



CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD MEETING

Conference Call Number 916/658-8212

Agenda

Tuesday, February 18, 2014

8:30 – 10:00 AM

- 1. CALL TO ORDER**
- 2. ATTENDANCE/EXCUSED ABSENCES**
 - a. Approval of Absences
- 3. INTRODUCTIONS/ANNOUNCEMENTS**
- 4. MINUTES**
 - a. Approval of December 6, 2013 and January 9, 2014 Meeting Minutes (Wimberly)
- 5. DIRECTORS' REPORTS**
 - a. Second Vice President (Pope)
- 6. UNFINISHED BUSINESS**
 - a. Update on the Website (K. Rodrigues/B. Pope/P. Olds)
 - b. Status Update on 2013-2014 Goals
 1. The Sustainable CCAC Picture
 2. Membership & Participation
 3. The Four C's
 - c. Proposed Criteria for the Pat Hammers Spirit Award (J. Jasso)
 - d. Progress report from the CCAC Audit Steering Committee (C. Nicol)
 - e. Verbal Update on the Scholarship Survey (D. Abrahamson) (Abrahamson)

7. TREASURER'S REPORT

- a. Treasurer's Report (Olds)
- b. Report on Taxes(Olds)
- c. Consideration of an amendment to the Financial Policy. (Olds)

8. NEW BUSINESS/ACTION/DISCUSSION ITEMS

- a. Consideration of Development of a Public Relations Statement (N. Lima)

9. DIRECTORS' REPORTS

- a. First Vice President (Barr)
- b. Communications Director (Rodrigues)
- c. Legislative Director (Johl-Olson)
- d. Professional Development Director (Abrahamson)
- e. Division Professional Development Reps (Freels/Lopez/Domen)
- f. Division Trustees (Roberts/Martin/Ramos)
- g. Division Chairs (Cuppy/Jasso/Mejia)
- h. Past President (Concolino)

10. IIMC REPORT (Nicol/Tilton)

- a. IIMC Update
- b. Region IX Update

11. PRESIDENT'S REPORT (Lima)

12. ADJOURNMENT

Future Meetings:

April 2014 at Annual Conference

June 2014 Conference Call



CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD MEETING

MINUTES
Friday, December 6, 2013

1. CALL TO ORDER

President Lima called the Executive Board Meeting to order at 12:10 p.m.

2. ATTENDANCE/EXCUSED ABSENCES

a. Roll Call:

- Nanci Lima, President
- Rebekah Barr, First Vice-President
- Byron Pope, Second Vice-President
- Margaret Wimberly, Recording Secretary
- Patrice Olds, Treasurer
- Randi Johl-Olson, Legislative Director
- Kimberly Rodrigues, Communications Director
- Dawn Abrahamson, Professional Development Director
- Shawna Freels, Northern Division Professional Development Representative
- Lorraine Lopez, Central Division Professional Development Representative
- Mindy Cuppy, Northern Division Chair
- Jose Jasso, Central Division Chair
- Anthony Mejia, Southern Division Chair
- Margaret Roberts, Northern Division Trustee
- Lori Martin, Central Division Trustee
- Susan Ramos, Southern Division Trustee

Excused:

- Shirley Concolino, Immediate Past President
- Susan Domen, Southern Division Professional Development Representative

Also present:

- Colleen Nicol, IIMC Past President
- Joann Tilton, Region IX Director
- Lorraine Okabe, League of California Cities
- Sarah Cuneo, League of California Cities

3. INTRODUCTIONS/ANNOUNCEMENTS – None.

4. MINUTES

a. Approval of 10/18/2013 CCAC Minutes. (Wimberly)

President Lima requested corrections to Item 7.A and clarified that the consensus of the Board to proceed with conceptual approval of award and to bring back the criteria for the Boards approval.

Professional Development Director Abrahamson noted that the motion related to the contract for TTC should have included the in Exhibit A Item 11 which states that CCAC shall provide educational TTC Scholarship awards each year in an amount equal to any financial support offered to other CCAC institute programs based on the previous year's totals

Roberts moved and Ramos seconded a motion to approve the 10/18/2013 meeting minutes with corrections to the items on Items 7.A and 7.G. The motion carried unanimously.

5. TREASURER'S REPORT (Olds)

a. Treasurer's Report (Olds)

Treasurer Olds passed out the Treasurers report and provided a verbal overview of the report, and an overview of the accounts. The new finance reports are through month end and not mid-month so that all finances have been booked and included in the report pursuant to the Finance Policy. Olds further reported that we have spent 192% of the budget as we have paid the cost of the MemberClicks software, which will come from the reserves. The association will be billing late for membership fees due to the transfer to the new MemberClicks software. The line item related to Fund Raising is in the negative as the Association refunded the price of a cruise. The Association is over budget for the cost of Board meetings, as cost varies based on the location and other factors. Olds provided copies of various reports available through the accounting software as examples of the types of reports that are available for Board review and consideration. There was Board consensus that all reports be provided for consideration at future meetings.

President Lima asked for a report on the status of the Reserves. Olds indicated that could be provided by April 2014. There was further discussion of reserves, which is currently at a balance of \$125,000, once payment is made to the CPA, MemberClicks, and the approval of the RFP, those costs will spend down 34 percent of the reserves. Olds has stated one of the goals going forward is to align the various reporting dates for the Association.

Barr moved and Mejia seconded a motion to approve the Treasurers Report. The motion carried unanimously.

b. Discussion of Membership Admin Fees (Olds)

Treasurer Olds explained that standard practice of the association has been to take \$10 off the top for primary members and \$5 for associate members as an administrative fee prior to sending the Divisions their percentage of the membership fees. CCAC pays for the following items for the entire association; insurance, bonding, the website, the annual conference and the structure associated with it, the tax filings, the accountants, and other various administrative items that need to be handled for the association as a whole need to be covered. Treasurer Olds noted that several years ago a decision was to accommodate those changes by motion action; however a change was not made in the by-laws. There have been some questions regarding this practice from the Treasurers of the divisions. While this may be able to be folded into the infrastructure issue that will addressed as a part of the RFP, membership payments will be due soon, and payments will need to be made to the divisions. Treasurer Olds indicated that while the fees for membership have been raised by \$10 in each category an amount of \$7,000 was included in the budget for those funds. The administrative fees for last year are approximately \$6,000.

There was board discussion related to the practice and it was notice that Shalice Tilton may have records related to the implementation of the practice; and she may have a minute order. Concern was expressed that the practice was not memorialized in the bylaws. Mejia asked how the minute order would supersede the bylaws. Colleen Nicol explained the history and stated it didn't get translated to the bylaws. There was discussion regarding options moving forward, continue this going forward, or stop the practice and the fiscal impact. Treasurer Olds stated the impact would be approximately \$1,500. A comment was made should the fee stopped being charged a bill should be sent to the division for the items that are paid by CCAC.

There was further discussion regarding the administrative fee and the minute order. There was a need to receive clarification so that the MemberClicks database could be built with the correct fee structure.

President Lima directed that an e-mail vote to amend Financial Policy \$10 primary and \$5 associate fee, with a question to be formed by December 11, 2013, with assistance from Deputy Treasurer Roberts. The Minute Order related to the initial implementation of the administrative fee will be provided if it is available by the time of the e-mail vote. President Lima also asked that the records be examined by Deputy Treasurer Roberts to determine what CCAC pays for on behalf of the divisions.

6. UNFINISHED BUSINESS

A. Status Update on 2013-2014 Goals

1. The Sustainable CCAC Picture

President Lima stated she would send the work plans out to the Board. Southern Division Chair Mejia indicated the Southern Division had completed and adopted their Division rules and regulations; they had been forwarded to the Central Division so they may work from them. Northern Division Chair Cuppy stated the Past Chair for the Northern Division was working on them and she had not received a status update yet. Central Division Chair Jasso stated the Central Division had completed theirs but they had not yet been adopted. President Lima spoke further regarding the work plans and the schedule, the division comparisons for best practices and stated the State Board is scheduled to adopt the rules and regulations appended to the policies in April of 2014 and those or to be posted to the website by June of 2014.

2. Membership & Participation

(a) Education Needs and upcoming survey related to the two scholarship programs. (Abrahamson)

Professional Development Director Abrahamson stated Second Vice President Pope is working on the new member packet which should be complete by January 2014 and will be incorporated with new system. She further indicated the scholarship survey will be ready to send out pending approval and review by the institute directors. The survey will be rolled out through the Divisions and their membership databases.

3. The Four C's

Communications Director Rodrigues spoke regarding MemberClicks and the update to the website and the inclusion of various landscapes from around the State. She spoke regarding the limitations of the current system for files. She further spoke regarding the limitations of the current system.

B. Report and Recommendation from the RFP Committee

Colleen Nicol reported on the qualifications of both firms who submitted responses to the RFP and provided an overview of the decision making process of the RFP Committee.

Johl moved and Abrahamson authorized President Lima, to negotiate and execute a final contract with David Gassaway and Ryan DeVore for \$16,830, plus direct expenses for hotel and airfare and/or mileage, with total expenses not-to-exceed \$25,000, to complete the scope of work described in the revised response dated November 18, 2013, to the CCAC Request for Proposals (RFP) entitled "CCAC Structure and Resource Distribution" with Randi Johl as her designee for negotiations. Motion carried unanimously.

