277. 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.
2. With regard to the Annual Conference, it is understood that the Executive Director and Meeting Planner will be in attendance on-site. CSMFO shall reimburse for travel and lodging for staff to allow for one staff person per 100 registrants.

With regard to the design services, this contract fee includes Chapter banners, email graphics, and other minor design elements for Chapter event distributions. 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 (24) pages, SMA will bill an additional \$100 per additional 2-page spread. If SMA's services regarding the publication expand to include interviewing or photographing subjects, SMA will be those services at an hourly rate of \$125/hr. 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.

3. **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.
4. **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.
5. **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.

Exhibit C
Insurance and Bonding Requirement
Smith Moore and Associates, Inc.

- A. Insurance. Smith shall procure and maintain, for the duration of this Agreement, insurance against claims for injuries to persons or damages to property, which may arise from, or in connection with, the performance of the work hereunder by Smith, its agents, representatives, employees, sub-consultants or professionals.

1. Minimum Scope of Insurance

Coverage shall be at least as broad as:

- a. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
- b. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto) or provide evidence of non-owned and hired auto liability coverage (if no owned autos).
- c. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

2. Minimum Limits of Insurance

Smith shall maintain limits no less than:

- a. General Liability: \$1,000,000 per occurrence for bodily injury and property damage liability coverage, and \$1,000,000 per person or organization for personal injury and advertising injury liability coverage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- b. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
- c. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

3. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by Client. At the option of Client, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects Client, its officers, officials, employees and volunteers; or Smith shall provide a financial guarantee satisfactory to Client guaranteeing payment of losses and related investigations, claim administration and defense expenses.

4. Other Insurance Provisions

The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

- a. Client, its officers, officials, employees and volunteers, are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of Smith; or automobiles owned, leased, hired or borrowed by Smith.
- b. For any claims related to the services performed, Smith's insurance coverage shall be primary insurance as respects Client, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by Client, its officers, officials, employees or volunteers shall be in excess of Smith's insurance and shall not contribute with it.
- c. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to Client.

5. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to Client.

6. Verification of Coverage

Smith shall furnish Client with original certificates and amendatory endorsements effecting coverage required by this clause prior to commencing any activity pursuant to this Agreement. All certificates and endorsements are to be received and approved by Client before work commences. Client reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by this Agreement, at any time.

between the parties. If BEACON cancels this Agreement at any time following its full execution, BEACON will supply a replacement speaker of similar background and experience. Except in the event of Force Majeure, (i) CLIENT agrees to pay a Cancellation Fee of 50% of the Presentation Fee in the event it cancels this Agreement between thirty (30) and five (5) days prior to the "Event"; and (ii) CLIENT agrees to pay a Cancellation Fee of 75% of the Presentation Fee in the event it cancels this Agreement less than five (5) days prior to the "Event." If CLIENT cancels this Agreement within thirty (30) days of the "Event," CLIENT agrees to reimburse BEACON for expenses incurred directly as a result of fulfilling or preparing to fulfill this Agreement as specified in the Compensation section of this Agreement from which BEACON cannot fully recoup from vendor(s).

Settlement of Disputes

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

Damages

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

Expiration

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

Acceptance

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

SIGNATURES

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

Name: (Print) Jean Roubeau

Title: (Print) Executive Director

Signature: [Signature]

Date: 9/14/23

Approved and authorized on behalf of
Beacon Economics, LLC:

Name: Sherif Hanna

Title: Managing Partner

Signature: _____

Date: _____



CSMFO BOARD REPORT

DATE: October 30, 2023

FROM: Jean M. Rousseau, Executive Director

SUBJECT: Approval of Contract Amendment with Meeting & Association Management Services (MAMS)

Background:

In the August Board of Director's meeting, the Board approved a contract with Meeting and Association Management Services (MAMS) for conference management and other support services. During the discussion of the contract provisions, questions arose regarding the disposition of conference commissions upon the potential termination of the contract. The Board's specific action was to approve the contract and have an amendment brought back addressing the disposition of commissions after contract termination.

Working with MAMS on the modified contract language, the following provision was added to Exhibit B of the contract. If MAMS or CSMFO terminates the contract prior to any conference start date for any reason, MAMS will be entitled to a 3% commission for any current and future conference contracts previously negotiated by MAMS. The 3% commission shall be based on the Group Room Rate on all paid and occupied rooms per the contract(s) finalized with the hotels, vendors, and CSMFO, and shall be considered payment in full for site selection and negotiation services rendered by MAMS for that conference.

Fiscal Impact:

There is no fiscal impact due to this minor amendment to the contract with MAMS.

Recommendation:

It is recommended the Board approve the contract with MAMS with the provision regarding the disposition of commissions after cancellation of the contract by either party.

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 MEETING & ASSOCIATION MANAGEMENT SERVICES, INC., a California S-Corporation, hereinafter referred to as “MAMS.”

RECITALS

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

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

WHEREAS, the performance of such management and administrative services by MAMS 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 MAMS agree as follows:

1. **Scope of Services.** CSMFO hereby engages the services of MAMS as an independent contractor to perform those administrative, management and communications services described in MAMS’s Proposal for 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 conference management, communication and coordination services required of the CSMFO and as requested by CSMFO, including, but not limited to, conference management, implementation, and coordination of all means necessary to CSMFO for the successful completion of the events listed (including the planning and execution of conferences and meetings listed); 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 MAMS’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 retroactive 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 MAMS 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 MAMS written notice ninety (90) days in advance of the proposed date of termination. MAMS 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, MAMS will deliver all original files accumulated while providing the Services to CSMFO, along with any other funds and property of CSMFO in MAMS's possession or control. MAMS 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 MAMS as full payment for all Services performed and all expenses incurred under this Agreement that amount of money specified in an invoice from MAMS 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 MAMS'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 MAMS and make itself available to confer with representatives of MAMS upon request, to keep MAMS representatives informed of all developments with respect to the operations and services of CSMFO, and to disclose to representatives of MAMS 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 MAMS 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 MAMS, MAMS's employees and agents hired to perform the Services pursuant to this Agreement are independent contractors and are not agents or employees of CSMFO. MAMS 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 MAMS only insofar as the result of MAMS's Services rendered pursuant to this Agreement. If, in the performance of this Agreement, any third parties are employed or contracted by MAMS, such employees or subcontractors shall be entirely and exclusively under the direction, supervision and control of MAMS. 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 MAMS, and CSMFO shall have no right or authority over such persons or the terms of their employment or contract.

Therefore, neither MAMS or any third persons employed by or contracted by MAMS to perform services pursuant to this Agreement shall be entitled to workers' compensation benefits from CSMFO should MAMS or any of its employees or contractors sustain an injury while performing services specified in this Agreement. Furthermore, neither MAMS nor any third persons or contractors employed by MAMS shall be entitled to any other benefits payable to employees of CSMFO. MAMS hereby agrees to defend and hold CSMFO harmless from 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.

MAMS 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.** MAMS 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 C hereto.
6. **Indemnification.** MAMS 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 MAMS, or MAMS'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. MAMS'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:

MAMS Meeting & Association Management Services, Inc.
 Attn: Teri Anticevich, President
 17605 Mockingbird Hill Circle
 Riverside, CA 92504

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 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.

MEETING & ASSOCIATION MANAGEMENT SERVICES, INC. (“MAMS”)

By: _____ Date: _____
Teri Anticevich, President

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS (“CSMFO”)

By: _____ Date: _____
Jean Rousseau, Executive Director

Exhibit A

Scope of Work to be Performed

- 1) Board Support:** Provide assistance to the CSMFO Board including:
 - a) Prepare and submit Conference reports for Board meetings to include, but not limited to, conference budget proposal and final conference results. MAMS does not have any administrative rights to the registration system, or the financial system used by the management company for CSMFO. Therefore, the financial results are solely based on reports received from the management company.
 - b) Attend Board meetings as requested, the Annual Conference, and the Board planning session (in more detail below).

- 2) Annual Planning Session:**
 - a) All logistics for site selection (with guidance and input from the CSMFO President or appropriate committee) and event planning (Banquet orders, food functions, AV, etc. at the selected hotel or facility).
 - b) Coordinate facilitator contract, including managing RFP process when requested.
 - c) Research and recommend team building and dinner options, negotiate contracts once selected.
 - d) Manage hotel arrangements for Annual Planning Session including sleeping rooms.
 - e) Manage invitations and RSVPs.
 - f) Book dinner locations and events (with the guidance of the CSMFO President Elect or other appropriate board or committee members); onsite and any offsite.
 - g) Assist as requested in the development of the Planning session schedule/agenda with the CSMFO President Elect and/or the Executive Director and any items needed for the facilitator.
 - h) Troubleshoot onsite issues as needed.

- 3) Online Registration:** Coordinate with the CSMFO management company to design and manage the online registration for the CSMFO Annual Conference (including hotel, registration fees, and other items necessary for the registration process).

- 4) Site Selection and Logistics:** Provide planning and support services for the Annual Conference as follows:
 - a) Site Selection
(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)
 - i) Request proposals from hotels and convention centers that meet the criteria for the Annual Conference (location, size, adequate sleeping rooms, etc.)
 - ii) Review proposals and ensure adequate meeting space for anticipated program.
 - iii) Summarize results for presentation to the Board.
 - iv) Negotiate contract with chosen site.

- b) Coordinate hotel arrangements for staff, Board Executive team, Host and Program Committee, as part of vendor contract, and others as requested.

5) Conference Planning and the Host Committee:

- a) Work with the Annual Conference Committee to ensure the Annual Conference Handbook is followed;
- b) Develop agenda for host committee and subcommittee meetings.
- c) Attend and provide support for each host committee and subcommittee meeting; 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.
- d) Work with the Host Committee and Sub-Committees in the development of a theme that will create enthusiasm for people to register for the Annual Conference.
- e) Develop a plan for the training and general sessions, exhibit hall, and all social events in connection with the Annual Conference. This includes, but is not limited to the President's Dinner, the evening hosted event and any additional events requested by the committee (i.e., out of state guest dinner) This includes negotiating with vendors for entertainment, transportation., as necessary;
- f) Solicit pricing and contracting for all aspects of the conference, including but not limited to audio visual, internet, attendance tracking, music licensing, trade show management, entertainment, event locations, featured speakers, etc.
- g) Ensure technical riders for the contracts have been met.
- h) If requested, coordinate tastings with the conference event location.
- i) Maintain list of special dietary requirements and communicate with facility.
- j) Review banquet event orders and provide final guarantees.
- k) Coordinate meeting space needs with the program committee,
- l) Assign room usage for event space, taking into consideration exhibit hall traffic.
- m) Compile and coordinate production of all signage needs.
- n) Research and order attendee items, prepare for and arrange delivery by hotel staff.
- o) Develop attendee evaluation form, coordinate distribution, and summarize for presentation to the host committee and Board of Directors.

6) Exhibitors & Sponsors:

- a) Provide content and manage the development and posting of the Exhibitor Prospectus.
- b) Create content for solicitation of CSMFO Commercial Vendors for exhibiting and sponsorships.
- c) Follow up with prior year exhibitors that have not responded to the materials.
- d) Collect information and ads from exhibitors/sponsors for program and website.
- e) Manage complimentary registration process for exhibitors.
- f) Track exhibitor payments and follow up on outstanding receivables.
- g) Develop and implement 'game' for exhibit hall (if requested), consistent with the theme when possible. Purchase prizes and coordinate awarding on site.
- h) Work individually with each vendor to assign booths, answer questions and provide general information.

- i) Develop a vendor evaluation form, coordinate distribution, and provide a summary of the responses back to the Host Committees and the CSMFO Board.

7) Annual Conference Budget:

- a) Prepare a detailed budget showing anticipated expenses and income, including profit and loss from the prior year for comparison.
- b) Assist Host Committee by making recommendations on all aspects of the conference budget, registration fees, and pricing.
- c) Review all contracts and invoices presented for payment and code to proper budget category.
- d) Review financial reports presented by management company to verify accuracy of postings, request changes as appropriate.
- e) Prepare matrix of registration rates to management company to set up registration database.
- f) Test the registration database for accuracy prior to opening the registration system online.
- g) Prepare a final conference report within 150 days of the conference to include the attendance and the financial results. The accuracy of the financial data is solely the responsibility of the CSMFO management company.

8) On-site Conference Support:

- a) Provide on-site staffing for the Annual Conference, including assistance at the registration desk and customer service for members before and during the conference.
- b) Attend a pre-conference meeting with all appropriate hotel personnel to advise them of any last-minute program changes and to review entire program;
- c) Meet with hotel staff/convention services manager to review final details;
- d) Check each meeting room to ensure food/beverage and audio/visual needs are as ordered and meeting room is set according to requested requirements;
- e) Monitor rooms during the sessions for proper seating, temperature, etc.
- f) Prepare scripts for all general sessions.
- g) Schedule and participate in rehearsals between speakers/singers and AV staff.
- h) Prepare all PowerPoints for the general sessions.
- i) Participate in conference wrap-up meeting; maintain notes for next year's committee.

9) Management of CSMFO hotel room block:

- a) Coordinate with hotels the information to be included on the website along with the booking code to be used to reserve rooms.
- b) Monitor the room pick up reports provided by the hotel to determine if more rooms need to be secured.
- c) Audit hotel rooming list to guarantee all attendees are counting toward the room block;
- d) Review and code the master account billing for payment; ensure that any monies owed to CSMFO are collected.
- e) Using the conference handbook priority of room assignments, make all assignments of room upgrades and complimentary rooms.

- f) Arrange for CSMFO leadership to receive registration materials at Board meeting, if applicable.

10) 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) Assist in resolving any issues that may arise with our VIPs (out of state sister association guests, CMTA, GFOA, CSDA and any others), either prior to or onsite

11) Annual Virtual/Hybrid Conference: If requested, provide conference planning services for the virtual event hosted after the annual conference with the following tasks:

- a. Platform evaluation and selection (CSMFO retains the final selection of platform and signing of contract);
- b. Provide assistance in facilitating the proper services to support this event (CSMFO retains the final selection of service providers and signing of contract(s);
- c. Attend six (6) one-hour calls regarding the platform and the event schedule of the virtual/hybrid event;
- d. Set up of the virtual platform the event which includes submitting information to the design team, developing website content, and reviewing the speaker/session data. Scripting for opening and closing remarks or recorded content;
- e. Work with design team to set up online registration;
- f. Handle all attendee inquiries prior to the event and day of;
- g. Market the virtual conference via eblasts, website, and social media
- h. Support rehearsals/office hours needed for speakers;
- i. Provide two staff members during the event (in real time) to support.
- j. Coordination with the Program Committee to execute the event overall.

Additional fees will apply (See Fees section below) if a Virtual/Hybrid Conference is requested.

Exhibit B

Payments Reimbursements and Compensation

Fees for Conference Services:

1. **Base Payment.** CSMFO will pay MAMS for the services outline in Exhibit A in the amount not to exceed \$26,500 for the first year of the contract ending April 30, 2024 or \$2,209 per month. 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.
2. CSMFO will make equal payments at the end of each month. MAMS will bill CSMFO on the 15th of each month for services rendered, with payment due at the end of the month.
3. It is further agreed that CSMFO will pay to MAMS a sum of \$100 per secured exhibitor or sponsor and \$10 per sponsor/exhibitor complimentary and additional paid exhibitor/sponsor attendees.
4. It is agreed that any commissions' payable and hotel rewards points from hotel vendors upon the completion of the conferences or meetings/events covered by the terms of this contract be payable to the MAMS.
5. CSMFO shall reimburse MAMS for travel, meals, and lodging for lead meeting planner plus exhibits coordinator and up to four additional MAMS staff. Travel for any other meetings or the Strategic Planning Session will also be reimbursed for travel, meals, and lodging for the MAMS staff necessary.

Cancellation/Commissions:

1. If prior to any conference start date CSMFO terminates contract with MAMS for any reason, then a 3% commission is payable to MAMS for any current and future conference contracts previously finalized and negotiated by MAMS. The 3% commission shall be based on the Group Room Rate on all paid and occupied rooms per the contract(s) finalized with the hotels, vendors and CSMFO, and shall be considered payment in full for site selection and negotiation services supplied by MAMS for that conference.
2. If MAMS terminates contract with CSMFO prior to any conference start date for any reason, the MAMS will be entitled to a 3% commission for any current and future conference contracts previously negotiated by MAMS. The 3% commission shall be based on the Group Room Rate on all paid and occupied rooms per the contract(s) finalized with the hotels, vendors, and CSMFO, and shall be considered payment in full for site selection and negotiation services rendered by MAMS for that conference.

3. Any hotel points awarded shall be the property of MAMS for any current and future contracts finalized.

Monthly fees will still be payable until which time the contract between CSMFO and MAMS is terminated.

Fees for Virtual/Hybrid Event:

Should a Virtual/Hybrid Event be planned (See item 11 in Exhibit A), then proposed services will be provided to support this event once approved by the CSMFO Board of Directors. A separate fee of \$6,500 will be charged following the conclusion of event.

Other Expenses as Necessary:

CSMFO will reimburse MAMS for additional direct expenses to the extent they are not already included as a part of the annual conference services contract (postage, printing, stationery, travel). MAMS 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.

Exhibit C
Insurance and Bonding Requirement
Meeting and Association Management Services, Inc.

- A. Insurance. MAMS shall procure and maintain, for the duration of this Agreement, insurance against claims for injuries to persons or damages to property, which may arise from, or in connection with, the performance of the work hereunder by MAMS, its agents, representatives, employees, sub-consultants or professionals.

1. Minimum Scope of Insurance

Coverage shall be at least as broad as:

- a. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
- b. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto) or provide evidence of non-owned and hired auto liability coverage (if no owned autos).
- c. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

2. Minimum Limits of Insurance

MAMS shall maintain limits no less than:

- a. General Liability: \$1,000,000 per occurrence for bodily injury and property damage liability coverage, and \$1,000,000 per person or organization for personal injury and advertising injury liability coverage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- b. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
- c. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

3. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by CSMFO. At the option of CSMFO, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects CSMFO, its officers, officials, employees and volunteers; or MAMS shall provide a financial guarantee satisfactory to CSMFO guaranteeing payment of losses and related investigations, claim administration and defense expenses.

4. Other Insurance Provisions

The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

- a. CSMFO, its officers, officials, employees and volunteers, are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of MAMS; or automobiles owned, leased, hired or borrowed by MAMS.
- b. For any claims related to the services performed, MAMS insurance coverage shall be primary insurance as respects CSMFO, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by CSMFO, its officers, officials, employees or volunteers shall be in excess of Smith's insurance and shall not contribute with it.
- c. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to CSMFO.

5. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to CSMFO.

6. Verification of Coverage

MAMS shall furnish CSMFO with original certificates and amendatory endorsements effecting coverage required by this clause prior to commencing any activity pursuant to this Agreement. All certificates and endorsements are to be received and approved by CSMFO before work commences. CSMFO reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by this Agreement, at any time.



CSMFO BOARD REPORT

DATE: October 30, 2023

FROM: Ernie Reyna, President-Elect
Finance Committee, Margaret Moggia, Chair & 2018 Past President

SUBJECT: 2024 Draft Budget

Recommendation:

For review and discussion

Background:

On behalf of President Elect Ernie Reyna, the 2024 draft budget is being presented to the CSMFO board and leadership for discussion and feedback to the Finance Committee for the final budget submission in December 2023.

Budget Process

To enhance the budget development for CSMFO, members of finance committee led the effort with President Elect Ernie Reyna and Executive Director (ED) Jean Rousseau to meet with CSMFO leadership, monitor expenditures, and receive key data input from Smith Moore and Associates (SMA) staff. A recap of those key steps are noted below:

- Finance committee, ED and President Elect met with each Committee chair to review their budget submission
- Met with chapter chair representatives to discuss needs and conducted a survey of chapter chairs
- Received key data from SMA accountant to develop assumptions
- President Elect met with Conference Coordinator to review 2024 Conference budget

Revenue Assumptions

The Finance Committee worked with SMA staff and conducted its own analysis to make the following key assumptions:

- Membership dues: membership dues rates reflect August 2023 Long range financial plan memo, and membership count is based on membership report ran as of August 31.
- Education courses: committee chair reflected the number of intended courses by type and participants and incorporated a suggested price increase based in long range financial plan.
- Advertising: rates were adjusted based on August 2023 board memo and based on 2023 placement by member and non-member.

Discussion items

As part of the budget process, the finance committee discussed some key decision areas where analysis has and will continue to be considered.

- Investment opportunities: currently CSMFO invest excess reserves in LAIF. At the Finance Committee, there has been some initial discussion about other investment opportunities including local government invest pools that currently yield higher than LAIF. The Finance Committee will continue to evaluate other investment vehicles and bring back a recommendation for the Board's consideration.
- Chapter sponsorships: In discussion with chapter chair representatives, the chairs commented about the difficulty in obtaining commercial sponsorships for their chapters. The current practice is for each Chapter Chair is to individually solicit. A working concept has been shared with Commercial Committee who will further discuss and bring forth a recommendation to the Board to consider simplifying the process, provide greater visibility to the commercial sponsors, and provide chapter funding that all chapters can benefit from in the planning of their in-person events.
- Management Contract and Merchant Fees allocation: To better align the budget to the association's financial statement presentation, the Finance Committee has been exploring program cost of service, and identified that management service provided by SMA and merchant fees should be allocated to better understand the total cost to deliver on certain program. By understanding the total costs, CSMFO can better align the associated fee to provide the program.

Management contract. CSMFO contracts with SMA to provide direct administrative and financial services to the association by supporting members, committee and chapter work, and the annual conference. At present, a portion of the SMA contract is reflected in the conference budget and there had been (until April 2023) a separate amendment for Career Development support of approximately. As part of the long-range financial plan analysis, the Finance Committee received

feedback from the Executive Director on the approximate level of effort to support the various CSMFO efforts. (Note: SMA does not track hours to specific efforts as they have a fixed fee contract.) Listed below is the current estimated effort and the allocated portion of the current agreement-based amount of \$242,000.

Supporting Services	Previous	Allocated %/\$	2024 Budget
Administrative and Membership	\$0	45% \$108,900	\$158,450
Recognition Program	\$0	3% \$7,260	Included above
Committee Support	\$0	10% \$24,200	Included above

Program	Previous	Allocated	2024 Budget
Conference	\$50,000	17% \$41,140	\$47,250
Education Courses	\$7,000	15% \$36,300	\$36,300
Chapters	\$0	10% \$24,200	\$0 *

Total Management Contract		\$242,000	\$242,000
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Merchant Fees: As part of the year end process, an entry is made to allocate a portion of the merchant fees to the conference. The Finance Committee recommends that the merchant fees also be applied to the education courses due to level of activity generated from participation enrollment.

**Note: The attendee chapter fee generally only covers the cost of event (venue, food, and speaker where applicable) and not the additional back-office support or costs.*

Based on the above-mentioned allocations, the program activities for Education and Conference programs are fully loaded and this allows CSMFO assess whether these separately fee activities are adequate to cover the costs. As part of CDC's analysis, the committee was able to evaluate if the rate set covers both the direct instructor costs and other associated CDC costs (learning management system fee, program support, webinar). By capturing this information, CSMFO can focus on implementing a rates management strategy/policy and adjust the appropriate rates based on anticipated costs.

Non-Reoccurring One-time costs

As part of the 2024 draft budget, there are some non-recurring one-time costs including the following:

- In 2023 CSMFO began a major update of the association's website. The administration Committee has set aside \$15,000 for the completion of website update.
- In August 2023 the Board approved \$100,000 financial support to oppose the Business Roundtable Ballot initiative with funding of \$50,000 in 2023 and 2024.
- The Executive Director has recommended that CSMFO receive a communication audit to improve the effectiveness of delivery of messages and announcement of courses, events, and other CSMFO News. It is estimated this service is approximately \$13,000.

