



AGENDA
CENTRAL CALIFORNIA CITY CLERKS ASSOCIATION
Executive Board Meeting

Friday, September 17, 2010 at 10:00AM
Modesto, California

1. CALL TO ORDER

2. ROLL CALL:

Lori Martin (Chair)
Lorraine Lopez (1st Vice Chair)
Vacant (2nd Vice Chair)
Dana Davidson (Secretary)
Rhonda Greenlee (Treasurer)
Roberta Gafford (Trustee)
Nancy Lilly (Trustee)
Nanci Lima (Immediate Past Chair)

3. COMMUNICATIONS

4. BUSINESS

- a. Approval of Monday, June 28, 2010 Executive Board Minutes

5. REPORTS

- a. Treasurer's Report (Dana)
- b. Legislative Committee Report (Lorraine)
- c. Hospitality Committee-Fundraising (Roberta Gafford / Nancy Lilly)
- d. Audit Committee Report (Dana)
- e. Report out on September 15, 2010 State Board Meeting (Lori)

6. ADJOURNMENT



MINUTES
CENTRAL CALIFORNIA CITY CLERKS ASSOCIATION
Executive Board Meeting

Monday, June 28, 2010 at 1:30PM
Conference Call 916-658-8212

1. CALL TO ORDER: Called to order at 1:37 PM by Chair Lori Martin.
2. ROLL CALL: Lori Martin (Chair), Lorraine Lopez (1st Vice Chair), Dana Davidson (Secretary), Roberta Gafford (Trustee), Nancy Lilly (Trustee), Nanci Lima (Immediate Past Chair)

ABSENT: Rhonda Greenlee (Treasurer)
3. COMMUNICATIONS
4. BUSINESS
 - a. *Approval of Tuesday, May 4, 2010 Executive Board Minutes*
Moved by Nancy Lilly, seconded by Roberta Gafford, unanimously approved the Tuesday, May 4, 2010 Executive Board Minutes.
 - b. *Review and Follow-up on 1st Round Scholarships Approved at the December 11, 2009 Special Executive Board Meeting*
Chair Lori Martin, Dana Davidson, and Nanci Lima are working on assembling the information on those awarded scholarships, if the applicants attended their sessions, and investigating whether payment of those scholarships were made.
 - c. *Award 2nd Round of Scholarships*
Moved by Nanci Lima, seconded by Nancy Lilly, and unanimously approved awarding Jose M. Jasso of Manteca a scholarship for 20% of costs to attend the September 2010 TTC.
 - d. *2010/2011 Election of Officers (Roberta Gafford)*
Nomination forms have been received for all open positions.

- e. *Ratify Email Vote for General Membership Meeting Date Change from Friday, July 9th to Thursday, July 8th*
Moved by Nanci Lima, seconded by Lorraine Lopez, and unanimously approved the email vote for General Membership Meeting Date Change from Friday, July 9th to Thursday July 8th.
- f. *Discuss Changing Friday Meeting Dates for September and November to Thursdays*
Discussion included maintaining the September and November dates and exploring alternating Thursdays and Fridays for future years.

5. REPORTS

- a. *Treasurer's Report (Dana Davidson)*
Dana Davidson provided an oral report.
- b. *Legislative Committee Report (Lorraine)*
Lorraine Lopez provided a verbal report.
- c. *Hospitality Committee-Fundraising (Roberta Gafford/Nancy Lilly)*
Roberta Gafford will be at the July meeting greeting attendees before the meeting and encouraging attendance at future meetings.
- d. *Report out on 64th Annual IIMC Annual Conference (Lori/Nanci)*
Lori Martin provided an oral report.
- e. *Discuss Preparations for September General Board Meeting*
Lorraine Lopez was to proceed with the speaker for September's meeting now that the date is firmly set.
- f. *Report out on June 24, 2010 State Board Meeting (Lori/Nanci)*
Lori Martin and Nanci Lima provided an oral report.