President Lima to appointed Shirley Concolino, Coleen Nicol and Joann Tilton to steering committee to serve as advisors to the contractor, as needed, throughout the project.

Roberts moved and Pope seconded the approval of the appropriate budget adjustments as advised by the CCAC Treasurer. Motion carried unanimously.

7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

- c. Consideration of support to nominate Lee Price for a Quill Award.
(Nicol/Tilton)

Barr moved and Freels seconded support of a nomination of Lee Price for a Quill Award. Motion carried unanimously.

- d. Discussion Regarding Election of Secretary of State in 2014
(Johl/Abrahamson)

Legislative Director Johl-Olson provided background information on the legislative relationship with the League, the Legislator, and the Secretary of State. She reported on the upcoming election of the Secretary of State in 2014 and requested Board direction related to outreach for the potential candidates. President Lima stated she would be comfortable with the Legislative committee meeting with candidates and reporting back to the membership, not endorsing any candidates, but providing information and facts. Second Vice President Pope felt that aside from the endorsements CCAC needed to do a better job as an organization of building a relationship with the Secretary of State's office and felt that building a relationship with the candidates could be beneficial in that regard. Joann Tilton spoke regarding relationships that were established with people who held the position of the Secretary of State and felt that some of the ways that was built in the past may be beneficial in the future. Those meetings included the

CCAC President and the Legislative Director. President Lima requested when if an appointment were made that it should include the Legislative Committee and the CCAC President, and the first and second vice Presidents be included. Legislative Director Johl-Olson stated it was a bit premature to set appointments up at this time due to the recent resignation of the League Lobbyist, and as that position is being filled it would be a good time to note the various issues the association could work with the Secretary of State's office on.

There was Board consensus that when appointments were made with the candidates, that those appointments include the Legislative Committee and the CCAC President, and the first and second vice Presidents.

8. DIRECTORS' REPORTS

a. First Vice President (Barr)

First Vice President Barr reported that meetings would be starting for the annual conference committee and that site visits would be taking place in a few weeks.

b. Second Vice President (Pope)

Second Vice President Pope reported on the migration of information into the new membership software which would hopefully be complete by January 1, 2014.

c. Communications Director (Rodrigues)

Communications Director Rodrigues reported on the inclusion of the Halloween photos in the Official Word and stated she had received a lot of positive feedback from that and may come up with a similar item such as that quarterly which would engage the membership. She further reported on that in each Official Word a division would be highlighted and it would be up to that division to choose how they would be highlighted.

d. Legislative Director (Johl-Olson)

e. Professional Development Director (Abrahamson)

f. Division Professional Development Reps (Freels/Lopez/Domen)

Northern Division Professional Development Rep Freels reported that she and the Central Division Professional Development Rep had taken Mentor training with Lee Price. She further reported that the Vendor information would be live on the conference site shortly. Central Division Professional Development Rep Lopez reported on scholarships, and attendance at the mentor training.

g. Division Trustees (Roberts/Martin/Ramos)

Northern Division Trustee Roberts reported on quotes for purchase of scanners and would report back once that information was received.

She reported on fundraising that was taking place for the annual conference.

h. Division Chairs (Cuppy/Jasso/Mejia)

Southern Division Chair Mejia reported on the January Southern Division meeting. Central Division Chair Jasso reported on a special meeting schedule for mid-December to adopt their policies and the Central Division meeting that will be held in January.

i. Past President (Concolino)

9. IIMC REPORT (Nicol/Tilton)

a. IIMC Update

Region IX Director Tilton reported on the mid-year IIMC meeting in Savannah, GA, attendance at the Alaska Conference in Anchorage. She was examining ways of distribution the IIMC agenda packets to the Region IX members. She reported on a recommendation related to education related to Athenian Dialogues and technical bulletins that was before the IIMC Board. Three points will be given for Athenian Dialogues with a maximum of 15 points from the Athenian Dialogues, which is separate from the Athenian Fellow program. No points were given for the technical bulletins. There was a report on the education resource group which is the group being used instead of an Director of Education, and said there was a request for additional information about how the group was being utilized. Prior to the close of the meeting a letter was read into the record from CCAC President Lima stating that CCAC would like to see the position of Director of Education reinstated, the letter spawned comments from others echoing the same sentiment. There was discussion regarding the importance of the Director of Education position. The 2018 Conference was awarded to Norfolk, Va.

b. Region IX Update

Region IX Past President Nicol reported on the Policy review committee, and an e-mail that will be sent out related fund raising.

10. PRESIDENT'S REPORT (Lima)

President Lima reported on the workload of the President's position.

11. ADJOURNMENT

President Lima adjourned the meeting at 2:39 p.m.



CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD MEETING

MINUTES
Thursday, January 9, 2014
2:30 p.m.

1. CALL TO ORDER

President Lima called the Executive Board Meeting to order at 2:33 p.m.

2. ATTENDANCE/EXCUSED ABSENCES

a. Roll Call:

- Nanci Lima, President
- Margaret Wimberly, Recording Secretary
- Randi Johl-Olson, Legislative Director
- Kimberly Rodrigues, Communications Director
- Dawn Abrahamson, Professional Development Director
- Lorraine Lopez, Central Division Professional Development Representative
- Jose Jasso, Central Division Chair
- Anthony Mejia, Southern Division Chair
- Margaret Roberts, Northern Division Trustee
- Lori Martin, Central Division Trustee
- Susan Ramos, Southern Division Trustee

• **Excused:**

- Rebekah Barr, First Vice-President
- Byron Pope, Second Vice-President
- Patrice Olds, Treasurer
- Shawna Freels, Northern Division Professional Development Representative
- Mindy Cuppy, Northern Division Chair
- Shirley Concolino, Immediate Past President
- Susan Domen, Southern Division Professional Development Representative

Also present:

- Colleen Nicol, IIMC Past President
- Joann Tilton, Region IX Director

3. INTRODUCTIONS/ANNOUNCEMENTS – None.

4. NEW BUSINESS/ACTION/DISCUSSION ITEMS

a. Presidents Report (Lima)

President Lima reported on contact with the media on behalf of the organization. President Lima reported the Association had no comment on the issue.

5. ADJOURNMENT

President Lima adjourned the meeting at 2:49 p.m.

DRAFT

MEMORANDUM

TO: Nanci Lima, President, California City Clerks Association

FROM: Nancy Dillon, MMC, Retired
Jose Jasso, CMC, Project Analyst

DATE: February 4, 2014

SUBJECT: PROPOSED SELECTION CRITERIA – THE PAT HAMMERS SPIRIT AWARD

Recommendation:

1. The Pat Hammers Spirit Award should be presented at the annual New Law and Elections Seminar in order to make the City Clerk of the Year and the Spirit Award separate and distinct. This action would also benefit Clerks who cannot attend more than one conference/seminar in a budget year. It is also our recommendation to invite Pearl Vargha, Pat's sister, to be present for the first award.
2. The President reserves the right to not award in the absence of a worthy candidate.
3. In order to present Spirit Awards at the annual New Law and Elections Seminar, the outgoing President may want to work with the incoming President to make the selection and both officers, should coordinate the presentation at one of the seminar luncheons.
4. The President reserves the right to form a committee, to be comprised of three (3) State Board members, to assist with the selection of an awardee.

Background:

The State Board at its meeting in October 2013, voted to adopt Nancy Dillon's recommendation to create a new special award honoring the late Pat Hammers. Initial discussions involved recognizing Clerks who have demonstrated achievements in the areas of mentorship and education, which were Pat's primary foci.

In December 2013, President Lima requested board members offer suggestions and criteria. The committee was forwarded a compilation of proposed criteria.

In January 2014, the committee met to discuss the criteria submitted. It is important to note, we do not recommend requiring future nominees/awardees meet each of the proposed criteria. It is our recommendation to provide the President/committee latitude in selecting future nominees/awardees. We discussed each point submitted by the Board at length and collectively decided on the following criteria as the principal guiding points for this award:

- Member of CCAC (required of all recipients);
- CCAC mentor – A Clerk who has been willing to spend his or her time and expertise guiding the development of another Clerk;
- Promotion of the profession through specific actions or events;
- Outstanding humanitarian efforts within CCAC (i.e., someone devoted to the advancement of professional growth in Clerks and the profession);
- Outstanding inspiration to other Municipal Clerks through specific actions or events;
- Significant personal sacrifice of time, labor, or financial resources to CCAC – someone involved to make a difference;
- Courageous – someone with resolution and confidence;
- Compassionate – treats others as they would wish to be treated;
- Tenacious – someone who is assertive, decisive, hangs in there when or because things get tough; maintains a positive perspective and stays strong during difficult times and is action-oriented;
- Committed – someone who is selfless – volunteers at Division or Association level for projects/tasks, large or small – the ‘I can help’ with anything spirit – a cheerleader;
- A champion for continued education and the elevation of our profession;
- Lifelong learner/commitment to continued learning – someone who has not stopped at CMC/MMC certification, but believes in continuous training;
- A builder of partnerships.

