



# Board of Directors Meeting Agenda

August 12, 2021 7:00 PM / Virtual Meeting via Zoom

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*More info on public comment and accessibility given at the end of the agenda*

## Board Members

Chair: Hon. Marico Sayoc, Los Gatos

Campbell	Hon. Anne Bybee / Alternate: Hon. Susan Landry
Cupertino	Hon. Liang Chao / Alternate: Hon. Kitty Moore
Gilroy	Hon. Marie Blankley / Alternate: Hon. Peter Leroé-Muñoz
Los Altos	Hon. Neysa Fligor / Alternate: Hon. Anita Enander
Los Altos Hills	Hon. Stanley Mok / Alternate: Hon. Lisa Schmidt
Los Gatos	Hon. Marico Sayoc / Alternate: Hon. Rob Rennie
Milpitas	Hon. Carmen Montaña / Alternate: Hon. Evelyn Chua
Monte Sereno	Hon. Rowena Turner / Alternate: Hon. Liz Lawler
Morgan Hill	Hon. Rich Constantine / Alternate: Hon. John McKay
Mountain View	Hon. Margaret Abe-Koga / Alternate: Hon. Ellen Kamei
Palo Alto	Hon. Tom DuBois / Alternate: Hon. Eric Filseth
San Jose	Hon. Chappie Jones / Alternate: Hon. Matt Mahon
Santa Clara	Hon. Kathy Watanabe / Alternate: Hon. Anthony Becker
Saratoga	Hon. Yan Zhao / Alternate: Hon. Tina Walia
Sunnyvale	Hon. Larry Klein / Alternate: Hon. Mason Fong
Ex-Officio	Laurel Prevetti, Town Manager, Town of Los Gatos
Ex-Officio	Andi Jordan, Executive Director

*Discussion & action may be taken on any of the items below. Times are approximate.*

**WELCOME AND ROLL CALL – (Sayoc, 7:00 PM)**

<b>1.</b>	<b>Consent Agenda</b>
1a.	Approval of June Board of Directors Meeting Minutes <i>Attachments:</i> <a href="#">6/10 Minutes</a> , <a href="#">6/24 Minutes</a>
1b.	Receive May, June, and July financial statements <i>Attachments:</i> <a href="#">May statement</a> , <a href="#">June statement</a> , <a href="#">July statement</a>
1c.	Approval of invoices to be paid: <ul style="list-style-type: none"> <li>i. Logan Powell (May 2021) - \$3,685.00</li> <li>ii. Logan Powell (June 2021) - \$962.50</li> <li>iii. Logan Powell (July 2021) - \$4840.00</li> <li>iv. Environmental Science Associates (May 2021): Invoice No: 165037 for \$15,757.50 for a year-to-date total of \$124,246.25</li> <li>v. Environmental Science Associates (June): Invoice No: 165906 for \$9,501.25 for a year-to-date total of \$133,747.50</li> </ul> <i>Attachments:</i> <a href="#">LP May-June Invoice</a> , <a href="#">LP July Invoice</a> , <a href="#">ESA May Invoice</a> , <a href="#">ESA June Invoice</a>
<b>2.</b>	<b>Items regarding the SCSC Roundtable and Cities Association</b>
	Discussion and consideration of future steps related to the SCSC Roundtable, its relationship to CASCC, and the potential cost to CASCC
2a.	Update on FY 2021 budget and impact of Roundtable related expenses on FY 2022 budget
2b.	Update from Members of the Joint Ad Hoc Committee (Jones/Klein)
2c.	Consideration of potential new or revised governing documents including MOU, Bylaws, potential new Agreement; or divestiture of SCSC Roundtable
2d.	Roundtable Bills

	<ul style="list-style-type: none"><li>i. Discussion and determination of how the SCSC Roundtable, as a committee of the CASCC, will provide reimbursement of past and future expenses including staff, legal, and investigation ZYg</li><li>ii. Consideration of recommendation from Executive Board that a request for full reimbursement of an updated packet of bills related to the Roundtable (including staff, legal, and investigation costs) be forwarded to the Roundtable via the CASCC ad-hoc committee to the Roundtable ad-hoc committee</li><li>iii. Consideration of recommendation from Executive Board that CASCC invoices its member cities for shortfall that remains after Roundtable reimbursement.</li></ul> <p><i>Attachments:</i> <a href="#">Staff Agenda Report</a></p>
<b>3.</b>	<b>Santa Clara County City Managers Association (SCCMA) Update (Prevetti)</b>
<b>4.</b>	<b>Executive Director Update (Jordan)</b>
<b>5.</b>	<b>Joys and Challenges</b>
	<b>Public Comment</b>

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## ADJOURNMENT

## PUBLIC COMMENT

Members of the public wishing to comment on an item on the agenda may do so in the following ways:

1. Email comments to [audin@citiesassociation.org](mailto:audin@citiesassociation.org)
  - Emails will be forwarded to the Board of Directors
  - **IMPORTANT:** identify the Agenda Item number in the subject line of your email. All emails received will be entered into the record for the meeting.
2. Provide oral public comments during the meeting:
  - When the Chair announces the item on which you wish to speak, click the “raise hand” feature in Zoom. Speakers will be notified shortly before they are called to speak.

- When called to speak, please limit your comments to the time allotted (up to 3 minutes, at the discretion of the Chair).
- Phone participants:
  - \*6 - Toggle mute/unmute
  - \*9 - Raise hand

#### **ACCESSIBILITY**

We strive for our meetings and materials to be accessible to all members of the public. Those requiring accommodations to participate in this meeting may contact our Office Assistant at [audin@citiesassociation.org](mailto:audin@citiesassociation.org). Notification at least three business days prior to the meeting will allow us to best meet your needs.



# Board of Directors Meeting Minutes

June 10, 2021 7:00 PM\* / Virtual Meeting via Zoom

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*\*or immediately following adjournment of the Legislative Action Committee meeting*

Meeting recording available on YouTube [\[LINK\]](#)

Agenda in black / [Minutes in blue](#)

## Board Members

Chair: Hon. Marico Sayoc, Los Gatos

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San Jose	Hon. Chappie Jones / Alternate: Hon. Matt Mahan
Santa Clara	Hon. Kathy Watanabe / Alternate: Hon. Anthony Becker
Saratoga	Hon. Yan Zhao / Alternate: Hon. Tina Walia
Sunnyvale	Hon. Larry Klein / Alternate: Hon. Mason Fong

## **WELCOME AND ROLL CALL – (Sayoc)**

### **Members present:**

Bybee, Chao, Blankley, Fligor, Mok, Sayoc, Montaña, Turner (left at 8:41pm), Constantine, Abe-Koga, Jones, Zhao, Klein

### **Members absent:**

DuBois, Watanabe

### **Others in attendance:**

- Andi Jordan, Executive Director
- Audin Leung, Board Clerk
- Kat Wellman, Counsel
- Gary Baum, Counsel
- Steve Preminger, Santa Clara County Director of Strategic and Intergovernmental Affairs
- Mike Wasserman, Santa Clara County District 1 Supervisor
- Paul Peninger, Principal Planner, B+D Community Planning
- Gillian Adams, Bay Area Metro
- Fabian Monge, Sunnyvale Public Safety Lieutenant
- Phan Ngo, Sunnyvale Director of Public Safety
- Raania Mohsen, Office of San José Vice Mayor Chappie Jones
- Walter C. Rossman, City of Milpitas Finance Director
- Bena Chang, Silicon Valley Clean Energy
- Tina Walia, Saratoga City Councilmember
- Anita Enander, Los Altos City Councilmember
- Jonathan Weinberg, Los Altos City Councilmember
- Mary-Lynne Bernald, Saratoga City Councilmember
- Christine Stavem, Chief of Staff, Office of Santa Clara County District 1 Supervisor  
Mike Wasserman
- Joshua Ishimatsu, San José Housing Department

**Closed Session**

<b>PUBLIC EMPLOYMENT</b>
Title: Legal Counsel
Pursuant to Government Code Section 54957(b)

**Open Session**

<b>1. Report out from closed session.</b>
Accepted Kat Wellman’s resignation as Interim Counsel and appointed Gary Baum as new Legal Counsel.
<b>2. Consent Agenda</b>
<p>Item 2d was pulled from the consent agenda by Mary-Lynne Bernald.</p> <p>Motion to approve remaining consent agenda items by Constantine. Seconded by Abe-Koga.</p> <p>Motion adopted 13-0-0-2.</p> <p>AYES (13) Bybee, Chao, Blankley, Fligor, Mok, Sayoc, Montaño, Turner, Constantine, Abe-Koga, Jones, Zhao, Klein</p> <p>NAYES (0)</p> <p>ABSTENSIONS (0)</p> <p>ABSENCES (2) DuBois, Watanabe</p>
2a. Approval of April Board of Directors Meeting Minutes
2b. Receive April financial statements ( <i>Note: reviewed by Treasurer</i> )
2c. Approval of invoices to be paid <ul style="list-style-type: none"> <li>• Environmental Science Associates (invoice for SCSC Roundtable for a total of \$3,067.50 for a YTD total of 108,488.75 of the not to exceed of \$180,000.00 contract)</li> <li>• Logan &amp; Powell (invoice for SCSC Roundtable) for \$301.50</li> <li>• Katherine Wellman, Special Counsel for \$1475.00</li> <li>• Kramer Workplace Investigations for \$1175.00</li> </ul>

<p><i>(Note: Approved by Executive Board)</i></p>
<p>2d. Approval of invoice to be billed</p> <ul style="list-style-type: none"><li>• SCSC Roundtable for Executive Director and Legal Counsel time, January – April 2021: total of \$13,072.55</li></ul> <p><i>(Note: Approved by Executive Board)</i></p> <p>Mary-Lynne Bernald gave comment on this item.</p> <p>Motion by Jones to defer approval of the invoice and direct conversation to SCSC Roundtable Ad-Hoc Committee. Seconded by Klein.</p> <p>Motion adopted 12-0-0-3.</p> <p>AYES (12) Bybee, Chao, Blankley, Fligor, Mok, Sayoc, Montañó, Constantine, Abe-Koga, Jones, Zhao, Klein NAYES (0) ABSTENSIONS (0) ABSENCES (3) DuBois, Watanabe, Turner</p>
<p>2e. Approval of contract modification for the SCSC Roundtable and Environmental Science Associates</p> <ul style="list-style-type: none"><li>• Extend the term of contract to 12/31/2021 with no additional funds added to the 6/30/2020 contract amounts. Expended contract as of 4/30/2021 is \$108,488.75 of \$180,000.00.</li><li>• All references to ESA “Project Manager Steve Alverson” changed to “Project Manager”.</li></ul> <p><i>(Note: request from SCSC Roundtable)</i></p>
<p>2f. Adoption of the final FY 2022 budget per Article VII of the Association’s Bylaws:</p> <p>“On or before April 15 of each calendar year, the Board of Directors shall approve a preliminary budget for the Association for the fiscal year commencing with July 1 of the same calendar year. The Board of Directors shall adopt a final budget no later than June 15 of each year. A copy of the preliminary budget when approved</p>