Overall Summary

Based on the preliminary 2024 budget, revenues and expenses are as follows:

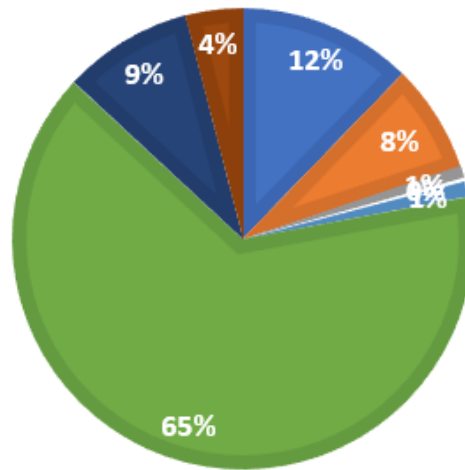
<i>Revenues</i>	<i>2024 Amount</i>
Membership Dues	\$ 290,000
Advertising	181,250
Awards	19,700
Contribution	5,000
Interest	24,750
Conference	1,530,996
Education Program	214,305
Chapters	95,000
Total Revenues	\$2,361,001

<i>Expenses</i>	<i>2024 Amount</i>
Conference	\$ 1,503,629
Education Program	204,336
Chapters	95,000
Supporting Services	634,540
Total Expenses	\$2,437,405

<i>Net Income by Activity</i>	<i>2024 Amount</i>
Conference	\$ 27,367
Education Program	10,069
Chapters	0
Supporting Services (\$78,000 non-re-occurring one time)	(113,840)
Net Income (loss)	\$(76,404)

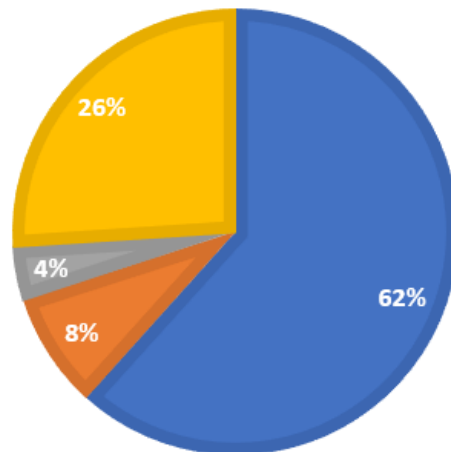
2024 REVENUES

■ Membership Dues ■ Advertising ■ Awards ■ Contribution
■ Interest ■ Conference ■ Education Program ■ Chapters



2024 EXPENSES

■ Conference ■ Education Program ■ Chapters ■ Supporting Services



CSMFO rates

<u>Membership Rates</u>	<u>2023</u>	<u>2024</u>	<u>Change</u>
Professional	\$50	\$55	\$5
Management	\$125	\$135	\$10
Commercial	\$220	\$220	-
Other Government	\$50	\$75	\$25
Retiree	\$20	\$20	-

<u>Advertising Rates</u>	<u>2023</u>	<u>2024</u>	<u>Change</u>
Member	\$275	\$325	\$50
Non-member	\$400	\$450	\$50

Education Courses

Course	2023 Budget	2024 Budget	Change
Intro to Government Accounting	\$75	\$100	\$25
Intermediate Government Accounting	\$150	\$200	\$50
Advanced Specialized Topics	-	\$75	New
Investment Accounting	\$150	\$150	\$0
Fundamentals of Municipal Revenue I	\$150	\$200	\$50
Fundamentals of Municipal Revenue II	\$150	\$200	\$50
Developing Successful Supervisory Skills	-	-	On hold
Leadership Training Pilot	\$150	\$150	\$0
Accounting for Capital Assets	\$150	\$150	\$0
California Local Budgeting - Modules 1-2	\$150	\$200	\$50
California Local Budgeting - Modules 3-4	\$150	\$200	\$50
ABC's of Municipal Finance	-	\$100	New
Financial Management & Analysis	-	\$200	New

Next steps

After the board and leadership's input of the Draft 2024 Budget at the October 30 board meeting, the Finance Committee will incorporate any fiscal impact from the strategic planning meeting and other updates received. The final budget will be presented at December board meeting for the Board's approval.

At the conference board meeting, the Finance Committee plans to bring a review of the long-range finance plan with adopted 2024 budget to continue to address the structural deficit and the board's progress towards the guiding principles.

Attachment: 2024 draft Budget Summary

2024 CSMFO CONFERENCE BUDGET

GL Acct	CATEGORY	RATE	# Budgeted	Est Revenue/ Est Expense
	CONFERENCE REVENUE			
	Government Registrations			
	Conference support - zero fee (one day speakers/staffs/guests)			
8106	Gov-NonMemb-FullConf	\$ 800	25	\$ 20,000
8109	Gov-NonMemb-Daily	\$ 440	10	\$ 4,400
8110	Gov-Member-Full Con-Early	\$ 515	860	\$ 442,900
8115	Gov-Member-FullCon-Regular	\$ 635	100	\$ 63,500
8125	Gov-Member-Daily	\$ 330	65	\$ 21,450
8150	Gov-NonMemb-OnSite	\$ 910		\$ -
8155	Gov-Member-OnSite	\$ 745	10	\$ 7,450
	Total 8100 · Government Registrations		1,070	\$ 559,700
	Commercial Registrations			
	Complimentary Exhibitor Attendee		325	
8225	Comm-Exhibitor-Additional Full Conf	\$ 715	125	\$ 89,375
8227	Comm-Exhibitor-Additional Daily	\$ 490	14	\$ 6,860
8231	Comm-NonMemb-FullConf-Regular	\$ 1,030	25	\$ 25,750
8235	Comm-Member-FullConf-Early	\$ 805	40	\$ 32,200
8236	Comm-Member-FullConf-Regular	\$ 885	30	\$ 26,550
8250	Comm-Member-Daily-Regular	\$ 555	10	\$ 5,550
8265	Comm-NonMemb-Daily-Regular	\$ 625	10	\$ 6,250
	Comm-Member Full Onsite	\$ 950	0	\$ -
	Comm Non Member Full Onsite	\$ 1,095	1	\$ 1,095
	Total 8200 · Commercial Registrations		580	\$ 193,630
	Virtual Conference Registration			
	Conference attendee add on	\$ 150	20	\$ 3,000
	Government/Commercial	\$ 350	120	\$ 42,000
	Total 84xx · Virtual attendee Registration		140	\$ 45,000
	TOTAL ATTENDEE REGISTRATION		1,865	\$ 798,330
	(not including virtual conf or pre conf)		1,725	\$ 753,330
	Pre-Conference Registrations			
8371	PreConference-Session A	\$ 250	75	\$ 18,750
8373	PreConference-Session B	\$ 250	75	\$ 18,750
8375	PreConference-Session C	\$ 250	35	\$ 8,750
8376	PreConference-Session D	\$ 125	140	\$ 17,500
	Total Pre-Conference Registrations			\$ 63,750

GL Acct	CATEGORY	RATE	# Budgeted	Est Revenue/ Est Expense
Hosted Event				
		\$105-Guest	50	
8565	Hosted Evening Event	\$35-	1000	\$ 40,250
	Total Extra Meals			\$ 40,250
Other Activities				
8610	Golf			\$ 18,300
8630	Tennis			
8699	Event Registrations - Other			\$ 920
	Total Event Registrations			\$ 19,220
Exhibitors Fees				
8702	Featured Exhibitor/Sponsor	\$ 20,000	3	\$ 60,000
8703	Sapphire Exhibitor	\$ 7,000	14	\$ 98,000
8715	Gold Package	\$ 4,000	67	\$ 268,000
8725	Silver Package	\$ 2,500	15	\$ 37,500
8735	Diamond Package	\$ 13,000	8	\$ 104,000
	Total Exhibitors Fees		107	\$ 567,500
Sponsorships				
8830	Non-Exhibitor Sponsor	\$ 3,000	4	\$ 12,000
8872	Additional Sponsorship Monies			\$ 6,500
	Total Sponsorships			\$ 18,500
Conference Miscellaneous				
8905	Misc Hotel Income			\$ 23,446
	Total Conference Miscellaneous			\$ 23,446
Total Conference Revenue				\$ 1,530,996
CONFERENCE EXPENSE				
Food & Beverage				
9105	Registration prep - Lunch			\$ 200
9115	Wednesday-Breakfast			\$ 9,780
9125	Wednesday-Lunch & EH dessert break			\$ 158,750
9135	Wednesday-Food-Exhibitor Reception			\$ 45,000
9138	Wednesday-Bev-Exh Hall Reception			\$ 18,000
9140	Thursday-Breakfast-Chapter Chair			\$ 3,105
9143	Thursday-Breakfast			\$ 84,000
9147	Thursday-Lunch			\$ 114,000
9148	Thursday-PM Break-EH Close			\$ 19,000

GL Acct	CATEGORY	RATE	# Budgeted	Est Revenue/ Est Expense
9150	Friday-Breakfast			\$ 50,000
9155	Friday-Lunch-debrief			\$ 3,000
9195	Water for Sessions			
9197	Food&Beverage-Other			\$ 3,500
	Total Food & Beverage			\$ 508,335
President Dinners				
9210	President's dinner -Food & Bev			\$ 48,000
9220	Entertain-Transport-Decor-Favor			\$ 3,500
9250	Out of State Guest Event			\$ 6,000
	Total President's Dinners			\$ 57,500
Hosted Event				
9310	Event Food, Beverage, Entertainment			\$ 230,600
	Total Hosted Event			\$ 230,600
Speakers				
9410	Speakers-Honorarium			\$ 35,250
9420	Speaker-Expenses-Lodging/other			\$ 6,100
	Total Speakers			\$ 41,350
Meeting Services				
9476	Audio Visual and Lighting Services			\$ 242,000
9477	Virtual conference services			\$ 17,000
9478	Other production & services			\$ 1,300
9479	WiFi Internet			\$ 7,000
9480	Electric Power/Rigging			\$ 5,000
9481	Reg Services/Attendance tracking			\$ 40,000
9485	Convention/Hotel Other Costs			\$ 1,000
	Total Meeting Services			\$ 313,300
Comps				
9460	Other Guests Lodging (OOS)			\$ 5,560
9462	Room Comps - Other			\$ 3,342
9465	Board Scholarships			\$ 400
	Total Comps			\$ 9,302
Pre Conference Training				
9494	Food & Beverage			\$ 16,100
9495	Speaker Fees			
	Total Pre-Conference Training			\$ 16,100

GL Acct	CATEGORY	RATE	# Budgeted	Est Revenue/ Est Expense
Exhibit Hall & Other meeting space expense				
9510	Decorator Booth Fee			\$ 15,600
9530	Meeting space additions			\$ 12,000
9540	Security			\$ 3,500
9545	Exhibit hall game			\$ 500
9550	Sponsor Branded items			\$ 23,000
9599	Exhibits-Other			
	Total Exhibits			\$ 54,600
Entertainment/Gifts				
9610	Conference Gifts/Attendees			\$ 51,000
9620	Board/Committee Memento			\$ 900
	Total Entertainment/Gifts			\$ 51,900
Other activities				
9732	Golf			\$ 17,578
9750	Other activities			\$ 3,000
	Other Activities			\$ 20,578
Conference Administration				
9805	Conference Marketing			
9810	Conference Contract Services			\$ 106,000
9815	Printing/Copy/Conference Media			\$ 8,900
9818	Reg Desk Printer			\$ 500
9820	President Expenses			\$ 500
9831	Supplies-Badges-Ribbons-Etc			\$ 2,500
9840	Postage & Shipping			\$ 500
9875	Signage			\$ 4,000
9880	Merchant Fees - Reg Fox system			\$ 33,664
9890	Conference Committee Expenses			\$ 19,500
9895	Staff Exp Inc. Lodging & Travel			\$ 24,000
9899	Administration - Other			
	Total Conference Administration			\$ 200,064
Total Conference Expense				\$ 1,503,629
NET INCOME / (LOSS)				\$ 27,367



Dedicated to Excellence in Municipal Financial Management

	2020 Actual	2021 Actual	2022 Actual	2022 Budget	2023 Budget	2024 Proposed
Revenues						
Membership Dues	245,070	251,255	226,475	221,700	221,700	290,000
Publication Advertising	122,725	203,800	234,225	190,000	190,000	181,250
Award Fee	15,650	20,600	19,600	19,950	19,950	19,700
Contributions	10,338	5,398	5,000	5,000	5,000	5,000
Interest	6,591	4,200	(6,052)	12,000	12,000	24,750
Annual Conference	1,374,153	410,105	1,013,908	1,418,920	1,118,515	1,530,996
Education Workshops	70,657	116,954	155,986	151,075	150,100	214,305
Chapter Income	9,897	3,630	68,438	100,000	100,000	95,000
Total Revenues	1,855,081	1,015,942	1,717,580	2,118,645	1,817,265	2,361,001
Expenses						
Program Services						
Annual Conference	1,328,809	251,748	1,147,065	1,406,554	1,157,069	1,503,629
Education Workshops	31,995	45,200	58,219	163,250	171,050	204,236
Chapter Expense	12,701	5,479	68,576	100,000	101,000	95,000
	1,373,505	302,427	1,273,860	1,669,804	1,429,119	1,802,865
Supporting Services						
Payroll and staff travel/expense	-	-	79,695	129,500	93,348	92,348
Management Services	165,023	181,871	185,924	156,500	182,880	160,550
Consultants	82,001	84,174	101,709	35,840	32,200	43,500
Board and Committee	16,767	58,324	83,736	92,600	80,500	83,500

	2020 Actual	2021 Actual	2022 Actual	2022 Budget	2023 Budget	2024 Proposed
Bank Charges	6,359	25,185	21,795	30,000	20,000	35,714
Printing	21,787	20,900	13,786	32,000	22,100	20,150
Miscellaneous	16,415	9,838	21,690	-	4,500	59,450
Marketing	14,037	9,387	1,484	10,000	11,250	7,500
Audit and Tax	9,315	9,350	11,855	9,500	9,420	9,420
Newsletter	18,449	7,850	11,046	-		
Insurance	3,271	3,140	2,668	4,000	3,500	3,500
President Expense	2,291	767	7,620	6,500	3,100	15,000
Postage and Shipping	1,261	727	402	9,750	8,164	6,564
Donations	175	-	-	-	25,000	-
Technology	15,677	17,094	8,603	35,000	90,688	67,344
Subtotal	372,828	428,607	552,013	551,190	586,650	604,540
Provision for Income Taxes	26,265	35,287	67,928	30,000	30,000	30,000
Total Expenses	1,772,598	766,321	1,893,801	2,250,994	2,045,769	2,437,405
Net Income (Loss)	82,483	249,621	(176,221)	(132,349)	(228,504)	(76,404)
Classified by Activity						
General	27,546	56,646	(72,765)	(102,540)	(138,000)	(83,840)
Conference	45,344	158,357	(133,157)	12,366	(38,554)	27,367
Chapter	(2,804)	(1,849)	(138)	-	(1,000)	-
Education Workshops	38,662	71,754	97,767	(12,175)	(20,950)	10,069
Provision for Income Taxes	(26,265)	(35,287)	(67,928)	(30,000)	(30,000)	(30,000)
	82,483	249,621	(176,221)	(132,349)	(228,504)	(76,404)
One-Time Costs						
General - Charitable Donation					25,000	-
General - Communication Audit					-	13,000
General - Website Update					57,000	15,000
General - Business Roundtable ballot initiative					-	50,000
Education Workshops					5,000	-
					87,000	78,000



CSMFO BOARD REPORT

DATE: October 30, 2023

FROM: Ernie Reyna, President-Elect

SUBJECT: 2024 Annual Conference Budget

Background:

Each year in the fall, it is the responsibility of the President-Elect to establish a budget for the forthcoming conference typically held in the January / February timeframe. The conference serves as a time for members to receive educational content related to their respective work duties, as well as a time to reconnect with colleagues from throughout the state at various networking events at the conference. The 2024 CSMFO conference will once again be held at the Disneyland Hotel in Anaheim from January 30 – February 2, 2024, and promises to be the best conference yet!

For this year's conference, expenses were examined very thoroughly and at the August 16, 2023, CSMFO Board meeting, the Board voted to increase the rates of the conference by 10% for the 2024 year due to the rising costs of convention centers, hotels, and general expenses statewide. As such, this proposed budget assumes total conference revenues of \$1.5 million, or an increase of approximately 37% over the prior year's revenues. About half of the \$1.5 million is comprised of registration fees from both government and commercial members of \$753 thousand, while another \$568 thousand is comprised of exhibitor fees. The remaining amount is made up of revenue from the virtual conference, pre-conference sessions, hosted event, other activities (golf, pickleball, etc.), sponsorships, and miscellaneous conference revenues.

Total conference expenses are projected to come in at \$1.5 million, with the largest expense being food and beverage at \$508 thousand, or about 34%. The other larger expense categories include meeting services at \$313 thousand, or about 21%, the Wednesday night event at \$231 thousand, or about 15%, and lastly, the conference and administration category coming in at \$200 thousand, or about 13%. All other categories of expenses include the president's dinner, speakers, comps, pre-conference, exhibit hall, entertainment / gifts, and other activities. If the projected revenues and expenses are realized, it is anticipated that the conference budget will general a modest net income of \$27 thousand.

CONFERENCE REVENUES

REGISTRATION FEES

Government Member												
Registration Type	2012	2013	2014	2015	2016	2017	2018	2019	2020	2022	2023	2024
Early	299	325	350	350	370	370	370	370	425	470	470	515
Regular	350	375	400	400	420	420	420	420	485	535	575	635
On Site	475	450	475	475	475	475	475	525	605	665	675	745
Daily	200	200	225	215	225	225	225	225	260	285	300	330

Government Non-Member												
Registration Type	2012	2013	2014	2015	2016	2017	2018	2019	2020	2022	2023	2024
Regular	455	510	535	535	560	560	560	560	645	710	725	800
On Site	475	585	610	610	610	610	610	665	765	840	825	910
Daily	255	270	285	285	300	300	300	300	345	380	400	440

As conference expenses are steadily increasing, the Board took action at the August 16, 2023, meeting to raise the rates of the conference fees by 10%, which means the early bird registration goes from \$470 from the previous year, to \$515 in the current year. Of the \$753 thousand in registration revenues, government attendees comprise about 74% of that total amount of revenues generated. In addition, government attendees make up 1,070 guests of the total budgeted attendance of 1,725, or about 62%.

Commercial Member												
Registration Type	2013	2014	2015	2016	2017	2018	2019	2020	2022	2023	2024	
Early	615	615	615	615	615	615	615	665	730	730	805	
Regular	675	675	675	675	675	675	675	730	805	805	885	
On Site	-	-	-	-	-	-	-	785	865	865	950	
Daily	425	425	425	425	425	425	425	460	505	505	555	

Commercial Non-Member												
Registration Type	2013	2014	2015	2016	2017	2018	2019	2020	2022	2023	2024	
Regular	785	785	785	785	785	785	785	850	935	935	1030	
On Site	-	-	-	-	-	-	835	900	900	995	1095	
Daily	480	480	480	480	480	480	480	520	570	570	625	

Exhibitor - Additional												
Registration Type	2013	2014	2015	2016	2017	2018	2019	2020	2022	2023	2024	
Regular	-	600	600	600	600	600	600	650	650	650	715	
Daily	-	-	-	-	-	-	-	405	445	445	490	

The 10% increase in conference rates is across the board for all categories of commercial and exhibitor fees as well. Of the \$753 thousand in registration revenues, roughly \$194 thousand is projected to come from commercial attendee registration. For commercial members, 580 attendees have been budgeted of the total attendees of 1,725 for the 2024 annual conference, which is about 34% of the total attendees.

EXHIBITOR FEES

Package	Rate	Budgeted	Revenue
Galactic	\$ 20,000	3	\$ 60,000
Diamond	\$ 13,000	8	\$ 104,000
Sapphire	\$ 7,000	14	\$ 98,000
Gold	\$ 4,000	67	\$ 268,000
Silver	\$ 2,500	<u>15</u>	<u>\$ 37,500</u>
Total		107	\$567,500

The current exhibitor rates have increased from the 2023 annual conference, which goes from \$500,500 to \$567,500 in 2024, or an increase of approximately 13%.

VIRTUAL COMPONENT

As in 2023, CSMFO will continue providing its members with a virtual conference on March 12, 14, 26, and 28 of 2024. The budget being presented to the Board projects 20 members will add-on the virtual component of their conference registration at a rate of \$150, while another 120 members will sign up for only the virtual conference at a rate of \$350. The virtual conference comprises a small, but modest amount of revenue of \$45 thousand, which is about 3% of the total conference revenues.

CONFERENCE EXPENSES**FOOD & BEVERAGE**

Food and beverage items are a significant source of expense overall for a conference, especially while at the Disneyland Hotel. For 2024, F&B expenses are projected to be about \$508 thousand, which for comparison purposes, 2023 F&B expenses were budgeted at \$400 thousand while at the Sacramento Convention Center. Since the membership has been slowly outgrowing the Disneyland Hotel, the Host Committee got creative and will include a walk-around lunch on Wednesday, breakfast on Thursday morning, a boxed lunch on Thursday afternoon, and breakfast on Friday. This is because the general membership will no longer be able to eat comfortably inside of the banquet rooms and listen to a keynote speaker at the same time, so the lunches will allow for guests to move around instead of being in one place all at the same time. At a total projected cost of \$508 thousand, F&B expenses represent about 34% of the total conference expenses.

MEETING SERVICES

The second largest expense of the 2024 conference is meeting services, which is comprised of items such as audio visual / lighting services, attendance tracking, and wi-fi throughout the hotel. Meeting services will be budgeted at \$313 thousand, which represents about 21% of the total conference expenses.

HOSTED EVENT

It would not be a conference at the Disneyland Hotel without having a visit inside the happiest place in the world, and the Host Committee was successful in procuring a night for its members inside Disneyland. One important note was that the Host Committee was unable to secure Thursday night and for the 2024 Conference, the event will be hosted on Wednesday, January 31 instead. The event will be hosted at the Launch Bay inside the park from 7:00 PM to 10:00 PM, which is located adjacent to Space Mountain and will feature CSMFO themed items and include food, drinks, and a DJ for dancing (and possibly more surprises to come).

Because of rising prices with Disneyland, the Host Committee could not provide this event free of charge to its members, but rather will charge a separate fee of \$30 to enter the park and be a part of the Launch Bay extravaganza. Members will be allowed to bring a guest, but the fee for the guest will be equal to the cost to enter Disneyland at the going rate of about \$104. As such, the cost of the hosted event at Disneyland is budgeted at \$231 thousand, which is about 15% of the total conference expenses.

CONFERENCE ADMINISTRATION

The last major expense of the conference is the conference administration expenses, which include items such as conference marketing, merchant fees, and conference committee expenses. Total budgeted conference administration expenses amount to \$200 thousand and represent about 13% of the total budgeted conference expenses.

OTHER NOTABLE EXPENSES

The President's Dinner will be held at a location near the Disneyland Hotel called NOVA Kitchen and Bar. This location was selected by the Host Committee due to its ample space to hold upwards to 140 of our guests, and its delicious and eclectic food and is budgeted at \$48 thousand.

The 2024 Conference will have three keynote speakers including Peabody award winning journalist and Ted-Talk star Mariana Atencio on Wednesday morning, the ever-popular Michael Coleman Thursday morning, and the equally popular economic perspectives of Chris Thornberg Friday morning. The total cost of the three keynote speakers is roughly \$35 thousand.