Documentation:

Nominations shall be solicited annually at the President’s choosing. Optionally, the President and Incoming President may at their discretion name the Spirit Award recipient without a formal nomination. If documentation is warranted, it shall be submitted to the President/committee no later than September of the year of the Award, along with a resume of the nominee and criteria summarizing the reasons to be considered for the award.

City Clerk's Association of California
Profit & Loss
 July 2013 through January 2014

	Jul '13 - Jan 14
Ordinary Income/Expense	
Income	
101 Program Income	
101 Membership Dues	
101.2 Northern Division Dues	335.00
101.3 Southern Division Dues	2,465.00
101.4 Affiliate Membership Dues	-75.00
101 Membership Dues - Other	15,123.99
Total 101 Membership Dues	17,848.99
Total 101 Program Income	17,848.99
102 Investments	
102.1 Interest-Sav, CD, Checkg	21.67
Total 102 Investments	21.67
103 Conference Revenue	
103.3 Registration Fees	2,000.00
103.4 Other Conference Revenue	425.00
103.5 Sponsorships	7,000.00
Total 103 Conference Revenue	9,425.00
105 Handbook Revenue	1,400.00
107 Fundraising Revenue	
107.2 CCAC Store Sales	57.00
107.4 Cruise (MCEF)	-1,692.00
107.7 Other Fundraising	3,057.37
Total 107 Fundraising Revenue	1,422.37
108 Advertising Revenue	5,600.00
120 Training Revenue	
120.1 Nuts & Bolts South	18,300.00
120.2 Nuts & Bolts Central	3,350.00
120.3 Nuts & Bolts North	3,850.00
120.4 Income - Athenian Dialogu	1,827.37
Total 120 Training Revenue	27,327.37
Total Income	63,045.40
Expense	
*Reconciliation Discrepancies	-3.43
201 Presidential Expenses	3,707.07
202 General Expenses	
202.1 Supplies	547.50
202.2 Postage, Mailing Service	156.00
202.5 Printing and Copying	278.83
Total 202 General Expenses	982.33
203 Professional Services	
203.2 Accounting & Tax Prep	994.61
203.4 Insurance	2,218.00
203.6 Election Expenses	1,661.91
Total 203 Professional Services	4,874.52
204 Committees	
204.1 General	65.40
204.2 Legislative	1,389.49
204.4 Educ / Prof. Development	943.00
Total 204 Committees	2,397.89
207 Technology	
207.1 Webmaster Expense	2,724.00
207 Technology - Other	5,238.60
Total 207 Technology	7,962.60

City Clerk's Association of California
Profit & Loss
 July 2013 through January 2014

	Jul '13 - Jan 14
208 Annual Conference Expenses	
208.1 Speakers	850.00
208.14 CCAC Store	308.54
208.9 Site visit	1,632.66
Credit Card fees	676.70
208 Annual Conference Expenses - Other	5,000.00
	8,467.90
Total 208 Annual Conference Expenses	8,467.90
209 IIMC & Region IX expense	
209.2 IIMC Candidate Support	1,500.00
	1,500.00
Total 209 IIMC & Region IX expense	1,500.00
211 Board Meeting Expense	11,944.17
215 Fundraising Expense	
215.3 Fundraiser during confere	100.00
215.4 Division Basket Raffle	114.74
	214.74
Total 215 Fundraising Expense	214.74
220 Training expenses	
220.1 Nuts & Bolts South	6,545.72
220.2 Nuts & Bolts Central	1,383.70
Athenian Dialogue	1,386.13
220 Training expenses - Other	92.47
	9,408.02
Total 220 Training expenses	9,408.02
221 Scholarships	
221.2 Scholarships - TTC / LTC	6,620.00
221.3 Scholarships - Alternativ	900.00
221 Scholarships - Other	1,389.90
	8,909.90
Total 221 Scholarships	8,909.90
225 Special Projects	
LOCC Booth	2,768.51
	2,768.51
Total 225 Special Projects	2,768.51
Inst. Dir. Conf. Attendance	1,083.43
Spoiled checks	0.00
	64,217.65
Total Expense	64,217.65
Net Ordinary Income	-1,172.25
Net Income	-1,172.25

City Clerk's Association of California
Profit & Loss Budget vs. Actual
 July 2013 through January 2014

	Jul '13 - Jan 14	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
101 Program Income	17,848.99	83,000.00	-65,151.01	21.5%
102 Investments	21.67	20.00	1.67	108.4%
103 Conference Revenue	9,425.00	111,471.00	-102,046.00	8.5%
105 Handbook Revenue	1,400.00	1,500.00	-100.00	93.3%
107 Fundraising Revenue	1,422.37	7,500.00	-6,077.63	19.0%
108 Advertising Revenue	5,600.00	10,000.00	-4,400.00	56.0%
120 Training Revenue	27,327.37	25,000.00	2,327.37	109.3%
Total Income	63,045.40	238,491.00	-175,445.60	26.4%
Expense				
*Reconciliation Discrepancies	-3.43			
201 Presidential Expenses	3,707.07	13,500.00	-9,792.93	27.5%
202 General Expenses	982.33	1,450.00	-467.67	67.7%
203 Professional Services	4,874.52	8,650.00	-3,775.48	56.4%
204 Committees	2,397.89	6,400.00	-4,002.11	37.5%
205 Recognition & Awards	0.00	500.00	-500.00	0.0%
206 Membership Dues Payouts	0.00	34,200.00	-34,200.00	0.0%
207 Technology	7,962.60	3,480.00	4,482.60	228.8%
208 Annual Conference Expenses	8,467.90	96,850.00	-88,382.10	8.7%
209 IIMC & Region IX expense	1,500.00	3,600.00	-2,100.00	41.7%
211 Board Meeting Expense	11,944.17	7,500.00	4,444.17	159.3%
215 Fundraising Expense	214.74	3,050.00	-2,835.26	7.0%
220 Training expenses	9,408.02	16,311.00	-6,902.98	57.7%
221 Scholarships	8,909.90	38,500.00	-29,590.10	23.1%
225 Special Projects	2,768.51	4,500.00	-1,731.49	61.5%
Inst. Dir. Conf. Attendance	1,083.43			
Spoiled checks	0.00			
Total Expense	64,217.65	238,491.00	-174,273.35	26.9%
Net Ordinary Income	-1,172.25	0.00	-1,172.25	100.0%
Net Income	-1,172.25	0.00	-1,172.25	100.0%

3:46 PM

02/09/14

Accrual Basis

City Clerk's Association of California Profit & Loss Budget vs. Actual July 2013 through January 2014

	Jul '13 - Jan 14	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
101 Program Income			
101 Membership Dues			
101.1 Central Division Dues	0.00	7,000.00	-7,000.00
101.2 Northern Division Dues	335.00	27,000.00	-26,665.00
101.3 Southern Division Dues	2,465.00	42,000.00	-39,535.00
101.4 Affiliate Membership Dues	-75.00	7,000.00	-7,075.00
101 Membership Dues - Other	15,123.99	0.00	15,123.99
Total 101 Membership Dues	17,848.99	83,000.00	-65,151.01
101 Program Income - Other	0.00	0.00	0.00
Total 101 Program Income	17,848.99	83,000.00	-65,151.01
102 Investments			
102.1 Interest-Sav, CD, Checkg	21.67	20.00	1.67
Total 102 Investments	21.67	20.00	1.67
103 Conference Revenue			
103.1 Advanced Academy Fees	0.00	7,200.00	-7,200.00
103.2 Exhibitor Fees			
103.2 b - Additional Reps	0.00	900.00	-900.00
103.2 c - Banquet Tix	0.00	800.00	-800.00
103.2 d - Wed night event	0.00	1,000.00	-1,000.00
103.2a - Booth (\$1000)	0.00	15,300.00	-15,300.00
Total 103.2 Exhibitor Fees	0.00	18,000.00	-18,000.00
103.3 Registration Fees			
103.3 a - Early Bird Rate	0.00	55,000.00	-55,000.00
103.3 b - Full registr member	0.00	2,000.00	-2,000.00
103.3 c - Non-member Rate	0.00	3,000.00	-3,000.00
103.3 d - Wednesday Event	0.00	5,000.00	-5,000.00
103.3 e - Thursday Banquet	0.00	1,200.00	-1,200.00
103.3 Registration Fees - Other	2,000.00	0.00	2,000.00
Total 103.3 Registration Fees	2,000.00	66,200.00	-64,200.00
103.4 Other Conference Revenue	425.00	3,571.00	-3,146.00
103.5 Sponsorships	7,000.00	16,500.00	-9,500.00
103 Conference Revenue - Other	0.00	0.00	0.00
Total 103 Conference Revenue	9,425.00	111,471.00	-102,046.00
105 Handbook Revenue	1,400.00	1,500.00	-100.00

3:46 PM

02/09/14

Accrual Basis

City Clerk's Association of California Profit & Loss Budget vs. Actual July 2013 through January 2014