<p>and a copy of the final budget when adopted shall be transmitted to each Member City.”</p> <p><i>(Note: Board approved preliminary budget April 2020)</i></p>
<p><b>3. Presentation from Santa Clara County Supervisor Mike Wasserman</b></p>
<p><b>4. Planning Collaborative Update</b></p>
<p>Presented by Paul Peninger of Baird + Driscoll Community Planning</p> <ul style="list-style-type: none"><li>• Update on Planning Collaborative (technical group) activity</li><li>• Discussion of Affirmatively Furthering Fair Housing</li><li>• Community Outreach Effort regarding housing</li></ul> <p><a href="#">Tina Walia gave comment on this item.</a></p>
<p><b>5. RHNA Appeal Process Update by Association of Bay Area Governments Executive Board Member Mayor Neysa Fligor</b></p>
<p><b>6. Committee Reports</b></p>
<p>6a. Racial Justice Committee</p> <ul style="list-style-type: none"><li>• Consideration of supporting housing policy proposals and endorsing public safety use of virtual reality training (details in agenda packet)</li><li>• Presentation on virtual reality training (Chief Ngo for SCC Chiefs)</li><li>• Housing Policy Proposal</li><li>• Follow up and actions from May General Membership meeting “Let’s Talk About Race”</li></ul>
<p>6b. Legislative Action Committee</p> <p>Board to consider affirming or rejecting the Legislative Action Committee support or opposition of:</p> <ul style="list-style-type: none"><li>• Legislative positions on bills SB 9, SB 612, SB 649, and AB 1401;</li><li>• The 2021-22 State Budget Request for California Cities; and</li><li>• Consideration of working with Assemblymember Berman on modifying AB 1091</li></ul>

<p>Motion by Constantine to affirm the Legislative Action Committee’s decision to oppose SB 9 and AB 1401; support the 2021-22 State Budget Request for California Cities and SB 612; and watch SB 649. Seconded by Zhao.</p> <p>Motion adopted 12-0-0-3.</p> <p>AYES (12) Bybee, Chao, Blankley, Fligor, Mok, Sayoc, Montaña, Constantine, Abe-Koga, Jones, Zhao, Klein NAYES (0) ABSTENSIONS (0) ABSENCES (3) DuBois, Watanabe, Turner</p>
<p><b>7. Santa Clara County City Managers Association (SCCCMA) Update (Prevetti)</b></p>
<p><b>8. Executive Director Update (Jordan)</b></p> <ul style="list-style-type: none"><li>• Saturday Calls</li><li>• Correspondence sent: Support for SCC Innovation Project (community mobile response)</li><li>• REAP grant from Association of Bay Area Governments</li><li>• Other items</li></ul>
<p><b>9. Joys and Challenges (Board Members)</b></p>
<p><b>Public Comment</b></p>

**ADJOURNMENT**

Respectfully submitted,



Audin Leung  
Board Clerk



# Board of Directors Special Meeting Minutes

June 24, 2021 7:00 PM / Virtual Meeting via Zoom

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Meeting recording available on YouTube [\[LINK\]](#)

Agenda in black / [Minutes in blue](#)

## Board Members

Chair: Hon. Marico Sayoc, Los Gatos

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Sunnyvale	Hon. Larry Klein / Alternate: Hon. Mason Fong

*Discussion & action may be taken on any of the items below. Times are approximate.*

## WELCOME AND ROLL CALL – (Sayoc, 7:00 PM)

### Members in attendance:

Bybee, Leroe-Muñoz, Fligor, Mok, Sayoc, Montaña, Abe-Koga, Watanabe, Walia, Klein

### Others in attendance:

- Andi Jordan, Executive Director
- Gary Baum, Legal Counsel
- Audin Leung, Board Clerk

## AGENDA

1. Approval of Legal Services Agreement with Gary Baum
2. Appointment of Gary Baum as General Counsel

Motion to approve items 1 and 2 by Abe-Koga. Seconded by Leroe-Muñoz.

Motion adopted 10-0-0-5

AYES (10): Bybee, Leroe-Muñoz, Fligor, Mok, Sayoc, Montaña, Abe-Koga, Watanabe, Walia

NAYES (0)

ABSTENSIONS (0)

ABSENCES (5): Cupertino, Monte Sereno, Morgan Hill, Palo Alto, San José

3. Approval of Amendment to Agreement with Liebert, Cassidy and Whitmore

Motion to approve item 3 by Watanabe. Seconded by Klein.

Motion adopted 10-0-0-5

AYES (10): Bybee, Leroe-Muñoz, Fligor, Mok, Sayoc, Montaña, Abe-Koga, Watanabe, Walia

NAYES (0)

ABSTENSIONS (0)

[ABSENCES \(5\): Cupertino, Monte Sereno, Morgan Hill, Palo Alto, San José](#)

## PUBLIC COMMENT

[No public comment was given.](#)

## ADJOURNMENT

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Respectfully submitted,



Audin Leung  
Board Clerk

DRAFT

# Management Report

Cities Association of Santa Clara County  
For the period ended May 31, 2021



Prepared by  
**BestBooks4U Bookkeeping & QuickBooks Consulting**

Prepared on  
**August 10, 2021**

For management use only

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# Profit and Loss by Class

July 2020 - May 2021

	CASCC	PC	Roundtable	TOTAL
<b>INCOME</b>				
4000 INCOME				0.00
4010 Membership Dues	149,957.07	160,000.00		309,957.07
4020 Roundtable Income			187,597.78	187,597.78
4060 LAIF INCOME	1,044.86			1,044.86
<b>Total 4000 INCOME</b>	<b>151,001.93</b>	<b>160,000.00</b>	<b>187,597.78</b>	<b>498,599.71</b>
4999 Uncategorized Income	25.00			25.00
<b>Total Income</b>	<b>151,026.93</b>	<b>160,000.00</b>	<b>187,597.78</b>	<b>498,624.71</b>
<b>GROSS PROFIT</b>	<b>151,026.93</b>	<b>160,000.00</b>	<b>187,597.78</b>	<b>498,624.71</b>
<b>EXPENSES</b>				
6000 GENERAL OFFICE				0.00
6112 Advertising/Promotional				0.00
6115 Website Update	20.00			20.00
<b>Total 6112 Advertising/Promotional</b>	<b>20.00</b>			<b>20.00</b>
6120 Bank Service Charges	33.00			33.00
6125 Directory Production	333.00			333.00
6180 Insurance	2,310.27			2,310.27
6190 Website SOS	600.00			600.00
6220 Dues and Subscriptions	400.00			400.00
6550 Supplies and Equipment	2,199.25			2,199.25
6610 Postage and Delivery	136.50			136.50
6611 Post Office Box	81.00			81.00
6615 Office/General Administrative Expenses	489.35			489.35
6620 Software Licenses	2,686.13			2,686.13
6665 Printing and Copying	113.52			113.52
6670 Recognition	586.35			586.35
<b>Total 6000 GENERAL OFFICE</b>	<b>9,988.37</b>			<b>9,988.37</b>
6700 Reimbursable Expense	437.50			437.50
EVENT EXPENSES				0.00
6400 General Meeting - catering	2,068.00			2,068.00



	CASCC	PC	Roundtable	TOTAL
<b>Total EVENT EXPENSES</b>	<b>2,068.00</b>			<b>2,068.00</b>
Office				0.00
6880 Telephone	227.10			227.10
<b>Total Office</b>	<b>227.10</b>			<b>227.10</b>
OFFICE PERSONNEL_CONSULTANTS				0.00
6153 Contractors		115,440.00		115,440.00
6300 Legal & Professional Fees				0.00
6310 Accounting Services	9,827.50			9,827.50
6320 Attorney Services	32,540.50		3,760.20	36,300.70
6350 Roundtable consultant and technical services	5,652.00		125,903.75	131,555.75
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>48,020.00</b>		<b>129,663.95</b>	<b>177,683.95</b>
6565 Payroll Service Fees	735.00			735.00
6568 Workers Compensation	669.97			669.97
6575 Payroll Wages/Salary	113,712.01			113,712.01
6580 Payroll Taxes	9,248.77			9,248.77
<b>Total OFFICE PERSONNEL_CONSULTANTS</b>	<b>172,385.75</b>	<b>115,440.00</b>	<b>129,663.95</b>	<b>417,489.70</b>
<b>Total Expenses</b>	<b>185,106.72</b>	<b>115,440.00</b>	<b>129,663.95</b>	<b>430,210.67</b>
<b>NET OPERATING INCOME</b>	<b>-34,079.79</b>	<b>44,560.00</b>	<b>57,933.83</b>	<b>68,414.04</b>
<b>NET INCOME</b>	<b>\$ -34,079.79</b>	<b>\$44,560.00</b>	<b>\$57,933.83</b>	<b>\$68,414.04</b>

# Balance Sheet

As of May 31, 2021

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1001 Checking - Union Bank	132,291.10
<b>Total Bank Accounts</b>	<b>132,291.10</b>
<b>Other Current Assets</b>	
1300 LAIF Funds	124,393.36
1310 Venue Prepaid Deposit	1,000.00
1395 Accrued Interest	44.60
<b>Total Other Current Assets</b>	<b>125,437.96</b>
<b>Total Current Assets</b>	<b>257,729.06</b>
<b>Fixed Assets</b>	
1500 Machinery and Equipment	2,203.41
1700 Accumulated Depreciation	-1,926.59
<b>Total Fixed Assets</b>	<b>276.82</b>
<b>TOTAL ASSETS</b>	<b>\$258,005.88</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 Accounts Payable	24,607.20
<b>Total Accounts Payable</b>	<b>24,607.20</b>
<b>Credit Cards</b>	
2200 First National Bank of Omaha	365.11
FNBO_2nd	107.00
<b>Total Credit Cards</b>	<b>472.11</b>
<b>Total Current Liabilities</b>	<b>25,079.31</b>
<b>Total Liabilities</b>	<b>25,079.31</b>
<b>Equity</b>	
1110 Unrestricted Fund Balance	129,544.61
3000 Opening Bal Equity	-34.00
3010 Reserves	0.00
3013 Reserve for New Equip.	1.92
3014 Reserve for Operations	35,000.00
<b>Total 3010 Reserves</b>	<b>35,001.92</b>
Net Income	68,414.04
<b>Total Equity</b>	<b>232,926.57</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$258,005.88</b>

# Statement of Cash Flows

July 2020 - May 2021

	<b>Total</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	68,414.04
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1300 LAIF Funds	-1,044.86
2000 Accounts Payable	-13,200.30
2200 First National Bank of Omaha	-896.04
FNBO_2nd	107.00
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>-15,034.20</b>
<b>Net cash provided by operating activities</b>	<b>53,379.84</b>
<b>FINANCING ACTIVITIES</b>	
3013 Reserves:Reserve for New Equip.	-2,327.17
<b>Net cash provided by financing activities</b>	<b>-2,327.17</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>51,052.67</b>
Cash at beginning of period	81,238.43
<b>CASH AT END OF PERIOD</b>	<b>\$132,291.10</b>

# Monthly Reports:Monthly Summary VENDOR Expenses

July 2021

	<b>Total</b>
Adobe	33.98
Aiden - Kristen Leung	852.21
Andi Jordan	9,187.50
AP Intego	58.75
Bestbooks4U	412.50
Canva	12.95
Great American Insurance Group	150.17
Gusto	879.04
Intuit	95.00
Liebert Cassidy Whitmore	152.00
Microsoft	25.00
Norton	49.99
Peninsula Storage Center	107.00
Union Bank	3.00
USPS	1.05
Verizon	30.30
Zoom.us	113.50
<b>TOTAL</b>	<b>\$12,163.94</b>