Recommendation:

It is recommended that the Board review and approve the proposed 2024 Annual Conference Budget.

2024 CSMFO CONFERENCE BUDGET

GL Acct	CATEGORY	RATE	# Budgeted	Est Revenue/ Est Expense
	CONFERENCE REVENUE			
	Government Registrations			
	Conference support - zero fee (one day speakers/staffs/guests)			
8106	Gov-NonMemb-FullConf	\$ 800	25	\$ 20,000
8109	Gov-NonMemb-Daily	\$ 440	10	\$ 4,400
8110	Gov-Member-Full Con-Early	\$ 515	860	\$ 442,900
8115	Gov-Member-FullCon-Regular	\$ 635	100	\$ 63,500
8125	Gov-Member-Daily	\$ 330	65	\$ 21,450
8150	Gov-NonMemb-OnSite	\$ 910		\$ -
8155	Gov-Member-OnSite	\$ 745	10	\$ 7,450
	Total 8100 · Government Registrations		1,070	\$ 559,700
	Commercial Registrations			
	Complimentary Exhibitor Attendee		325	
8225	Comm-Exhibitor-Additional Full Conf	\$ 715	125	\$ 89,375
8227	Comm-Exhibitor-Additional Daily	\$ 490	14	\$ 6,860
8231	Comm-NonMemb-FullConf-Regular	\$ 1,030	25	\$ 25,750
8235	Comm-Member-FullConf-Early	\$ 805	40	\$ 32,200
8236	Comm-Member-FullConf-Regular	\$ 885	30	\$ 26,550
8250	Comm-Member-Daily-Regular	\$ 555	10	\$ 5,550
8265	Comm-NonMemb-Daily-Regular	\$ 625	10	\$ 6,250
	Comm-Member Full Onsite	\$ 950	0	\$ -
	Comm Non Member Full Onsite	\$ 1,095	1	\$ 1,095
	Total 8200 · Commercial Registrations		580	\$ 193,630
	Virtual Conference Registration			
	Conference attendee add on	\$ 150	20	\$ 3,000
	Government/Commercial	\$ 350	120	\$ 42,000
	Total 84xx · Virtual attendee Registration		140	\$ 45,000
	TOTAL ATTENDEE REGISTRATION		1,865	\$ 798,330
	(not including virtual conf or pre conf)		1,725	\$ 753,330
	Pre-Conference Registrations			
8371	PreConference-Session A	\$ 250	75	\$ 18,750
8373	PreConference-Session B	\$ 250	75	\$ 18,750
8375	PreConference-Session C	\$ 250	35	\$ 8,750
8376	PreConference-Session D	\$ 125	140	\$ 17,500
	Total Pre-Conference Registrations			\$ 63,750

GL Acct	CATEGORY	RATE	# Budgeted	Est Revenue/ Est Expense
Hosted Event				
		\$105-Guest	50	
8565	Hosted Evening Event	\$35-	1000	\$ 40,250
	Total Extra Meals			\$ 40,250
Other Activities				
8610	Golf			\$ 18,300
8630	Tennis			
8699	Event Registrations - Other			\$ 920
	Total Event Registrations			\$ 19,220
Exhibitors Fees				
8702	Featured Exhibitor/Sponsor	\$ 20,000	3	\$ 60,000
8703	Sapphire Exhibitor	\$ 7,000	14	\$ 98,000
8715	Gold Package	\$ 4,000	67	\$ 268,000
8725	Silver Package	\$ 2,500	15	\$ 37,500
8735	Diamond Package	\$ 13,000	8	\$ 104,000
	Total Exhibitors Fees		107	\$ 567,500
Sponsorships				
8830	Non-Exhibitor Sponsor	\$ 3,000	4	\$ 12,000
8872	Additional Sponsorship Monies			\$ 6,500
	Total Sponsorships			\$ 18,500
Conference Miscellaneous				
8905	Misc Hotel Income			\$ 23,446
	Total Conference Miscellaneous			\$ 23,446
Total Conference Revenue				\$ 1,530,996
CONFERENCE EXPENSE				
Food & Beverage				
9105	Registration prep - Lunch			\$ 200
9115	Wednesday-Breakfast			\$ 9,780
9125	Wednesday-Lunch & EH dessert break			\$ 158,750
9135	Wednesday-Food-Exhibitor Reception			\$ 45,000
9138	Wednesday-Bev-Exh Hall Reception			\$ 18,000
9140	Thursday-Breakfast-Chapter Chair			\$ 3,105
9143	Thursday-Breakfast			\$ 84,000
9147	Thursday-Lunch			\$ 114,000
9148	Thursday-PM Break-EH Close			\$ 19,000

GL Acct	CATEGORY	RATE	# Budgeted	Est Revenue/ Est Expense
9150	Friday-Breakfast			\$ 50,000
9155	Friday-Lunch-debrief			\$ 3,000
9195	Water for Sessions			
9197	Food&Beverage-Other			\$ 3,500
	Total Food & Beverage			\$ 508,335
President Dinners				
9210	President's dinner -Food & Bev			\$ 48,000
9220	Entertain-Transport-Decor-Favor			\$ 3,500
9250	Out of State Guest Event			\$ 6,000
	Total President's Dinners			\$ 57,500
Hosted Event				
9310	Event Food, Beverage, Entertainment			\$ 230,600
	Total Hosted Event			\$ 230,600
Speakers				
9410	Speakers-Honorarium			\$ 35,250
9420	Speaker-Expenses-Lodging/other			\$ 6,100
	Total Speakers			\$ 41,350
Meeting Services				
9476	Audio Visual and Lighting Services			\$ 242,000
9477	Virtual conference services			\$ 17,000
9478	Other production & services			\$ 1,300
9479	WiFi Internet			\$ 7,000
9480	Electric Power/Rigging			\$ 5,000
9481	Reg Services/Attendance tracking			\$ 40,000
9485	Convention/Hotel Other Costs			\$ 1,000
	Total Meeting Services			\$ 313,300
Comps				
9460	Other Guests Lodging (OOS)			\$ 5,560
9462	Room Comps - Other			\$ 3,342
9465	Board Scholarships			\$ 400
	Total Comps			\$ 9,302
Pre Conference Training				
9494	Food & Beverage			\$ 16,100
9495	Speaker Fees			
	Total Pre-Conference Training			\$ 16,100

GL Acct	CATEGORY	RATE	# Budgeted	Est Revenue/ Est Expense
Exhibit Hall & Other meeting space expense				
9510	Decorator Booth Fee			\$ 15,600
9530	Meeting space additions			\$ 12,000
9540	Security			\$ 3,500
9545	Exhibit hall game			\$ 500
9550	Sponsor Branded items			\$ 23,000
9599	Exhibits-Other			
	Total Exhibits			\$ 54,600
Entertainment/Gifts				
9610	Conference Gifts/Attendees			\$ 51,000
9620	Board/Committee Memento			\$ 900
	Total Entertainment/Gifts			\$ 51,900
Other activities				
9732	Golf			\$ 17,578
9750	Other activities			\$ 3,000
	Other Activities			\$ 20,578
Conference Administration				
9805	Conference Marketing			
9810	Conference Contract Services			\$ 106,000
9815	Printing/Copy/Conference Media			\$ 8,900
9818	Reg Desk Printer			\$ 500
9820	President Expenses			\$ 500
9831	Supplies-Badges-Ribbons-Etc			\$ 2,500
9840	Postage & Shipping			\$ 500
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9899	Administration - Other			
	Total Conference Administration			\$ 200,064
Total Conference Expense				\$ 1,503,629
NET INCOME / (LOSS)				\$ 27,367



CSMFO BOARD REPORT

DATE: October 30, 2023

FROM: Finance Committee, Margaret Moggia, Chair & 2018 Past President

SUBJECT: Recommended Changes to Policy and Procedures Manual

Recommendation:

The Board approves the recommended changes to the Policy and Procedures Manual.

Background:

As part of the 2023 Finance Committee Action Plan, a subcommittee met throughout the year to review the current Policy and Procedures Manual to review the language around the financial aspects of the association to ensure it reflects best practice and changes based on decisions made by the Board.

Through discussions with Smith Moore & Associates staff, review of current practice, the Finance Committee is recommending language changes and additions that move sections around for better flow of information, update and clarify language for increased understanding, and adding new language not reflected in the current manual.

A summary of those changes is noted below:

1. Section III: Standing Committee
 - a. Update the Finance Committee roles and responsibilities
2. Section XII: Budget and Accounting Policy (renamed)
 - a. Add clarification on budget objective, development, and clarify the budget amendment process.
 - b. Created new section on Records, Auditing and Reporting and add clarifying language of the role of the Finance Committee,
 - c. Update language on CSMFO Reserves

- d. Update language on Travel and Expenses to clarify who it applies to, allowable expense, and
- e. Remove language on League Policy Committee Appointee expenses
- f. Add language for Conference Revenues
- g. Add language for Refund Policy for course and events
- h. Update language on signature authority on authorized signers
- i. Add language on the role of the management contract accountant
- j. Add language on cash management
- k. Update language on invoice and disbursement approval process
- l. Add language on accounts receivable

The Finance Committee will continue review the current manual to address the following areas:

- Investment Policy
- Contract Approval Policy
- Rate Management Policy
- Long Range Financial Policy (guiding principles)

Attachment:

Policy and Procedures Manual – Redline Version

Policy and Procedures Manual – Clean Version

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS



Policy and Procedures Manual

Revised October 2022

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

I. FURTHER DUTIES OF OFFICERS

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

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

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

II. BOARD OF DIRECTORS

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

III. STANDING COMMITTEES

A. Committees

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

1. Administration Committee, whose primary objectives are to:
 - a. Review and update CSMFO policies and procedures as needed or requested.
 - b. Undertake special projects as directed by the Executive Committee or Board of Directors.
 - c. Administer contracts on behalf of CSMFO. Draft and execute contracts as directed by the Executive Committee, Board of Directors, or standing committees.
 - d. Enhance the effectiveness and use of technology by CSMFO and its member agencies in exchanging information, increasing productivity, and enhancing member services.
 - e. Maintain a CSMFO internet presence and website to enhance membership benefits, provide professional information, establish relevant links, and support continued training.
 - f. Facilitate information sharing among members.
2. Career Development Committee, whose primary objective is to promote the professional development of its members by providing affordable and accessible training opportunities. Activities may include, but are not limited to:
 - a. Review and/or develop core courses and webinars.
 - b. Plan and execute the annual Weekend Training.

- c. Coordinate professional development services.
 - d. Undertake special projects as directed by the Executive Committee or Board of Directors.
3. Communications Committee, whose primary objectives are to:
- a. Enhance the communications between CSMFO leadership and its members through the CSMFO Magazine, CSMFO News, website, email, and other common forms of communication.
 - b. Work to ensure a common branding experience for all CSMFO members.
 - c. Develop policies, guidelines, and procedures related to CSMFO Magazine, CSMFO News, publications, and other communication materials.
 - d. Coordinate with CSMFO leadership and Board on consistent messaging.
 - e. Undertake special projects as directed by the Executive Committee or Board of Directors.
4. Finance Committee, whose primary objectives are to:
- a. ~~Provide~~ Review ~~and oversee ight of the~~ CSMFO financial statements ~~and records, ensuring sufficiency and alignment with of~~ CSMFO's financial objectives. ~~on a monthly basis.~~
 - b. ~~Serve as an approver for CSMFO check registers (Chair).~~
 - c. ~~Assist the President-Elect with the~~ Oversee preparation of the CSMFO annual budget ~~and monitor implementation.~~
 - d. ~~Evaluate~~ existing financial policies and make recommendations for new financial policies.
 - e. ~~Coordinate with other standing committees on financial matters and provide assistance as needed.~~
 - f. ~~Collaborate with and support the executive leadership of CSMFO and like organizations, as described~~ Perform other financial duties outlined in Section XIII of this ~~m~~Manual.
5. Membership Benefits Committee, whose primary objectives are to:
- a. Solicit and encourage new members from eligible agencies and promote the benefits of CSMFO membership.
 - b. Solicit feedback from members on what benefits they want out of CSMFO membership.
 - c. Follow-up on non-renewing members and outstanding membership invoices.
 - d. Undertake special projects as directed by the Executive Committee or Board of Directors.
6. Professional Standards Committee, whose primary objective is to identify and analyze new or emerging professional standards for municipal finance. To accomplish this, the committee will:
- a. Disseminate information on emerging standards to the members.
 - b. Support content for potential new training courses.
 - c. Develop suggested systems and procedures, as needed.
 - d. Undertake special projects as directed by the Executive Committee or Board of Directors.
7. Program Committee, whose primary objective is to set the educational content of the Annual Conference, including:
- a. Conducting calls for presentations, as the committee deems necessary.

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

B. Committee Structure

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

C. Committee Reports

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

IV. MEETINGS

A. Board of Directors Meetings

The Bylaws provide for at least two Board meetings annually. There may be such other meetings as the Board of Directors may determine. CSMFO will pay for transportation-related travel expenses for in-person board meetings held other than at the Annual

Conference and Strategic Planning Session for members of the Board of Directors, members of Standing Committees, and Chapter Chairs or Chapter Vice-Chairs.

All Board meetings are open to all members.

B. Annual Meeting

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

C. Strategic Planning Session

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

V. ELECTIONS

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

The "qualification statement" may contain the following information:

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

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

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

VI. AWARDS PROGRAMS

CSMFO sponsors five awards programs.

A. CSMFO Financial Reporting Awards Program

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

B. Excellence in Budgeting

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

C. Innovation Award

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

D. Distinguished Service Award

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

E. Volunteer of the Year Award

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

F. Board Proclamations

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

VII. ODELL SCHOLARSHIP

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

Recipients of the Odell Scholarship will also receive a complimentary invitation to attend

the CSMFO annual conference. It is the responsibility of the scholarship recipient to contact the CSMFO office no less than two (2) weeks prior to the start date of the conference in order to confirm attendance.

VIII. MEMBERSHIP

A. Status

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

B. Other Classifications of Members

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

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

C. Directory

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

D. Dues

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

1. The Board of Directors shall annually establish dues amounts per membership category.
2. New municipal and other government members signing up after July 1 until September 30 will pay 50% of the current annual dues. New members who pay the full amount of dues between October 1 and December 31 shall be considered current members until December 31 of the following year.

3. Membership dues are due on January 1 of each year, as specified in Article II, Section C of the Bylaws.
4. Membership dues renewal notices shall be sent in November.
5. Membership will lapse for any person should dues remain unpaid on March 1.
6. Dues may be prorated at the discretion of the Board of Directors.
7. The Board of Directors has the discretion to establish special one-time dues to encourage new membership.

E. Use of CSMFO Logo – Discussion on Branding

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

IX. ANNUAL CONFERENCE

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

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

X. GOVERNMENTAL AFFAIRS LIAISON OFFICERS

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

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

A. Advocacy Guiding Principles

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

B. Responsibilities

The primary responsibility of the Governmental Affairs Liaison Officers is to coordinate and communicate with legislative advocates and other partners, rather than taking policy positions on legislative issues or other matters. The Governmental Affairs

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

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

XI. CHAPTERS

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

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

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

In the event that a Chapter Chair is no longer eligible for Active Municipal Member status, the Chapter will seek a new Chapter Chair. For the benefit of the Chapter's continuity, the

non-Municipal Member is encouraged to serve as a Chapter advisor until the vacancy is filled.

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

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

XII. ~~ACCOUNTING AND BUDGET POLICY~~ ~~FINANCE COMMITTEE PROCEDURES~~ ~~BUDGET AND ACCOUNTING PROCESSES~~ ~~POLICY~~

A. ~~Accounting~~

- ~~1. Accounting records are maintained in full accordance with all the requirements of Generally Accepted Accounting Principles (GAAP) and shall be audited annually in accordance with Generally Accepted Auditing Standards (GAAS). The Fiscal Year is January 1st to December 31st.~~
- ~~2.1. Financial reporting Reports are prepared monthly for review by the Executive Committee and Finance Committee before being presented to the Board for full approval.~~
- ~~3.1. Annual Audit The Audit Committee is responsible for all aspects of the audit.~~

B. ~~A. Budget~~

- ~~1. Annually, the President-Elect, in consultation with the other members of the Executive Committee and the Finance Committee, shall prepare a proposed budget for consideration by the Board at the Fall Board meeting. Final Board approval of the budget shall occur at the last Board meeting prior to the beginning of the new fiscal year.~~
- ~~2.1. Objectives~~
 - ~~1. A. CSMFO will strive to maintain a balanced budget. This means that a balanced budget meets these criteria: :~~
 - ~~i. Annual Operating revenues fully cover annual operating expenditures.~~
 - ~~ii. Reserves must meet minimum thresholds established in this policy levels.~~
 - ~~2. Budget Development~~
 - ~~a. CSMFO's fiscal year shall be the calendar year, from January 1 to December 31.~~
 - ~~b. The Chair of the Finance Committee shall work with the various Chairs (Committees, Chapters, and Ad Hoc Chairs) to develop budget requests by August 31 of each year and shall compile and submit these requests to the President-Elect.~~
 - ~~b.c. Annually, the President-Elect, in consultation with the other members of the Executive Committee and the Finance Committee, shall prepare a proposed budget for consideration by the Board at the Fall Board meeting. Final Board approval of the budget shall occur at the last Board meeting prior to the beginning~~

Commented [AJ1]: I'm not really tied to changing the title of this section, now that we've made it through the whole process. "Accounting and Budget Policy" or "Finance Policies" does seem appropriate? It's not only the finance committee we are discussing here.

Commented [OD2R1]: "Budget and Accounting Processes"? Agree we're discussing much more than Finance Committee activities and wouldn't want to give that impression.

Commented [MM3R1]: Agreed - Budget and Accounting Policy

Commented [OD4]: A balanced budget and use of reserves aren't really an objective, so created two new sections.

Commented [OD5]: Assuming I have the intent correct, this rephrasing seemed clearer.

of the new fiscal year. ~~The Executive Director shall ensure that the budget is submitted by calendar year-end December 31.~~

Commented [AJ6]: This is language from Bylaws.

3. Budget Amendments

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

- a. ~~A committee chair seeking approval to establish for a new program to begin during the current fiscal year and requiring a financial commitment must contact first secure approval from the Board President to discuss the program, who shall bring the proposal to the Executive Committee. Any proposed current year budget changes must identify all anticipated and possible costs, and be clearly justified with issue background, proposed solution, alternatives, and recommended solution. The proposal should also clearly state whether the solution new program is one-time or ongoing. The Board may discuss the new program and amend the budget, if approved, at a Board meeting.~~

Commented [OD7]: Should there be a materiality measure here? \$500 requires board review?

Commented [AJ8R7]: I worry about adding too much complexity. I think it's easier to say - if you want to start a new program with a financial impact, it should go through this process. Truly, even new programs without a financial obligation should go through this process -?

Commented [MM9R7]: We confirmed - no need to discuss materiality.

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

B. Accounting Records, Auditing and Reporting

1. Records:

~~Accounting records are maintained in full accordance with all the requirements of Generally Accepted Accounting Principles (GAAP) and shall be audited annually in accordance with Generally Accepted Auditing Standards (GAAS).~~

~~Year. The Fiscal Year is January 1st to December 31st.~~

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

Commented [OD10]: We state this above so may not be needed again.

2. Annual Audit:

~~Accounting records shall be audited annually in accordance with Generally Accepted Auditing Standards (GAAS). The audit shall be completed by an independent third-party auditor. The Finance Committee shall participate in the audit process and reports on the annual audit to the Executive Committee. The Executive Committee, who serves as the audit committee per the bylaws. — The Audit Committee is responsible for all aspects of the audit.~~

3. Financial Reports and Budget Monitoring:

- a. ~~Financial Summary — CSMFO staff shall provide a monthly financial update to the Board. The monthly financial update shall include the following:~~

- i. ~~Statement of Net Assets~~
- ii. ~~Summary of Financial Income and Expense~~
- iii. ~~Profit & Loss Budget Performance~~
- iv. ~~Statement of Financial Income and Expense (Detail)~~
- v. ~~Chapter Income and Expense~~

- vi. Check detail
- vii. Annual conference budget and spending (as appropriate)
- a-b. Semi-annual budget monitoring report. —CSMFO staff shall provide a semi-annual budget monitoring report to the Board in April and October to the Board.
- c. Disbursement Report. The Finance Committee shall review a monthly disbursement report as part of their regular monthly meeting.

Commented [AJ11]: Placeholder pending outcome of subcommittee on financial reporting

C. Reserve and Undesignated Net Assets Policies

1. Reserves or undesignated net assets may be used to fund new one-time projects or one-time expenditures (i.e., e.g., "one-time," non-recurring expenditures including capital outlays, start-up programs, revenue stabilization efforts, or other "one-time," similar non-recurring expenditures).
2. Operating Reserve
CSMFO will maintain operating reserves that are equivalent to 25% of total annual budgeted expenditures for "Supporting Services" only, excluding any significant one-time costs or the annual conference. This represents 90 days of operations, and is considered the minimum level necessary to maintain CSMFO's credit worthiness and to adequately prepare for:
 - a. Economic uncertainties and other financial downturns, such as reduced membership fees or other revenue shortfalls.
 - b. Contingencies for unseen operating or capital needs.
 - c. Cash flow requirements.

Commented [OD12]: "start up programs" sounds like an ongoing expenditure, so I attempted an adjustment.

CSMFO shall not adopt a budget that does not fully fund the 25% operating reserve. Should revenues and/or expenditures fail to meet projections during the fiscal year and necessitate the need to utilize the operating reserve, the Finance Committee, in coordination with the Executive Committee, will develop a plan for expenditure reductions and/or revenue enhancements to bring the operating reserve into compliance as soon as practicable. CSMFO may not operate with an anticipated deficit in the operating reserve and must reduce expenditures and/or secure additional revenues in order to maintain the 25% reserve.

3. Conference Reserve Account
Apart from the Operating Reserve Account, CSMFO will maintain a Conference Reserve Account in the amount of \$700,000 equal to the contracted commitments, less any deposits already paid.
4. Use of Undesignated Net Assets:
Net assets remaining over and above the oOperating or cConference rReserve shall be classified as Undesignated Net Assets. Use of these undesignated funds requires Board approval and is intended to be limited to one-time, non-operating expenses.
5. Examples of such uses include but are not limited to the following: contributions to the Odell Scholarship Fund; website upgrades; conference subsidies; one-time expenses not budgeted such as covering the cost of a Chapter meeting or providing free or subsidized in-person or virtual training to members.
5. Oversight of Reserves.
 - a. Reserve Accounts.

Commented [DC13]: I think we should consider saying something to the effect of, "CSMFO shall not adopt a budget that does not fully fund the 25% operating reserve. Should revenues and/or expenditures fail to meet projections during the fiscal year and necessitate the need to utilize the operating reserve, the Finance Committee, in coordination with the Executive Committee, will develop a plan for expenditure reductions and/or revenue enhancements to bring the operating reserve into compliance as soon as practicable.."

Commented [MM14R13]: Updated language

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

~~c.~~ Changes or Use of Reserves or Undesignated Net Assets.:

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

~~e.~~

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

~~g.~~

~~h.c.~~ Restricted Net Assets. — ~~A~~any asset restricted by GAAP, such as Chapter balances, shall not be used for any purpose other than those purpose(s) specifically authorized.

D. Travel and Operating Expenses and Disbursement procedures

1. Travel Expenses

~~a. General~~

~~b.a.~~ As hereby described, ~~t~~The President, Board members, committee leadership, and chapter leadership Executive Director, support staff, conference speakers designated by the Program Committee, chapter leadership and any operational contracts that include reimbursement provisions, should may seek expense reimbursement from CSMFO for authorized purposesexpenses. Funds shall only be made available on a reimbursement basis. Reimbursement shall ~~be made by the Executive Director upon presentation of proper vouchers, receipts, etc~~follow the standard procedure for other accounts payable invoices.