	Jul '13 - Jan 14	Budget	\$ Over Budget
107 Fundraising Revenue			
107.2 CCAC Store Sales	57.00	1,800.00	-1,743.00
107.3 Silent Auction	0.00	1,200.00	-1,200.00
107.4 Cruise (MCEF)	-1,692.00	1,800.00	-3,492.00
107.5 Division Basket Raffle	0.00	0.00	0.00
107.6 Live Auction	0.00	2,500.00	-2,500.00
107.7 Other Fundraising	3,057.37	200.00	2,857.37
107.8 IIMC Fundraiser	0.00	0.00	0.00
Total 107 Fundraising Revenue	1,422.37	7,500.00	-6,077.63
108 Advertising Revenue	5,600.00	10,000.00	-4,400.00
120 Training Revenue			
120.1 Nuts & Bolts South	18,300.00	12,000.00	6,300.00
120.2 Nuts & Bolts Central	3,350.00	5,000.00	-1,650.00
120.3 Nuts & Bolts North	3,850.00	7,000.00	-3,150.00
120.4 Income - Athenian Dialogu	1,827.37	1,000.00	827.37
Total 120 Training Revenue	27,327.37	25,000.00	2,327.37
Total Income	63,045.40	238,491.00	-175,445.60
Expense			
*Reconciliation Discrepancies	-3.43		
201 Presidential Expenses			
201.1 Institute Dir Support	0.00	6,000.00	-6,000.00
201 Presidential Expenses - Other	3,707.07	7,500.00	-3,792.93
Total 201 Presidential Expenses	3,707.07	13,500.00	-9,792.93
202 General Expenses			
202.1 Supplies	547.50	1,000.00	-452.50
202.2 Postage, Mailing Service	156.00	250.00	-94.00
202.4 Bank fees	0.00	200.00	-200.00
202.5 Printing and Copying	278.83		
Total 202 General Expenses	982.33	1,450.00	-467.67
203 Professional Services			
203.2 Accounting & Tax Prep	994.61	1,500.00	-505.39
203.3 Bond Expense	0.00	1,000.00	-1,000.00
203.4 Insurance	2,218.00	3,000.00	-782.00
203.5 Legal Fees	0.00	1,500.00	-1,500.00
203.6 Election Expenses	1,661.91	1,650.00	11.91
Total 203 Professional Services	4,874.52	8,650.00	-3,775.48

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Accrual Basis

City Clerk's Association of California Profit & Loss Budget vs. Actual July 2013 through January 2014

	Jul '13 - Jan 14	Budget	\$ Over Budget
204 Committees			
204.1 General	65.40	500.00	-434.60
204.2 Legislative	1,389.49	2,500.00	-1,110.51
204.3 Nominations	0.00	100.00	-100.00
204.4 Educ / Prof. Development	943.00	3,000.00	-2,057.00
204.5 Hospitality Committee	0.00	300.00	-300.00
Total 204 Committees	2,397.89	6,400.00	-4,002.11
205 Recognition & Awards	0.00	500.00	-500.00
206 Membership Dues Payouts			
206.1 Central Div Dues Payout	0.00	3,000.00	-3,000.00
206.2 Northern Div Dues Payout	0.00	10,000.00	-10,000.00
206.3 Southern Div Dues Payout	0.00	16,000.00	-16,000.00
206.4 CC fees	0.00	5,200.00	-5,200.00
Total 206 Membership Dues Payouts	0.00	34,200.00	-34,200.00
207 Technology			
207.1 Webmaster Expense	2,724.00	3,480.00	-756.00
207 Technology - Other	5,238.60		
Total 207 Technology	7,962.60	3,480.00	4,482.60
208 Annual Conference Expenses			
208.1 Speakers	850.00	6,000.00	-5,150.00
208.10 Conference Staff & Logis	0.00	14,000.00	-14,000.00
208.11 Conference Supplies, etc	0.00	1,000.00	-1,000.00
208.12 Registration Expenses	0.00	500.00	-500.00
208.13 VIP Dinner	0.00	2,000.00	-2,000.00
208.14 CCAC Store	308.54		
208.16 SuperVolunteers	0.00	250.00	-250.00
208.17 Vendors	0.00	600.00	-600.00
208.19 Hotel Costs (food & rent	0.00	58,000.00	-58,000.00
208.2 Banquet	0.00	1,800.00	-1,800.00
208.20 Shipping & Mileage	0.00	1,200.00	-1,200.00
208.4 Conference bags	0.00	2,500.00	-2,500.00
208.5 Wednesday Evening Event	0.00	5,000.00	-5,000.00
208.6 Retiree lunch	0.00	1,800.00	-1,800.00
208.8 VIP gifts & hospitality	0.00	700.00	-700.00
208.9 Site visit	1,632.66	1,500.00	132.66
Credit Card fees	676.70		
208 Annual Conference Expenses - Other	5,000.00		
Total 208 Annual Conference Expenses	8,467.90	96,850.00	-88,382.10
209 IIMC & Region IX expense			
209.2 IIMC Candidate Support	1,500.00		
209.5 Region IX	0.00	3,600.00	-3,600.00
Total 209 IIMC & Region IX expense	1,500.00	3,600.00	-2,100.00

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Accrual Basis

City Clerk's Association of California
Profit & Loss Budget vs. Actual
 July 2013 through January 2014

	Jul '13 - Jan 14	Budget	\$ Over Budget
211 Board Meeting Expense	11,944.17	7,500.00	4,444.17
215 Fundraising Expense			
215.1 CCAC Store Supplies	0.00	1,800.00	-1,800.00
215.2 Auction	0.00	1,000.00	-1,000.00
215.3 Fundraiser during confere	100.00		
215.4 Division Basket Raffle	114.74		
215.8 Square Service Charge	0.00	250.00	-250.00
Total 215 Fundraising Expense	214.74	3,050.00	-2,835.26
220 Training expenses			
220.1 Nuts & Bolts South	6,545.72	7,000.00	-454.28
220.2 Nuts & Bolts Central	1,383.70	1,761.00	-377.30
220.3 Nuts & Bolts North	0.00	6,800.00	-6,800.00
Athenian Dialogue	1,386.13	750.00	636.13
220 Training expenses - Other	92.47		
Total 220 Training expenses	9,408.02	16,311.00	-6,902.98
221 Scholarships			
221.1 Scholarships - CCAC Conf.	0.00	2,500.00	-2,500.00
221.2 Scholarships - TTC / LTC	6,620.00	33,000.00	-26,380.00
221.3 Scholarships - Alternativ	900.00	3,000.00	-2,100.00
221 Scholarships - Other	1,389.90		
Total 221 Scholarships	8,909.90	38,500.00	-29,590.10
225 Special Projects			
LOCC Booth	2,768.51	4,500.00	-1,731.49
Total 225 Special Projects	2,768.51	4,500.00	-1,731.49
Inst. Dir. Conf. Attendance	1,083.43		
Spoiled checks	0.00		
Total Expense	64,217.65	238,491.00	-174,273.35
Net Ordinary Income	-1,172.25	0.00	-1,172.25
Net Income	-1,172.25	0.00	-1,172.25

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Accrual Basis

**City Clerk's Association of California
Profit & Loss Budget vs. Actual
July 2013 through January 2014**

	<u>% of Budget</u>
Ordinary Income/Expense	
Income	
101 Program Income	
101 Membership Dues	
101.1 Central Division Dues	0.0%
101.2 Northern Division Dues	1.2%
101.3 Southern Division Dues	5.9%
101.4 Affiliate Membership Dues	-1.1%
101 Membership Dues - Other	100.0%
Total 101 Membership Dues	<hr/> 21.5%
101 Program Income - Other	0.0%
Total 101 Program Income	<hr/> 21.5%
102 Investments	
102.1 Interest-Sav, CD, Checkg	108.4%
Total 102 Investments	<hr/> 108.4%
103 Conference Revenue	
103.1 Advanced Academy Fees	0.0%
103.2 Exhibitor Fees	
103.2 b - Additional Reps	0.0%
103.2 c - Banquet Tix	0.0%
103.2 d - Wed night event	0.0%
103.2a - Booth (\$1000)	0.0%
Total 103.2 Exhibitor Fees	<hr/> 0.0%
103.3 Registration Fees	
103.3 a - Early Bird Rate	0.0%
103.3 b - Full registr member	0.0%
103.3 c - Non-member Rate	0.0%
103.3 d - Wednesday Event	0.0%
103.3 e - Thursday Banquet	0.0%
103.3 Registration Fees - Other	0.0%
Total 103.3 Registration Fees	<hr/> 3.0%
103.4 Other Conference Revenue	11.9%
103.5 Sponsorships	42.4%
103 Conference Revenue - Other	0.0%
Total 103 Conference Revenue	<hr/> 8.5%
105 Handbook Revenue	93.3%