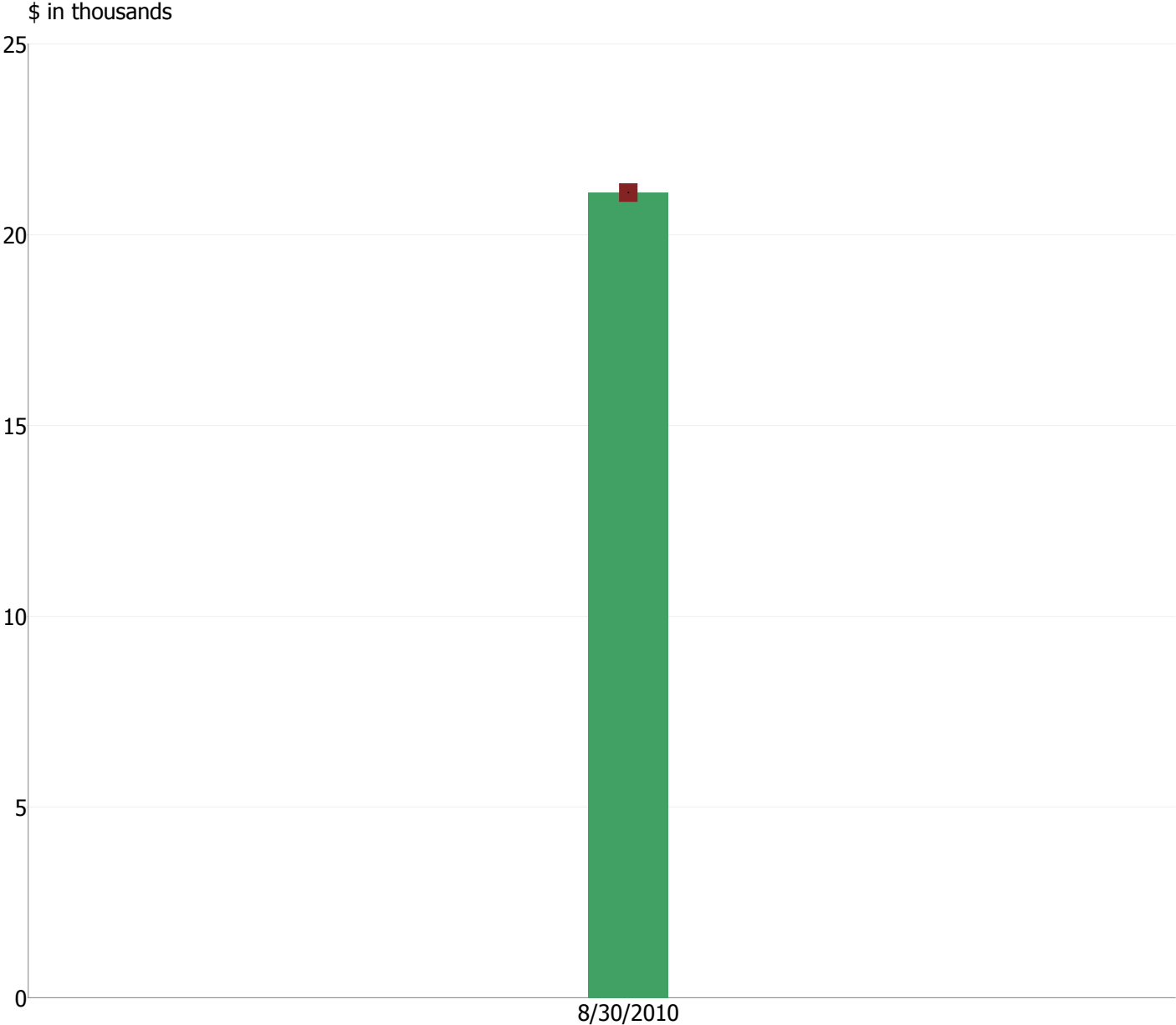
6. ADJOURNMENT: The meeting was adjourned at 2:10 PM.