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

Additionally,

i. Daily meal reimbursement rates shall be at the lowest current federal General Services Administration meals and incidental expenses (MI&E) rate for breakfast, lunch, and dinner.

ii. Hotel reimbursement rates Lodging shall be obtained at the most economical rate reasonably available and should not exceed the published conference room rate. Government rates should be utilized, if available.

iii. Use of conference headquarters hotels is encouraged. shall correspond to the most recent federal General Services Administration rate ("GSA Daily Lodging Rate") for the region of California or other locality where the lodging is required

iv. Hotel internet charges shall not be reimbursed.

Commented [AJ15]: Here we say members, later we say board members. Is travel reimbursement limited to board members? I think it is available to all leadership positions.

Commented [OD16R15]: Need to discuss with Finance Committee as a whole.

Commented [AJ17R15]: Agreed. Let's remember that there are multiple places where "member" reimbursement is mentioned, so let's be sure to be consistent.

Commented [DC18R15]: I think we can just add "eligible" in front of members since we define which members are eligible in other areas of the document.

Commented [MM19R15]: Committee leadership is previously defined in the document

Commented [MM20]: Do we want to state actual amount but not to exceed GSA? (August 4)

Commented [DC21]: I think we need to also add that costs for conference/event hotels will be fully reimbursed. I don't think the GSA rate would cover the conference rate these days.

Commented [MM22R21]: We discussed adding language that about conference rate hotel - there are few other areas where CSMFO is paying for hotel except maybe for instructors at CDC core courses.

- v. ~~Funded air travel shall be at the economy class level, or if not available, business class level.~~
- vi. ~~Baggage expenses may be paid for up to [one] bag at the standard size permitted by the airline. Excess luggage fees will not be reimbursed, and no excess weight.~~
- vii. ~~Reimbursement requests for travel must be submitted within 30 days of the final date of travel.~~
- viii. ~~Travel advances are not permitted.~~
- ix. ~~Travel reimbursement requests outside of the above parameters need to be approved the Ppresident, Ttreasurer, or Eexecutive Ddirector.~~

Commented [AJ23]: Better?

Commented [OD24]: Wordsmith...

2. President's Expenses

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

3. CSMFO Board Member and Leadership Expenses

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

4. League Policy Committee Appointee Expenses

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

Commented [AJ25]: Did we delete this entirely? It is in the current manual but not in our revised version. I just wanted to be sure it was an intentional deletion.

Commented [OD26R25]: Decided to delete

Commented [OD27R25]:

E. Program and Supporting Services Expenditures and Revenues

5.1. Committee Expense

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

6.2. Chapter Expense

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

borne by the chapter chairs' agency.

7.3 Chapter Balances

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

Commented [OD28]: Is this phrase needed? Seems vague and potentially unnecessary.

4. Conference Revenues

It is the position of CSMFO that conferences shall, at a minimum, generate net income greater than final expenses.

Commented [AJ29]: Pending language about 10% profit on conference

Commented [OD30R29]: Expect this to be resolved in August meeting

—Refund Policy for

5. Course and Events

1. A full refund to a course or chapter event ("event"), regardless of method of delivery (i.e. virtual or in person), will be provided to an enrollee provided the enrollee submits a request in writing at least 3 business days before the event by emailing office@staff.csmfo.org. A \$25 cancellation fee will be assessed, and no account credits will be offered.
2. CSMFO will allow certain transfers of the event registration if the enrollee provides written notice (by emailing office@staff.csmfo.org) at least 3 business days before an event, as follows:
 - a. The enrollee may transfer their registration to another event that already exists on the event calendar within the same calendar year.
 - b. The enrollee may transfer their registration to another person for the same event.
 - c. If the transfer is unable to be made to an event that already exists on the event calendar in the same calendar year, CSMFO will provide a full refund (no cancellation fees).
 - d. In cases where such transfers result in a price differential (for example, if the new event has a higher fee than the event, or, if the transfer is being made from a member to a non-member), the differential will become due to CSMFO.
3. If an enrollee registers for an event within the 3 business days of the event and is unable to attend, no refund or transfer will be allowed.
4. In the case of an event cancellation by CSMFO, CSMFO will provide a full refund to all enrolled participants.

Conference Event

5. Registrants unable to attend a conference event may request a refund (less any cancellation fees) by submitting a written request to:

CSMFO Annual Conference
808 R Street, Suite 209
Sacramento, CA 95811
Or via email to: office@staff.csmfo.org

All cancellations received prior to 14 business days of the Wednesday conference start date, will be refunded less a \$75 processing fee. There will be no refunds for cancellations made within 14 days of the Wednesday conference start date. CSMFO does not offer credits at this time.

8. ~~Course and Chapter Event Refunds~~

~~Refunds to course and chapter event enrollees shall only be provided if the refund request is received in writing seven calendar days prior to the first day of the course or chapter event.~~

Commented [AJ31]: Not sure where this section should live.

Commented [OD32R31]: Moved it under disbursements below. Will that work?

E.F. ~~Payments~~Signature Authority, Check Runs, and Cash ProceduresDisbursementManagement

a. ~~Disbursement Approvers~~

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

b.a. ~~Check Signers~~Signature Authority

i. ~~All checks require two signatures.~~ The designated check signers, will ~~are be~~ the Executive Director and either a Board-designated another single designated member of the Executive Committee or the appointed Treasurer.

Commented [OD33]: Is this what's intended?

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

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

b. Smith, Moore, and Associates (SMA) Accountant.

- i. The SMA accountant will make bimonthly check runs to pay invoices.
- ii. The SMA accountant will implement and follow positive pay practices.
- iii. Check signatures are safeguarded and approvals will be overseen by the SMA accountant.

c. Cash Management

- i. A minimum of one month cash expenditures shall be maintained in the checking account.
- ii. Transfers from the Local Agency Investment Fund to the checking account that

do not occur on a regular, monthly basis shall be approved by the Finance Committee Chair.

G. Invoices and Disbursement Approvals-Approval Process

1. Invoice Approvals

- a. Invoices are approved by the CSMFO volunteer or staff member who can best verify the validity of the invoiced amount (see following table). Typically, approving an invoice indicates verification that the goods or services invoiced have been received or provided in accordance with the approved contract or spending arrangement.

To provide oversight of CSMFO expenditures the Finance Committee shall, on a bimonthly basis, review all invoices paid in the prior month and pay all approved invoices accrued since the prior payment period.

Expense Type	First Level Approver
<u>Goods and services for Chapter events</u>	<u>Responsible Chapter Chair</u>
<u>Goods and services for Committee events</u>	<u>Responsible Committee Chair</u>
<u>Annual Conference</u>	<u>Conference Coordinator</u>
<u>Reimbursement for CSMFO Leadership</u>	<u>Executive Director or Treasurer</u>
<u>Consultant services not specific to any single committee function</u>	<u>Administration Committee Chair or Executive Director</u>
<u>Executive Director Reimbursements and Routine administrative expense (utilities, office supplies, etc.)</u>	<u>Not subject to first level review</u>

Commented [OD34]: This sounds like the Finance Committee is directing invoices to be paid, which may not be what was intended. Is this clause needed?

The above expenses are reviewed by the final disbursement approvers (Section G.2. below)

- b. Invoices shall not be paid until the following information has been identified and attached with the invoice and all related receipts and documentation. Invoices that do not include this information and approval will not be approved for payment:

- i. Account code and name for payment.
- ii. Contract number and name, if applicable.
- iii. Disbursement report.
- iv. Signature or acknowledgement indicating approval to pay, by the Chapter Chair, Committee Chair, or Conference Coordinator, as applicable, and Finance Committee or Executive Director.

~~Invoices that do not include this information and approval will not be approved for payment.~~

~~If the Executive Director is not able to review invoices, approval to pay in their stead the Treasurer may approve on their behalf, be granted by the Treasurer.~~

- c. Approved invoices should be forwarded to the SMA accountant for review, processing, and payment.

- d. Invoices that are not substantiated, or paid within 30 days of invoice receipt, or otherwise deficient, shall be documented and reported to the Executive Committee Director.

Commented [AJ35]: If we route everything through the ED, we only need the ED's signature on the invoice to demonstrate approval to process.

Commented [OD36R35]: Agree. Recommend deleting.

Commented [OD37]: This seemed more straightforward, not waiting for approval to be granted.

Commented [AJ38]: Is this necessary?

Commented [OD39R38]: I think not. The vendor will correct deficient invoices if they want to get paid, or the ED should know to report it if it's a substantial or sensitive payment.

2. Disbursements

Disbursement Approvers

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

e. —

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

c. Course and Chapter Event Refunds. Refunds to course and chapter event enrollees shall only be provided if the refund request is received in writing seven calendar days prior to the first day of the course or chapter event.

H. Accounts Receivable—

To ensure that receivables are collected in a timely manner, receivables shall be processed and recorded in manner that allows for aging analysis (30-day increments), the collection of delinquent accounts, and periodic write-offs to ensure that accounts receivable are not overstated. Delinquent notices shall be sent within 30 – 60 days of past due payments. Payments over 70 days shall be sent to a designated collection agency, unless otherwise directed by the Board. Write-offs shall be identified annually, and all write-offs must be approved by the Board.

Commented [AJ40]: Treasurer now = FC Chair. Modify?

Commented [OD41R40]:

Commented [AJ42]: Is this working well, or should we designate who the two primary approvers are? With so many approvers, I can't get my head around logistics. For example, what if Rich and Ernie say "yes" to a check run while Margaret is questioning an invoice.

Commented [MM43R42]: Leave informal - can decide amongst the group.

XIII. COOPERATION WITH OTHERS

A. Like Organizations

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

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

B. Press

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

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

C. CSMFO Policy Position

CSMFO may receive inquiries regarding the viewpoint of the organization on an issue

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

XIV. CSMFO PUBLICATION

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

XV. CONTRACT APPROVAL POLICY

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

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

All contracts with fees of \$5,000 or less shall be executed by the Executive Director. Contracts that are executed within the Executive Director's contract authority will be included as an information item on the consent calendar of the next Board meeting.

If there is a contract that is urgent in nature where the duration of time until the next Board meeting would be detrimental to CSMFO, the Executive Director will notify the full Board of Directors of the need and obtain authorization from the Executive Committee to execute the contract.

XVI. RECORDS RETENTION POLICY

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

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

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

A. Ownership of Records

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

B. Definitions

1. Disposition – The length of time a record is kept, which may be permanent
2. Historical Record – The retention of records that have enduring value because they reflect significant historical events or document the history and development of CSMFO
3. Records Retention Schedule – The document identifying the length of time a record is maintained, including disposition.

C. Records Retention Codes

A/E:	After expiration
AU:	Audit
C:	Current
D/R:	Destroy when no longer relevant
P:	Permanent

XVII. AMENDMENTS

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

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

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



Dedicated to Excellence in Municipal Financial Management

CSMFO BOARD REPORT

DATE: October 30, 2023

FROM: Past Presidents Advisory Council (PPAC), Drew Corbett, Chair

SUBJECT: PPAC Roles and Responsibilities

Recommendation:

The Board approves the inclusion of Past Presidents Advisory Council Roles and Responsibilities into the CSMFO Leadership Roles and Responsibilities Document and the Policy and Procedures Manual.

Background:

The initiative to engage past presidents began as a part of the 2017 CSMFO strategic plan, with the concept of the Past Presidents Advisory Council (PPAC) being introduced in 2019. Based on direction from the Board, language around PPAC roles and responsibilities was brought forward for Board consideration in 2020. While this initiative was postponed during the COVID-19 pandemic, it did return as a part of the 2023 strategic plan.

The attachment provides recommended language for both the Policy and Procedures document and the Leadership Roles and Responsibilities document. In short, PPAC recommends engagement with CSMFO through:

- Supporting CSMFO committees;
- Supporting local chapters;
- Offering recommendations for CSMFO awards;
- Being a strategic voice for the organization;
- Mentoring CSMFO members and leaders; and
- Fostering relationships and sharing insight.

Attachments:

1. Background and Timeline of PPAC Discussion
2. Proposed Leadership Roles and Responsibilities for PPAC
3. Proposed Language for CSMFO Policy and Procedures Manual



CSMFO Past Presidents Advisory Council

Background & Timeline:

- Introduced at 2017 CSMFO Strategic Planning Session; Action Plan was to “Engage Past Presidents”
- Initial Board Meeting Introduction and Direction Provided – November 7, 2019
- Draft Language on PPAC for Board Input – December 5, 2019
- Final Recommended Language for PPAC for Board Approval – January 28, 2020
- 2023 CSMFO Action Plan
 - Focus Area: Leadership Identification and Development
 - Goal: Update & Confirm PPAC Roles & Responsibilities
- Meeting: PPAC Meeting Hosted by Steve Heide – May 31, 2023
- Interim PPAC Chair Appointed: Drew Corbett
- Assignment: Review & Update Roles and Responsibilities of PPAC
- Update the CSMFO Policy & Procedures Manual
- PPAC Meeting: August 22, 2023 (10am to 1:30pm)
- Finalize PPAC Roles & Responsibilities: September 19, 2023 (11am to 12pm)
- Update to CSMFO Board – October Planning Session
- Approval of PPAC Revised Roles and Responsibilities - October Board Meeting
- Schedule Quarterly Meetings Starting in 2024

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS

Leadership Roles & Responsibilities Document

Past President Advisory Council

The goal of the Past President Advisory Council (PPAC or Council) is to engage past presidents who welcome the opportunity to continue to be engaged in CSMFO, be a strategic voice to CSMFO Leadership, support committees and chapters, and be a general resource and ambassador for the organization. The PPAC's primary role is to coordinate with the CSMFO leadership; however, the Council may receive direction from the Executive Committee, the Board, or Committee Chairs. Roles and responsibilities for the PPAC include:

- Conducting him/herself at CSMFO functions and in their professional and personal lives in a manner becoming of the CSMFO leadership.
- Being outwardly supportive of decisions made by the CSMFO Board of Directors, regardless of personal opinions.
- Being represented at Board of Directors meetings to keep the Board apprised of committee activities.
- Supporting CSMFO committees by:
 - Serving on standing Committees in various capacities (Chair, Vice Chair, member, senior advisor).
 - Offering speaker suggestions for the Career Development Committee and the Program Committee for their consideration.
 - Presenting ACFR/Budget/Innovation Awards to members and their agencies.
 - Serving as conference moderators.
 - Participating in career development programs as speakers or trainers.
 - Advising on the President's Dinner at the annual conference.
 - Having representation on the Nomination Committee pursuant to the bylaws.
- Supporting local chapters by:
 - Being a resource for the Chair and Vice Chair
 - Offering advice and suggestions for speakers.
 - Attending meetings and being supportive of chapter activities and initiatives.
- Offering recommendations for CSMFO awards by:
 - Making Distinguished Service Award recommendations to the President-Elect.
 - Identifying additional ways to recognize members in the CSMFO community, including proclamations for retiring members who have served in key leadership roles.

- Being a strategic voice for the organization by:
 - Having representation at the annual strategic planning workshop and any other special meetings.
 - Developing a roadmap for succession planning or pathways for future leaders.
 - Providing insight and history at strategic planning sessions and Board meetings.
 - Serving as the organization's historian to provide context to discussions and decisions for consideration.
 - Providing support, guidance, and facilitation to CSMFO leadership.
- Mentoring CSMFO members and leaders by:
 - Advising/strategizing with finance managers about career issues.
 - Sharing words of wisdom from our presidency and preparing for the next significant association milestone.
 - Participating in mentorship programs, including the first-time attendees session at the annual conference.
- Fostering relationships and sharing insight by:
 - Engaging with retirees.
 - Having the Immediate Past President act as a liaison to out of state associations.
 - Having Past Presidents be liaisons for VIP's at the annual conference.
 - Becoming part of a speaker's bureau.
 - Being ambassadors for CSMFO (e.g. thank you letters signed by PPAC for our top conference sponsors).
 - Participating in college visits and speaking engagements to promote CSMFO and to engage students to consider careers in local government finance.
- Supporting the Board's strategic objectives and taking the appropriate steps to complete annual goals by year-end.
- Chairing regularly-scheduled committee meetings to ensure the work of the committee is completed in an efficient and timely manner.
- Communicating regularly with Executive Director and President on matters affecting committee activities, including participating in the Committee Chair meetings.
- Submitting a report on goals to the CSMFO for inclusion in the Annual Report by January 15.

Proposed Language for the Policy and Procedures Manual

- *Insert New Section (Section IV) After Committees or Add to Section III as 10*

Section IV Past President Advisory Council (PPAC)

Members of the PPAC shall consist of active CSMFO past presidents who are interested in continuing to support CSMFO's mission. In coordination with CSMFO leadership, as defined under CSMFO's Leadership Roles & Responsibilities Manual, the role the PPAC is to engage past presidents to be a strategic voice to CSMFO leadership, support committees and chapters, and be a general resource and ambassador for the organization in the following ways:

- Supporting CSMFO committees;
- Supporting local chapters;
- Offering recommendations for CSMFO awards;
- Being a strategic voice for the organization;
- Mentoring CSMFO members and leaders; and
- Fostering relationships and sharing insight.

Annually, the President-Elect shall consult with the active members of the PPAC and appoint a past president to serve as Chair and Vice Chair of the PPAC based on their recommendation. At the discretion of the President-Elect, PPAC members may be afforded the opportunity to serve as a senior advisor to a standing committee, or in any other appropriate role, and to participate in strategic planning meetings. The PPAC Chair shall report at least two times per year to the Board on how the PPAC has engaged in the areas noted above. The PPAC will meet as needed but shall continually support the committees and chapters on an ongoing basis.



CSMFO BOARD REPORT

DATE: October 30, 2023

FROM: Jennifer Ustation, Membership Committee

SUBJECT: Approval of Master Software Services Three-Year
Agreement for the Purchase of Mentorship
Program Software for a Total Cost of \$37,000

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). Applications for the 2023 year increased by 22 members or 3%. An additional 33 members were added to the program resulting in a total increase of 55 members or 7%. All members were matched but not without some minor issues along the way.

Currently, the Mentorship Subcommittee uses excel to match individuals based on information provided within the application, such as the role in their current organization, what they are looking to gain, and years of experience. Individual members of the subcommittee then match mentees with the mentors they feel will be able to assist the mentee with what they are trying to gain from the program. These matches are then notified via email using mail merge provided in Word.

After the 2023 notifications of matches had been sent via mail-merge, the subcommittee was informed that some members had been paired incorrectly. It is not clear how this happened; however, it is speculated that either an older version of the excel sheet had been used for the merge, or there was a computer error with the merge. To prevent this scenario from happening in the future, the Mentorship Subcommittee started to research software solutions that would eliminate much of the manual work that is subject to human error.

Together Mentoring Software

The Together Mentoring Software system provides functionality to manage registration, pairing, scheduling, relationship management, surveying, administration and reporting at the most reasonable cost. The following components will improve the mentorship program by doing the following:

Programs – multiple programs can be run through the software to allow for a multi-use providing even more benefit for CSMFO.

Registration – information is gathered through a survey like what is already sent to current program participants. The registration questionnaire can be customized by program administrators.

CSMFO Benefit: The registration of the participants is maintained by the system and can be updated in future years without the need to re-enter each year of the program.

Pairing – the software will allow for two different approaches to pairing, admin-led pairing or mentee led pairing. Admin-led allows administrators to have full discretion over which users are paired whereas mentee-led allows mentees to have the ability to choose mentors from a short-list. Mentors then can either accept or decline requests for mentorship from mentees. Administrators can change the pairings at any time. For all pairing processes, the services will provide a mentor-mentee pairing algorithm that assists in the identification of the best matches.

CSMFO Benefit: The pairing options allows flexibility in the program, and gives the Mentorship Subcommittee assistance in matching especially when there is a varying number of participants as mentors and mentees.

Scheduling – the services provide the functionality to assist mentees in booking mentoring sessions with their assigned mentor. The software can integrate with either google or office365 mentor calendars providing availability with minimal effort from the mentor. The mentor will then be able to approve or deny.

CSMFO Benefit: The scheduling features allows the Mentorship committee visibility to see if contacts between mentors/mentees are occurring.

Surveying – the services provide the ability to send surveys to Program participants. The survey questions will be configurable by the administrators. This will allow the administrators to gather needed data to track program performance measures.

CSMFO Benefit: Survey results can provide invaluable information to CSMFO as to what mentors/mentees or other participants are interested in exploring. It could provide insight as to potential educational content or other trainings that CSMFO could offer to its members.

Resource Library – the services include a library of resources (e.g.. mentee and mentor handbooks, mentee and mentor courses, and various other top learning materials providing a more robust mentorship program.

CSMFO Benefit: Resources are available through various sources including those that CSMFO wants to share.

Reporting – the services will provide administrators with pre-built dashboards to report on programs and users.

CSMFO Benefit: Allows CSMFO to provide important statistics of the program to the Board, Executive Director and leadership to evaluate the effectiveness of the program.

Authentication – by default, the services will provide an email-based login authentication to ensure user

accounts are secure. The service may also provide single sign on (SSO) through Microsoft Office 365, Google Workspace, or SAML 2.0.

CSMFO Benefit: Allows participants to have a secured access to maintain their own records of their session notes.

The three-year agreement for the services has a total cost of \$37,000 with the payment schedule as follows:

Services Fees:

\$10,000 USD for the first year.

\$13,500 USD for the second year.

\$13,500 USD for the third year.

Payable within net 30 days subject to the Payment Terms.

If the purchase of the software is approved, the software will be able to be implemented and ready for the next mentorship session.

Should the board decide to not move forward with the purchase of the software, then it would be recommended to limit the number of participants in future years as the pairing in excel is overwhelming without the assistance of a software system.

Recommendation:

Authorize the Executive Director to enter into a three-year agreement with Together (US) Inc for a total amount of \$37,000 and appropriate \$10,000 in the Fiscal Year 2023 budget. Fiscal Year 2024 fees have been included in the budget request submitted to the Finance Committee.

MASTER SOFTWARE SERVICES AGREEMENT

This Master Software Services Agreement ("Agreement") is entered into on this 31st day of October, 2023 (the "Effective Date") between Together (US) Inc. and its Affiliates ("Together" or "Service Provider"), and California Society of Municipal Finance Officers ("Customer"). Affiliates of the Customer may also use the Services provided herein. "Affiliate" shall mean an entity which controls, is controlled by, or is under common control with, a party to this Agreement.

Ordering Services

Customer can procure Services through the attached Order Form (Exhibit A).

Terms and policies

The Customer Terms (Exhibit B), Service Level Agreement (Exhibit C), and Support Terms (Exhibit D) are all incorporated into this Agreement.

Entire Agreement

This Agreement including this document, Exhibits and attachments and all referenced pages within constitutes the entire contract between the parties and supersedes all prior and contemporaneous agreements, proposals or representations, written or oral, concerning its subject matter. After the Effective Date, any terms contained in any purchase order, invoice, or other similar form, shall be of no force or effect. Any modifications to the terms of this Agreement, or new terms agreed to by the parties, shall be no force or effect unless set forth in a written amendment to this Agreement signed by the parties. Without limiting the foregoing, the Agreement supersedes the terms of any online agreement electronically accepted by Customer.

The parties hereto have executed this Agreement as of the Effective Date.