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Accrual Basis

**City Clerk's Association of California
Profit & Loss Budget vs. Actual
July 2013 through January 2014**

	<u>% of Budget</u>
107 Fundraising Revenue	
107.2 CCAC Store Sales	3.2%
107.3 Silent Auction	0.0%
107.4 Cruise (MCEF)	-94.0%
107.5 Division Basket Raffle	0.0%
107.6 Live Auction	0.0%
107.7 Other Fundraising	1,528.7%
107.8 IIMC Fundraiser	0.0%
Total 107 Fundraising Revenue	19.0%
108 Advertising Revenue	56.0%
120 Training Revenue	
120.1 Nuts & Bolts South	152.5%
120.2 Nuts & Bolts Central	67.0%
120.3 Nuts & Bolts North	55.0%
120.4 Income - Athenian Dialogu	182.7%
Total 120 Training Revenue	109.3%
Total Income	26.4%
Expense	
*Reconciliation Discrepancies	
201 Presidential Expenses	
201.1 Institute Dir Support	0.0%
201 Presidential Expenses - Other	49.4%
Total 201 Presidential Expenses	27.5%
202 General Expenses	
202.1 Supplies	54.8%
202.2 Postage, Mailing Service	62.4%
202.4 Bank fees	0.0%
202.5 Printing and Copying	
Total 202 General Expenses	67.7%
203 Professional Services	
203.2 Accounting & Tax Prep	66.3%
203.3 Bond Expense	0.0%
203.4 Insurance	73.9%
203.5 Legal Fees	0.0%
203.6 Election Expenses	100.7%
Total 203 Professional Services	56.4%

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Accrual Basis

City Clerk's Association of California Profit & Loss Budget vs. Actual July 2013 through January 2014

	% of Budget
204 Committees	
204.1 General	13.1%
204.2 Legislative	55.6%
204.3 Nominations	0.0%
204.4 Educ / Prof. Development	31.4%
204.5 Hospitality Committee	0.0%
Total 204 Committees	37.5%
205 Recognition & Awards	0.0%
206 Membership Dues Payouts	
206.1 Central Div Dues Payout	0.0%
206.2 Northern Div Dues Payout	0.0%
206.3 Southern Div Dues Payout	0.0%
206.4 CC fees	0.0%
Total 206 Membership Dues Payouts	0.0%
207 Technology	
207.1 Webmaster Expense	78.3%
207 Technology - Other	
Total 207 Technology	228.8%
208 Annual Conference Expenses	
208.1 Speakers	14.2%
208.10 Conference Staff & Logis	0.0%
208.11 Conference Supplies, etc	0.0%
208.12 Registration Expenses	0.0%
208.13 VIP Dinner	0.0%
208.14 CCAC Store	
208.16 SuperVolunteers	0.0%
208.17 Vendors	0.0%
208.19 Hotel Costs (food & rent	0.0%
208.2 Banquet	0.0%
208.20 Shipping & Mileage	0.0%
208.4 Conference bags	0.0%
208.5 Wednesday Evening Event	0.0%
208.6 Retiree lunch	0.0%
208.8 VIP gifts & hospitality	0.0%
208.9 Site visit	108.8%
Credit Card fees	
208 Annual Conference Expenses - Other	
Total 208 Annual Conference Expenses	8.7%
209 IIMC & Region IX expense	
209.2 IIMC Candidate Support	
209.5 Region IX	0.0%
Total 209 IIMC & Region IX expense	41.7%

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Accrual Basis

City Clerk's Association of California
Profit & Loss Budget vs. Actual
July 2013 through January 2014

	<u>% of Budget</u>
211 Board Meeting Expense	159.3%
215 Fundraising Expense	
215.1 CCAC Store Supplies	0.0%
215.2 Auction	0.0%
215.3 Fundraiser during confere	
215.4 Division Basket Raffle	
215.8 Square Service Charge	0.0%
Total 215 Fundraising Expense	7.0%
220 Training expenses	
220.1 Nuts & Bolts South	93.5%
220.2 Nuts & Bolts Central	78.6%
220.3 Nuts & Bolts North	0.0%
Athenian Dialogue	184.8%
220 Training expenses - Other	
Total 220 Training expenses	57.7%
221 Scholarships	
221.1 Scholarships - CCAC Conf.	0.0%
221.2 Scholarships - TTC / LTC	20.1%
221.3 Scholarships - Alternativ	30.0%
221 Scholarships - Other	
Total 221 Scholarships	23.1%
225 Special Projects	
LOCC Booth	61.5%
Total 225 Special Projects	61.5%
Inst. Dir. Conf. Attendance	
Spoiled checks	
Total Expense	26.9%
Net Ordinary Income	100.0%
Net Income	<u><u>100.0%</u></u>

City Clerk's Association of California
Profit & Loss Detail
 November 2013 through January 2014

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Income								
101 Program Income								
101 Membership Dues								
101.2 Northern Division Dues								
Deposit	12/05/2013			Deposit		US Bank Che...	40.00	40.00
Deposit	01/27/2014			Deposit		US Bank Che...	70.00	110.00
Deposit	01/31/2014			Credit Card I...		US Bank Che...	170.00	280.00
Total 101.2 Northern Division Dues							280.00	280.00
101.3 Southern Division Dues								
Deposit	11/11/2013			Deposit		US Bank Che...	180.00	180.00
Deposit	01/27/2014			Deposit		US Bank Che...	185.00	365.00
Total 101.3 Southern Division Dues							365.00	365.00
101.4 Affiliate Membership Dues								
Check	11/06/2013	stop p...	Karen A. Schaser	Stop Paymen...		US Bank Che...	-75.00	-75.00
Total 101.4 Affiliate Membership Dues							-75.00	-75.00
101 Membership Dues - Other								
Deposit	01/29/2014			Credit Card i...		US Bank Che...	6,175.00	6,175.00
Deposit	01/30/2014			Credit Card c...		US Bank Che...	3,635.00	9,810.00
Deposit	01/31/2014			Credit Card i...		US Bank Che...	3,310.00	13,120.00
Total 101 Membership Dues - Other							13,120.00	13,120.00
Total 101 Membership Dues							13,690.00	13,690.00
Total 101 Program Income							13,690.00	13,690.00
102 Investments								
102.1 Interest-Sav, CD, Checkg								
Deposit	12/31/2013			REcognize 2...		US Bank CD -...	3.96	3.96
Deposit	12/31/2013			Deposit		US Bank CD -...	3.95	7.91
Deposit	12/31/2013			Deposit		US Bank Mon...	10.55	18.46
Deposit	12/31/2013			Deposit		US Bank Savi...	3.21	21.67
Total 102.1 Interest-Sav, CD, Checkg							21.67	21.67
Total 102 Investments							21.67	21.67
103 Conference Revenue								
103.3 Registration Fees								
Deposit	01/27/2014			Netfile - Regi...		US Bank Che...	1,000.00	1,000.00
Deposit	01/27/2014			Municode - R...		US Bank Che...	1,000.00	2,000.00
Total 103.3 Registration Fees							2,000.00	2,000.00

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Accrual Basis

City Clerk's Association of California
Profit & Loss Detail
 November 2013 through January 2014

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
103.4 Other Conference Revenue								
Deposit	01/27/2014			Netfile - \$100...		US Bank Che...	165.00	165.00
Deposit	01/27/2014			Municode - 2 ...		US Bank Che...	260.00	425.00
Total 103.4 Other Conference Revenue							425.00	425.00
103.5 Sponsorships								
Deposit	01/27/2014			Netfile - Walk...		US Bank Che...	5,000.00	5,000.00
Deposit	01/27/2014			Municode - C...		US Bank Che...	2,000.00	7,000.00
Total 103.5 Sponsorships							7,000.00	7,000.00
Total 103 Conference Revenue							9,425.00	9,425.00
105 Handbook Revenue								
Deposit	11/11/2013			Deposit		US Bank Che...	40.00	40.00
Deposit	12/05/2013			Deposit		US Bank Che...	40.00	80.00
Deposit	12/05/2013			Deposit		US Bank Che...	240.00	320.00
Deposit	01/27/2014			Deposit		US Bank Che...	80.00	400.00
Total 105 Handbook Revenue							400.00	400.00
107 Fundraising Revenue								
107.2 CCAC Store Sales								
Deposit	12/05/2013			Deposit		US Bank Che...	25.00	25.00
Total 107.2 CCAC Store Sales							25.00	25.00
107.7 Other Fundraising								
Deposit	12/05/2013			Raffle incom...		US Bank Che...	410.00	410.00
Deposit	12/06/2013			Pat Hammers		US Bank Che...	691.37	1,101.37
Deposit	12/06/2013			Raffle - Visa		US Bank Che...	245.00	1,346.37
Deposit	12/07/2013			Pat Hammers		US Bank Che...	1,451.00	2,797.37
Deposit	01/27/2014			Hammers		US Bank Che...	110.00	2,907.37
Deposit	01/27/2014			Raffle - Visa		US Bank Che...	125.00	3,032.37
Deposit	01/27/2014			Hammers		US Bank Che...	25.00	3,057.37
Total 107.7 Other Fundraising							3,057.37	3,057.37
Total 107 Fundraising Revenue							3,082.37	3,082.37
108 Advertising Revenue								
Deposit	11/11/2013			Deposit		US Bank Che...	600.00	600.00
Deposit	12/05/2013			Deposit		US Bank Che...	200.00	800.00
Deposit	12/05/2013			Deposit		US Bank Che...	600.00	1,400.00
Deposit	01/27/2014			Deposit		US Bank Che...	200.00	1,600.00
Deposit	01/27/2014			Deposit		US Bank Che...	200.00	1,800.00
Deposit	01/27/2014			Deposit		US Bank Che...	600.00	2,400.00
Total 108 Advertising Revenue							2,400.00	2,400.00

