



AGENDA
CENTRAL CALIFORNIA CITY CLERKS ASSOCIATION
General Membership Meeting

Friday, September 17, 2010 at 11:00 AM
Modesto, CA

1. CALL TO ORDER

2. ROLL CALL: *(Self Introductions)*

3. COMMUNICATIONS

4. BUSINESS

- a. Approval of Thursday, July 8, 2010 General Board Minutes
- b. Approval of Treasurer's Report
- c. Call for Volunteers to Host 2010/2011 Central Division Meetings

5. REPORTS

- a. Report out on September 17, 2010 Executive Board Meeting (Jennifer Bustamante)
- b. July 9, 2010 Annual Audit Committee Report (Dana Davidson)
- c. Report out on September 15, 2010 State Board Meeting (Lori)

6. INSTALLATION OF OFFICERS

- a. Recognition of 2009/2010 Executive Board Members

Immediate Past Chair
Chair
First Vice-Chair
Second Vice-Chair
Secretary
Treasurer
Trustee
Trustee

Nanci Lima, Lemoore
Lori Martin, Waterford
Lorraine Lopez, Corcoran
Lorraine Lopez, Corcoran
Dana Davidson, Merced
Rhonda Greenlee, Turlock
Roberta Gafford, Bakersfield
Nancy Lilly, Oakdale

b. Installation and Introduction of 2010/2011 Executive Board Members

Immediate Past Chair
Chair
First Vice-Chair
Second Vice-Chair
Secretary
Treasurer
Trustee
Trustee

Nanci Lima, Lemoore
Lori Martin, Waterford
Lorraine Lopez
Julie Drimakis, Tehachapi
Jennifer Bustamante, Riverbank
Dana Davidson, Merced
Roberta Gafford, Bakersfield
Nancy Lilly, Oakdale

7. FOR THE GOOD OF THE ORDER

8. ADJOURNMENT



MINUTES
CENTRAL CALIFORNIA CITY CLERKS ASSOCIATION
General Member Meeting

Thursday, July 8, 2010 at 10:00 AM
Bakersfield, CA

1. PROGRAM – **Campaign Filing Officer Seminar** – Presented by FPPC (10:00am – 12:00pm)
Innovating Uses of Election Technology – Presented by City of Santa Clarita Technology Services and Election Project Manager Kevin Tonoian and Santa Clarita City Clerk Sarah Gorman, Esq. (12:00pm – 1:00pm)
What I Learned From my First Election – Presented by Santa Clarita City Clerk Sarah Gorman, Esq. (1:00 – 2:00pm)
2. CALL TO ORDER: Called to order at 2:00 PM by Chair Lori Martin
3. ROLL CALL: Lori Martin, Waterford; Lorrain Lopez, Corcoran; Jayne Anderson, Dinuba; Linda Barkley, Dinuba; Roberta Gafford, Bakersfield; Pam Lawrence, Bakersfield; Lorraine Reza, Bakersfield; Christine Im, Bakersfield; Phyllis Draft, Delano; Jennifer Gomez, Tulare; Roxanne Yoder, Tulare; Julie Drimakis, Tehachapi; Cecilia Vela, Arvin; Christine Wilson, Shafter; Carol Chavolla, Shafter, Jennifer Gomez, Tulare; Roxanne Yoder, Tulare; Vickie Hight, Wasco; Duviet Rodriquez Wasco; Jeffrie Madland, Camarillo; Carrie Weal, Camarillo; Luisa Herrera, Porterville; Patrice Hildreth, Porterville; Silvia Jacques, Camarillo; Louis Hudgens, Taft; Kevin Tonoian, Santa Clarita; Sarah Gorman, Santa Clarita; and Nanci Lima, Lemoore
4. COMMUNICATIONS

None.
5. BUSINESS
 - a. *Approval of Friday, March 5, 2010 General Board Minutes*
Moved by Lorraine Lopez, seconded by Roberta Gafford, unanimously approved the Friday, March 5, 2010 General Board Minutes.
 - b. *Approval of Thursday, May 6, 2010 General Board Minutes*
Moved by Roberta Gafford, seconded by Vickie Hight, unanimously approved the Thursday, May 6, 2010 General Board Minutes.

- c. *Approval of Treasurer's Report*
Continued to the next meeting.
- d. *Nominations from the Floor and Election of 2010/2011 Election of Central Division Officers (Roberta Gafford)*
No nominations were made from the floor.

Moved by Nanci Lima, seconded by Louise Hudgens, unanimously approved the slate of officers presented.