Together (US) Inc.:

California Society of Municipal Finance Officers:

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

ORDER FORM #1

Customer: California Society of Municipal Finance Officers	Contact: Jennifer Ustation
Address: 808 R Street, Ste 209 Sacramento, CA 95811	Contact E-Mail: justation@beaumontca.gov
PO#:	Invoice E-Mail: staff@csmf.org
This Order Form forms part of the Master Software Services Agreement signed [Date], by and between Customer and Together (US) Inc. (the "Agreement").	
<p>Services: Together's SaaS Mentoring Platform that helps organizations better manage mentoring programs for their users; the Services are further described in Description of Services attached as Schedule I.</p> <p>Together will also provide the following functionality as part of the Services marked with an "X" below:</p> <ul style="list-style-type: none"><input type="checkbox"/> HRIS integration<input checked="" type="checkbox"/> SSO<input checked="" type="checkbox"/> Calendar integration<input checked="" type="checkbox"/> Video conferencing integration<input type="checkbox"/> Data residency outside of the United States of America<input type="checkbox"/> Translation management (note: human translation charged separately)	
<p>Services Fees:</p> <p>\$10,000 USD for the first year.</p> <p>\$13,500 USD for the second year.</p> <p>\$13,500 USD for the third year.</p> <p>Payable within net 30 days subject to the Payment Terms.</p>	<p>Service Term Effective Date: October 31, 2023</p> <p>Service Term Length: 3 years</p> <p>("Service Term")</p>
<p>Service Capacity: 150 Active Users</p> <p>Customer Success hours: 5 hours</p>	
<p>Implementation Services: Together will use commercially reasonable efforts to provide Customer the services described in the Statement of Work ("SOW") attached as Schedule II hereto ("Implementation Services")</p>	
<p>Notes:</p>	

Together (US) Inc.:

By: _____

Name: _____

Title: _____

Date: _____

California Society of Municipal Finance Officers:

By: _____

Name: _____

Title: _____

Date: _____

SCHEDULE I to Order Form #1 - Description of Services

Functionality

The services provided by Together (the “Services”) will help the Customer manage best-practice mentoring Programs for its employees, contractors, or other authorized representatives (“Users”).

Broadly, the Services will provide functionality to manage registration, pairing, scheduling, relationship management, surveying, administration and reporting.

Programs

The Services will allow for multiple “Programs”. Each Program may have its own Users, registration process, pairing process, and session content.

Registration

The Services will allow for the registration of Users. The registration process will capture information through a questionnaire.

The registration questionnaire questions can be customized by the Customer. Custom questions can be of the following types: choose one, choose multiple, free text, file upload, numeric value, or other types that may be added to the Services from time to time upon written agreement of Customer and Together.

Questions that appear in the registration questionnaire can be customized through the self-service administration portal.

Pairing

The Services will provide the ability to pair Users together as mentors and mentees. Users can be paired together using the following processes:

- Admin-led pairing, where administrators will have full discretion over which Users are paired together; or
- Mentee-led pairing, where mentees will have the ability to choose mentors from a short-list, and mentors will have the ability to accept or decline requests for mentorship from mentees

Administrators will have the ability to make changes to mentor-mentee pairings at any time.

For all pairing processes, the Services will provide a mentor-mentee pairing algorithm that assists in the identification of the best matches.

The criteria used in the algorithm can be customized by the Customer.

The Services will also provide an algorithm that can optimize the mentor-mentee pairs across all unpaired mentees in a Program.

Scheduling

The Services will provide functionality to assist mentees in booking mentoring sessions with their assigned mentor.

Relationship management

The Services will facilitate the relationship between mentees and mentors. In particular, the platform will do the following:

- remind users to schedule sessions;
- send automated emails ahead of sessions with suggested content for the session; and,
- follow-up after sessions to capture feedback.

Surveying

The Services will provide the ability to send surveys to Program participants. The survey questions will be configurable by the Customer. Questions can be of the following types: choose one, choose multiple, free text, file upload, numeric value or other types that may be added to the Services from time to time.

Resource Library

The Services include a library of resources (e.g., mentee and mentor handbooks, mentee and mentor courses, and various other top learning materials).

Administration

The Services will provide a portal available to the Customer's administrators to report on and manage their Program(s).

Reporting

The Services will provide administrators with pre-built dashboards to report on programs and users. The dashboards will overview registration, pairing, and sessions. Additional dashboards may be added from time to time.

Export

The Customer can export data into .csv format for additional reporting needs.

Access

The Services can be accessed through a responsive web application via a compatible browser on desktop, tablet or mobile.

Authentication

By default, the Services will provide an email-based login authentication to ensure User accounts are secure.

If indicated in the Order Form, the Service Provider may provide single-sign on (SSO) through Microsoft Office 365, Google Workspace, or SAML 2.0.

Data integration

If indicated in the Order Form, the Service Provider provides the ability to integrate existing User data into the Services. Integration can occur through Service Provider pulling information from the Customer's systems or by the Customer pushing data to Service Provider's systems.

Calendar integration

If indicated in the Order Form, the Services can integrate into Office 365 and Google calendars to allow the displaying of users' availability.

Video

If indicated in the Order Form, the Services can integrate with common video conferencing providers including Zoom, Microsoft Teams, and Google Meet.

Administrator privileges

The Services will provide controls for administrator privileges. In particular, the Customer will be able to indicate what data each administrator has access to. This includes but is not limited to allowing administrators to only access data for Users based in particular Program.

White labeling

Service Provider will white label the platform so that the platform contains the Customer's logo and colors throughout.

Customer Success Hours

Customer Success Hours are aimed at ensuring that the Customer's administrators receives assistance for maximizing the utilization and benefits of the Services.

Hours are inclusive of onboarding, training, implementation, program review, best practices advice, reporting and strategic updates via email or meetings.






Addressing Errors as defined in Exhibit C do not count towards Customer Success Hours. Support for mentors and mentees do not count towards Customer Success Hours.

SCHEDULE II to Order Form #1 - Statement of Work

A. OVERVIEW / SCOPE / EXECUTIVE SUMMARY:

- Configuration
- Integration

B. PROJECT SCHEDULE:

Together Onboarding Experience 							
 Onboarding & Training		 Building, Registration & Pairing				 Program Runs	
30 Minute Intro	60 Minute Admin Walkthrough (Enterprise)	Build Program	Test & Review Program	Check-In Meeting	Launch Registration/ Pairing	Program Begins	Reporting
1 week after signing	2 weeks after signing	1 week	A few days	After build & test complete	~1-2 weeks for each stage	Desired program length	After program launch
Welcome to Together Intro to CS team. Alignment on strategic priorities, goals, and KPIs.	Kickoff with Program Admins Share key roles, responsibilities, success plan, timelines and walk through how to use platform	Configuring Together Program, general info, plan registration	Review Program Internally Getting program in front of others, testing, and making adjustments Launch program marketing Internal communications, logistics	Review Program with IM Once the program is built and you have reviewed it internally, have your check-in meeting with your IM to review your program & get you ready to launch	Launch registration Kickoff internally, registration opens Monitoring registrations and readiness Whenever you're ready to launch Pairing begins Launch the pairing process	Sessions begin occurring Mentees and mentors start meeting	Monitor post-launch Leverage reporting & program stats
Together IM	Together IM	Customer Admin	Customer Admin	Together IM	Customer Admin	Customer Admin	Both
 IT Integrations:							

Integrations schedule (if applicable)

Application	Go-Live Date
HRIS	Within 1 month of Effective Date
Calendar	Within 1 month of Effective Date
Video Conferencing	Within 1 month of Effective Date
SSO	Within 1 month of Effective Date

C. **ACCEPTANCE:** With respect to the deliverables, as a general guideline, Customer will have a period of 10 (ten) business days to review and respond (contingent to specific Customer schedules for each deliverable). Based on feedback from Customer, Service Provider will use its best efforts to promptly update the deliverable and return to Customer. Upon any such re-delivery, Customer will have another 10 (ten) business days to review the deliverables and either confirm acceptance or provide further feedback to Service Provider until deliverables are confirmed as accepted.

D. **KNOWLEDGE TRANSFER AND SUPPORT:**

Service Provider will assign a resource (the “Implementation Manager”) to provide implementation, integration and ongoing account support.

Service Provider Implementation Manager:

Name: Jai Chaggar	E-Mail Address: Jai@togetherplatform.com
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E. MONITOR AND CONTROL:

Once the Agreement is signed, Service Provider will assign the above-referenced Implementation Manager to work with Customer to manage the budget, deliverables, timeline, and communication requirements for implementation of the Services.

Service Provider’s Implementation Manager will provide:

- Weekly status reports via email
- Meeting agendas
- Updates for risks, issues, assumptions, dependencies, and decisions
- Coordination for story backlog reviews, iterative planning, demos, and other related activities
- Governance oversight - sign off requirements, approvals, escalations

F. MATERIAL ASSUMPTIONS:

Customer will assign resources with up to 20 hours of time to commit during implementation.

Customer IT will use commercially reasonable efforts to promptly support integrations.

G. RESPONSIBILITIES:

The following decision-making protocols (“RACI”) will apply to the provision of the Services and sets out the responsibilities of the Service Provider and Customer in relation to the Services. The RACI indicates the Service Provider and Customer level of involvement in each phase of the Services.

Legend for RACI:

R= Responsible

A= Accountable

C= Consulted

I= Informed

Implementation of the Services is summarized as follows:

RACI

Task	Service Provider	Customer	Comment
30 minute intro	R	C	Introduction of Implementation Manager Discuss goals, key dates, milestones, and other technical requirements to implement the Services
60 minute walk through (if applicable, enterprise tier only)	R	C	Service Provider's Implementation Manager will walk through a 60-minute online training session to train Customer resources to use the tool. At the end of this session, Customer resources will have access to the Services and be equipped with tools and resources to begin building the mentorship program
Build Program	C	R	Customer resources will use the wizards built into the Services to complete the set up. Additional detail can be found here .
Test Program	C	R	Small test group of 5-10 Users to register & leverage SSO Small test group of 5-10 Users to pair Small test group of Users to test calendar and video integration
Pre-launch Check-in	R	C	Service Provider Implementation Manager will review Customer's account configuration during a meeting with the Customer to ensure it is ready to launch to all Users
Launch Registration	C	R	Customer resources turn on registration to the Program and sends out the invites to Users. The Service Provider Implementation Manager can be present if desired.
Calendar and video conferencing Integration (if applicable)	R	A	Details of requirements can be found here : https://help.togetherplatform.com/hc/en-us/articles/4401990920091-Overview-of-Calendar-Integrations

HRIS Integration (if applicable)	R	A	Data specifications found here: https://help.togetherplatform.com/hc/en-us/articles/4401992368283-User-Directory-Data-Spec
SSO Integration (if applicable)	R	A	Details of requirements can be found here: https://help.togetherplatform.com/hc/en-us/sections/1260802832430-Single-Sign-On-Integrations

EXHIBIT A - ORDER FORM #[number]

DO NOT COMPLETE THIS AS PART OF THE INITIAL AGREEMENT; LEAVE AS REFERENCE FOR FUTURE ORDERS

Address:	Contact E-Mail:
PO#:	Invoice E-Mail:
Address:	Contact E-Mail:
This Order Form forms part of the Master Software Services Agreement signed [Date], by and between Customer and Together (US) Inc. (the "Agreement").	
<p>Services: Together's SaaS Mentoring Platform that helps organizations better manage mentoring programs for their users; the Services are further described in Description of Services attached as Schedule I.</p> <p>Together will also provide the following functionality as part of the Services marked with an "X" below:</p> <ul style="list-style-type: none"><input type="checkbox"/> HRIS integration<input type="checkbox"/> SSO<input type="checkbox"/> Calendar integration<input type="checkbox"/> Video conferencing integration<input type="checkbox"/> Data residency outside of the United States of America<input type="checkbox"/> Translation management (note: human translation charged separately)	
Services Fees: \$_____ per year, payable within net 30 days subject to the Payment Terms.	Service Term Effective Date: [Date] Service Term Length: [One] Year
Service Capacity: [Number of users] Active Users Customer Success Manager hours: [Number of hours] hours	
Notes:	

Together (US) Inc.:**[Customer]:**

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT B - Customer Terms

These Customer Terms of Service (the “Customer Terms”) are made part of the Agreement between Service Provider and Customer and describe Customer and User rights and responsibilities when using the Services. These Customer Terms govern Customer and User access and use of the Services.

User Agreement

After being notified of a change to these Customer Terms or the Agreement, as agreed to in writing between Customer and Service Provider, each User agrees to comply with the terms of the then-current Agreement.

Users may submit content or information to the Services (“Customer Data”), and Customer may exclusively from time to time provide Service Provider with instructions on its use. For example, Customer may provision or deprovision access to the Services, enable or disable third party integrations, and manage permissions.

Customer will (a) inform Users of all Customer policies and practices that are relevant to use of the Services and of any Services settings that may impact the processing of Customer Data; and (b) only use Customer Data in compliance with all applicable laws. Service Provider makes no warranty to any User or to any other person regarding Customer Data, including any personal information that may be included in Customer Data.

Subscriptions

A “Subscription” is defined as the individual assignment of an instance of the Services to a User. A Subscription commences when such Subscription is made available to Customer and Users and continues for the term specified in the Order Form, as applicable. Each Subscription is for a single active User for a specified term. Subscriptions are not assigned to Users at the time of procurement. Rather, Subscriptions are assigned to Users by Customer. For clarity, a User becomes active when a User is active in at least one mentor-mentee pairing, the User remains active while in any such pairing(s), and User ceases to be active once a User is removed from all pairings. A Subscription is transferable by Customer to other Users an unlimited number of times. Customer may purchase more Subscriptions by completing an Order Form.

Purchasing Decisions

Service Provider may share information about future product plans for the purposes of transparency. Any Service Provider public statements about those product plans are an expression of intent and may not be relied upon by Customer as it relates to existing Services. When Customer decides to purchase Services, that decision should be based on the functionality or features made available as a part of the existing Services and not on the delivery of any future functionality or features.

Beta Tester

Occasionally, Service Provider seeks to identify beta testers to help test new features. These features will be identified as “beta” or “pre-release,” or words or phrases with similar meanings (each, a “Beta Product”). Beta Products may not be fully functional so they are made available “as is,” and any warranties or contractual commitments made by Service Provider for the Services do not apply. Should Customer encounter any issues with Beta Products, such issues should be communicated to Service Provider in order to iron out issues before making a new feature widely available.

Customer feedback

If Customer sends Service Provider any feedback or suggestions regarding the Services, Customer grants us (for itself and all of its Users and other Customer personnel) an unlimited, irrevocable, perpetual, sublicensable, transferable, royalty-free license to use any such feedback or suggestions for any purpose without any obligation or compensation to Customer, any User or other Customer personnel.

Use of the Services

Customer must comply with the Agreement and ensure that its Users comply with the Agreement and the User Terms. Service Provider may review conduct for compliance purposes, but Service Provider has no obligation to do so. Service Provider isn’t responsible for the content of any Customer Data or the way Customer or its Users choose to use the Services to store or process any Customer Data. The Services are not intended for and should not be used by anyone under the age of 16. Customer must ensure that all Users are over 16 years old.

Removal of Customer Data

If Service Provider reasonably believes that any Customer Data in the Services represents a violation of the Agreement, Service Provider shall notify Customer of such violation and Customer shall cooperate with the removal of such violating Customer Data. In any event where Customer does not remove such violating Customer Data from the Services, and such violating Customer Data represents a material risk to Service Provider, Service Provider may remove Customer Data from the Services.

Payment Terms

Fees for Services are specified in the Order Form. Fees are to be paid within the amount of time specified in the Order Form from the date of Customer's receipt of a correctly stated invoice. Payment obligations are non-cancelable and, except as expressly stated in the Agreement, fees paid are non-refundable. Fees are stated exclusive of any taxes, levies, duties, or similar governmental assessments of any nature, including, for example, value-added, sales, use or withholding taxes, assessable by any jurisdiction (collectively, "Taxes"). Customer will be responsible for paying Taxes associated with the Services, except for those taxes based on Service Provider net income. Should any payment for the Services be subject to withholding tax by any government, Customer will reimburse Service Provider for such withholding tax. Should Customer exceed the number of Users stated in any applicable Order Form, the Customer will be invoiced for any excess at the then current rate unless the Order Form states otherwise.

Credits

Any credits that may accrue to Customer's account (for example, from a promotion), will expire following expiration or termination of the applicable Agreement, will have no currency or exchange value, and will not be transferable or refundable.

Termination for Non-Payment

If any fees owed by Customer (excluding amounts disputed reasonably and in good faith) are thirty (30) days or more overdue, Service Provider may, without limiting other rights and remedies, terminate any fee-based Services until those amounts are paid in full, so long as Service Provider has given Customer ten (10) or more days' prior notice that Customer's account is overdue. Notwithstanding the second paragraph of the "Providing the Services" section below, Customer acknowledges and agrees that a termination will result in the inability for Users to access the platform.

Providing the Services

Service Provider will (a) make the Services available to Customer and its Users as described in the Agreement; and (b) not use or process Customer Data for any purpose without Customer's prior written instructions; provided, however, that "prior written instructions" will be deemed to include use of the Services by Users and any processing related to such use or otherwise necessary for the performance of the Agreement – and, for clarity, any use described in Service Provider's Privacy Policy, and communicated to Customer.

Service Provider Responsibilities

Service Provider represents and warrants that (a) the Services will perform materially in accordance with any then-current Order Form; and (b) subject to the "Termination for Non-Payment" sections, Service Provider will not materially decrease the functionality of a Service during any applicable term of an Order Form. For any breach of a warranty in this section titled "Service Provider Responsibilities", Customer's exclusive remedies are those described in the sections titled "Termination for Cause" and "Effect of Termination".

Protecting Customer Data

Service Provider represents and warrants that Service Provider shall protect Customer Data by maintaining administrative, physical, and technical safeguards. Those safeguards will include measures for preventing unauthorized access, use, modification, deletion and disclosure of Customer Data by Service Provider personnel and third parties. Customer bears sole responsibility for adequate security, protection and backup of Customer Data when in Customer's or its representatives' or agents' possession or control.

Customer data ownership

As between Service Provider and Customer and any Users, Customer owns all Customer Data. Subject to the terms and conditions of the Agreement, Customer (for itself and all of its Users) grants us a worldwide, non-exclusive, limited term license to access, use, process, copy, distribute, perform, export and display Customer Data only as reasonably necessary (a) to provide, maintain and update the Services; (b) to prevent or address service, security, support or technical issues; (c) as required by law; and (d) as expressly permitted in writing by Customer. Customer represents and warrants that it has secured all rights in and to Customer Data from its Users as may be necessary to grant this license.

Services ownership

Service Provider owns and will continue to own the Services, including all related intellectual property rights. Service Provider may make software components available, via app stores or other channels, as part of the Services. Service Provider grants to Customer a non-sublicensable, non-transferable, non-exclusive, limited license for Customer and its Users to use the object code version of these components, but solely as necessary to use the Services and in accordance with the Agreement and the User Terms. All Service Provider rights not expressly granted by this license are hereby retained.

Term and Termination

As further described below, each paid Subscription has a term that may expire or be terminated. The Agreement remains effective until all Subscriptions ordered under the Agreement have expired or been terminated or the Agreement itself terminates. Termination of the Agreement will terminate all Subscriptions and all Order Forms.

Auto-Renewal

Unless otherwise stated in an Order Form, all Order Forms will automatically renew for additional twelve (12) month periods under the same pricing and terms and conditions, unless written notice is provided by one party to the other not less than thirty (30) days prior to the end of the Service Term indicating an intention to cancel the Agreement effective at the end of the Service Term.

Termination for Cause and Suspension

Either party hereto may terminate the Agreement on notice to the other party if the other party materially breaches the Agreement or applicable law and such breach is not cured within thirty (30) days after the non-breaching party provides notice of the breach. Each party is responsible for all acts and omissions of its representatives, including for any breaches of this Agreement, or loss, liability or damage to the Service or to the other party caused by its representatives.

Effect of Termination

Upon any termination for cause by Customer, Service Provider will refund Customer any prepaid fees covering the remainder of the term of all Subscriptions after the effective date of termination. Upon any termination for cause by Service Provider, Customer will pay any unpaid fees covering the remainder of the Service Term of those Subscriptions after the effective date of termination. In no event will any termination relieve Customer of the obligation to pay any fees payable to us for the period prior to the effective date of termination.

Data Portability and Deletion

During the term of a Customer's subscriptions, Customer will be permitted to export or share certain Customer Data from the Services. Following termination or expiration of a Customer's subscriptions, Service Provider will have no obligation to maintain or provide any Customer Data and thereafter, unless legally prohibited, delete all Customer Data in our systems or otherwise in our possession or under our control within 90 days.

Representations Disclaimer of Warranties

Each party hereto represents and warrants that it has authority to enter into this Agreement.

EXCEPT AS EXPRESSLY PROVIDED FOR HEREIN, THE SERVICES AND ALL RELATED COMPONENTS AND INFORMATION ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS WITHOUT ANY WARRANTIES OF ANY KIND, AND SERVICE PROVIDER EXPRESSLY DISCLAIMS ANY AND ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT. CUSTOMER ACKNOWLEDGES THAT SERVICE PROVIDER DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED.

Limitation of Liability

OTHER THAN IN CONNECTION WITH A PARTY'S INDEMNIFICATION OBLIGATIONS HEREUNDER, IN NO EVENT WILL EITHER CUSTOMER'S OR TOGETHER'S AGGREGATE LIABILITY TO THE OTHER PARTY ARISING OUT OF OR RELATED TO THE AGREEMENT, THE CUSTOMER TERMS, OR THE SERVICES EXCEED THE TOTAL AMOUNT PAID BY CUSTOMER HEREUNDER IN THE THREE (3) MONTHS PRECEDING THE LAST EVENT GIVING RISE TO LIABILITY. THE FOREGOING WILL NOT LIMIT CUSTOMER'S PAYMENT OBLIGATIONS UNDER THE "PAYMENT TERMS" SECTION ABOVE.

IN NO EVENT WILL EITHER CUSTOMER OR TOGETHER HAVE ANY LIABILITY TO THE OTHER PARTY FOR ANY LOST PROFITS OR REVENUES OR FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, COVER OR PUNITIVE DAMAGES HOWEVER CAUSED, WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER THEORY OF LIABILITY, AND WHETHER OR NOT THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE FOREGOING DISCLAIMER WILL NOT APPLY TO THE EXTENT PROHIBITED BY APPLICABLE LAW.

The Services support logins using two-factor authentication ("2FA"), which is known to reduce the risk of unauthorized use of or access to the Services. Service Provider will not be responsible for any damages, losses or liability to Customer, Users, or anyone else if any event leading to such damages, losses or liability would have been prevented by the use of 2FA. Additionally, Customer is responsible for all login credentials, including usernames and passwords, for administrator accounts as well as the accounts of Users. Service Provider will not be responsible for any damages, losses or liability to Customer, Users, or anyone else, if such information is not kept confidential by Customer or its Users, or if such information is correctly provided by an unauthorized third party logging into and accessing the Services.

The limitations under this "Limitation of Liability" section apply with respect to all legal theories, whether in contract, tort or otherwise, and to the extent permitted by law. The provisions of this "Limitation of Liability" section allocate the risks under this Agreement between the parties, and the parties have relied on these limitations in determining whether to enter into this Agreement and the pricing for the Services. For clarity, this Agreement does not limit the liability of Customer to any User or of any User to Customer.