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Accrual Basis

City Clerk's Association of California
Profit & Loss Detail
 November 2013 through January 2014

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
120 Training Revenue								
120.1 Nuts & Bolts South								
Deposit	11/12/2013			Deposit		US Bank Che...	2,675.00	2,675.00
Deposit	01/27/2014			Deposit		US Bank Che...	200.00	2,875.00
Total 120.1 Nuts & Bolts South							2,875.00	2,875.00
120.3 Nuts & Bolts North								
Deposit	12/05/2013			Deposit		US Bank Che...	1,175.00	1,175.00
Deposit	01/27/2014			Deposit		US Bank Che...	775.00	1,950.00
Deposit	01/27/2014			Deposit		US Bank Che...	575.00	2,525.00
Deposit	01/27/2014			Deposit		US Bank Che...	1,325.00	3,850.00
Total 120.3 Nuts & Bolts North							3,850.00	3,850.00
120.4 Income - Athenian Dialogu								
Deposit	01/27/2014			Deposit		US Bank Che...	900.00	900.00
Total 120.4 Income - Athenian Dialogu							900.00	900.00
Total 120 Training Revenue							7,625.00	7,625.00
Total Income							36,644.04	36,644.04
Expense								
*Reconciliation Discrepancies								
General Journal	12/31/2013	15		Balance Adju...		US Bank CD -...	1.33	1.33
Total *Reconciliation Discrepancies							1.33	1.33
201 Presidential Expenses								
Check	11/16/2013	1238	Nanci Lima	League Lead...		US Bank Che...	271.20	271.20
Check	11/19/2013	NL CC	Alaska Air			US Bank Che...	10.00	281.20
Check	11/19/2013	NL CC	Starbucks	Alaska trip - f...		US Bank Che...	14.71	295.91
Check	11/19/2013	NL CC	American Airlines	Alaska trip - l...		US Bank Che...	25.00	320.91
Check	11/19/2013	NL CC	Capt. Cook Hotel	Alaska trip - ...		US Bank Che...	332.64	653.55
Check	11/22/2013	NL CC	Alaska Air	Alaska trip lu...		US Bank Che...	20.00	673.55
Check	12/02/2013	NL CC	Bev Mo	Hospitality for...		US Bank Che...	164.06	837.61
Check	12/04/2013	NL CC	Walmart	Hospitality re...		US Bank Che...	22.20	859.81
Check	01/24/2014	NL CC	Alaska Air	Lima - flite fo...		US Bank Che...	419.00	1,278.81
Check	01/30/2014	5013	Nanci Lima	Mileage for N...		US Bank Che...	211.79	1,490.60
Total 201 Presidential Expenses							1,490.60	1,490.60
202 General Expenses								
202.1 Supplies								
Check	12/26/2013	Debit	Deluxe Business Sy...	checks		US Bank Che...	185.90	185.90
Check	12/30/2013	debit	Deluxe Business Sy...	two boxes of ...		US Bank Che...	84.62	270.52
Check	01/09/2014	PO CC	Deluxe Business Sy...	Manual chec...		US Bank Che...	120.31	390.83
Check	01/23/2014	5009	Carol Bonner	Sunshine sup...		US Bank Che...	156.67	547.50
Total 202.1 Supplies							547.50	547.50

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Accrual Basis

City Clerk's Association of California
Profit & Loss Detail
 November 2013 through January 2014

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
202.2 Postage, Mailing Service								
Check	11/06/2013	PO CC	Safeway			US Bank Che...	36.80	36.80
Check	11/26/2013	1239	League of California...			US Bank Che...	5.74	42.54
Check	12/09/2013	PO CC	USPS	stamps and ...		US Bank Che...	58.22	100.76
Check	01/05/2014	5004	League of California...	Postage		US Bank Che...	5.74	106.50
Check	01/23/2014	5010	League of California...			US Bank Che...	1.52	108.02
Check	01/30/2014	5014	League of California...	Invoice #100...		US Bank Che...	7.12	115.14
Total 202.2 Postage, Mailing Service							115.14	115.14
202.5 Printing and Copying								
Check	12/09/2013	PO CC	Hyatt Hotels	Prep for boar...		US Bank Che...	6.00	6.00
Check	12/09/2013	PO CC	Hyatt Hotels	Prep for boar...		US Bank Che...	11.00	17.00
Total 202.5 Printing and Copying							17.00	17.00
Total 202 General Expenses							679.64	679.64
203 Professional Services								
203.2 Accounting & Tax Prep								
Check	11/25/2013	2	Intuit Quickbooks O...			US Bank Che...	39.95	39.95
Check	12/13/2013	1242	Alta Mesa Group			US Bank Che...	375.00	414.95
Check	12/16/2013	PO CC	Intuit Quickbooks O...			US Bank Che...	39.95	454.90
Check	12/19/2013	PO CC	Intuit Quickbooks O...	Purchase of ...		US Bank Che...	319.96	774.86
Check	01/21/2014	debit	Intuit Quickbooks O...			US Bank Che...	39.95	814.81
Total 203.2 Accounting & Tax Prep							814.81	814.81
203.4 Insurance								
Check	01/17/2014	1247	Brakke Schafnitz In...	D & O Insura...		US Bank Che...	2,218.00	2,218.00
Total 203.4 Insurance							2,218.00	2,218.00
Total 203 Professional Services							3,032.81	3,032.81
204 Committees								
204.2 Legislative								
Check	12/16/2013	1245	Randi Johl	Goal setting t...		US Bank Che...	54.14	54.14
Check	01/30/2014	5015	Randi Johl	1/16 and 1/2...		US Bank Che...	106.82	160.96
Total 204.2 Legislative							160.96	160.96
204.4 Educ / Prof. Development								
Check	01/17/2014	PO CC	IIMC	Abrahamson ...		US Bank Che...	575.00	575.00
Check	01/21/2014	PO CC	Southwest Airlines	Abrahamson ...		US Bank Che...	343.00	918.00
Check	01/21/2014	PO CC	Southwest Airlines	Abrahamson ...		US Bank Che...	12.50	930.50
Check	01/21/2014	PO CC	Southwest Airlines	Abrahamson ...		US Bank Che...	12.50	943.00
Total 204.4 Educ / Prof. Development							943.00	943.00
Total 204 Committees							1,103.96	1,103.96

City Clerk's Association of California
Profit & Loss Detail
 November 2013 through January 2014

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
207 Technology								
207.1 Webmaster Expense								
Check	11/15/2013	Debit	Memberclicks	Monthly webs...		US Bank Che...	215.00	215.00
Check	11/16/2013	1237	Shark Studios	Inv. #88 (incl...		US Bank Che...	320.00	535.00
Check	12/13/2013	1241	Shark Studios	Inv. #89		US Bank Che...	285.00	820.00
Check	12/17/2013	Debit	Memberclicks			US Bank Che...	215.00	1,035.00
Check	01/05/2014	5002	Shark Studios	Inv. #90		US Bank Che...	285.00	1,320.00
Check	01/15/2014	debit	Memberclicks			US Bank Che...	215.00	1,535.00
Total 207.1 Webmaster Expense							1,535.00	1,535.00
207 Technology - Other								
Check	11/06/2013	PO CC	Webroot Software	annual virus ...		US Bank Che...	39.99	39.99
Total 207 Technology - Other							39.99	39.99
Total 207 Technology							1,574.99	1,574.99
208 Annual Conference Expenses								
208.1 Speakers								
Check	01/23/2014	5011	World Humor Orga...	Deposit for A...		US Bank Che...	850.00	850.00
Total 208.1 Speakers							850.00	850.00
208.14 CCAC Store								
Check	01/30/2014	5012	Lorrie Brewer	Reimb. for V...		US Bank Che...	308.54	308.54
Total 208.14 CCAC Store							308.54	308.54
208.9 Site visit								
Check	11/07/2013	Debit	Southwest Airlines	Barr - Flite Si...		US Bank Che...	236.50	236.50
Check	11/12/2013	RB CC	Sacramento County	Barr - airport ...		US Bank Che...	51.00	287.50
Check	11/12/2013	RB CC	Santa Ana Airport	Barr - travel e...		US Bank Che...	132.13	419.63
Check	12/26/2013	PO CC	Hilton Hotels			US Bank Che...	125.45	545.08
Check	01/05/2014	5003	Shawna Freels	Pre-conference		US Bank Che...	296.54	841.62
Check	01/05/2014	5005	More than Talk			US Bank Che...	569.24	1,410.86
Check	01/18/2014	5020	City of American Ca...	Reimb. Rebe...		US Bank Che...	44.00	1,454.86
Total 208.9 Site visit							1,454.86	1,454.86
Credit Card fees								
Check	11/30/2013	Debit	Ignite			US Bank Che...	87.95	87.95
Check	12/31/2013	Debit	Ignite			US Bank Che...	87.95	175.90
Total Credit Card fees							175.90	175.90
Total 208 Annual Conference Expenses							2,789.30	2,789.30

City Clerk's Association of California
Profit & Loss Detail
 November 2013 through January 2014