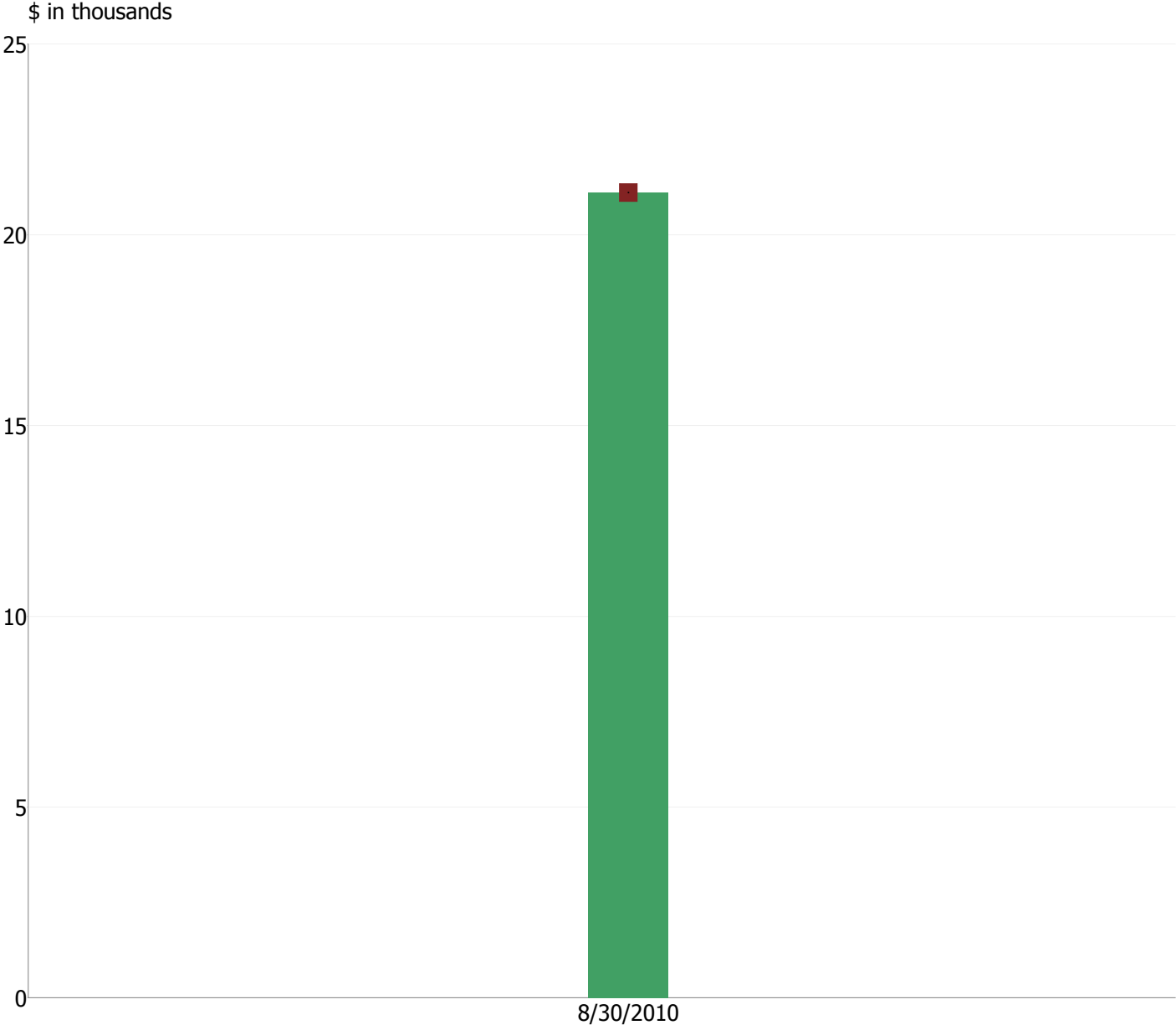
6. REPORTS

- a. *Report out on June 28, 2010 Executive Board Meeting (Nanci)*
Nanci Lima gave an oral report.
- b. *Report out on June 24, 2010 State Board Meeting (Lori/Nanci)*
Lori Martin gave an oral report.
- c. *Report out on 64th Annual IIMC Conference (Lori/Nanci)*
Lori Martin gave an oral report
- d. *Report on Scholarship Awards – 1st Round (Lori)*
Lori Martin gave an oral report.
- e. *Report on Scholarship Awards – 2nd Round (Lori)*
Lori Martin gave an oral report.

7. ADJOURNMENT: The meeting was adjourned at 2:09 PM.

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