Indemnification of Customer

Service Provider will defend Customer from and against any and all third party claims, actions, suits, proceedings, and demands (a) arising from any Service Provider violation of the Agreement, (b) violation of law, or (c) alleging that the use of the Services as permitted under the Agreement infringes or misappropriates a third party's intellectual property rights (a "Claim Against Customer"), and will indemnify Customer for all reasonable attorney's fees incurred and damages and other costs finally awarded against Customer in connection with or as a result of, and for amounts paid by Customer under a settlement Service Provider and Customer approves of in connection with, a Claim Against Customer; provided, however, that Service Provider will have no liability if a Claim Against Customer arises from (a) Customer Data; and (b) any modification, combination or development of the Services that is not performed by Service Provider. Customer must provide Service Provider with prompt written notice of any Claim Against Customer and allow Service Provider the right to assume the exclusive defense and control, and cooperate with any reasonable requests assisting Service Provider defense and settlement of such matter. Except for any remedies available to Customer, at law or in equity, this section states Service Provider's sole liability with respect to, and Customer's exclusive remedy against Service Provider for, any Claim Against Customer.

Customer's Indemnification of Us

Customer will defend Together and its shareholders, officers, directors and employees ("Together Indemnified Parties") from and against any and all third party claims, actions, suits, proceedings, and demands arising from or related to Customer's or any of its Users' violation of the Agreement or the User Terms (a "Claim Against Service Provider"), and will indemnify the Together Indemnified Parties, for all reasonable attorney's fees incurred and damages and other costs finally awarded against Together Indemnified Parties in connection with or as a result of, and for amounts paid by Together Indemnified Parties under a settlement Customer approves of in connection with, a Claim Against Service Provider. A Together Indemnified Party must provide Customer with prompt written notice of any Claim Against Service Provider relating to it and allow Customer the right to assume the exclusive defense and control, and cooperate with any reasonable requests assisting Customer's defense and settlement of such matter. This section states Customer's sole liability with respect to, and the Together Indemnified Parties' exclusive remedy against Customer for, any Claim Against Service Provider.

Limitations on Indemnifications

Notwithstanding anything contained in the two preceding sections, (a) an indemnified party will always be free to choose its own counsel if it pays for the cost of such counsel; and (b) no settlement may be entered into by an indemnifying party, without the express written consent of the indemnified parties (such consent not to be unreasonably withheld), if (i) the third party asserting the claim is a government agency, (ii) the settlement arguably involves the making of admissions by the indemnified parties, (iii) the settlement does not include a full release of liability for the indemnified parties, or (iv) the settlement includes terms other than a full release of liability for the indemnified parties and the payment of money.

Confidential Information

As between Customer and Together, each party ("Disclosing Party") may disclose Confidential Information to the other party ("Receiving Party") in connection with the Agreement.

"Confidential Information" means anything that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure including all Order Forms, as well as non-public business, product, technology and marketing information. Confidential Information of Customer includes Customer Data. If something is labeled "Confidential," that's a clear indicator to the Receiving Party that the material is confidential. Notwithstanding the above, Confidential Information does not include information that (a) is or becomes generally available to the public without breach of any obligation owed to the Disclosing Party; (b) was known to the Receiving Party prior to its disclosure by the Disclosing Party without breach of any obligation owed to the Disclosing Party; (c) is received from a third party without breach of any obligation owed to the Disclosing Party; or (d) was independently developed by the Receiving Party.

Protection and Use of Confidential Information

The Receiving Party will (a) take at least reasonable measures to prevent the unauthorized disclosure or use of Confidential Information, and limit access to those employees, affiliates and contractors who need to know such information in connection with the Agreement; and (b) not use or disclose any Confidential Information of the Disclosing Party for any purpose outside the scope of this Agreement. Nothing above will prevent either party from sharing Confidential Information with financial and legal advisors or with any acquiror; provided, however, that they are bound to confidentiality obligations at least as restrictive as those in the Agreement.

Compelled Access or Disclosure

The Receiving Party may access or disclose Confidential Information of the Disclosing Party if it is required by law; provided, however, that the Receiving Party gives the Disclosing Party prior notice of the compelled access or disclosure (to the extent legally permitted) and reasonable assistance, at the Disclosing Party's cost, if the Disclosing Party wishes to contest the access or disclosure. If the Receiving Party is compelled by law to access or disclose the Disclosing Party's Confidential Information, the Disclosing Party will reimburse the Receiving Party for its reasonable cost of compiling and providing access to such Confidential Information as well as the reasonable cost for any support provided in connection with the Disclosing Party seeking a protective order or confidential treatment for the Confidential Information to be produced.

Survival

The sections titled "Customer Feedback," "Removal of Customer Data," "Payment Terms," "Credits," "Customer Data Ownership," "Services Ownership," "Effect of Termination," "Data Portability and Deletion," "Representations; Disclaimer of Warranties," "Limitation of Liability," "Service Provider Indemnification of Customer," "Customer's Indemnification of Service Provider," "Limitations on Indemnifications," "Confidentiality" and "Survival," as well as all of the provisions under the general heading "General Provisions," will survive any termination or expiration of the Agreement.

Publicity

Customer grants Service Provider the right to use Customer's company name and logo as a reference for marketing or promotional purposes on Service Provider's website and in other public or private communications with Service Provider's existing or potential customers, subject to Customer's standard trademark usage guidelines as provided to us from time-to-time.

Force Majeure

Neither party hereto will be liable by reason of any failure or delay in the performance of its obligations on account of events beyond the reasonable control of a party, which may include denial-of-service attacks, a failure by a third party hosting provider or utility provider, strikes, shortages, riots, fires, acts of God, war, terrorism, and governmental action.

Relationship of the Parties; No Third Party Beneficiaries

The parties hereto are independent contractors. The Agreement does not create a partnership, franchise, joint venture, agency, fiduciary or employment relationship between the parties. There are no third party beneficiaries to the Agreement (for clarity, including Authorized Users).

Email

Except as otherwise set forth herein, all notices under the Agreement will be by email. Notices to Together will be sent to info@togetherplatform.com. Notices will be deemed to have been duly given the day after it is sent, in the case of notices through email.

Waiver

No failure or delay by either party hereto in exercising any right under the Agreement will constitute a waiver of that right. No waiver under the Agreement will be effective unless made in writing and signed by an authorized representative of the party being deemed to have granted the waiver.

Severability

The Agreement will be enforced to the fullest extent permitted under applicable law. If any provision of the Agreement is held by a court of competent jurisdiction to be contrary to law, the provision will be modified by the court and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of the Agreement will remain in effect.

Assignment

Neither party hereto may not assign or delegate any of its rights or obligations hereunder, whether by operation of law or otherwise, without prior written consent of the other party (not to be unreasonably withheld). Notwithstanding the foregoing, a party hereto may assign the Agreement in its entirety (including all Order Forms), without the other party's consent, to a corporate affiliate or in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its assets. Customer will keep its billing and contact information current at all times by notifying Together of any changes. Any purported assignment in violation of this section is void.

Subject to the foregoing, the Agreement will bind and inure to the benefit of the parties, their respective successors and permitted assigns.

Governing Law

All references to 'Together,' 'we,' or 'us' under the Agreement refer to Together (US) Inc.. The Agreement, and any disputes arising out of or related hereto, will be governed exclusively by the laws of the state of Delaware, United States of America, without regard to the United Nations Convention on the International Sale of Goods. The courts located in Delaware, United States of America will have exclusive jurisdiction to adjudicate any dispute arising out of or relating to the Agreement or its formation, interpretation or enforcement. Each party hereby consents and submits to the exclusive jurisdiction of such courts. Each party also hereby waives any right to jury trial in connection with any action or litigation in any way arising out of or related to the Agreement. In any action or proceeding to enforce rights under the Agreement, the prevailing party will be entitled to recover its reasonable costs and attorney's fees.

EXHIBIT C - Service Level Agreement

Together will have its qualified technical staff (a) log errors upon receiving a call or email from Customer according to the table below, (b) respond to errors in the System ("Errors") within the Response Times set forth below and (c) resolve or correct the Errors within the Resolution Times set forth below. Customer, in its reasonable judgment, will determine the severity level of Errors.

Severity Level	Definition	Response Time	Resolution Time
1 Critical	An event and/or problem that has a significant business impact, or an immediate severe impact to a core business process or an operation that is mission critical to the business. The event and/or problem may render the System non-functional.	1 hour	4 hours Together shall promptly initiate the following procedures: (1) assign its specialists and provide escalated procedures to correct the Error on an expedited basis, and (2) provide ongoing communication on the status of an Error on an hourly basis.
2 High	An event and/or problem that has a major business impact to Customer or to a critical operation. The event and/or problem may severely limit the operations of the System.	4 hours	8 hours Together shall promptly initiate the following procedures: (1) assign its specialists and provide escalated procedures to correct the Error on an expedited basis, and (2) provide ongoing communication on the status of an Error on an hourly basis.
3 Medium	An event and/or problem that disrupts the operations of an Application. A workaround is available and use of the System can continue.	1 day	2 days Together shall (1) assign its specialist to correct the Error, and (2) provide communications on the status of the Error on a daily basis.

4 Low	An event and/or problem that has limited business impact, is not critical in nature, or does not have any significant impact to Customer.	1 day	Next Maintenance Release Together shall (1) assign its specialist to correct the Error, and (2) provide communications on the status of the Error on a weekly basis. "Maintenance Release" means a subsequent version of an Application that includes Error corrections and/or upgrades. Together will use commercially reasonable efforts to provide Maintenance Releases not less than four times per year.
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Service Level Credit

(a) If Together fails to meet the Response Times or Resolution Times set forth above, Customer (i) will receive a refund or credit, at Customer's option, equal to twenty percent (20%) of the monthly hosting services fees and (ii) may also terminate the Agreement and/or Order Form without any further obligation to Together. If Customer has prepaid any fees, Together will provide a prorated refund of the total fees from the date of termination.

(b) If Together's service availability falls below 99.9%, Customer will receive a refund or credit, at Customer's option, based on the following percentages off of the monthly hosting services fees:

Monthly Uptime %	Credit of monthly fee
99% - 99.9%	10%
98% - 98.9%	15%
97% - 97.9%	20%
96% - 96.9%	25%
Below 96%	30%

If Together fails to satisfy the Uptime for two consecutive months, then Customer may terminate the Agreement and/or Order Form without any further obligation to Together. If Customer has prepaid any fees, Together will provide a prorated refund of the total fees from the date of termination.

EXHIBIT D - Support Terms

Together will provide Technical Support to Customer via electronic mail and online on weekdays during the hours of 8:00 am through 8:00 pm Eastern time, with the exclusion of Federal Holidays (“**Support Hours**”).

Customer may initiate a helpdesk ticket any time by emailing support@togetherplatform.com or submitting a ticket at help.togetherplatform.com.

Together will use commercially reasonable efforts to respond to all Helpdesk tickets within one (1) business day.



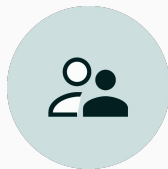
Together Software Mentoring System

Your mentorship program is managed from **end-to-end** with together



Registration

Key information collected through registration process.



Pairing

Support for both “admin led” and “mentee led” pairing processes.

Advanced recommendation and optimization algorithms help when necessary.



Scheduling

Platform reminds users to schedule sessions at an appropriate pace.

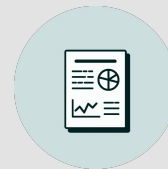
Platform tracks mentorship session scheduling and can assist if necessary.



Development

Pairings reminded before each session of overall goals as well as best practice tips.

Post session feedback measures how mentees and mentors are progressing.



Reporting

All interactions through the platform are captured making it easy to report on the program's success and make adjustments where needed.

HRIS Integrations

bambooHR™

ORACLE

workday.

ADP

UKG

SAP SuccessFactors

Meeting Integrations



Communication Integrations



Calendar Integrations



Why Choose together ?

Best User Experience for Employees

- **Easy to Use:** Guided mentorship programs with simple and effective user experience
- **Tools & Resources:** Extensive resource library with handbooks, courses, & articles
- **Mobile-friendly:** web-based interface without the need to download a new app

Most Customizable Platform for Admins

- **Customize for your organization:** Ability to customize every element of the program
- **Easy & Quick Set Up:** Alternatively, you can launch one of our out-of-the-box programs in minutes, with best practices baked in

World Class Support Team to Drive Success

- **Onboarding & Implementation;** Customer Success Manager to work with program administrator. Dedicated implementation engineer to work with your IT team
- **Reporting & Insights:** Account monitoring and proactive support. Account reviews and check-ins with your CSM.



"Users Love Us"
awarded by G2

84 NPS rated by our
customers in 2021



**94% of Customers Sign
Back** with us each year

Together Product & Use Cases

Mentorship Formats



Cohort

1:1, time-bound



Evergreen

1:1, always-on



Group

Many to many

Mentorship Use-Cases



High Potentials Program

Keep your top talent motivated and driven to succeed by pairing them with your top leaders.



Intern Programs

Help interns find their way and build their careers.



Onboarding Employees

Get your new employees up to speed, and on the right path.



Strengthen Diversity

Create resource groups for diverse employees to connect.



Develop New Managers

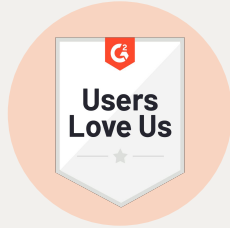
Give managers an outlet to take action on 360 feedback with guidance from mentors.



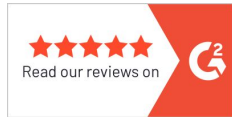
Career development

Help all your employees chart a path through your organization

Together is Recognized as the Leading Mentoring Platform



Read our Reviews!



Partner Best Practices

We're constantly pushing innovation in the L&D space and will continue to bring forward these best practices to your program

Career Development

01



DEI Initiative

02



Global Community

03



UNITED NATIONS

Onboarding

04



Thank You!

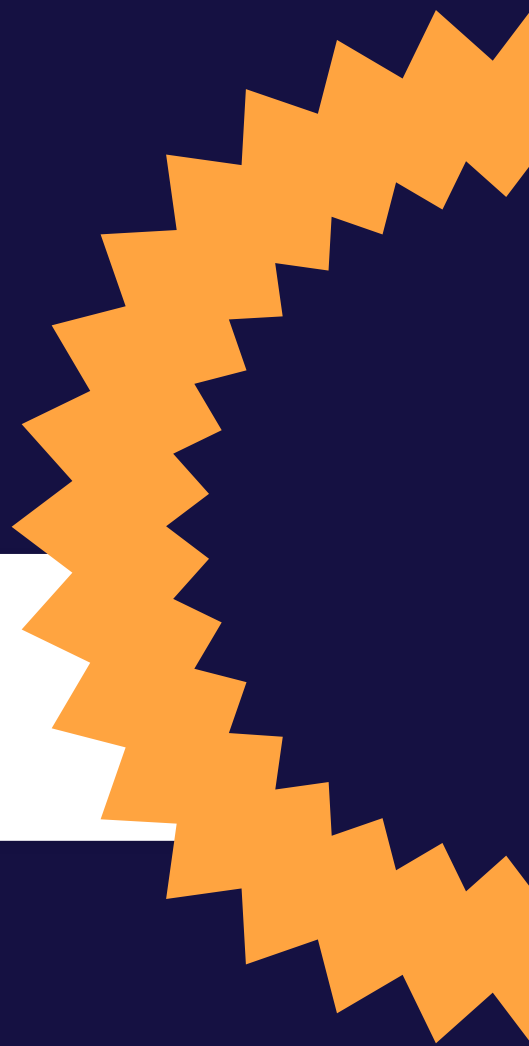


Christina DiGiambattista

Account Executive

christina@togetherplatform.com

917-985-5083



CSMFO Administration Committee Minutes

August 17, 2023 2:00 pm via Zoom
(Meetings occur on the 3rd Thursday of the month)

Members:

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

A. Updates

Item	Status	Comment
<p>Website Redesign:</p> <ul style="list-style-type: none"> Targeted completion date in Annual Conference or Annual Renewals. End result is committee ownership with SMA processing regular updates. Contract approved w/SMA on 2/3/2023. Ad-hoc Committee reports to Admin and Admin will update the Board 	<p>Ad-Hoc Committee:</p> <ul style="list-style-type: none"> Career Development – David Cain & Harriet Commons Commercial – Aneil Murthy Communications – Karla Romero, <i>David Garrison, Will Fuentes</i> Finance – John Adams Membership – Jennifer Wakeman Professional Standards – Dan Buffalo Program – Laura Nomura Recognition – James Russell-Field Student Engagement – Alberto Preciado President - Rich Lee <p>Create core team to streamline decision making.</p> <p>SMA to assist with collaborative environment.</p> <p>Committee Survey is Complete</p> <p>Member Website Survey sent out and 93 responses were received.</p> <ul style="list-style-type: none"> More intuitive navigation 	<p>CSMFO WEBSITE UPDATE</p> <ul style="list-style-type: none"> Core group continues to meet. Audie has worked with committees and staff to update the content. SMA has worked towards identifying the platform that will best meet the goals of the project (i.e. integrated interface that integrates “organization branding.”) SMA has identified how to have “micro sites” for the conference pages and Michael Coleman pages. SMA has confirmed single sign on works across all platforms currently. Plan to put out messaging about this feature in the near future. SMA has developed a couple of design concepts. NEXT STEP – Meet with broader stakeholder group on 9/18 at 1:00 to report on progress, review concepts, and solicit feedback.

<p>Contract Review-SMA</p> <ul style="list-style-type: none"> SMA expired April 30, 2023 4/19/23 Board extended current contract to 12/31/23 	<p>Executive Director (Jean) to continue to review SMA & M&AMS relationship, terms, payment arrangements.</p> <ul style="list-style-type: none"> Split SMA & M&AMS services into separate distinct contracts (3-4?) including review of conference services. 7/20/23 Jean reported he would be providing M&AMS contract to Admin Committee 7/31/23 & 8/9/23 Jean and Kyle corresponded; Jean let Kyle know he will be keeping the contract to continue with it for now. 	<p><i>Board approved both SMA & M&AMS separated individual contracts on 8/17/23.</i></p> <p><i>This item is complete.</i></p>

B. New

Item	Status	Comment
Generate PSA Template	<p><i>Examples have been added to Basecamp</i></p> <ul style="list-style-type: none"> <i>Insurance exception speakers on small dollar or donated services, document decision somewhere.</i> <p><i>Assigned 7/20/2023</i></p> <ul style="list-style-type: none"> <i>Alberto to create a draft for review with limited insurance language.</i> <i>Kyle to review sample checklist and update to CMSFO process.</i> 	<p><i>Alberto to have template available by next meeting.</i></p> <p><i>Kyle to put draft checklist on Basecamp for committee review.</i></p> <p><i>Checklist may be updated based on PSA template.</i></p>

C. 2023 Action Plan Items

Item	Status	Comment
Unfinished 1.2: Chapter Meeting Standardization - Generate standardized evaluations for Chapter meetings	<p>4/20/2023: Survey updated using feedback from Chapter Chairs.</p> <ul style="list-style-type: none"> Confirmed no duplication with Communications & Membership <p><i>At Chapter Chair 5/15/2023 meeting:</i></p> <ul style="list-style-type: none"> <i>a survey (through survey monkey) is already going out after chapter meetings although not consistently for every chapter meeting.</i> <i>Was confirmed with Chapter Chairs to forgo the linkage to CPE at this time. Also not linked through LMS CE21 at this time.</i> <p><i>At Chapter Chair 8/7/23 meeting:</i></p>	<p><i>Connect with Nick (CDC) and Debbie (Membership).</i></p> <p><i>What do we want surveys to accomplish?</i></p> <p><i>Report out to board this is complete and on whether to continue this method of data collection.</i></p> <p><i>-Potential highlight response to volunteer interest question.</i></p> <p><i>QR codes at Chapter meetings before raffle?</i></p>

	<ul style="list-style-type: none"> <i>Kyle spoke with Chapter Chairs and surveys are going out and results are being provided back to Chapter Chairs however, response rate is extremely low.</i> <p><i>Done, Follow-up at September 18, 2023, Chapter Chair Meeting.</i></p>	

D. Next meeting September 21st 2pm.

CSMFO Administration Committee Minutes

September 21, 2023 2:00 pm via Zoom
(Meetings occur on the 3rd Thursday of the month)

Members:

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

A. Updates

Item	Status	Comment
<p>Website Redesign:</p> <ul style="list-style-type: none"> Targeted completion date in Annual Conference or Annual Renewals. End result is committee ownership with SMA processing regular updates. Contract approved w/SMA on 2/3/2023. Ad-hoc Committee reports to Admin and Admin will update the Board 	<p>Ad-Hoc Committee:</p> <ul style="list-style-type: none"> Career Development – David Cain & Harriet Commons Commercial – Aneil Murthy Communications – Karla Romero, David Garrison, Will Fuentes Finance – John Adams Membership – Jennifer Wakeman Professional Standards – Dan Buffalo Program – Laura Nomura Recognition – James Russell-Field Student Engagement – Alberto Preciado President - Rich Lee <p>Create core team to streamline decision making.</p> <p>SMA to assist with collaborative environment.</p> <p>Committee Survey is Complete</p> <p>Member Website Survey sent out and 93 responses were received.</p> <ul style="list-style-type: none"> More intuitive navigation <p>NEXT STEP – Meet with broader stakeholder group on 9/18 at 1:00 to report on progress, review concepts, and solicit feedback.</p>	<p>9/18/2023 Meeting Notes:</p> <ul style="list-style-type: none"> Provided Graphical Samples and SMA has made updates for feedback from those in attendance Commercial Members requested to add a Corporate Directory. May be outside of current scope. Still on track and on budget.

B. New

Item	Status	Comment
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Generate PSA Template	<p><i>Examples have been added to Basecamp</i></p> <ul style="list-style-type: none"> <i>Insurance exception speakers on small dollar or donated services, document decision somewhere.</i> <p><i>Assigned 7/20/2023</i></p> <ul style="list-style-type: none"> <i>Alberto to create a draft for review with limited insurance language.</i> <i>Kyle to review sample checklist and update to CMSFO process.</i> <p><i>Status 8/17/2023</i></p> <ul style="list-style-type: none"> <i>Alberto to have template available by next meeting.</i> <i>Kyle to put draft checklist on Basecamp for committee review.</i> <i>Checklist may be updated based on PSA template.</i> 	<i>Alberto to put draft on Basecamp and update an exhibit to house language strike throughs.</i>

C. 2023 Action Plan Items

Item	Status	Comment
Unfinished 1.2: Chapter Meeting Standardization - Generate standardized evaluations for Chapter meetings	<p>Done, Follow-up next, Chapter Chair Meeting.</p> <p>Connect with Nick (CDC) and Debbie (Membership).</p> <ul style="list-style-type: none"> What do we want surveys to accomplish? Report out to board this is complete and on whether to continue this method of data collection. Potential highlight response to volunteer interest question. QR codes at Chapter meetings before raffle? 	