# Monthly Reports:MONTHLY Transaction Detail by Account

July 2021

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>1001 Checking - Union Bank</b>									
07/02/2021	Expense		No	Gusto			6565 OFFICE PERSONNEL_CONSULTANTS:Payroll Service Fees	-111.00	-111.00
07/06/2021	Expense		No	Great American Insurance Group			6180 GENERAL OFFICE:Insurance	-150.17	-261.17
07/12/2021	Expense		No	AP Intego			6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation	-29.67	-290.84
07/13/2021	Journal Entry	Gusto	No		CASCC	Debit tax	-Split-	-1,890.57	-2,181.41
07/13/2021	Journal Entry	Gusto	No			Debit net pay	-Split-	-3,054.60	-5,236.01
07/14/2021	Journal Entry	Gusto	No			Debit tax	-Split-	-75.68	-5,311.69
07/14/2021	Journal Entry	Gusto	No			Debit net pay	-Split-	-418.11	-5,729.80
07/20/2021	Deposit		No				-Split-	45,631.93	39,902.13
07/22/2021	Transfer		No				2200 First National Bank of Omaha	-330.90	39,571.23
07/22/2021	Transfer		No				FNBO_2nd	-107.00	39,464.23
07/26/2021	Expense		No	AP Intego			6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation	-29.08	39,435.15
07/28/2021	Journal Entry	Gusto	No			Debit net pay	-Split-	-3,413.28	36,021.87
07/28/2021	Journal Entry	Gusto	No			Debit tax	-Split-	-1,955.51	34,066.36
07/29/2021	Expense		No	Bestbooks4U			6310 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Accounting Services	-412.50	33,653.86
07/29/2021	Journal Entry	Gusto	No			Contractor Payment to Liebert, Cassidy, & Whitmore	-Split-	-152.00	33,501.86
07/30/2021	Bill Payment (Check)		No	Liebert Cassidy Whitmore			2000 Accounts Payable	-304.00	33,197.86
07/30/2021	Expense		No	Union Bank			6120 GENERAL OFFICE:Bank Service Charges	-3.00	33,194.86
<b>Total for 1001 Checking - Union Bank</b>								<b>\$33,194.86</b>	
<b>1200 Accounts Receivable</b>									
07/01/2021	Invoice	1143	No	Milpitas			4010 INCOME:Membership Dues	10,856.89	10,856.89
07/01/2021	Invoice	1149	No	Morgan Hill			4010 INCOME:Membership Dues	8,697.51	19,554.40
07/01/2021	Invoice	1152	No	Monte Sereno			4010 INCOME:Membership Dues	6,523.13	26,077.53
07/01/2021	Invoice	1145	No	Palo Alto City			4010 INCOME:Membership Dues	10,856.89	36,934.42
07/01/2021	Invoice	1146	No	Campbell - City of			4010 INCOME:Membership Dues	8,697.51	45,631.93
07/01/2021	Invoice	1144	No	Mountain View			4010 INCOME:Membership Dues	10,856.89	56,488.82
07/01/2021	Invoice	1138	No	Santa Clara			4010 INCOME:Membership Dues	13,046.27	69,535.09
07/01/2021	Invoice	1139	No	City of San Jose			4010 INCOME:Membership Dues	13,046.27	82,581.36
07/01/2021	Invoice	1140	No	Sunnyvale			4010 INCOME:Membership Dues	13,046.27	95,627.63

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
07/01/2021	Invoice	1148	No	Los Gatos Town			4010 INCOME:Membership Dues	8,697.51	104,325.14
07/01/2021	Invoice	1150	No	Saratoga			4010 INCOME:Membership Dues	8,697.51	113,022.65
07/01/2021	Invoice	1147	No	City of Los Altos, CA			4010 INCOME:Membership Dues	8,697.51	121,720.16
07/01/2021	Invoice	1151	No	Los Altos Hills			4010 INCOME:Membership Dues	6,523.13	128,243.29
07/01/2021	Invoice	1142	No	City of Gilroy			4010 INCOME:Membership Dues	10,856.89	139,100.18
07/01/2021	Invoice	1137	No	Santa Clara			4010 INCOME:Membership Dues	13,046.00	152,146.18
07/01/2021	Invoice	1141	No	City of Cupertino			4010 INCOME:Membership Dues	10,856.89	163,003.07
07/20/2021	Payment	cascc dues - \$19414	No	Monte Sereno			1499 Undeposited Funds	-6,523.13	156,479.94
07/20/2021	Payment		No	Morgan Hill			1499 Undeposited Funds	-8,697.51	147,782.43
07/20/2021	Payment		No	City of Cupertino			1499 Undeposited Funds	-10,856.89	136,925.54
07/20/2021	Payment		No	Saratoga			1499 Undeposited Funds	-8,697.51	128,228.03
07/20/2021	Payment	CASCC dues - #400019	No	Milpitas			1499 Undeposited Funds	-10,856.89	117,371.14

**Total for 1200 Accounts Receivable**

**\$117,371.14**

**1499 Undeposited Funds**

07/20/2021	Deposit		No			CASCC Dues Wells Fargo Bank #728259	1001 Checking - Union Bank	-10,856.89	-10,856.89
07/20/2021	Deposit		No			CASCC dues - Wells Fargo Bank check #625686	1001 Checking - Union Bank	-8,697.51	-19,554.40
07/20/2021	Deposit		No			CASCC dues - comerica Bank check #143607	1001 Checking - Union Bank	-8,697.51	-28,251.91
07/20/2021	Deposit		No			CASCC dues - Wells Fargo Bank check number 19414	1001 Checking - Union Bank	-6,523.13	-34,775.04
07/20/2021	Deposit		No			CASCC Dues JP Morgan Chase Bank - check number 400019	1001 Checking - Union Bank	-10,856.89	-45,631.93
07/20/2021	Payment	CASCC dues - #400019	No	Milpitas		CASCC Dues JP Morgan Chase Bank - check number 400019	1200 Accounts Receivable	10,856.89	-34,775.04
07/20/2021	Payment		No	Saratoga		CASCC dues - comerica Bank check #143607	1200 Accounts Receivable	8,697.51	-26,077.53
07/20/2021	Payment		No	City of Cupertino			1200 Accounts Receivable	10,856.89	-15,220.64
07/20/2021	Payment		No	Morgan Hill			1200 Accounts Receivable	8,697.51	-6,523.13
07/20/2021	Payment	cascc dues - \$19414	No	Monte Sereno		CASCC dues - Wells Fargo Bank check number 19414	1200 Accounts Receivable	6,523.13	0.00

**Total for 1499 Undeposited Funds**

**\$0.00**

**2000 Accounts Payable**

07/30/2021	Bill Payment (Check)		No	Liebert Cassidy Whitmore			1001 Checking - Union Bank	-304.00	-304.00
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**Total for 2000 Accounts Payable**

**\$ -304.00**

**2200 First National Bank of Omaha**

07/06/2021	Expense		No	Adobe			6620 GENERAL OFFICE:Software Licenses	33.98	33.98
07/12/2021	Expense		No	Verizon			6880 Office:Telephone	30.30	64.28

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
07/12/2021	Expense		No	Zoom.us			6620 GENERAL OFFICE:Software Licenses	113.50	177.78
07/19/2021	Expense		No	Intuit			6620 GENERAL OFFICE:Software Licenses	25.00	202.78
07/19/2021	Expense		No	Intuit			6620 GENERAL OFFICE:Software Licenses	70.00	272.78
07/19/2021	Expense		No	Canva			6620 GENERAL OFFICE:Software Licenses	12.95	285.73
07/20/2021	Expense		No	Microsoft			6620 GENERAL OFFICE:Software Licenses	25.00	310.73
07/21/2021	Expense		No	USPS			6610 GENERAL OFFICE:Postage and Delivery	1.05	311.78
07/22/2021	Transfer		No				1001 Checking - Union Bank	-330.90	-19.12
<b>Total for 2200 First National Bank of Omaha</b>								<b>\$ -19.12</b>	
<b>FNBO_2nd</b>									
07/09/2021	Expense		No	Norton			6620 GENERAL OFFICE:Software Licenses	49.99	49.99
07/22/2021	Transfer		No				1001 Checking - Union Bank	-107.00	-57.01
07/30/2021	Expense		No	Peninsula Storage Center			6615 GENERAL OFFICE:Office/General Administrative Expenses	107.00	49.99
<b>Total for FNBO_2nd</b>								<b>\$49.99</b>	
<b>4000 INCOME</b>									
<b>4010 Membership Dues</b>									
07/01/2021	Invoice	1148	No	Los Gatos Town	CASCC	Membership Dues: Small Cities: 2021-2022	1200 Accounts Receivable	8,697.51	8,697.51
07/01/2021	Invoice	1143	No	Milpitas	CASCC	Membership Dues: Medium Cities: 2021-2022	1200 Accounts Receivable	10,856.89	19,554.40
07/01/2021	Invoice	1147	No	City of Los Altos, CA	CASCC	Membership Dues: Small Cities: 2021-2022	1200 Accounts Receivable	8,697.51	28,251.91
07/01/2021	Invoice	1151	No	Los Altos Hills	CASCC	Membership Dues: Very Small Cities: 2021-2022	1200 Accounts Receivable	6,523.13	34,775.04
07/01/2021	Invoice	1142	No	City of Gilroy	CASCC	Membership Dues: Medium Cities: 2021-2022	1200 Accounts Receivable	10,856.89	45,631.93
07/01/2021	Invoice	1137	No	Santa Clara	CASCC	large size cities: 2021-2022 Membership Dues	1200 Accounts Receivable	13,046.00	58,677.93
07/01/2021	Invoice	1141	No	City of Cupertino	CASCC	Membership Dues: Medium Cities: 2021-2022	1200 Accounts Receivable	10,856.89	69,534.82
07/01/2021	Invoice	1146	No	Campbell - City of	CASCC	Membership Dues: Small Cities: 2021-2022	1200 Accounts Receivable	8,697.51	78,232.33
07/01/2021	Invoice	1145	No	Palo Alto City	CASCC	Membership Dues: Medium Sized Cities: 2021-2022	1200 Accounts Receivable	10,856.89	89,089.22
07/01/2021	Invoice	1152	No	Monte Sereno	CASCC	Membership Dues: Very Small Cities: 2021-2022	1200 Accounts Receivable	6,523.13	95,612.35
07/01/2021	Invoice	1149	No	Morgan Hill	CASCC	Membership Dues: Small Cities: 2021-2022	1200 Accounts Receivable	8,697.51	104,309.86
07/01/2021	Invoice	1150	No	Saratoga	CASCC	Membership Dues: Small Cities: 2021-2022	1200 Accounts Receivable	8,697.51	113,007.37

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
07/01/2021	Invoice	1140	No	Sunnyvale	CASCC	Membership Dues: Large Cities: 2021*2022	1200 Accounts Receivable	13,046.27	126,053.64
07/01/2021	Invoice	1139	No	City of San Jose	CASCC	Membership Dues: Large Cities: 2021-2022	1200 Accounts Receivable	13,046.27	139,099.91
07/01/2021	Invoice	1138	No	Santa Clara	CASCC	Membership Dues: Large Cities: 2021-2022	1200 Accounts Receivable	13,046.27	152,146.18
07/01/2021	Invoice	1144	No	Mountain View	CASCC	Membership Dues: Medium Size Cities: 2021-2022	1200 Accounts Receivable	10,856.89	163,003.07
<b>Total for 4010 Membership Dues</b>								<b>\$163,003.07</b>	
<b>Total for 4000 INCOME</b>								<b>\$163,003.07</b>	
<b>6000 GENERAL OFFICE</b>									
<b>6120 Bank Service Charges</b>									
07/30/2021	Expense		No	Union Bank	CASCC	CHECK IMAGE FEE CHECK IMAGE FEE	1001 Checking - Union Bank	3.00	3.00
<b>Total for 6120 Bank Service Charges</b>								<b>\$3.00</b>	
<b>6180 Insurance</b>									
07/06/2021	Expense		No	Great American Insurance Group	CASCC	GreatAmer - Grea VENDOR P GreatAmer - Grea VENDOR PMT PPD *****0886	1001 Checking - Union Bank	150.17	150.17
<b>Total for 6180 Insurance</b>								<b>\$150.17</b>	
<b>6610 Postage and Delivery</b>									
07/21/2021	Expense		No	USPS	CASCC	USPS CHANGE OF ADDRESS - 800-238-3150, TN	2200 First National Bank of Omaha	1.05	1.05
<b>Total for 6610 Postage and Delivery</b>								<b>\$1.05</b>	
<b>6615 Office/General Administrative Expenses</b>									
07/30/2021	Expense		No	Peninsula Storage Center	CASCC	PENINSULA STORAGE II - 650-9621470, CA	FNBO_2nd	107.00	107.00
<b>Total for 6615 Office/General Administrative Expenses</b>								<b>\$107.00</b>	
<b>6620 Software Licenses</b>									
07/06/2021	Expense		No	Adobe	CASCC	ADOBE ACROPRO SUBS - 8004438158, CA	2200 First National Bank of Omaha	33.98	33.98
07/09/2021	Expense		No	Norton	CASCC	NORTON *NP1349833177 - NORTON.COM/NS, AZ	FNBO_2nd	49.99	83.97
07/12/2021	Expense		No	Zoom.us	CASCC	ZOOM.US 888-799-9666 - SAN JOSE, CA	2200 First National Bank of Omaha	113.50	197.47
07/19/2021	Expense		No	Canva	CASCC	CANVA* I03119-18904180 - CAMDEN, DE	2200 First National Bank of Omaha	12.95	210.42
07/19/2021	Expense		No	Intuit	CASCC	INTUIT * - CL.INTUIT.COM, CA	2200 First National Bank of Omaha	70.00	280.42
07/19/2021	Expense		No	Intuit	CASCC	INTUIT * - CL.INTUIT.COM, CA	2200 First National Bank of Omaha	25.00	305.42
07/20/2021	Expense		No	Microsoft	CASCC	MSFT * E0100F60GN - MSBILL.INFO, WA	2200 First National Bank of Omaha	25.00	330.42
<b>Total for 6620 Software Licenses</b>								<b>\$330.42</b>	



Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>Total for 6000 GENERAL OFFICE</b>								<b>\$591.64</b>	
<b>Office</b>									
<b>6880 Telephone</b>									
07/12/2021	Expense		No	Verizon	CASCC	VZWRLLS*PRPAY AUTOPAY - 888-294-6804, FL	2200 First National Bank of Omaha	30.30	30.30
<b>Total for 6880 Telephone</b>								<b>\$30.30</b>	
<b>Total for Office</b>								<b>\$30.30</b>	
<b>OFFICE PERSONNEL_CONSULTANTS</b>									
<b>6300 Legal &amp; Professional Fees</b>									
<b>6310 Accounting Services</b>									
07/29/2021	Expense		No	Bestbooks4U	CASCC	ADELE LEVIN T/A SALE CCD ADELE LEVIN T/A SALE CCD	1001 Checking - Union Bank	412.50	412.50
<b>Total for 6310 Accounting Services</b>								<b>\$412.50</b>	
<b>Total for 6300 Legal &amp; Professional Fees</b>								<b>\$412.50</b>	
<b>6565 Payroll Service Fees</b>									
07/02/2021	Expense		No	Gusto	CASCC	GUSTO FEE 960331 CCD 6sem GUSTO FEE 960331 CCD 6semjq0m439	1001 Checking - Union Bank	111.00	111.00
<b>Total for 6565 Payroll Service Fees</b>								<b>\$111.00</b>	
<b>6568 Workers Compensation</b>									
07/12/2021	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 808 APIntego ACHTRANS CCD 80807124	1001 Checking - Union Bank	29.67	29.67
07/26/2021	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 813 APIntego ACHTRANS CCD 81333509	1001 Checking - Union Bank	29.08	58.75
<b>Total for 6568 Workers Compensation</b>								<b>\$58.75</b>	
<b>6575 Payroll Wages/Salary</b>									
07/13/2021	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	4,593.75	4,593.75
07/14/2021	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	458.70	5,052.45
07/28/2021	Journal Entry	Gusto	No		CASCC	regularwages	-Split-	393.51	5,445.96
07/28/2021	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	4,593.75	10,039.71
07/29/2021	Journal Entry	Gusto	No		CASCC	Contractor Payment for Liebert, Cassidy, & Whitmore	-Split-	152.00	10,191.71
<b>Total for 6575 Payroll Wages/Salary</b>								<b>\$10,191.71</b>	
<b>6580 Payroll Taxes</b>									
07/13/2021	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	351.42	351.42
07/14/2021	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	35.09	386.51
07/28/2021	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	381.53	768.04

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
Total for 6580 Payroll Taxes								\$768.04	
Total for OFFICE PERSONNEL_CONSULTANTS								\$11,542.00	

# Profit and Loss by Class % Change

July 2020 - May 2021

	CASCC			PC			Roundtable			TOTAL		
	Jul 2020 - May 2021	Jul 2019 - May 2020 (PY)	% Change	Jul 2020 - May 2021	Jul 2019 - May 2020 (PY)	% Change	Jul 2020 - May 2021	Jul 2019 - May 2020 (PY)	% Change	Jul 2020 - May 2021	Jul 2019 - May 2020 (PY)	% Change
<b>INCOME</b>												
4000 INCOME										0.00	0.00	0.00%
4010 Membership Dues	149,957.07	150,290.19	-0.22 %	160,000.00						309,957.07	150,290.19	106.24 %
4020 Roundtable Income							187,597.78	124,999.00	50.08 %	187,597.78	124,999.00	50.08 %
4040 Planning Collaborative					49,999.95	-100.00 %				0.00	49,999.95	-100.00 %
4050 Membership Dinners - Proceeds		6,911.41	-100.00 %							0.00	6,911.41	-100.00 %
4060 LAIF INCOME	1,044.86	2,835.87	-63.16 %							1,044.86	2,835.87	-63.16 %
<b>Total 4000 INCOME</b>	<b>151,001.93</b>	<b>160,037.47</b>	<b>-5.65 %</b>	<b>160,000.00</b>	<b>49,999.95</b>	<b>220.00 %</b>	<b>187,597.78</b>	<b>124,999.00</b>	<b>50.08 %</b>	<b>498,599.71</b>	<b>335,036.42</b>	<b>48.82 %</b>
4999 Uncategorized Income	25.00									25.00	0.00	0.00%
<b>Total Income</b>	<b>151,026.93</b>	<b>160,037.47</b>	<b>-5.63 %</b>	<b>160,000.00</b>	<b>49,999.95</b>	<b>220.00 %</b>	<b>187,597.78</b>	<b>124,999.00</b>	<b>50.08 %</b>	<b>498,624.71</b>	<b>335,036.42</b>	<b>48.83 %</b>
<b>GROSS PROFIT</b>	<b>151,026.93</b>	<b>160,037.47</b>	<b>-5.63 %</b>	<b>160,000.00</b>	<b>49,999.95</b>	<b>220.00 %</b>	<b>187,597.78</b>	<b>124,999.00</b>	<b>50.08 %</b>	<b>498,624.71</b>	<b>335,036.42</b>	<b>48.83 %</b>
<b>EXPENSES</b>												
6000 GENERAL OFFICE										0.00	0.00	0.00%
6112 Advertising/Promotional										0.00	0.00	0.00%
6115 Website Update	20.00									20.00	0.00	0.00%
<b>Total 6112 Advertising/Promotional</b>	<b>20.00</b>									<b>20.00</b>	<b>0.00</b>	<b>0.00%</b>
6120 Bank Service Charges	33.00	33.00	0.00 %							33.00	33.00	0.00 %
6122 Merchant QB Payment Fees		298.52	-100.00 %							0.00	298.52	-100.00 %
<b>Total 6120 Bank Service Charges</b>	<b>33.00</b>	<b>331.52</b>	<b>-90.05 %</b>							<b>33.00</b>	<b>331.52</b>	<b>-90.05 %</b>
6125 Directory Production	333.00	317.00	5.05 %							333.00	317.00	5.05 %
6151 Conferences/Director's Expenses		148.55	-100.00 %							0.00	148.55	-100.00 %
6160 Dues & Subscriptions		225.00	-100.00 %							0.00	225.00	-100.00 %
6162 Hospitality		838.30	-100.00 %							0.00	838.30	-100.00 %
6180 Insurance	2,310.27	1,610.82	43.42 %							2,310.27	1,610.82	43.42 %
6190 Website SOS	600.00	600.00	0.00 %							600.00	600.00	0.00 %
6220 Dues and Subscriptions	400.00									400.00	0.00	0.00%
6550 Supplies and Equipment	2,199.25	125.10	1,657.99 %							2,199.25	125.10	1,657.99 %
6610 Postage and Delivery	136.50	9.17	1,388.55 %							136.50	9.17	1,388.55 %
6611 Post Office Box	81.00	150.00	-46.00 %							81.00	150.00	-46.00 %
6615 Office/General Administrative Expenses	489.35	94.04	420.36 %							489.35	94.04	420.36 %
6620 Software Licenses	2,686.13	1,615.69	66.25 %							2,686.13	1,615.69	66.25 %
6665 Printing and Copying	113.52	700.17	-83.79 %					44.51	-100.00 %	113.52	744.68	-84.76 %
6670 Recognition	586.35	392.95	49.22 %							586.35	392.95	49.22 %
<b>Total 6000 GENERAL OFFICE</b>	<b>9,988.37</b>	<b>7,158.31</b>	<b>39.54 %</b>					<b>44.51</b>	<b>-100.00 %</b>	<b>9,988.37</b>	<b>7,202.82</b>	<b>38.67 %</b>
6700 Reimbursable Expense	437.50									437.50	0.00	0.00%
<b>EVENT EXPENSES</b>										0.00	0.00	0.00%
6400 General Meeting - catering	2,068.00	300.00	589.33 %							2,068.00	300.00	589.33 %
6410 General meeting - office supplies/signage		1,251.72	-100.00 %							0.00	1,251.72	-100.00 %
6675 Membership Dinners - Cost		7,388.96	-100.00 %							0.00	7,388.96	-100.00 %
<b>Total EVENT EXPENSES</b>	<b>2,068.00</b>	<b>8,940.68</b>	<b>-76.87 %</b>							<b>2,068.00</b>	<b>8,940.68</b>	<b>-76.87 %</b>
Office										0.00	0.00	0.00%

	CASCC			PC			Roundtable			TOTAL		
	Jul 2020 - May 2021	Jul 2019 - May 2020 (PY)	% Change	Jul 2020 - May 2021	Jul 2019 - May 2020 (PY)	% Change	Jul 2020 - May 2021	Jul 2019 - May 2020 (PY)	% Change	Jul 2020 - May 2021	Jul 2019 - May 2020 (PY)	% Change
6880 Telephone	227.10									227.10	0.00	0.00%
<b>Total Office</b>	<b>227.10</b>									<b>227.10</b>	<b>0.00</b>	<b>0.00%</b>
OFFICE PERSONNEL_CONSULTANTS										0.00	0.00	0.00%
6153 Contractors				115,440.00	16,650.00	593.33 %				115,440.00	16,650.00	593.33 %
6300 Legal & Professional Fees										0.00	0.00	0.00%
6310 Accounting Services	9,827.50	2,531.25	288.25 %							9,827.50	2,531.25	288.25 %
6320 Attorney Services	32,540.50						3,760.20	1,443.00	160.58 %	36,300.70	1,443.00	2,415.64 %
6350 Roundtable consultant and technical services	5,652.00						125,903.75	179,995.24	-30.05 %	131,555.75	179,995.24	-26.91 %
			<b>1,797.09 %</b>									
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>48,020.00</b>	<b>2,531.25</b>	<b>%</b>				<b>129,663.95</b>	<b>181,438.24</b>	<b>-28.54 %</b>	<b>177,683.95</b>	<b>183,969.49</b>	<b>-3.42 %</b>
6565 Payroll Service Fees	735.00	501.00	46.71 %							735.00	501.00	46.71 %
6568 Workers Compensation	669.97	573.44	16.83 %							669.97	573.44	16.83 %
6575 Payroll Wages/Salary	113,712.01	95,833.33	18.66 %							113,712.01	95,833.33	18.66 %
6580 Payroll Taxes	9,248.77	7,548.26	22.53 %							9,248.77	7,548.26	22.53 %
<b>Total OFFICE PERSONNEL_CONSULTANTS</b>	<b>172,385.75</b>	<b>106,987.28</b>	<b>61.13 %</b>	<b>115,440.00</b>	<b>16,650.00</b>	<b>593.33 %</b>	<b>129,663.95</b>	<b>181,438.24</b>	<b>-28.54 %</b>	<b>417,489.70</b>	<b>305,075.52</b>	<b>36.85 %</b>
<b>Total Expenses</b>	<b>185,106.72</b>	<b>123,086.27</b>	<b>50.39 %</b>	<b>115,440.00</b>	<b>16,650.00</b>	<b>593.33 %</b>	<b>129,663.95</b>	<b>181,482.75</b>	<b>-28.55 %</b>	<b>430,210.67</b>	<b>321,219.02</b>	<b>33.93 %</b>
NET OPERATING INCOME	-34,079.79	36,951.20	-192.23 %	44,560.00	33,349.95	33.61 %	57,933.83	-56,483.75	202.57 %	68,414.04	13,817.40	395.13 %
NET INCOME	\$ -34,079.79	\$36,951.20	-192.23 %	\$44,560.00	\$33,349.95	33.61 %	\$57,933.83	\$ -56,483.75	202.57 %	\$68,414.04	\$13,817.40	395.13 %