Respectfully submitted,

Nanci C. O. Lima
Immediate Past President

Account Balances - As of 8/30/2010

As of 8/30/2010



- Bank Accounts
- Cash Accounts
- Asset Accounts
- Credit Card Accounts
- Liability Accounts
- Investment Accounts
- Balance

Account Balances - As of 8/30/2010

As of 8/30/2010

8/30/2010

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Account	8/30/2010 Balance
Bank Accounts	
Bank of America CD1	11,451.39
Bank of America CD2	3,342.51
BofA Checking	6,310.94
TOTAL Bank Accounts	21,104.84
OVERALL TOTAL	21,104.84

CCCCA 2010 Budget
as of
August 30, 2010

<u>Category Description</u>	<u>1/1/2010 Actual</u>	<u>Budget</u>	<u>8/30/2010 Difference</u>
Expenses			
Bank Charge	-\$84.00	\$0.00	-\$84.00
Donations	-\$151.16	\$150.00	-\$1.16
<i>Education</i>			
Program	-\$309.47	\$1,000.00	\$690.53
Scholarship	-\$1,058.40	\$3,000.00	\$1,941.60
Election Costs	\$0.00	\$1,000.00	\$1,000.00
Entertainment	\$0.00	\$700.00	\$700.00
Gifts	-\$118.75	\$500.00	\$381.25
IIMC & CCAC Annual Conf	-\$1,088.00	\$2,100.00	\$1,012.00
Luncheon	-\$815.91	\$0.00	-\$815.91
Postage-Labels	\$0.00	\$100.00	\$100.00
TOTAL Expenses	-\$3,625.69	\$8,550.00	\$4,924.31
Income			
Interest Inc	\$36.92	\$0.00	\$36.92
Meeting Dues	\$930.00	\$0.00	\$930.00
Membership Dues	\$3,881.25	\$0.00	\$3,881.25
Raffle Proceeds	\$315.00	\$0.00	\$315.00
TOTAL Income	\$5,163.17	\$0.00	\$5,163.17
OVERALL TOTAL	\$1,537.48	\$8,550.00	\$7,012.52

Itemized Categories - YTD

1/1/2010 through 8/30/2010

8/30/2010

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Date	Account	Num	Description	Memo	Tag	Clr	Amount
INCOME							5,163.17
Interest Inc							36.92
1/22/2010	Bank of Ameri... DEP		Interest	2.18% Due...			8.51
2/19/2010	Bank of Ameri... DEP		Interest	2.18% Due...			7.45
3/24/2010	Bank of Ameri... DEP		Interest	2.18% Due...			8.26
4/23/2010	Bank of Ameri... DEP		Interest	2.18% Due...			8.53
1/22/2010	Bank of Ameri... DEP		Interest	2.18% Due...			1.02
2/19/2010	Bank of Ameri... DEP		Interest	2.18% Due...			0.90
3/24/2010	Bank of Ameri... DEP		Interest	2.18% Due...			0.99
4/23/2010	Bank of Ameri... DEP		Interest	2.18% Due...			1.03
1/22/2010	BofA Checking		Interest Earned			R	0.04
2/19/2010	BofA Checking		Interest Earned			R	0.04
3/24/2010	BofA Checking		Interest Earned			R	0.04
4/23/2010	BofA Checking		Interest Earned			R	0.04
5/21/2010	BofA Checking		Interest Earned			R	0.03
6/23/2010	BofA Checking		Interest Earned			R	0.04
Meeting Dues							930.00
3/15/2010	BofA Checking DEP		S Deposit	??? Deposit ...		R	240.00
3/16/2010	BofA Checking DEP		S Deposit			R	270.00
5/28/2010	BofA Checking DEP		Deposit	May Meeting...		R	420.00
Membership Dues							3,881.25
6/25/2010	BofA Checking DEP		Deposit	Annual Dues...			3,881.25
Raffle Proceeds							315.00
3/15/2010	BofA Checking DEP		S Deposit	??? Deposit ...		R	210.00
3/16/2010	BofA Checking DEP		S Deposit			R	45.00
5/28/2010	BofA Checking DEP		Deposit	September ...		R	60.00
EXPENSES							-3,625.69
Bank Charge							-84.00
1/22/2010	BofA Checking		Service Charge			R	-14.00
2/19/2010	BofA Checking		Service Charge			R	-14.00
3/24/2010	BofA Checking		Service Charge			R	-14.00
4/23/2010	BofA Checking		Service Charge			R	-14.00
5/21/2010	BofA Checking		Service Charge			R	-14.00
6/23/2010	BofA Checking		Service Charge			R	-14.00
Donations							-151.16
3/6/2010	BofA Checking	544	Berghold Vine... Annual CCA...			R	-151.16