D. Next meeting October 19th 2pm.



Chapter Leadership

Every other month- 3rd Monday

Date | time 9/18/2023 2:00 PM | Location Zoom

Update, Input, Decision	Time (min)	Action Item	Lead
Input	5	Introductions or changes to agenda <ul style="list-style-type: none"> ○ Welcome & any new chapter leaders (review list) 	Marcus
Input	15	Chapter Speaker Resource List- Commercial Partner Committee <ul style="list-style-type: none"> ○ Input on framework and list ○ What other information would be helpful from possible presenters ○ <i>Result: Chapters understand what is under development and provide feedback.</i>	Neil Murthy (Commercial Partner Committee)
Input	10	Promoting meetings to other like and/o inactive agencies <ul style="list-style-type: none"> ○ Special districts, Counties, School districts, etc. ○ Universities & Community Colleges (can also be a speaker resource) ○ Local but inactive agencies <i>Result: Chapters Chairs consider how, if interested, they might they increase chapter participation.</i>	Marcus
Input	5	Request: How might chapters get reimbursed for Student attendees <ul style="list-style-type: none"> ○ CSMFO staff- recommended process <i>Result: Leaders are aware of upcoming responsibilities.</i>	Jean &/or CSMFO Staff
Update	10	CSMFO Leadership Updates <ul style="list-style-type: none"> ○ Aug 16th Board: Accepted Chapter handbook update; ○ Strategic Planning Retreat: October 15-18 (Disneyland) ○ 2024 Elections update: President Elect, three board positions (2-Gov; 1-Commercial) ○ Save the date: 2024 Conference (Jan30-Feb2) & Wednesday night change ○ David Garrison is leaving SMA/CSMFO Staff <i>Result: Leaders feel aware of major CSMFO projects and activities</i>	Marcus
Input	10	OPEN Help Forum for Chapter Leaders (see Handbook for guidance) <ul style="list-style-type: none"> ○ Reminder: Presenters goal is to inform members, not a commercial ○ Reminder: November 1st: 2024 chapter meeting dates due to Executive Director ○ ??? 	Chapter Leaders
Input	5	What future topic(s) or questions would you like to explore? <ul style="list-style-type: none"> ○ 4 items still to be scheduled (see Aug 7th meeting notes- page 2) <i>Result: Everyone is comfortable bringing a request, question, or item for the next meeting.</i>	Chapter Leaders
NEXT MEETING IS: November 20th at 2pm			

Today's Follow-up Action Items

See Page 2

September 18, 2023

- Welcome Nicole Valentine as our Central Coast new Chapter Chair
- Previewed DRAFT/Preliminary chapter speaker list- see sample attached. Will return at November meeting with final version.
 - ACTION: Send any feedback about other information from a presenter that would help you determine if they the right fit (we will add information about if they presenter in person or just virtual, if they have presented before)
 - Future consideration: How to encourage presenters to be a CSMFO Member (at least someone for their agency)
- Promoting Meetings to inactive agencies. Not required, but consider time permitting to reaching out to inactive local agencies (cities, county, districts, schools, colleges, etc.)
- Reimburse chapters for Students: CSMFO Exec Dir Jean will provide details at November meeting on reimbursement process for CSMFO Students who can attend chapter meetings for free
- Upcoming Event highlights:
 - CSMFO Strategic Planning Session has a Sunday 6pm reception, full day Monday with dinner, and ends Tuesday at 3pm (Oct 15-17)
 - Event staff (M&AMS) will provide confirmation for the Chapter representative that has confirmed to attend
 - Annual Board Election. Will open on October 1st and close in 30 days.
- Michael Coleman: CSMFO is negotiating for his 2024 services including presentations at Chapters.
 - When requesting a Michael Coleman chapter presentation, please coordinate to hold joint sessions with neighboring chapters
- CSMFO's Finance Committee is meeting to understand the financial pressures for Chapters and how CSMFO can assist

August 7, 2023

- Re-introduced Desert Mountain Vice-Chair Cristian Dominguez; updated Central Valley Vice Chair to DeAnna Christensen and North Coast Vice-Chair to Claire Coleman.
- Approved all edits to the handbook as presented (Map, exclude commercial from prizes, refunds)
- Revied upcoming due dates and key Leadership updates (Nov 1st for 2024 meeting dates; Oct15-18 Strategic Plan Retreat, Jan30-Feb2nd 2024 Conference)
- Provided feedback about new Attendee Survey; 10-20% response rate for first two surveys; survey's sent after the meeting and open for one week; may need more defined answers than text fields; review Survey by Summer 2024.
- **Future Topics:**
 - *Chapter reimbursement from Student free attendance (Sept 2023)*
 - *Review draft of Speaker matrix/list from Commercial Partner Committee (Sept 2023)*
 - Review Communication Committee Chapter Took Kit (member benefits/CSMFO promotions script)
 - Receive contact info for commercial members
 - Would large chapters benefit as small chapters (i.e., Desert Mountain & South San Joaquin)
 - Evaluate how to increase survey response

May 15, 2023

- Intro- new CSMFO Commercial Partner Committee. Chair Neil Murthy provided their goal to create a speaker inventory with virtual/in person preference; regional in person preference; experience; possible topics, etc. by end of 2023

- Provided final feedback on post chapter meeting attendee survey to the Admin committee
- Decided to let chapters set their own meeting incentives & pricing rather than standardizing rates
- Decided there is no need to purchase alternate banners AND that Banners are no longer required to bring to the annual conference
- Decided against billing chapter meeting attendees who did not pay (remain pay up front)

March, 20, 2023

- Introduced [Del Donatien as CSMFO](#) Staff for Chapter Support
- Provided feedback to CSMFO Admin Committee on standard meeting survey to attendees
- Provided feedback to CSMFO Staff on updates to Online Chapter Meeting information form
- Direction to edit Handbook for no refunds within 1 week of event unless chapter provides otherwise
- Reminder about using CSMFO [MASTER CALENDAR](#)
- Identified barriers to hosting in-person chapter meetings on college campus
- NEXT TOPICS: Banners, Incentives, Pricing standardization, billing in-lieu of payments, handbook edits

Feb 2, 2023 (Conf) Meeting Action Summary

- Introduced BIFF to the attendees of Chapter Leadership Breakfast
- 2023 potential topics: Locations; Pricing; Incentives; more on Billing, Basecamp Tutorial

Dec 12, 2022 Meeting Action Summary

- Chapter leadership changes: Welcome Nadia (Central Coast-thank you Brigitte), Tori (Inland-thank you Veronica), Jennifer & Rae (San Gabriel-thank you Kyle), Susan & Dave (Sacramento- thank you Alberto)
- Banner update (any outstanding)
- Send your 2022 Annual Report to CSMFO ED Jean Rousseau by mid-January
- SMA support review: (1) For chapter reimbursements, use the Excel form in Basecamp; (2) to invoice sponsors, send contact info and amount to Kory; (3) notify Kory ASAP of meeting change dates; (4) SMA will send a list of “unpaid” registrations to each chapter
- Marcus will continue as 2023 Chapter Liaison

Sept 19, 2022 Meeting Action Summary

- Identified gap in Chapters having details behind their Finance Report balances
- Chapters will schedule Zoom Focus Group for “Early in Career” members to support Ad Hoc
- Feedback provided on proposal that could allow Commercial member partners to serve as “Co-Vice Chair” or interim Chair or Vice Chair
- Discussed best practices on getting sponsors (just ask “Tori” ;-); use your distribution list to ask for sponsors. A sponsor can cover up to 50% of one event. Will review guideline that prohibits a sponsor to only one event per year
- Rich Lee will assume office Dec 1st as President Scott Catlett will be moving out of state. I will continue into 2023 as Past President and remain as your Chapter Chair Liaison
- Your 2023 schedule of events is due to Jean (Exec Director) by November 1st
- Confirmed to contact Kory Adams or Lilly Tong for Chapter Chair support

July 18, 2022 Meeting Action Summary

- Final review and edits of 2022 Chapter Chair Handbook for Aug Board Meeting
- Chapter Chair Banner design reviewed and finalized for Aug Board Meeting
- How to reactivate North East and North West Chapters

May 16, 2022 Meeting Action Summary

- Congratulations Kyle- there are 20 chapters
- Provided comprehensive edits to the 2022 Chapter Chair Handbook

March 21, 2022 Meeting Action Summary

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

Feb 17, 2022 Meeting Summary (Conference Chapter Chair Breakfast)

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

Questions:

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



COMMERCIAL PARTNERSHIP COMMITTEE AGENDA

Date: Tuesday, October 10th, 2023

Time: 11:00am

<https://us06web.zoom.us/j/83492889335?pwd=YlhLUkZQcE80aUliYmdHYjc2dXlQUt09>

or by phone +1 669 900 6833 US

Meeting ID: 834 9288 9335

Passcode: 681959

Members Present:

Neil Murthy, Chair

Mark Petrasso, Vice-Chair

Joan Michaels Aguilar, Senior Advisor

Scott Catlett, Senior Advisor – (unable to attend)

Marcus Pimentel, Board Liaison - (unable to attend)

Tim Seufert, Committee Member

Agenda Items

1. Chapter Chair Resource (Neil)
 - a. Tentatively completed
 - b. Need details for 15 contacts
 - c. **Tentative completed, review at future meetings**
2. September Commercial Member Roundtable (all)
 - a. Cancelled due to coordination issues
 - b. Next meeting scheduled for 12/19. **Move to 12/12.**
 - c. **Feedback from Committee: concerns over SMA support. Check in week prior to confirm meeting host and logistics.**
3. Chapter Sponsorship Restructure
 - a. Move to annual, tiered sponsorship structure
 - i. Pros –
 1. Streamline communication.
 2. Provide funding to smaller chapters.
 3. Clearly define benefits to sponsors.

- 4. More inclusive.
 - ii. Cons
 - 1. Less flexibility for Commercial firms to target areas.
 - 2. Potential overlap with sponsor/speaker.
 - iii. Feedback:
 - 1. Larger chapters tend to spend higher dollars – is a \$500 vendor sponsorship necessary?
 - 2. State organizations (Texas GFOA?) have tiered sponsorship levels inclusive of member options.
 - 3. Concerns about reach of certain chapters. How many members are going to more rural areas? Is there a head count for how resources are allocated?
 - 4. Are there going to be requests for sponsorship dollars beyond those amounts?
 - 5. We would need to revisit in the context of commercial member dues.
 - iv. Next step – attend Chapter Chair meeting to explore change in detail.
4. Strategic Goals (all)
- a. CSMFO Strategic Planning Session is on 10/15
 - i. Explore commercial member rates
 - ii. Identify and analyze CSMFO commercial member population
 - iii. Review CSMFO Chapter Meeting Sponsorship Structure **We should review in concert with commercial membership dues structure.**
 - iv. Explore podcast – **Back burner item.**
 - b. Brainstorm
 - i. Data Management –
 - 1. Access to memberships rolls and records.
 - 2. Commercial members were not on roster for registration during conference. Would help to understand technological infrastructure.
 - ii. Marketing Support – Soliciting new commercial members.
 - iii. Staffing consistency at SMA could help.
5. Board Meeting Coverage 10/30 – Mark/Tim to attend? **Mark will cover.**
6. Next CPC meeting is 11/14



Dedicated to Excellence in Municipal Financial Management

CSMFO FINANCE COMMITTEE

Date: October 10, 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 Castaneda, Member

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

AGENDA

1. October 30 Board Meeting [Review each board report item to address any questions. Edits to memos to be submitted by Thursday for timely submission to SMA](#)
 - 2024 Draft Budget (attached)
 - Policies and Procedures Manual (attached)
 - Semi-Annual Financial Report
2. Monthly Financial Statement Review [Not available at time of meeting](#)
 - September 2023 Financial Statements (if available – SMA will send separately)
3. 2023 Action Plan Development / Update and discussion for strategic planning meeting [Discussed accomplishments for the year and possible new and carryover items for next year.](#)

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

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

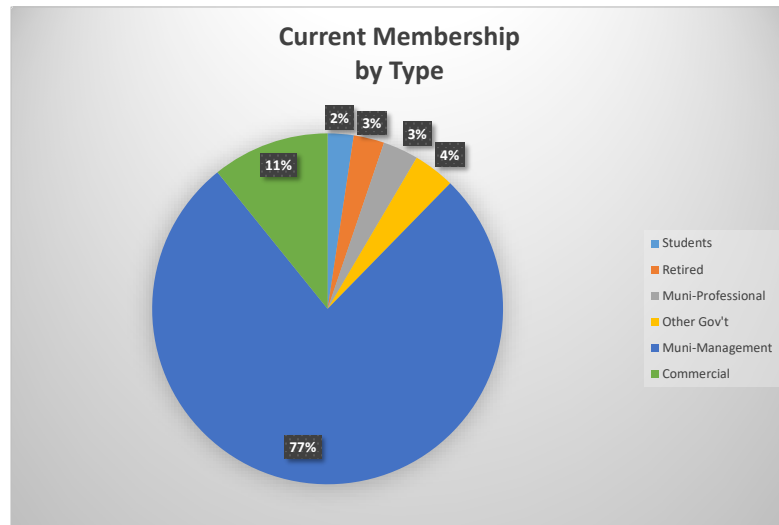
- Review of Chart of accounts
- Executive Director understanding of the Financial Reports Development
- Development of Semi-annual reports
- Review of Conference Accounting
- Budget Development

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

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

4. Other Discussion Items [Discussed next steps relating to this topic. Also, Margaret shared the 2022 audit completion and requested Jean invite auditors to October 30 board meeting to present the audited financial statements.](#)

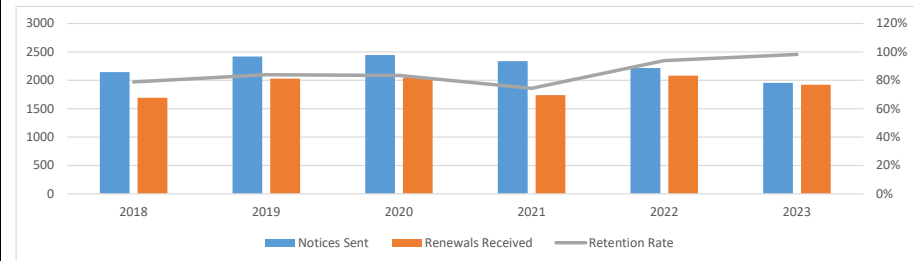
- Review Investment Policy and options to consider Local Government Investment Pool



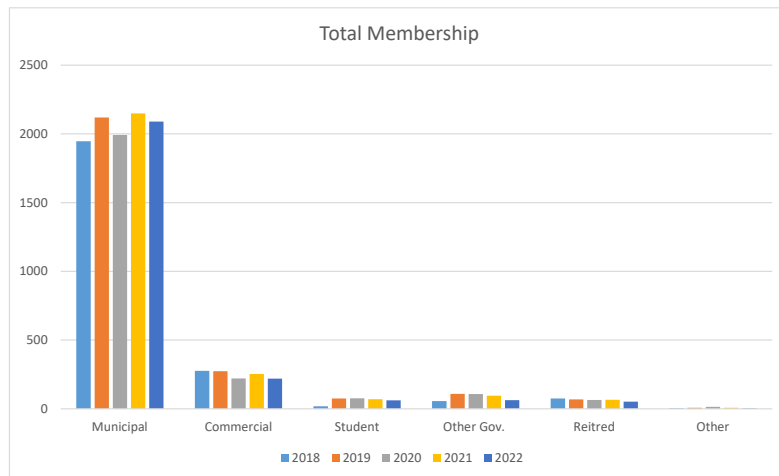
1) Notices Sent and Renewals Received - Provides a retention rate for the organization. Count is pulled on March 1, or whatever the renewal period end date is.

	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

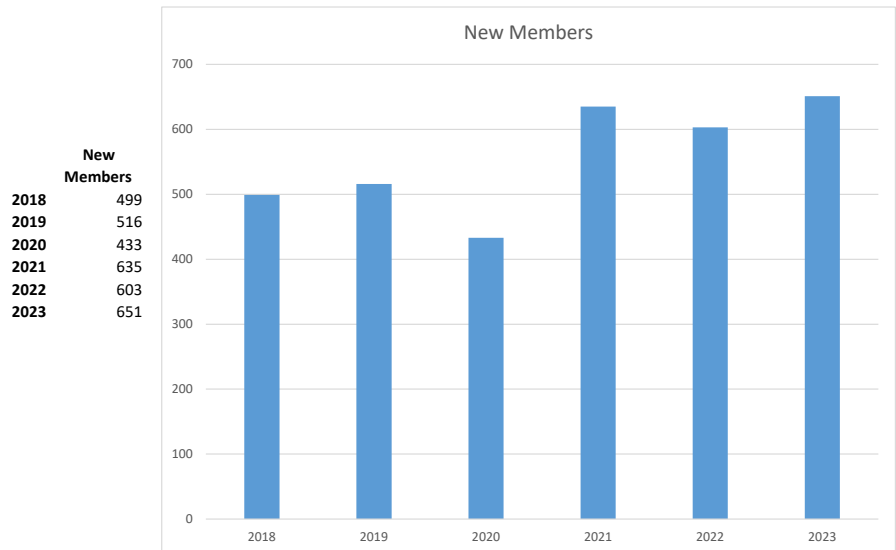


3) Total Membership - Paid and unpaid- run on December 31st - to be used in the Annual Report.



	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





MEMBERSHIP COMMITTEE MINUTES

Date: Thursday, October 5, 2023

Time: 11:00 a.m.

Agenda Items

1. Board Updates (Craig / Debbie)
 - a. Board meeting October 30, 2023 (virtual)
Membership Reports to Present
 - i. Updated Membership Counts – **651 new members in 2023**,
 - ii. Software Agreement
 - iii. Marketing Plan
 - b. Committee Chair meeting September 12, 2023
Updated committee on other committee activities reported at August 7th meeting.
2. 2024 Membership Renewals (Debbie) –
Received database list from SMA. Debbie to schedule a meeting with Kate, Margaret, and Jennifer to scrub list for membership type and get back to SMA prior to renewal period.
3. 2024 Conference (Steve)
Kick-off meeting for Conference subcommittee is scheduled for October 13, 2023. Lauren volunteered to assist where needed.
4. On-Going Programs
 - a. Cohort Program Update (Kate/Cohort Advisor)
The cohort is working on strength-based leadership book and are utilizing this for discussions and breakout groups. Planning to have Ernie Reyna come speak about the conference. Current cohort is working well together and has great participation. Ryan asked Margaret for input on obtaining contact information for Special District GM for an upcoming meeting.
 - b. Virtual Engagement Activities Update (Neil for Allison)
Upcoming Activities - have one last post on vacation pics. Trivia coming up on Nov 7th. Will be doing marketing too on getting people to register.

Committee discussed value for continuing in 2024 and decided that all opportunities for member engagement are worth continuing (regardless of numbers) and will look at moving forward with at least quarterly activities.

Karla suggested maybe another walking (or like) challenge. She also suggested maybe some team activities for agencies such as “showcase your city hall (or similar)” to encourage group activities.

Jennifer Ustation encouraged using virtual activities as a team building activity for agencies. Her team participated in one of the virtual activities and this resulted in more participation by a couple of members.

c. Mentorship Program Update (Jennifer U)

The mentorship held a training with a guest speaker, Steve Yu, on Public Speaking for Financial Folks on September 11. Items included in materials for taking software to the board later this month. Planning to open next years’ applications at the conference.

5. 2023 Action Plan

a. Member benefits session – Conference (Steve / Jennifer W)

Looking to combine first-time attendee with member benefits session. Had a meeting with Jennifer and Harriet, looking at Wed morning 8:30 combined session, talking about qualifying session for CPE, will need to come up with a PP to accommodate that.

Ask the experts, looks like a scaled down version of that. Looking to coordinate with one or two general session speakers to come to the booth to drive traffic that way.

Volunteer booth staffing after debrief from last conference, want to coordinate a more experienced volunteer with a new volunteer at the booth.

b. Membership brochure update (Debbie)

Haven’t moved forward recently, David Garrison has left SMA but is still doing some work, hoping to get some of this done before he leaves. Pretty much done just need to fine-tooth and decide how to promote this. Need poster boards for conference, expand use for some of these posters.

c. Website update (Debbie for Jennifer W)

Website adhoc met in September. All content has been received from committees and Administration and SMA have updated all content received. Presented a couple of different website designs for adhoc to review. Received some revision suggestions and are in the process of updating designs.

d. Bulletin boards at conference for interest (Debbie)

Debbie will reach out to SMA to find out who will be assisting in producing bulletin boards for January conference. Suggested additional signage directing attendees to Membership booth.

e. Market to decision makers (Debbie)

Working on several different things including development of “toolbox” to be available for members and committees to use as promotional materials.

Will present plan to Board at October meeting to seek feedback on direction and implementation (where decided).

6. Next Meeting – Thursday, November 2, 2023

Other

Margaret stated that the Career Development Committee sent out a survey on the CPFO CA certification and is getting feedback from that. If the board decides to move forward with a CPFO CA certification, it would be included as an additional member benefit.

Debbie shared calendar of annual tasks for Membership committee to assist with ensuring committee tasks are not forgotten as committee roles change from year to year and assist with committee resource planning.



June 2023 Financial Summary

TO: Board of Directors

FROM: Jean Rousseau, Executive Director

DATE: October 30, 2023

INTRODUCTION

The Board approved the 2023 preliminary operating budget and final operating budget at the October 2022 and December 2022 meetings, respectively. I continue to work with the various committees to further the goals and strategic plans of this organization.

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

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

This report provides a review of the unaudited financial results for the second quarter of 2023 (January 2023 – June 2023, 50% of the year).