# Management Report

Cities Association of Santa Clara County  
For the period ended June 30, 2021



Prepared by  
**BestBooks4U Bookkeeping & QuickBooks Consulting**

Prepared on  
**August 10, 2021**

For management use only

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# Profit and Loss by Class

July 2020 - June 2021

	CASCC	PC	Roundtable	TOTAL
<b>INCOME</b>				
4000 INCOME				0.00
4010 Membership Dues	149,957.07	160,000.00		309,957.07
4020 Roundtable Income			187,597.78	187,597.78
4060 LAIF INCOME	1,044.86			1,044.86
<b>Total 4000 INCOME</b>	<b>151,001.93</b>	<b>160,000.00</b>	<b>187,597.78</b>	<b>498,599.71</b>
4999 Uncategorized Income	25.00			25.00
<b>Total Income</b>	<b>151,026.93</b>	<b>160,000.00</b>	<b>187,597.78</b>	<b>498,624.71</b>
<b>GROSS PROFIT</b>	<b>151,026.93</b>	<b>160,000.00</b>	<b>187,597.78</b>	<b>498,624.71</b>
<b>EXPENSES</b>				
6000 GENERAL OFFICE				0.00
6112 Advertising/Promotional				0.00
6115 Website Update	40.17			40.17
<b>Total 6112 Advertising/Promotional</b>	<b>40.17</b>			<b>40.17</b>
6120 Bank Service Charges	36.00			36.00
6125 Directory Production	333.00			333.00
6180 Insurance	2,460.44			2,460.44
6190 Website SOS	600.00			600.00
6220 Dues and Subscriptions	400.00			400.00
6550 Supplies and Equipment	2,199.25			2,199.25
6610 Postage and Delivery	136.50			136.50
6611 Post Office Box	81.00			81.00
6615 Office/General Administrative Expenses	703.35			703.35
6620 Software Licenses	2,966.56			2,966.56
6665 Printing and Copying	113.52			113.52
6670 Recognition	586.35			586.35
<b>Total 6000 GENERAL OFFICE</b>	<b>10,656.14</b>			<b>10,656.14</b>
6700 Reimbursable Expense	437.50			437.50
EVENT EXPENSES				0.00
6400 General Meeting - catering	2,068.00			2,068.00

	CASCC	PC	Roundtable	TOTAL
<b>Total EVENT EXPENSES</b>	<b>2,068.00</b>			<b>2,068.00</b>
Office				0.00
6880 Telephone	257.40			257.40
<b>Total Office</b>	<b>257.40</b>			<b>257.40</b>
OFFICE PERSONNEL_CONSULTANTS				0.00
6153 Contractors		128,575.00		128,575.00
6300 Legal & Professional Fees				0.00
6310 Accounting Services	10,187.50			10,187.50
6320 Attorney Services	33,359.50		3,760.50	37,120.00
6350 Roundtable consultant and technical services	14,143.00		125,903.75	140,046.75
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>57,690.00</b>		<b>129,664.25</b>	<b>187,354.25</b>
6565 Payroll Service Fees	834.00			834.00
6568 Workers Compensation	729.75			729.75
6575 Payroll Wages/Salary	124,063.99			124,063.99
6580 Payroll Taxes	10,070.49			10,070.49
<b>Total OFFICE PERSONNEL_CONSULTANTS</b>	<b>193,388.23</b>	<b>128,575.00</b>	<b>129,664.25</b>	<b>451,627.48</b>
<b>Total Expenses</b>	<b>206,807.27</b>	<b>128,575.00</b>	<b>129,664.25</b>	<b>465,046.52</b>
<b>NET OPERATING INCOME</b>	<b>-55,780.34</b>	<b>31,425.00</b>	<b>57,933.53</b>	<b>33,578.19</b>
<b>NET INCOME</b>	<b>\$ -55,780.34</b>	<b>\$31,425.00</b>	<b>\$57,933.53</b>	<b>\$33,578.19</b>



# Balance Sheet

As of June 30, 2021

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1001 Checking - Union Bank	108,909.34
<b>Total Bank Accounts</b>	<b>108,909.34</b>
<b>Other Current Assets</b>	
1300 LAIF Funds	124,393.36
1310 Venue Prepaid Deposit	1,000.00
1395 Accrued Interest	44.60
<b>Total Other Current Assets</b>	<b>125,437.96</b>
<b>Total Current Assets</b>	<b>234,347.30</b>
<b>Fixed Assets</b>	
1500 Machinery and Equipment	2,203.41
1700 Accumulated Depreciation	-1,926.59
<b>Total Fixed Assets</b>	<b>276.82</b>
<b>TOTAL ASSETS</b>	<b>\$234,624.12</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 Accounts Payable	35,988.50
<b>Total Accounts Payable</b>	<b>35,988.50</b>
<b>Credit Cards</b>	
2200 First National Bank of Omaha	330.90
FNBO_2nd	214.00
<b>Total Credit Cards</b>	<b>544.90</b>
<b>Total Current Liabilities</b>	<b>36,533.40</b>
<b>Total Liabilities</b>	<b>36,533.40</b>
<b>Equity</b>	
1110 Unrestricted Fund Balance	129,544.61
3000 Opening Bal Equity	-34.00
3010 Reserves	0.00
3013 Reserve for New Equip.	1.92
3014 Reserve for Operations	35,000.00
<b>Total 3010 Reserves</b>	<b>35,001.92</b>
Net Income	33,578.19
<b>Total Equity</b>	<b>198,090.72</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$234,624.12</b>

# Statement of Cash Flows

July 2020 - June 2021

	<b>Total</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	33,578.19
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1300 LAIF Funds	-1,044.86
2000 Accounts Payable	-1,819.00
2200 First National Bank of Omaha	-930.25
FNBO_2nd	214.00
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>-3,580.11</b>
<b>Net cash provided by operating activities</b>	<b>29,998.08</b>
<b>FINANCING ACTIVITIES</b>	
3013 Reserves:Reserve for New Equip.	-2,327.17
<b>Net cash provided by financing activities</b>	<b>-2,327.17</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>27,670.91</b>
Cash at beginning of period	81,238.43
<b>CASH AT END OF PERIOD</b>	<b>\$108,909.34</b>

# Monthly Reports:Monthly Summary VENDOR Expenses

July 2021

	<b>Total</b>
Adobe	33.98
Aiden - Kristen Leung	852.21
Andi Jordan	9,187.50
AP Intego	58.75
Bestbooks4U	412.50
Canva	12.95
Great American Insurance Group	150.17
Gusto	879.04
Intuit	95.00
Liebert Cassidy Whitmore	152.00
Microsoft	25.00
Norton	49.99
Peninsula Storage Center	107.00
Union Bank	3.00
USPS	1.05
Verizon	30.30
Zoom.us	113.50
<b>TOTAL</b>	<b>\$12,163.94</b>

# Monthly Reports:MONTHLY Transaction Detail by Account

July 2021

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>1001 Checking - Union Bank</b>									
07/02/2021	Expense		No	Gusto			6565 OFFICE PERSONNEL_CONSULTANTS:Payroll Service Fees	-111.00	-111.00
07/06/2021	Expense		No	Great American Insurance Group			6180 GENERAL OFFICE:Insurance	-150.17	-261.17
07/12/2021	Expense		No	AP Intego			6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation	-29.67	-290.84
07/13/2021	Journal Entry	Gusto	No		CASCC	Debit tax	-Split-	-1,890.57	-2,181.41
07/13/2021	Journal Entry	Gusto	No			Debit net pay	-Split-	-3,054.60	-5,236.01
07/14/2021	Journal Entry	Gusto	No			Debit tax	-Split-	-75.68	-5,311.69
07/14/2021	Journal Entry	Gusto	No			Debit net pay	-Split-	-418.11	-5,729.80
07/20/2021	Deposit		No				-Split-	45,631.93	39,902.13
07/22/2021	Transfer		No				2200 First National Bank of Omaha	-330.90	39,571.23
07/22/2021	Transfer		No				FNBO_2nd	-107.00	39,464.23
07/26/2021	Expense		No	AP Intego			6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation	-29.08	39,435.15
07/28/2021	Journal Entry	Gusto	No			Debit net pay	-Split-	-3,413.28	36,021.87
07/28/2021	Journal Entry	Gusto	No			Debit tax	-Split-	-1,955.51	34,066.36
07/29/2021	Expense		No	Bestbooks4U			6310 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Accounting Services	-412.50	33,653.86
07/29/2021	Journal Entry	Gusto	No			Contractor Payment to Liebert, Cassidy, & Whitmore	-Split-	-152.00	33,501.86
07/30/2021	Bill Payment (Check)		No	Liebert Cassidy Whitmore			2000 Accounts Payable	-304.00	33,197.86
07/30/2021	Expense		No	Union Bank			6120 GENERAL OFFICE:Bank Service Charges	-3.00	33,194.86
<b>Total for 1001 Checking - Union Bank</b>								<b>\$33,194.86</b>	
<b>1200 Accounts Receivable</b>									
07/01/2021	Invoice	1143	No	Milpitas			4010 INCOME:Membership Dues	10,856.89	10,856.89
07/01/2021	Invoice	1149	No	Morgan Hill			4010 INCOME:Membership Dues	8,697.51	19,554.40
07/01/2021	Invoice	1152	No	Monte Sereno			4010 INCOME:Membership Dues	6,523.13	26,077.53
07/01/2021	Invoice	1145	No	Palo Alto City			4010 INCOME:Membership Dues	10,856.89	36,934.42
07/01/2021	Invoice	1146	No	Campbell - City of			4010 INCOME:Membership Dues	8,697.51	45,631.93
07/01/2021	Invoice	1144	No	Mountain View			4010 INCOME:Membership Dues	10,856.89	56,488.82
07/01/2021	Invoice	1138	No	Santa Clara			4010 INCOME:Membership Dues	13,046.27	69,535.09
07/01/2021	Invoice	1139	No	City of San Jose			4010 INCOME:Membership Dues	13,046.27	82,581.36
07/01/2021	Invoice	1140	No	Sunnyvale			4010 INCOME:Membership Dues	13,046.27	95,627.63

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
07/01/2021	Invoice	1148	No	Los Gatos Town			4010 INCOME:Membership Dues	8,697.51	104,325.14
07/01/2021	Invoice	1150	No	Saratoga			4010 INCOME:Membership Dues	8,697.51	113,022.65
07/01/2021	Invoice	1147	No	City of Los Altos, CA			4010 INCOME:Membership Dues	8,697.51	121,720.16
07/01/2021	Invoice	1151	No	Los Altos Hills			4010 INCOME:Membership Dues	6,523.13	128,243.29
07/01/2021	Invoice	1142	No	City of Gilroy			4010 INCOME:Membership Dues	10,856.89	139,100.18
07/01/2021	Invoice	1137	No	Santa Clara			4010 INCOME:Membership Dues	13,046.00	152,146.18
07/01/2021	Invoice	1141	No	City of Cupertino			4010 INCOME:Membership Dues	10,856.89	163,003.07
07/20/2021	Payment	cascc dues - \$19414	No	Monte Sereno			1499 Undeposited Funds	-6,523.13	156,479.94
07/20/2021	Payment		No	Morgan Hill			1499 Undeposited Funds	-8,697.51	147,782.43
07/20/2021	Payment		No	City of Cupertino			1499 Undeposited Funds	-10,856.89	136,925.54
07/20/2021	Payment		No	Saratoga			1499 Undeposited Funds	-8,697.51	128,228.03
07/20/2021	Payment	CASCC dues - #400019	No	Milpitas			1499 Undeposited Funds	-10,856.89	117,371.14