Itemized Categories - YTD

1/1/2010 through 8/30/2010

8/30/2010

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Date	Account	Num	Description	Memo	Tag	Clr	Amount
Education							-1,367.87
Program							-309.47
5/6/2010	BofA Checking	549	Lori Martin	Presenters ...		R	-40.00
6/18/2010	BofA Checking	553	City Of Chico	City Clerk of ...			-269.47
Scholarship							-1,058.40
8/2/2010	BofA Checking	555	Lori Martin	Feb. MMCA ...			-399.60
8/2/2010	BofA Checking	556	Julie Drimakis	March TTC ...			-219.60
8/2/2010	BofA Checking	557	Jeanna DelReal	March TTC ...			-219.60
8/2/2010	BofA Checking	558	Pamela Lawre...	March TTC ...			-219.60
8/2/2010	BofA Checking	559	**VOID**Sue ...	June TTC Sc...		c	0.00
8/2/2010	BofA Checking	555	**VOID**Lori ...	Feb. MMCA ...		c	0.00
Gifts							-118.75
1/10/2010	BofA Checking	542	Etch This And...	Retirement ...		R	-108.75
5/6/2010	BofA Checking	550	Nancy Lilly	1st Timer Att...		R	-10.00
IIMC & CCAC Annual Conf							-1,088.00
3/16/2010	BofA Checking	545	CCAC	Annual CCA...		R	-375.00
3/16/2010	BofA Checking	546	Crown Plaza ...	Annual CCA...		R	-253.00
3/29/2010	BofA Checking	547	City Of Waterf...	IIMC Annual ...		R	-460.00
Luncheon							-815.91
3/5/2010	BofA Checking	543	Nanci Lima	March Lunch...		R	-62.85
5/6/2010	BofA Checking	548	Waltman's Ca...	May Meeting...		R	-198.00
5/6/2010	BofA Checking	551	Mitzi Ortiz	Host City Rei...		R	-20.36
5/25/2010	BofA Checking	552	Hodel's Resta...	July's Meetin...		R	-100.00
7/8/2010	BofA Checking	Card	Hodel's Resta...	July's Meetin...			-434.70
OVERALL TOTAL							1,537.48

2010 CCCCA Annual Audit Committee Report

January 1, 2008 through July 2009

- Review the previous two years' bank statements to ensure they have been reconciled.
 - Randomly check outstanding checks on reconciliation to see if they appear on the bank statement.
 - Randomly check voided checks to ensure they do not appear on bank statements.
 - Once the statement is audited, write "Reviewed, auditors initials, and date audited" on bank statement.

See
Notes
Below

- Reconcile the Treasurer's Reports to the corresponding bank statements for the previous two years.

- Review all expenditure receipts for the previous two years.

See
Notes
Below

- Review all revenue for the previous two years.

Additional Tasks Performed:

- Organized 2005 through 2009 Treasurer's files.
- Written and undistributed checks 498 and 501 were voided.
- Check 499 was voided in Quicken and was reversed because it cleared on a bank statement.

Notes:

- The Audit Committee was unable to reconcile the Treasurer's Reports to the corresponding bank statements for the previous two years because monthly Treasurer's Reports were not always generated. The following two tasks were not performed:
 - Reconcile the Treasurer's Reports to the corresponding bank statements for the previous two years.
 - Review all revenue for the previous two years.
- Check 529 dated 06/17/2009 for \$143.09 had not cleared the bank nor was there a receipt.

Audit Committee Recommendations:

- Void outstanding checks after one year.
- Print out a Check Register monthly and attach to the corresponding bank statement.
- Future Audit Committees should create a similar certificate of duties performed and place it in the Treasurer's file, as a marker, showing where the audit concluded.

Audit Performed: Friday, July 9, 2010

Dana Davidson, Committee Chair

Lorraine Lopez, Committee Member

Louise Hudgens, Committee Member