REVENUE AND EXPENDITURE SUMMARY

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

Table 1. Revenues and Expenditures

		Actuals as of 6/30/23	
	2023 Budget	(unaudited)	% of Budget
Ordinary Income/Expense			
Income			
Operating Revenues	\$ 443,650.00	\$ 359,731.25	81%
Total Income	443,650.00	359,731.25	81%
Gross Profit	\$ 443,650.00	\$ 359,731.25	81%
Expense			
Operating Expenses	\$ 683,900.00	\$ 279,691.68	41%
Other Expenses	1,200.00	400.00	33%
Total Expense	\$ 685,100.00	\$ 280,091.68	41%
Net Ordinary Income	\$ (241,450.00)	\$ 79,639.57	-33%
Other Income/Expense			
Other Income			
Program Revenues	\$ 1,273,615.00	\$ 1,188,148.08	93%
Chapter Income	100,000.00	27,800.00	28%
Total Other Income	\$ 1,373,615.00	\$ 1,215,948.08	89%
Other Expense			
Program Expense	\$ 1,228,319.00	\$ 1,110,688.97	90%
Chapter Expense	101,000.00	29,943.42	30%
Total Other Expense	\$ 1,329,319.00	\$ 1,140,632.39	86%
Net Other Income	\$ 44,296.00	\$ 75,315.69	170%
Net Income	\$ (197,154.00)	\$ 154,955.26	-79%

OPERATING REVENUES AND EXPENSES

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

Table 2. Operating Revenue and Expenses

		Actuals as of 6/30/23 (unaudited)	% of Budget
	2023 Budget		
Operating Revenues			
Membership Dues:			
Municipal - Management	\$ 137,500.00	\$ 163,460.00	119%
Municipal - Professional	35,000.00	32,375.00	93%
Other Gov	4,000.00	3,400.00	85%
Commercial	44,000.00	41,895.00	95%
Retired	1,200.00	960.00	80%
Interest Income	12,000.00	5,578.75	46%
Magazine Advertising	10,000.00	1,337.50	13%
Job Board Post	180,000.00	109,275.00	61%
Budget Awards	19,950.00	1,450.00	7%
Total Operating Revenues	\$ 443,650.00	\$ 359,731.25	81%
Operating Expenses			
President's expense	\$ 3,100.00	\$ 2,160.47	70%
Board of Directors	10,000.00	716.66	7%
Committee/Chapter support	-	-	0%
Board planning session (Retreat)	55,000.00	-	0%
Management & Professional Services	239,080.00	108,012.00	45%
Payroll	88,348.00	50,823.67	58%
Office supplies/Storage	1,800.00	2,137.13	119%
Merchant fees	40,000.00	27,348.15	68%
Awards	3,364.00	2,289.09	68%
Printing	10,600.00	8,791.21	83%
Marketing/Membership	11,250.00	1,527.10	14%
Magazine/News	11,500.00	10,283.99	89%
Postage	2,000.00	1,790.76	90%
Telephone/Bridge calls	1,000.00	293.38	29%
Web and technology expenses	113,938.00	13,665.48	12%
Travel	5,000.00	2,420.85	48%
Audit	9,420.00	-	0%
Insurance	3,500.00	1,578.00	45%
Taxes	30,000.00	22,377.00	75%
Miscellaneous	4,500.00	-	0%
GFOA Reception	15,500.00	14,246.74	92%
Donations/Other	26,200.00	9,630.00	37%
Total Operating Expenses	\$ 685,100.00	\$ 280,091.68	41%
Net Ordinary Income	\$ (241,450.00)	\$ 79,639.57	-33%

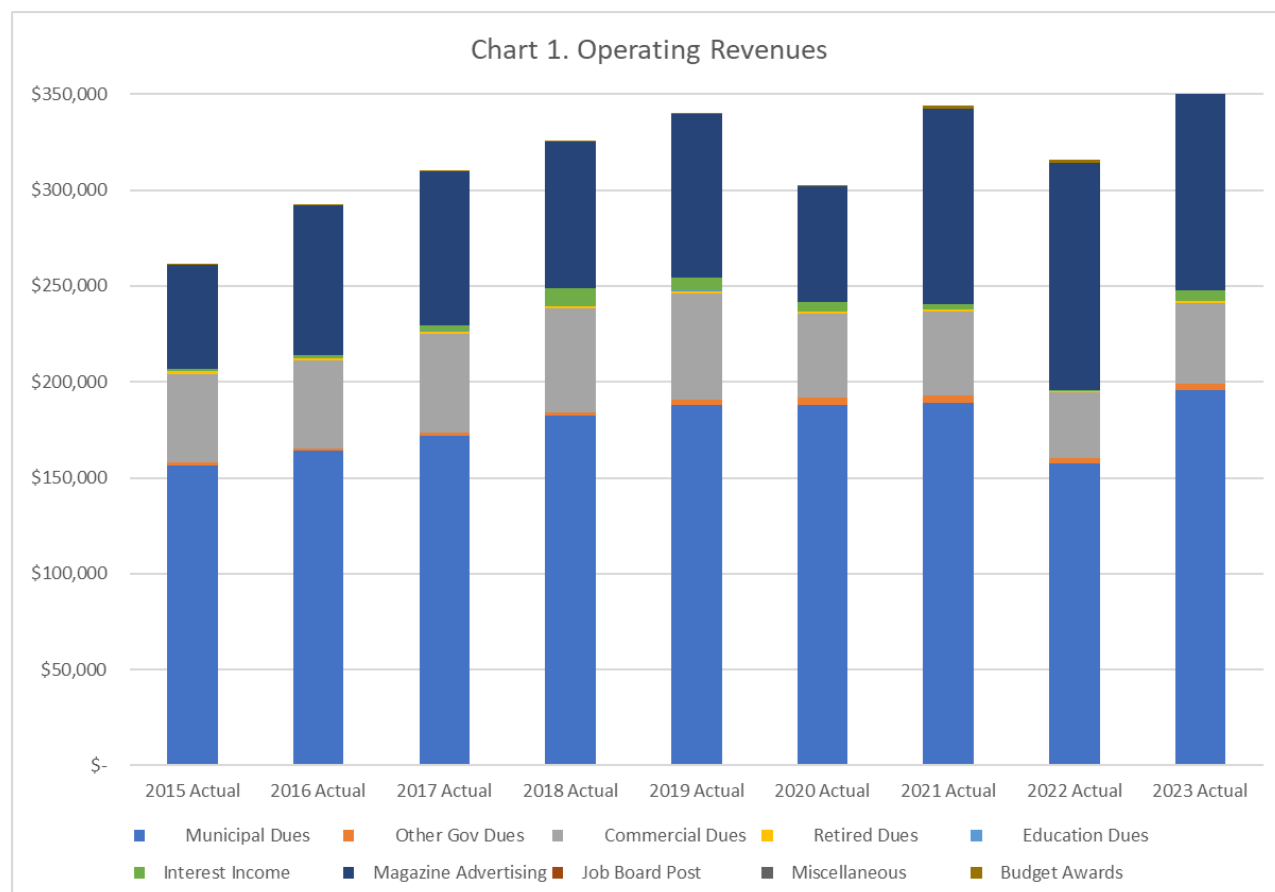
PROGRAM REVENUES AND EXPENSES

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

Table 3. Program Revenue and Expenses

		Actuals as of 6/30/23	
	2023 Budget	(unaudited)	% of Budget
Program Revenues			
Sponsorships	\$ 5,000.00	\$ -	0%
Contributions and Donations	-	-	0%
Webinar	-	2,250.00	0%
Weekend Training	-	-	0%
Training Event Income	24,000.00	-	0%
Fundamentals of Rates, Fees	-	-	0%
Introduction To Government	21,000.00	27,000.00	129%
Investment Accounting	6,600.00	-	0%
Intermediate Government	45,000.00	32,800.00	73%
California Local Budgeting	27,000.00	16,750.00	62%
Capital Assets	6,000.00	-	0%
CMTA/CSMFO Joint Course	-	-	0%
Revenue Fundamentals	10,000.00	-	0%
Revenue Fundamentals II	6,000.00	200.00	3%
Leadership Skills	4,500.00	-	0%
On Demand Courses	-	1,125.00	0%
Chapter Income	100,000.00	27,800.00	28%
Program Revenues	\$ 255,100.00	\$ 107,925.00	42%
Program Expenses			
Weekend Training	\$ -	\$ -	0%
Introduction to Government	-	1,500.00	0%
Intermediate Government	15,858.00	5,500.00	35%
California Local Budgeting	14,417.00	3,000.00	21%
Webinar	43,000.00	-	0%
CMTA/CSMFO Joint Course	-	-	0%
Revenue Fundamental	10,092.00	-	0%
Revenue Fundamental II	-	2,000.00	0%
Leadership Skills	2,883.00	-	0%
Chapter Expenses	101,000.00	29,943.42	30%
Program Expenses	\$ 187,250.00	\$ 41,943.42	22%
Total Program Revenue over Expense	\$ 67,850.00	\$ 65,981.58	97%
Annual Conference			
Conference revenues	\$ 1,118,515.00	\$ 1,108,023.08	99%
Conference expenses	1,142,069.00	1,098,688.97	96%
Annual Conference Revenue over Expense	\$ (23,554.00)	\$ 9,334.11	-40%
Net Other Income	\$ 44,296.00	\$ 75,315.69	170%

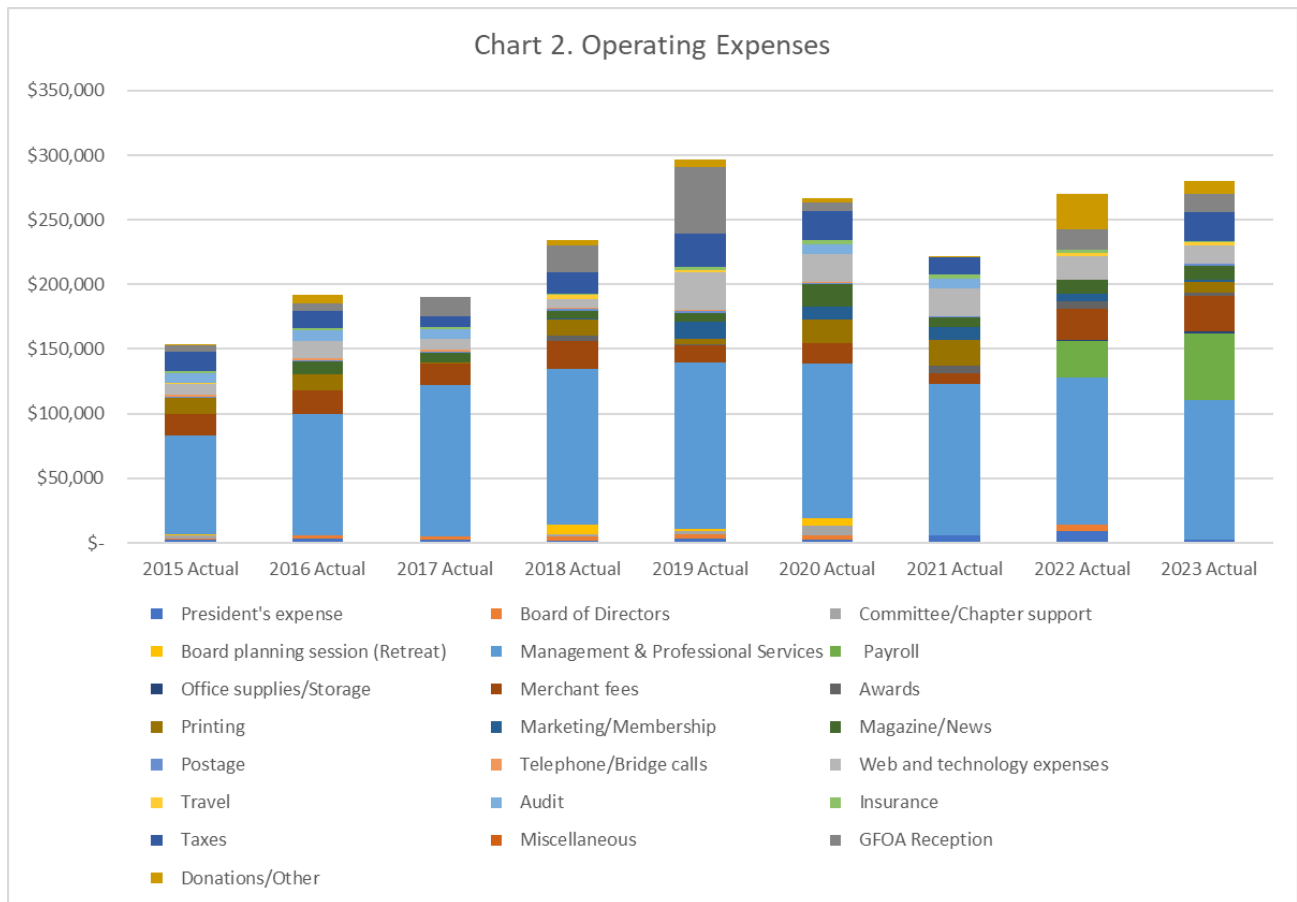
The following operating and program category charts will provide a historical trend analysis for the revenues and expenses through the second quarter reporting.



Operating Revenues

Operating Revenues were budgeted to increase by 3% from the 2022 Budget. Revenues will be continually monitored through the year to determine if current trends begin to plateau or begin to decrease.

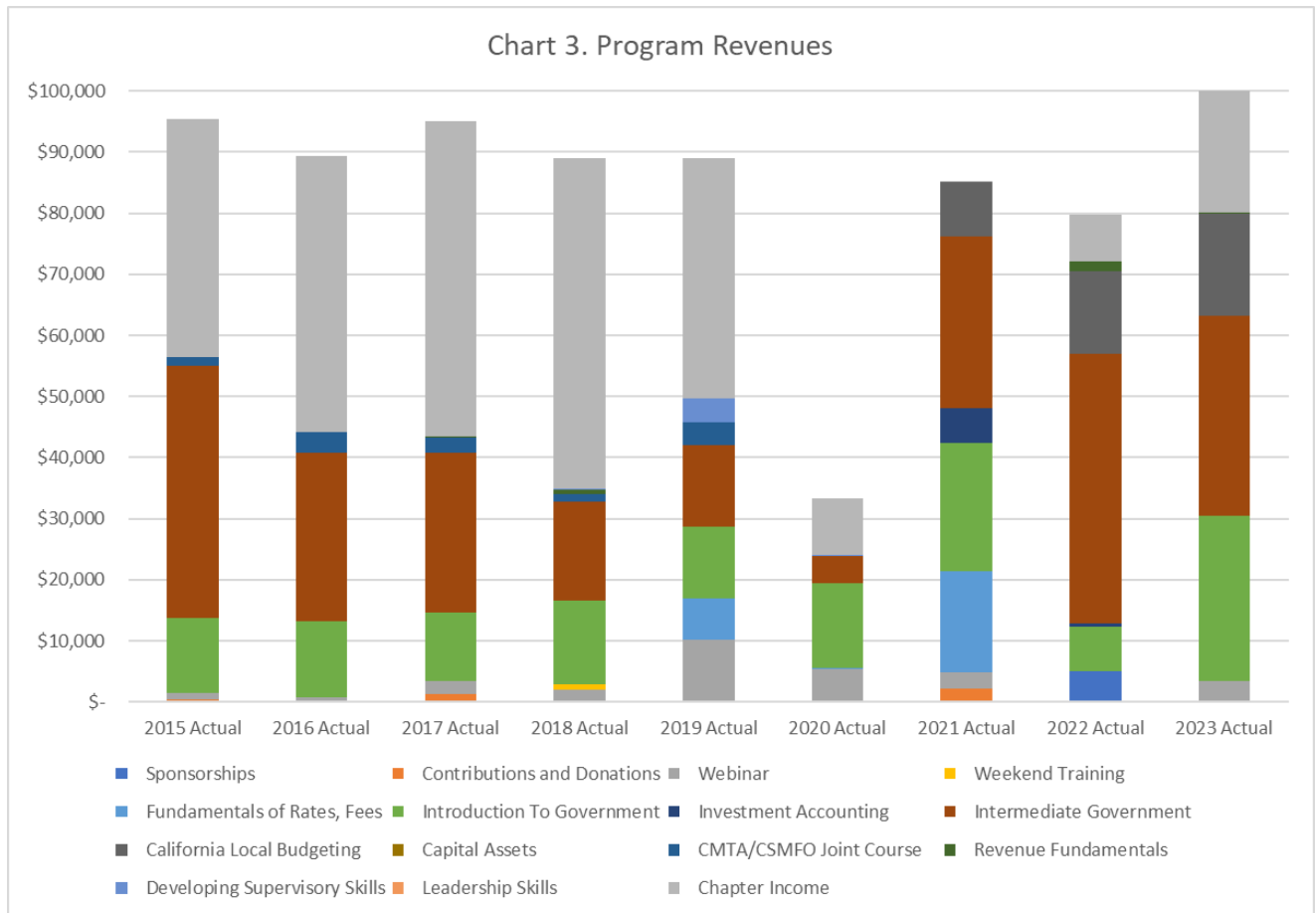
Based on historical averages of actual receipts, CSMFO is estimated to receive 81% of the budgeted operating revenues through the second quarter. CSMFO has currently received 81% through the second quarter.



Operating Expenses

Operating Expenses were budgeted to increase by 2% from the 2022 Budget. Expenses will be continually monitored through the year to ensure we do not see rising costs during this inflationary period.

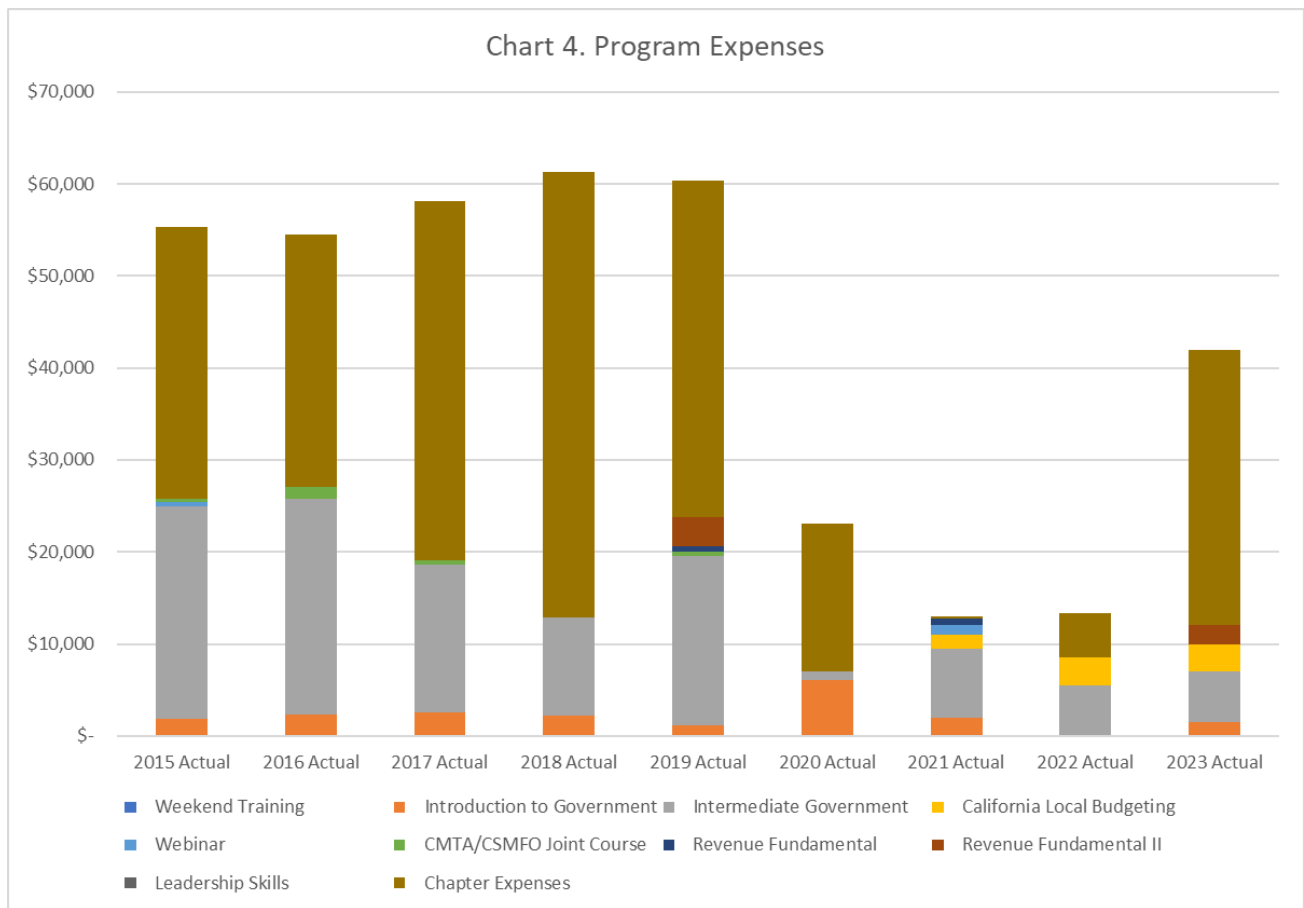
Based on historical averages of actual expenses, CSMFO is estimated to expend 47% of the budgeted operating expenses through the second quarter. CSMFO has currently expended 41% through the second quarter.



Program Revenues

Program Revenues were budgeted to increase by 6% from the 2022 Budget. Revenues will need to be continually monitored through the year to determine if current trends begin to plateau or begin to decrease.

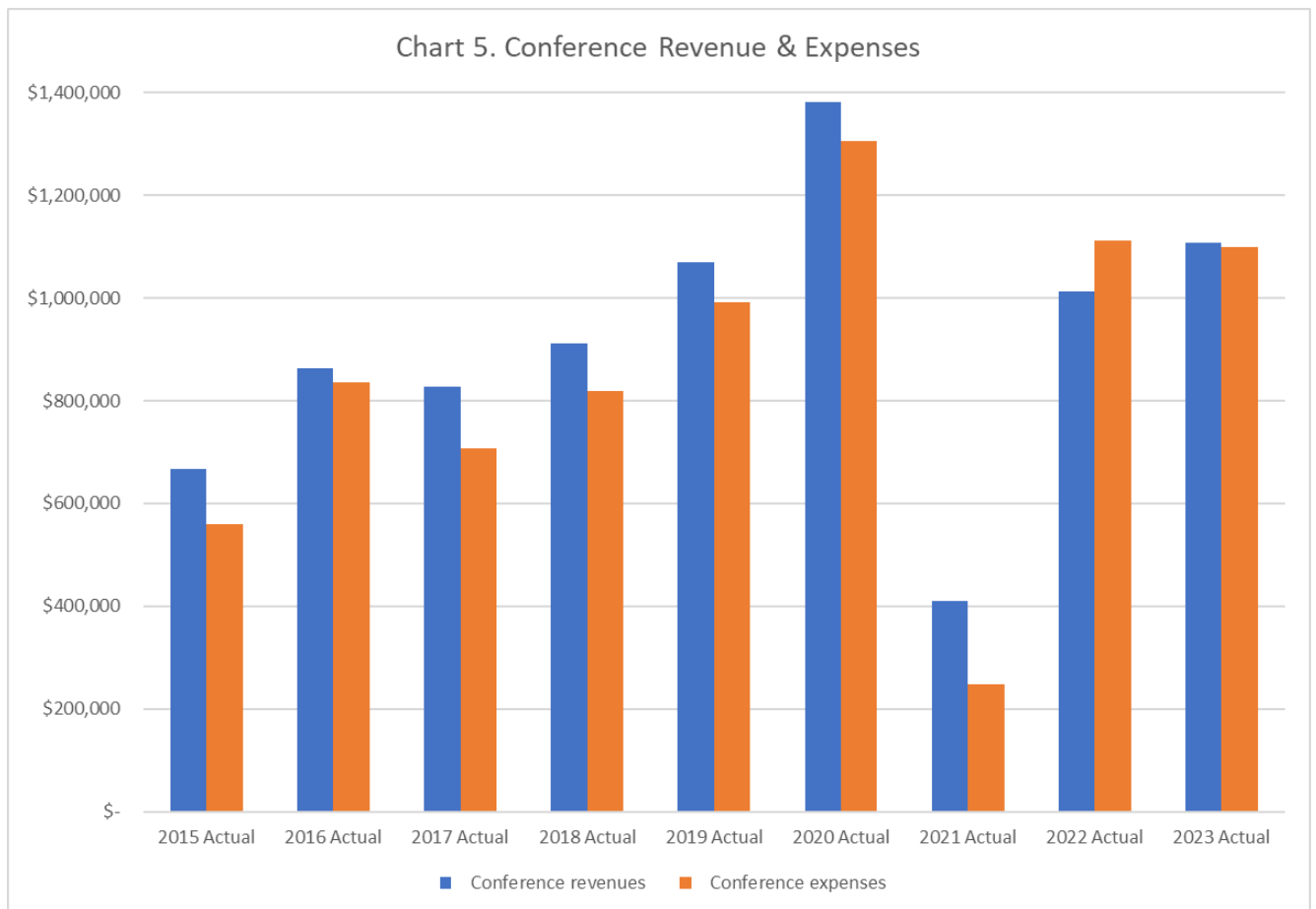
Based on historical averages of actual receipts, CSMFO is estimated to receive 45% of the budgeted program revenues through the second quarter. CSMFO has currently received 42% through the second quarter.



Program Expenses

Program Expenses were budgeted to increase by 16% from the 2022 Budget. Expenses were greatly impacted by the pandemic and continue to trend below historical data until our members' jurisdictions have the resources to increase their training budgets.

Based on historical averages of actual expenses, CSMFO is estimated to expend 27% of the budgeted program expenses through the second quarter. CSMFO has currently expended 22% through the second quarter.



Conference Revenues & Expenses

Conference Revenues were budgeted to decrease by 21% and Expenses were budgeted to decrease by 19% from the 2022 Budget. The large decrease in budget is due to the varying hospitality costs between Southern and Northern California based on the annual conference location.

Based on historical averages of actual receipts and expenses, CSMFO is estimated to receive 109% of the budgeted conference revenues and 94% of budgeted conference expenses through the second quarter. CSMFO has currently received 99% and expended 96% through the second quarter.

Summary

CSMFO actual revenues continue to outpace actual expenses in operating, program, and conference categories. Staff will continue to monitor these trends on a regular basis so we can further refine our budget discussions in the near future.