**Total for 1200 Accounts Receivable**

**\$117,371.14**

**1499 Undeposited Funds**

07/20/2021	Deposit		No			CASCC Dues Wells Fargo Bank #728259	1001 Checking - Union Bank	-10,856.89	-10,856.89
07/20/2021	Deposit		No			CASCC dues - Wells Fargo Bank check #625686	1001 Checking - Union Bank	-8,697.51	-19,554.40
07/20/2021	Deposit		No			CASCC dues - comerica Bank check #143607	1001 Checking - Union Bank	-8,697.51	-28,251.91
07/20/2021	Deposit		No			CASCC dues - Wells Fargo Bank check number 19414	1001 Checking - Union Bank	-6,523.13	-34,775.04
07/20/2021	Deposit		No			CASCC Dues JP Morgan Chase Bank - check number 400019	1001 Checking - Union Bank	-10,856.89	-45,631.93
07/20/2021	Payment	CASCC dues - #400019	No	Milpitas		CASCC Dues JP Morgan Chase Bank - check number 400019	1200 Accounts Receivable	10,856.89	-34,775.04
07/20/2021	Payment		No	Saratoga		CASCC dues - comerica Bank check #143607	1200 Accounts Receivable	8,697.51	-26,077.53
07/20/2021	Payment		No	City of Cupertino			1200 Accounts Receivable	10,856.89	-15,220.64
07/20/2021	Payment		No	Morgan Hill			1200 Accounts Receivable	8,697.51	-6,523.13
07/20/2021	Payment	cascc dues - \$19414	No	Monte Sereno		CASCC dues - Wells Fargo Bank check number 19414	1200 Accounts Receivable	6,523.13	0.00

**Total for 1499 Undeposited Funds**

**\$0.00**

**2000 Accounts Payable**

07/30/2021	Bill Payment (Check)		No	Liebert Cassidy Whitmore			1001 Checking - Union Bank	-304.00	-304.00
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**Total for 2000 Accounts Payable**

**\$ -304.00**

**2200 First National Bank of Omaha**

07/06/2021	Expense		No	Adobe			6620 GENERAL OFFICE:Software Licenses	33.98	33.98
07/12/2021	Expense		No	Verizon			6880 Office:Telephone	30.30	64.28

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
07/12/2021	Expense		No	Zoom.us			6620 GENERAL OFFICE:Software Licenses	113.50	177.78
07/19/2021	Expense		No	Intuit			6620 GENERAL OFFICE:Software Licenses	25.00	202.78
07/19/2021	Expense		No	Intuit			6620 GENERAL OFFICE:Software Licenses	70.00	272.78
07/19/2021	Expense		No	Canva			6620 GENERAL OFFICE:Software Licenses	12.95	285.73
07/20/2021	Expense		No	Microsoft			6620 GENERAL OFFICE:Software Licenses	25.00	310.73
07/21/2021	Expense		No	USPS			6610 GENERAL OFFICE:Postage and Delivery	1.05	311.78
07/22/2021	Transfer		No				1001 Checking - Union Bank	-330.90	-19.12

**Total for 2200 First National Bank of Omaha**

**\$ -19.12**

**FNBO\_2nd**

07/09/2021	Expense		No	Norton			6620 GENERAL OFFICE:Software Licenses	49.99	49.99
07/22/2021	Transfer		No				1001 Checking - Union Bank	-107.00	-57.01
07/30/2021	Expense		No	Peninsula Storage Center			6615 GENERAL OFFICE:Office/General Administrative Expenses	107.00	49.99

**Total for FNBO\_2nd**

**\$49.99**

**4000 INCOME**

**4010 Membership Dues**

07/01/2021	Invoice	1148	No	Los Gatos Town	CASCC	Membership Dues: Small Cities: 2021-2022	1200 Accounts Receivable	8,697.51	8,697.51
07/01/2021	Invoice	1143	No	Milpitas	CASCC	Membership Dues: Medium Cities: 2021-2022	1200 Accounts Receivable	10,856.89	19,554.40
07/01/2021	Invoice	1147	No	City of Los Altos, CA	CASCC	Membership Dues: Small Cities: 2021-2022	1200 Accounts Receivable	8,697.51	28,251.91
07/01/2021	Invoice	1151	No	Los Altos Hills	CASCC	Membership Dues: Very Small Cities: 2021-2022	1200 Accounts Receivable	6,523.13	34,775.04
07/01/2021	Invoice	1142	No	City of Gilroy	CASCC	Membership Dues: Medium Cities: 2021-2022	1200 Accounts Receivable	10,856.89	45,631.93
07/01/2021	Invoice	1137	No	Santa Clara	CASCC	large size cities: 2021-2022 Membership Dues	1200 Accounts Receivable	13,046.00	58,677.93
07/01/2021	Invoice	1141	No	City of Cupertino	CASCC	Membership Dues: Medium Cities: 2021-2022	1200 Accounts Receivable	10,856.89	69,534.82
07/01/2021	Invoice	1146	No	Campbell - City of	CASCC	Membership Dues: Small Cities: 2021-2022	1200 Accounts Receivable	8,697.51	78,232.33
07/01/2021	Invoice	1145	No	Palo Alto City	CASCC	Membership Dues: Medium Sized Cities: 2021-2022	1200 Accounts Receivable	10,856.89	89,089.22
07/01/2021	Invoice	1152	No	Monte Sereno	CASCC	Membership Dues: Very Small Cities: 2021-2022	1200 Accounts Receivable	6,523.13	95,612.35
07/01/2021	Invoice	1149	No	Morgan Hill	CASCC	Membership Dues: Small Cities: 2021-2022	1200 Accounts Receivable	8,697.51	104,309.86
07/01/2021	Invoice	1150	No	Saratoga	CASCC	Membership Dues: Small Cities: 2021-2022	1200 Accounts Receivable	8,697.51	113,007.37

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
07/01/2021	Invoice	1140	No	Sunnyvale	CASCC	Membership Dues: Large Cities: 2021*2022	1200 Accounts Receivable	13,046.27	126,053.64
07/01/2021	Invoice	1139	No	City of San Jose	CASCC	Membership Dues: Large Cities: 2021-2022	1200 Accounts Receivable	13,046.27	139,099.91
07/01/2021	Invoice	1138	No	Santa Clara	CASCC	Membership Dues: Large Cities: 2021-2022	1200 Accounts Receivable	13,046.27	152,146.18
07/01/2021	Invoice	1144	No	Mountain View	CASCC	Membership Dues: Medium Size Cities: 2021-2022	1200 Accounts Receivable	10,856.89	163,003.07
<b>Total for 4010 Membership Dues</b>								<b>\$163,003.07</b>	
<b>Total for 4000 INCOME</b>								<b>\$163,003.07</b>	
<b>6000 GENERAL OFFICE</b>									
<b>6120 Bank Service Charges</b>									
07/30/2021	Expense		No	Union Bank	CASCC	CHECK IMAGE FEE CHECK IMAGE FEE	1001 Checking - Union Bank	3.00	3.00
<b>Total for 6120 Bank Service Charges</b>								<b>\$3.00</b>	
<b>6180 Insurance</b>									
07/06/2021	Expense		No	Great American Insurance Group	CASCC	GreatAmer - Grea VENDOR P GreatAmer - Grea VENDOR PMT PPD *****0886	1001 Checking - Union Bank	150.17	150.17
<b>Total for 6180 Insurance</b>								<b>\$150.17</b>	
<b>6610 Postage and Delivery</b>									
07/21/2021	Expense		No	USPS	CASCC	USPS CHANGE OF ADDRESS - 800-238-3150, TN	2200 First National Bank of Omaha	1.05	1.05
<b>Total for 6610 Postage and Delivery</b>								<b>\$1.05</b>	
<b>6615 Office/General Administrative Expenses</b>									
07/30/2021	Expense		No	Peninsula Storage Center	CASCC	PENINSULA STORAGE II - 650-9621470, CA	FNBO_2nd	107.00	107.00
<b>Total for 6615 Office/General Administrative Expenses</b>								<b>\$107.00</b>	
<b>6620 Software Licenses</b>									
07/06/2021	Expense		No	Adobe	CASCC	ADOBE ACROPRO SUBS - 8004438158, CA	2200 First National Bank of Omaha	33.98	33.98
07/09/2021	Expense		No	Norton	CASCC	NORTON *NP1349833177 - NORTON.COM/NS, AZ	FNBO_2nd	49.99	83.97
07/12/2021	Expense		No	Zoom.us	CASCC	ZOOM.US 888-799-9666 - SAN JOSE, CA	2200 First National Bank of Omaha	113.50	197.47
07/19/2021	Expense		No	Canva	CASCC	CANVA* I03119-18904180 - CAMDEN, DE	2200 First National Bank of Omaha	12.95	210.42
07/19/2021	Expense		No	Intuit	CASCC	INTUIT * - CL.INTUIT.COM, CA	2200 First National Bank of Omaha	70.00	280.42
07/19/2021	Expense		No	Intuit	CASCC	INTUIT * - CL.INTUIT.COM, CA	2200 First National Bank of Omaha	25.00	305.42
07/20/2021	Expense		No	Microsoft	CASCC	MSFT * E0100F60GN - MSBILL.INFO, WA	2200 First National Bank of Omaha	25.00	330.42
<b>Total for 6620 Software Licenses</b>								<b>\$330.42</b>	

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>Total for 6000 GENERAL OFFICE</b>								<b>\$591.64</b>	
<b>Office</b>									
<b>6880 Telephone</b>									
07/12/2021	Expense		No	Verizon	CASCC	VZWRSS*PRPAY AUTOPAY - 888-294-6804, FL	2200 First National Bank of Omaha	30.30	30.30
<b>Total for 6880 Telephone</b>								<b>\$30.30</b>	
<b>Total for Office</b>								<b>\$30.30</b>	
<b>OFFICE PERSONNEL_CONSULTANTS</b>									
<b>6300 Legal &amp; Professional Fees</b>									
<b>6310 Accounting Services</b>									
07/29/2021	Expense		No	Bestbooks4U	CASCC	ADELE LEVIN T/A SALE CCD ADELE LEVIN T/A SALE CCD	1001 Checking - Union Bank	412.50	412.50
<b>Total for 6310 Accounting Services</b>								<b>\$412.50</b>	
<b>Total for 6300 Legal &amp; Professional Fees</b>								<b>\$412.50</b>	
<b>6565 Payroll Service Fees</b>									
07/02/2021	Expense		No	Gusto	CASCC	GUSTO FEE 960331 CCD 6sem GUSTO FEE 960331 CCD 6semjq0m439	1001 Checking - Union Bank	111.00	111.00
<b>Total for 6565 Payroll Service Fees</b>								<b>\$111.00</b>	
<b>6568 Workers Compensation</b>									
07/12/2021	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 808 APIntego ACHTRANS CCD 80807124	1001 Checking - Union Bank	29.67	29.67
07/26/2021	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 813 APIntego ACHTRANS CCD 81333509	1001 Checking - Union Bank	29.08	58.75
<b>Total for 6568 Workers Compensation</b>								<b>\$58.75</b>	
<b>6575 Payroll Wages/Salary</b>									
07/13/2021	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	4,593.75	4,593.75
07/14/2021	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	458.70	5,052.45
07/28/2021	Journal Entry	Gusto	No		CASCC	regularwages	-Split-	393.51	5,445.96
07/28/2021	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	4,593.75	10,039.71
07/29/2021	Journal Entry	Gusto	No		CASCC	Contractor Payment for Liebert, Cassidy, & Whitmore	-Split-	152.00	10,191.71
<b>Total for 6575 Payroll Wages/Salary</b>								<b>\$10,191.71</b>	
<b>6580 Payroll Taxes</b>									
07/13/2021	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	351.42	351.42
07/14/2021	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	35.09	386.51
07/28/2021	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	381.53	768.04



Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
Total for 6580 Payroll Taxes								\$768.04	
Total for OFFICE PERSONNEL_CONSULTANTS								\$11,542.00	

# Profit and Loss by Class % Change

July 2020 - June 2021

	CASCC			PC			Roundtable			TOTAL		
	Jul 2020 - Jun 2021	Jul 2019 - Jun 2020 (PY)	% Change	Jul 2020 - Jun 2021	Jul 2019 - Jun 2020 (PY)	% Change	Jul 2020 - Jun 2021	Jul 2019 - Jun 2020 (PY)	% Change	Jul 2020 - Jun 2021	Jul 2019 - Jun 2020 (PY)	% Change
<b>INCOME</b>												
4000 INCOME										0.00	0.00	0.00%
4010 Membership Dues	149,957.07	150,290.19	-0.22 %	160,000.00						309,957.07	150,290.19	106.24 %
4020 Roundtable Income							187,597.78	124,999.00	50.08 %	187,597.78	124,999.00	50.08 %
4030 Directory Income		15.00	-100.00 %							0.00	15.00	-100.00 %
4040 Planning Collaborative					53,333.28	-100.00 %				0.00	53,333.28	-100.00 %
4050 Membership Dinners - Proceeds		6,911.41	-100.00 %							0.00	6,911.41	-100.00 %
4060 LAIF INCOME	1,044.86	2,835.87	-63.16 %							1,044.86	2,835.87	-63.16 %
<b>Total 4000 INCOME</b>	<b>151,001.93</b>	<b>160,052.47</b>	<b>-5.65 %</b>	<b>160,000.00</b>	<b>53,333.28</b>	<b>200.00 %</b>	<b>187,597.78</b>	<b>124,999.00</b>	<b>50.08 %</b>	<b>498,599.71</b>	<b>338,384.75</b>	<b>47.35 %</b>
4999 Uncategorized Income	25.00									25.00	0.00	0.00%
<b>Total Income</b>	<b>151,026.93</b>	<b>160,052.47</b>	<b>-5.64 %</b>	<b>160,000.00</b>	<b>53,333.28</b>	<b>200.00 %</b>	<b>187,597.78</b>	<b>124,999.00</b>	<b>50.08 %</b>	<b>498,624.71</b>	<b>338,384.75</b>	<b>47.35 %</b>
<b>GROSS PROFIT</b>												
	<b>151,026.93</b>	<b>160,052.47</b>	<b>-5.64 %</b>	<b>160,000.00</b>	<b>53,333.28</b>	<b>200.00 %</b>	<b>187,597.78</b>	<b>124,999.00</b>	<b>50.08 %</b>	<b>498,624.71</b>	<b>338,384.75</b>	<b>47.35 %</b>
<b>EXPENSES</b>												
6000 GENERAL OFFICE										0.00	0.00	0.00%
6112 Advertising/Promotional										0.00	0.00	0.00%
6115 Website Update	40.17									40.17	0.00	0.00%
<b>Total 6112 Advertising/Promotional</b>	<b>40.17</b>									<b>40.17</b>	<b>0.00</b>	<b>0.00%</b>
6120 Bank Service Charges	36.00	36.00	0.00 %							36.00	36.00	0.00 %
6122 Merchant QB Payment Fees		299.21	-100.00 %							0.00	299.21	-100.00 %
<b>Total 6120 Bank Service Charges</b>	<b>36.00</b>	<b>335.21</b>	<b>-89.26 %</b>							<b>36.00</b>	<b>335.21</b>	<b>-89.26 %</b>
6125 Directory Production	333.00	317.00	5.05 %							333.00	317.00	5.05 %
6151 Conferences/Director's Expenses		148.55	-100.00 %							0.00	148.55	-100.00 %
6160 Dues & Subscriptions		225.00	-100.00 %							0.00	225.00	-100.00 %
6162 Hospitality		838.30	-100.00 %							0.00	838.30	-100.00 %
6180 Insurance	2,460.44	1,760.99	39.72 %							2,460.44	1,760.99	39.72 %
6190 Website SOS	600.00	600.00	0.00 %							600.00	600.00	0.00 %
6220 Dues and Subscriptions	400.00									400.00	0.00	0.00%
6370 Programs and Initiatives		1,100.00	-100.00 %							0.00	1,100.00	-100.00 %
6550 Supplies and Equipment	2,199.25	125.10	1,657.99 %							2,199.25	125.10	1,657.99 %
6610 Postage and Delivery	136.50	9.17	1,388.55 %							136.50	9.17	1,388.55 %
6611 Post Office Box	81.00	150.00	-46.00 %							81.00	150.00	-46.00 %
6615 Office/General Administrative Expenses	703.35	94.04	647.93 %							703.35	94.04	647.93 %
6620 Software Licenses	2,966.56	1,776.84	66.96 %							2,966.56	1,776.84	66.96 %
6665 Printing and Copying	113.52	700.17	-83.79 %					44.51	-100.00 %	113.52	744.68	-84.76 %
6670 Recognition	586.35	392.95	49.22 %							586.35	392.95	49.22 %
<b>Total 6000 GENERAL OFFICE</b>	<b>10,656.14</b>	<b>8,573.32</b>	<b>24.29 %</b>						<b>44.51</b>	<b>10,656.14</b>	<b>8,617.83</b>	<b>23.65 %</b>
6700 Reimbursable Expense	437.50									437.50	0.00	0.00%
<b>EVENT EXPENSES</b>												
6400 General Meeting - catering	2,068.00	300.00	589.33 %							2,068.00	300.00	589.33 %
6410 General meeting - office supplies/signage		1,251.72	-100.00 %							0.00	1,251.72	-100.00 %
6675 Membership Dinners - Cost		7,388.96	-100.00 %							0.00	7,388.96	-100.00 %

	CASCC			PC			Roundtable			TOTAL		
	Jul 2020 - Jun 2021	Jul 2019 - Jun 2020 (PY)	% Change	Jul 2020 - Jun 2021	Jul 2019 - Jun 2020 (PY)	% Change	Jul 2020 - Jun 2021	Jul 2019 - Jun 2020 (PY)	% Change	Jul 2020 - Jun 2021	Jul 2019 - Jun 2020 (PY)	% Change
<b>Total EVENT EXPENSES</b>	<b>2,068.00</b>	<b>8,940.68</b>	<b>-76.87 %</b>							<b>2,068.00</b>	<b>8,940.68</b>	<b>-76.87 %</b>
Office										0.00	0.00	0.00%
6880 Telephone	257.40									257.40	0.00	0.00%
<b>Total Office</b>	<b>257.40</b>									<b>257.40</b>	<b>0.00</b>	<b>0.00%</b>
OFFICE PERSONNEL_CONSULTANTS										0.00	0.00	0.00%
6153 Contractors				128,575.00	24,975.00	414.81 %				128,575.00	24,975.00	414.81 %
6300 Legal & Professional Fees								5,000.00	-100.00 %	0.00	5,000.00	-100.00 %
6310 Accounting Services	10,187.50	3,003.75	239.16 %							10,187.50	3,003.75	239.16 %
6320 Attorney Services	33,359.50						3,760.50	1,443.00	160.60 %	37,120.00	1,443.00	%
6350 Roundtable consultant and technical services	14,143.00						125,903.75	223,705.39	-43.72 %	140,046.75	223,705.39	-37.40 %
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>57,690.00</b>	<b>3,003.75</b>	<b>1,820.60 %</b>				<b>129,664.25</b>	<b>230,148.39</b>	<b>-43.66 %</b>	<b>187,354.25</b>	<b>233,152.14</b>	<b>-19.64 %</b>
6565 Payroll Service Fees	834.00	546.00	52.75 %							834.00	546.00	52.75 %
6568 Workers Compensation	729.75	623.32	17.07 %							729.75	623.32	17.07 %
6575 Payroll Wages/Salary	124,063.99	104,583.33	18.63 %							124,063.99	104,583.33	18.63 %
6580 Payroll Taxes	10,070.49	8,217.63	22.55 %							10,070.49	8,217.63	22.55 %
<b>Total OFFICE PERSONNEL_CONSULTANTS</b>	<b>193,388.23</b>	<b>116,974.03</b>	<b>65.33 %</b>	<b>128,575.00</b>	<b>24,975.00</b>	<b>414.81 %</b>	<b>129,664.25</b>	<b>230,148.39</b>	<b>-43.66 %</b>	<b>451,627.48</b>	<b>372,097.42</b>	<b>21.37 %</b>
<b>Total Expenses</b>	<b>206,807.27</b>	<b>134,488.03</b>	<b>53.77 %</b>	<b>128,575.00</b>	<b>24,975.00</b>	<b>414.81 %</b>	<b>129,664.25</b>	<b>230,192.90</b>	<b>-43.67 %</b>	<b>465,046.52</b>	<b>389,655.93</b>	<b>19.35 %</b>
NET OPERATING INCOME	-55,780.34	25,564.44	-318.20 %	31,425.00	28,358.28	10.81 %	57,933.53	-105,193.90	155.07 %	33,578.19	-51,271.18	165.49 %
NET INCOME	\$ -55,780.34	\$25,564.44	-318.20 %	\$31,425.00	\$28,358.28	10.81 %	\$57,933.53	\$ -105,193.90	155.07 %	\$33,578.19	\$ -51,271.18	165.49 %

# Management Report

Cities Association of Santa Clara County  
For the period ended July 31, 2021



Prepared by  
**BestBooks4U Bookkeeping & QuickBooks Consulting**

Prepared on  
**August 10, 2021**

For management use only

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# Profit and Loss by Class

July 2021

	CASCC	TOTAL
<b>INCOME</b>		
4000 INCOME		0.00
4010 Membership Dues	163,003.07	163,003.07
<b>Total 4000 INCOME</b>	<b>163,003.07</b>	<b>163,003.07</b>
<b>Total Income</b>	<b>163,003.07</b>	<b>163,003.07</b>
<b>GROSS PROFIT</b>	<b>163,003.07</b>	<b>163,003.07</b>
<b>EXPENSES</b>		
6000 GENERAL OFFICE		0.00
6120 Bank Service Charges	3.00	3.00
6180 Insurance	150.17	150.17
6610 Postage and Delivery	1.05	1.05
6615 Office/General Administrative Expenses	107.00	107.00
6620 Software Licenses	330.42	330.42
<b>Total 6000 GENERAL OFFICE</b>	<b>591.64</b>	<b>591.64</b>
Office		0.00
6880 Telephone	30.30	30.30
<b>Total Office</b>	<b>30.30</b>	<b>30.30</b>
OFFICE PERSONNEL_CONSULTANTS		0.00
6300 Legal & Professional Fees		0.00
6310 Accounting Services	412.50	412.50
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>412.50</b>	<b>412.50</b>
6565 Payroll Service Fees	111.00	111.00
6568 Workers Compensation	58.75	58.75
6575 Payroll Wages/Salary	10,191.71	10,191.71
6580 Payroll Taxes	768.04	768.04
<b>Total OFFICE PERSONNEL_CONSULTANTS</b>	<b>11,542.00</b>	<b>11,542.00</b>
<b>Total Expenses</b>	<b>12,163.94</b>	<b>12,163.94</b>
<b>NET OPERATING INCOME</b>	<b>150,839.13</b>	<b>150,839.13</b>
<b>NET INCOME</b>	<b>\$150,839.13</b>	<b>\$150,839.13</b>