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
211 Board Meeting Expense								
Check	11/06/2013	PO CC	Hyatt Hotels	San Diego N...		US Bank Che...	1,115.48	1,115.48
Check	12/09/2013	PO CC	Taxi	cab to bank t...		US Bank Che...	27.48	1,142.96
Check	12/16/2013	PO CC	Hyatt Hotels	board meetin...		US Bank Che...	168.05	1,311.01
Check	01/04/2014	5001	Susan Domen	Reimb for tra...		US Bank Che...	438.64	1,749.65
Total 211 Board Meeting Expense							1,749.65	1,749.65
215 Fundraising Expense								
215.3 Fundraiser during confere								
Check	01/06/2014	PO CC	Ace Photo Booth	Photo booth		US Bank Che...	100.00	100.00
Total 215.3 Fundraiser during confere							100.00	100.00
215.4 Division Basket Raffle								
Check	11/06/2013	PO CC	Alpha Graphics	Printing Raffl...		US Bank Che...	114.74	114.74
Total 215.4 Division Basket Raffle							114.74	114.74
Total 215 Fundraising Expense							214.74	214.74
220 Training expenses								
220.1 Nuts & Bolts South								
Check	11/06/2013	PO - ...	Embassy Suites - B...			US Bank Che...	918.00	918.00
Total 220.1 Nuts & Bolts South							918.00	918.00
Athenian Dialogue								
Check	01/18/2014	1248	City of Los Altos	Reimb for cof...		US Bank Che...	135.14	135.14
Check	01/18/2014	1249	Jose Jasso (Manteca)	Reimb for bo...		US Bank Che...	21.73	156.87
Check	01/18/2014	1250	Ed Tywoniak	AD Facilitator...		US Bank Che...	500.00	656.87
Total Athenian Dialogue							656.87	656.87
Total 220 Training expenses							1,574.87	1,574.87
221 Scholarships								
221.3 Scholarships - Alternativ								
Check	01/13/2014	5008	City of Rancho Cuc...	Alternative S...		US Bank Che...	300.00	300.00
Check	01/13/2014	5007	City of Brea	Cheryl Balz - ...		US Bank Che...	300.00	600.00
Check	01/13/2014	5006	City of Dana Point	Alternative S...		US Bank Che...	300.00	900.00
Total 221.3 Scholarships - Alternativ							900.00	900.00
221 Scholarships - Other								
Check	11/26/2013	1240	Linda Jensen	April 2013 co...		US Bank Che...	894.90	894.90
Total 221 Scholarships - Other							894.90	894.90
Total 221 Scholarships							1,794.90	1,794.90
Inst. Dir. Conf. Attendance								
Check	12/13/2013	1244	Pamela Miller	2011 IIMC C...		US Bank Che...	1,083.43	1,083.43
Total Inst. Dir. Conf. Attendance							1,083.43	1,083.43

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Accrual Basis

City Clerk's Association of California
Profit & Loss Detail
November 2013 through January 2014

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance	
Spoiled checks									
Check	12/13/2013	1243	VOID	VOID:		US Bank Che...	0.00	0.00	
Check	12/27/2013	1246	VOID			US Bank Che...	0.00	0.00	
Total Spoiled checks							0.00	0.00	
Total Expense							17,090.22	17,090.22	
Net Ordinary Income							19,553.82	19,553.82	
Net Income							19,553.82	19,553.82	

City Clerk's Association of California
Transaction List by Date
November 2013 through January 2014

Type	Date	Num	Name	Memo	Account	Clr
Nov '13 - Jan 14						
Check	11/06/2013	stop p...	Karen A. Schaser	Stop Payment Affiliate Membership Sausa...	US Bank Checking - 8960	X
Check	11/06/2013	PO - ...	Embassy Suites - Brea		US Bank Checking - 8960	X
Check	11/06/2013	PO CC	Webroot Software	annual virus update	US Bank Checking - 8960	X
Check	11/06/2013	PO CC	Alpha Graphics	Printing Raffle tix for Visa fundraiser	US Bank Checking - 8960	X
Check	11/06/2013	PO CC	Safeway		US Bank Checking - 8960	X
Check	11/06/2013	PO CC	Hyatt Hotels	San Diego New Law Board Meeting	US Bank Checking - 8960	X
Check	11/07/2013	Debit	Southwest Airlines	Barr - Flite Site visit conf. Pasadena	US Bank Checking - 6289	X
Deposit	11/11/2013			Deposit	US Bank Checking - 8960	X
Deposit	11/12/2013			Deposit	US Bank Checking - 8960	X
Transfer	11/12/2013			Funds Transfer - close Paypal	Paypal	X
Check	11/12/2013	RB CC	Sacramento County	Barr - airport parking site visit	US Bank Checking - 6289	X
Check	11/12/2013	RB CC	Santa Ana Airport	Barr - travel expenses site visit - to be refu...	US Bank Checking - 6289	X
Check	11/15/2013	Debit	Memberclicks	Monthly website membership database fe	US Bank Checking - 8960	X
Check	11/16/2013	1237	Shark Studios	Inv. #88 (includes domain annual fee)	US Bank Checking - 8960	X
Check	11/16/2013	1238	Nanci Lima	League Leaders cost reimb	US Bank Checking - 8960	X
Check	11/19/2013	NL CC	Alaska Air		US Bank Checking - 8960	X
Check	11/19/2013	NL CC	Starbucks	Alaska trip - food	US Bank Checking - 8960	X
Check	11/19/2013	NL CC	American Airlines	Alaska trip - luggage fees	US Bank Checking - 8960	X
Check	11/19/2013	NL CC	Capt. Cook Hotel	Alaska trip - hotel	US Bank Checking - 8960	X
Check	11/22/2013	NL CC	Alaska Air	Alaska trip luggage fees	US Bank Checking - 8960	X
Check	11/25/2013	2	Intuit Quickbooks On-line Monthly ...		US Bank Checking - 8960	X
Check	11/26/2013	1239	League of California Cities		US Bank Checking - 8960	X
Check	11/26/2013	1240	Linda Jensen	April 2013 conf scholarship reimb	US Bank Checking - 8960	X
Check	11/30/2013	Debit	Ignite		US Bank Checking - 6289	X
Check	12/02/2013	NL CC	Bev Mo	Hospitality for Board reception at New Law	US Bank Checking - 8960	X
Check	12/04/2013	NL CC	Walmart	Hospitality reception at New Law	US Bank Checking - 8960	X
Deposit	12/05/2013			Deposit	US Bank Checking - 8960	X
Deposit	12/05/2013			Deposit	US Bank Checking - 8960	X
Deposit	12/05/2013			Deposit	US Bank Checking - 8960	X
Transfer	12/05/2013			Funds Transfer - close account 6289	US Bank Checking - 6289	X
Transfer	12/05/2013			Consolidate savings accounts	US Bank Money Market ...	X
Deposit	12/06/2013			Deposit	US Bank Checking - 8960	X
Deposit	12/06/2013			Deposit	US Bank Checking - 8960	X
Deposit	12/07/2013			Deposit	US Bank Checking - 8960	X
Check	12/09/2013	PO CC	Hyatt Hotels	Prep for board meeting at New Law	US Bank Checking - 8960	X
Check	12/09/2013	PO CC	Hyatt Hotels	Prep for board meeting at New LAW	US Bank Checking - 8960	X
Check	12/09/2013	PO CC	Taxi	cab to bank to deposit cash for Hammers/...	US Bank Checking - 8960	X
Check	12/09/2013	PO CC	USPS	stamps and mailing	US Bank Checking - 8960	X
Check	12/13/2013	1241	Shark Studios	Inv. #89	US Bank Checking - 8960	X
Check	12/13/2013	1242	Alta Mesa Group		US Bank Checking - 8960	X
Check	12/13/2013	1243	VOID	VOID:	US Bank Checking - 8960	X
Check	12/13/2013	1244	Pamela Miller	2011 IIMC Conference Reimbursement	US Bank Checking - 8960	X
Check	12/16/2013	1245	Randi Johl	Goal setting travel expenses	US Bank Checking - 8960	X
Check	12/16/2013	PO CC	Hyatt Hotels	board meeting costs - luncheon	US Bank Checking - 8960	X
Check	12/16/2013	PO CC	Intuit Quickbooks On-line Monthly ...		US Bank Checking - 8960	X
Sales Receipt	12/17/2013	Blank			Undeposited Funds	X
Check	12/17/2013	Debit	Memberclicks		US Bank Checking - 8960	X
Check	12/19/2013	PO CC	Intuit Quickbooks On-line Monthly ...	Purchase of Quickboox Premier 2014	US Bank Checking - 8960	X

City Clerk's Association of California
Transaction List by Date
 November 2013 through January 2014

Type	Date	Num	Name	Memo	Account	Clr
Check	12/26/2013	PO CC	Hilton Hotels		US Bank Checking - 8960	X
Check	12/26/2013	Debit	Deluxe Business Systems	checks	US Bank Checking - 8960	X
Check	12/27/2013	1246	VOID		US Bank Checking - 8960	X
Check	12/30/2013	debit	Deluxe Business Systems	two boxes of envelopes 1 window/1standard	US Bank Checking - 8960	X
Check	12/31/2013	Debit	Ignite		US Bank Checking - 6289	X
Deposit	12/31/2013			REcognize 2013 Interest	US Bank CD - 7881	X
Deposit	12/31/2013			Deposit	US Bank CD - 8172	X
General Journal	12/31/2013	15		Balance Adjustment	US Bank CD - 7881	X
Deposit	12/31/2013			Deposit	US Bank Money Market ...	X
Deposit	12/31/2013			Deposit	US Bank Savings - 2770	X
Check	01/04/2014	5001	Susan Domen	Reimb for travel expenses to Goal Setting...	US Bank Checking - 8960	X
Check	01/05/2014	5002	Shark Studios	Inv. #90	US Bank Checking - 8960	X
Check	01/05/2014	5003	Shawna Freels	Pre-conference	US Bank Checking - 8960	X
Check	01/05/2014	5004	League of California Cities	Postage	US Bank Checking - 8960	X
Check	01/05/2014	5005	More than Talk		US Bank Checking - 8960	X
Check	01/06/2014	PO CC	Ace Photo Booth	Photo booth	US Bank Checking - 8960	X
Check	01/09/2014	PO CC	Deluxe Business Systems	Manual checks re-order	US Bank Checking - 8960	X
Check	01/13/2014	5008	City of Rancho Cucamonga		US Bank Checking - 8960	X
Check	01/13/2014	5007	City of Brea		US Bank Checking - 8960	X
Check	01/13/2014	5006	City of Dana Point		US Bank Checking - 8960	X
Check	01/15/2014	debit	Memberclicks		US Bank Checking - 8960	X
Check	01/17/2014	1247	Brakke Schafnitz Insurance	D & O Insurance - 16 months	US Bank Checking - 8960	X
Check	01/17/2014	PO CC	IIMC	Abrahamson Conf Registration	US Bank Checking - 8960	X
Check	01/18/2014	1248	City of Los Altos	Reimb for coffee and snacks for AD Colin ...	US Bank Checking - 8960	X
Check	01/18/2014	1249	Jose Jasso (Manteca)	Reimb for book purchase for facilitator	US Bank Checking - 8960	X
Check	01/18/2014	1250	Ed Tywoniak	AD Facilitator Fee - Colin Powell	US Bank Checking - 8960	X
Check	01/18/2014	5020	City of American Canyon		US Bank Checking - 8960	
Check	01/21/2014	PO CC	Southwest Airlines	Abrahamson flite to IIMC	US Bank Checking - 8960	X
Check	01/21/2014	PO CC	Southwest Airlines	Abrahamson early check in flite to IIMC	US Bank Checking - 8960	X
Check	01/21/2014	PO CC	Southwest Airlines	Abrahamson - early check-in return IIMC ...	US Bank Checking - 8960	X
Check	01/21/2014	debit	Intuit Quickbooks On-line Monthly ...		US Bank Checking - 8960	X
Check	01/23/2014	5011	World Humor Organization, Inc		US Bank Checking - 8960	X
Check	01/23/2014	5010	League of California Cities		US Bank Checking - 8960	X
Check	01/23/2014	5009	Carol Bonner		US Bank Checking - 8960	
Check	01/24/2014	NL CC	Alaska Air	Lima - flite for Washington conference	US Bank Checking - 8960	X
Deposit	01/27/2014			Deposit	US Bank Checking - 8960	X
Deposit	01/27/2014			Deposit	US Bank Checking - 8960	X
Deposit	01/27/2014			Deposit	US Bank Checking - 8960	X
Deposit	01/27/2014			Deposit	US Bank Checking - 8960	X
Deposit	01/29/2014			Deposit	US Bank Checking - 8960	X
Check	01/30/2014	5012	Lorrie Brewer		US Bank Checking - 8960	
Check	01/30/2014	5013	Nanci Lima		US Bank Checking - 8960	
Check	01/30/2014	5014	League of California Cities		US Bank Checking - 8960	
Check	01/30/2014	5015	Randi Johl		US Bank Checking - 8960	
Deposit	01/30/2014			Deposit	US Bank Checking - 8960	X
Deposit	01/31/2014			Deposit	US Bank Checking - 8960	X
Deposit	01/31/2014			Deposit	US Bank Checking - 8960	X

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**City Clerk's Association of California
Transaction List by Date
November 2013 through January 2014**

<u>Split</u>	<u>Amount</u>
101.4 Affiliate Membership D...	-75.00
220.1 Nuts & Bolts South	-918.00
207 Technology	-39.99
215.4 Division Basket Raffle	-114.74
202.2 Postage, Mailing Service	-36.80
211 Board Meeting Expense	-1,115.48
208.9 Site visit	-236.50
-SPLIT-	820.00
120.1 Nuts & Bolts South	2,675.00
US Bank Checking - 8960	-2,512.26
208.9 Site visit	-51.00
208.9 Site visit	-132.13
207.1 Webmaster Expense	-215.00
207.1 Webmaster Expense	-320.00
201 Presidential Expenses	-271.20
201 Presidential Expenses	-10.00
201 Presidential Expenses	-14.71
201 Presidential Expenses	-25.00
201 Presidential Expenses	-332.64
201 Presidential Expenses	-20.00
203.2 Accounting & Tax Prep	-39.95
202.2 Postage, Mailing Service	-5.74
221 Scholarships	-894.90
Credit Card fees	-87.95
201 Presidential Expenses	-164.06
201 Presidential Expenses	-22.20
107.7 Other Fundraising	410.00
-SPLIT-	1,440.00
-SPLIT-	880.00
US Bank Checking - 8960	-2,824.33
US Bank Savings - 2770	-10,939.26
107.7 Other Fundraising	691.37
107.7 Other Fundraising	245.00
107.7 Other Fundraising	1,451.00
202.5 Printing and Copying	-6.00
202.5 Printing and Copying	-11.00
211 Board Meeting Expense	-27.48
202.2 Postage, Mailing Service	-58.22
207.1 Webmaster Expense	-285.00
203.2 Accounting & Tax Prep	-375.00
Spoiled checks	0.00
Inst. Dir. Conf. Attendance	-1,083.43
204.2 Legislative	-54.14
211 Board Meeting Expense	-168.05
203.2 Accounting & Tax Prep	-39.95
	0.00
207.1 Webmaster Expense	-215.00
203.2 Accounting & Tax Prep	-319.96

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City Clerk's Association of California
Transaction List by Date
November 2013 through January 2014

<u>Split</u>	<u>Amount</u>
208.9 Site visit	-125.45
202.1 Supplies	-185.90
Spoiled checks	0.00
202.1 Supplies	-84.62
Credit Card fees	-87.95
102.1 Interest-Sav, CD, Checkg	3.96
102.1 Interest-Sav, CD, Checkg	3.95
*Reconciliation Discrepancies	-1.33
102.1 Interest-Sav, CD, Checkg	10.55
102.1 Interest-Sav, CD, Checkg	3.21
211 Board Meeting Expense	-438.64
207.1 Webmaster Expense	-285.00
208.9 Site visit	-296.54
202.2 Postage, Mailing Service	-5.74
208.9 Site visit	-569.24
215.3 Fundraiser during confe...	-100.00
202.1 Supplies	-120.31
221.3 Scholarships - Alternativ	-300.00
221.3 Scholarships - Alternativ	-300.00
221.3 Scholarships - Alternativ	-300.00
207.1 Webmaster Expense	-215.00
203.4 Insurance	-2,218.00
204.4 Educ / Prof. Developm...	-575.00
Athenian Dialogue	-135.14
Athenian Dialogue	-21.73
Athenian Dialogue	-500.00
208.9 Site visit	-44.00
204.4 Educ / Prof. Developm...	-343.00
204.4 Educ / Prof. Developm...	-12.50
204.4 Educ / Prof. Developm...	-12.50
203.2 Accounting & Tax Prep	-39.95
208.1 Speakers	-850.00
202.2 Postage, Mailing Service	-1.52
202.1 Supplies	-156.67
201 Presidential Expenses	-419.00
-SPLIT-	900.00
-SPLIT-	1,410.00
-SPLIT-	1,065.00
-SPLIT-	11,420.00
101 Membership Dues	6,175.00
208.14 CCAC Store	-308.54
201 Presidential Expenses	-211.79
202.2 Postage, Mailing Service	-7.12
204.2 Legislative	-106.82
101 Membership Dues	3,635.00
101 Membership Dues	3,310.00
101.2 Northern Division Dues	170.00

City Clerk's Association of California
Balance Sheet
As of January 31, 2014

	<u>Jan 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
Other Expenses	-1,222.28
US Bank CD - 7881	7,920.72
US Bank CD - 8172	7,903.84
US Bank Checking - 8960	
Credit Card Debits to 8960	-13,559.14
US Bank Checking - 8960 - Other	123,580.04
Total US Bank Checking - 8960	<u>110,020.90</u>
US Bank Savings - 2770	43,375.29
Total Checking/Savings	<u>167,998.47</u>
Accounts Receivable	
Accounts Receivable	640.00
Total Accounts Receivable	<u>640.00</u>
Total Current Assets	<u>168,638.47</u>
TOTAL ASSETS	<u>168,638.47</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity {3}	124,962.55
Retained Earnings	44,848.17
Net Income	-1,172.25
Total Equity	<u>168,638.47</u>
TOTAL LIABILITIES & EQUITY	<u>168,638.47</u>