# Balance Sheet

As of July 31, 2021

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1001 Checking - Union Bank	142,104.20
<b>Total Bank Accounts</b>	<b>142,104.20</b>
<b>Accounts Receivable</b>	
1200 Accounts Receivable	117,371.14
<b>Total Accounts Receivable</b>	<b>117,371.14</b>
<b>Other Current Assets</b>	
1300 LAIF Funds	124,393.36
1310 Venue Prepaid Deposit	1,000.00
1395 Accrued Interest	44.60
<b>Total Other Current Assets</b>	<b>125,437.96</b>
<b>Total Current Assets</b>	<b>384,913.30</b>
<b>Fixed Assets</b>	
1500 Machinery and Equipment	2,203.41
1700 Accumulated Depreciation	-1,926.59
<b>Total Fixed Assets</b>	<b>276.82</b>
<b>TOTAL ASSETS</b>	<b>\$385,190.12</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 Accounts Payable	35,684.50
<b>Total Accounts Payable</b>	<b>35,684.50</b>
<b>Credit Cards</b>	
2200 First National Bank of Omaha	311.78
FNBO_2nd	263.99
<b>Total Credit Cards</b>	<b>575.77</b>
<b>Total Current Liabilities</b>	<b>36,260.27</b>
<b>Total Liabilities</b>	<b>36,260.27</b>
<b>Equity</b>	
1110 Unrestricted Fund Balance	163,122.80
3000 Opening Bal Equity	-34.00
3010 Reserves	0.00
3013 Reserve for New Equip.	1.92
3014 Reserve for Operations	35,000.00
<b>Total 3010 Reserves</b>	<b>35,001.92</b>
Net Income	150,839.13
<b>Total Equity</b>	<b>348,929.85</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$385,190.12</b>

# Statement of Cash Flows

July 2021

	<b>Total</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	150,839.13
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-117,371.14
2000 Accounts Payable	-304.00
2200 First National Bank of Omaha	-19.12
FNBO_2nd	49.99
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>-117,644.27</b>
<b>Net cash provided by operating activities</b>	<b>33,194.86</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>33,194.86</b>
Cash at beginning of period	108,909.34
<b>CASH AT END OF PERIOD</b>	<b>\$142,104.20</b>



# Monthly Reports:Monthly Summary VENDOR Expenses

July 2021

	<b>Total</b>
Adobe	33.98
Aiden - Kristen Leung	852.21
Andi Jordan	9,187.50
AP Intego	58.75
Bestbooks4U	412.50
Canva	12.95
Great American Insurance Group	150.17
Gusto	879.04
Intuit	95.00
Liebert Cassidy Whitmore	152.00
Microsoft	25.00
Norton	49.99
Peninsula Storage Center	107.00
Union Bank	3.00
USPS	1.05
Verizon	30.30
Zoom.us	113.50
<b>TOTAL</b>	<b>\$12,163.94</b>

# Monthly Reports:MONTHLY Transaction Detail by Account

July 2021

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>1001 Checking - Union Bank</b>									
07/02/2021	Expense		No	Gusto			6565 OFFICE PERSONNEL_CONSULTANTS:Payroll Service Fees	-111.00	-111.00
07/06/2021	Expense		No	Great American Insurance Group			6180 GENERAL OFFICE:Insurance	-150.17	-261.17
07/12/2021	Expense		No	AP Intego			6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation	-29.67	-290.84
07/13/2021	Journal Entry	Gusto	No		CASCC	Debit tax	-Split-	-1,890.57	-2,181.41
07/13/2021	Journal Entry	Gusto	No			Debit net pay	-Split-	-3,054.60	-5,236.01
07/14/2021	Journal Entry	Gusto	No			Debit tax	-Split-	-75.68	-5,311.69
07/14/2021	Journal Entry	Gusto	No			Debit net pay	-Split-	-418.11	-5,729.80
07/20/2021	Deposit		No				-Split-	45,631.93	39,902.13
07/22/2021	Transfer		No				2200 First National Bank of Omaha	-330.90	39,571.23
07/22/2021	Transfer		No				FNBO_2nd	-107.00	39,464.23
07/26/2021	Expense		No	AP Intego			6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation	-29.08	39,435.15
07/28/2021	Journal Entry	Gusto	No			Debit net pay	-Split-	-3,413.28	36,021.87
07/28/2021	Journal Entry	Gusto	No			Debit tax	-Split-	-1,955.51	34,066.36
07/29/2021	Expense		No	Bestbooks4U			6310 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Accounting Services	-412.50	33,653.86
07/29/2021	Journal Entry	Gusto	No			Contractor Payment to Liebert, Cassidy, & Whitmore	-Split-	-152.00	33,501.86
07/30/2021	Bill Payment (Check)		No	Liebert Cassidy Whitmore			2000 Accounts Payable	-304.00	33,197.86
07/30/2021	Expense		No	Union Bank			6120 GENERAL OFFICE:Bank Service Charges	-3.00	33,194.86
<b>Total for 1001 Checking - Union Bank</b>								<b>\$33,194.86</b>	
<b>1200 Accounts Receivable</b>									
07/01/2021	Invoice	1143	No	Milpitas			4010 INCOME:Membership Dues	10,856.89	10,856.89
07/01/2021	Invoice	1149	No	Morgan Hill			4010 INCOME:Membership Dues	8,697.51	19,554.40
07/01/2021	Invoice	1152	No	Monte Sereno			4010 INCOME:Membership Dues	6,523.13	26,077.53
07/01/2021	Invoice	1145	No	Palo Alto City			4010 INCOME:Membership Dues	10,856.89	36,934.42
07/01/2021	Invoice	1146	No	Campbell - City of			4010 INCOME:Membership Dues	8,697.51	45,631.93
07/01/2021	Invoice	1144	No	Mountain View			4010 INCOME:Membership Dues	10,856.89	56,488.82
07/01/2021	Invoice	1138	No	Santa Clara			4010 INCOME:Membership Dues	13,046.27	69,535.09
07/01/2021	Invoice	1139	No	City of San Jose			4010 INCOME:Membership Dues	13,046.27	82,581.36
07/01/2021	Invoice	1140	No	Sunnyvale			4010 INCOME:Membership Dues	13,046.27	95,627.63

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
07/01/2021	Invoice	1148	No	Los Gatos Town			4010 INCOME:Membership Dues	8,697.51	104,325.14
07/01/2021	Invoice	1150	No	Saratoga			4010 INCOME:Membership Dues	8,697.51	113,022.65
07/01/2021	Invoice	1147	No	City of Los Altos, CA			4010 INCOME:Membership Dues	8,697.51	121,720.16
07/01/2021	Invoice	1151	No	Los Altos Hills			4010 INCOME:Membership Dues	6,523.13	128,243.29
07/01/2021	Invoice	1142	No	City of Gilroy			4010 INCOME:Membership Dues	10,856.89	139,100.18
07/01/2021	Invoice	1137	No	Santa Clara			4010 INCOME:Membership Dues	13,046.00	152,146.18
07/01/2021	Invoice	1141	No	City of Cupertino			4010 INCOME:Membership Dues	10,856.89	163,003.07
07/20/2021	Payment	cascc dues - \$19414	No	Monte Sereno			1499 Undeposited Funds	-6,523.13	156,479.94
07/20/2021	Payment		No	Morgan Hill			1499 Undeposited Funds	-8,697.51	147,782.43
07/20/2021	Payment		No	City of Cupertino			1499 Undeposited Funds	-10,856.89	136,925.54
07/20/2021	Payment		No	Saratoga			1499 Undeposited Funds	-8,697.51	128,228.03
07/20/2021	Payment	CASCC dues - #400019	No	Milpitas			1499 Undeposited Funds	-10,856.89	117,371.14

**Total for 1200 Accounts Receivable**

**\$117,371.14**

**1499 Undeposited Funds**

07/20/2021	Deposit		No			CASCC Dues Wells Fargo Bank #728259	1001 Checking - Union Bank	-10,856.89	-10,856.89
07/20/2021	Deposit		No			CASCC dues - Wells Fargo Bank check #625686	1001 Checking - Union Bank	-8,697.51	-19,554.40
07/20/2021	Deposit		No			CASCC dues - comerica Bank check #143607	1001 Checking - Union Bank	-8,697.51	-28,251.91
07/20/2021	Deposit		No			CASCC dues - Wells Fargo Bank check number 19414	1001 Checking - Union Bank	-6,523.13	-34,775.04
07/20/2021	Deposit		No			CASCC Dues JP Morgan Chase Bank - check number 400019	1001 Checking - Union Bank	-10,856.89	-45,631.93
07/20/2021	Payment	CASCC dues - #400019	No	Milpitas		CASCC Dues JP Morgan Chase Bank - check number 400019	1200 Accounts Receivable	10,856.89	-34,775.04
07/20/2021	Payment		No	Saratoga		CASCC dues - comerica Bank check #143607	1200 Accounts Receivable	8,697.51	-26,077.53
07/20/2021	Payment		No	City of Cupertino			1200 Accounts Receivable	10,856.89	-15,220.64
07/20/2021	Payment		No	Morgan Hill			1200 Accounts Receivable	8,697.51	-6,523.13
07/20/2021	Payment	cascc dues - \$19414	No	Monte Sereno		CASCC dues - Wells Fargo Bank check number 19414	1200 Accounts Receivable	6,523.13	0.00

**Total for 1499 Undeposited Funds**

**\$0.00**

**2000 Accounts Payable**

07/30/2021	Bill Payment (Check)		No	Liebert Cassidy Whitmore			1001 Checking - Union Bank	-304.00	-304.00
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**Total for 2000 Accounts Payable**

**\$ -304.00**

**2200 First National Bank of Omaha**

07/06/2021	Expense		No	Adobe			6620 GENERAL OFFICE:Software Licenses	33.98	33.98
07/12/2021	Expense		No	Verizon			6880 Office:Telephone	30.30	64.28

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
07/12/2021	Expense		No	Zoom.us			6620 GENERAL OFFICE:Software Licenses	113.50	177.78
07/19/2021	Expense		No	Intuit			6620 GENERAL OFFICE:Software Licenses	25.00	202.78
07/19/2021	Expense		No	Intuit			6620 GENERAL OFFICE:Software Licenses	70.00	272.78
07/19/2021	Expense		No	Canva			6620 GENERAL OFFICE:Software Licenses	12.95	285.73
07/20/2021	Expense		No	Microsoft			6620 GENERAL OFFICE:Software Licenses	25.00	310.73
07/21/2021	Expense		No	USPS			6610 GENERAL OFFICE:Postage and Delivery	1.05	311.78
07/22/2021	Transfer		No				1001 Checking - Union Bank	-330.90	-19.12

**Total for 2200 First National Bank of Omaha**

**\$ -19.12**

**FNBO\_2nd**

07/09/2021	Expense		No	Norton			6620 GENERAL OFFICE:Software Licenses	49.99	49.99
07/22/2021	Transfer		No				1001 Checking - Union Bank	-107.00	-57.01
07/30/2021	Expense		No	Peninsula Storage Center			6615 GENERAL OFFICE:Office/General Administrative Expenses	107.00	49.99

**Total for FNBO\_2nd**

**\$49.99**

**4000 INCOME**

**4010 Membership Dues**

07/01/2021	Invoice	1148	No	Los Gatos Town	CASCC	Membership Dues: Small Cities: 2021-2022	1200 Accounts Receivable	8,697.51	8,697.51
07/01/2021	Invoice	1143	No	Milpitas	CASCC	Membership Dues: Medium Cities: 2021-2022	1200 Accounts Receivable	10,856.89	19,554.40
07/01/2021	Invoice	1147	No	City of Los Altos, CA	CASCC	Membership Dues: Small Cities: 2021-2022	1200 Accounts Receivable	8,697.51	28,251.91
07/01/2021	Invoice	1151	No	Los Altos Hills	CASCC	Membership Dues: Very Small Cities: 2021-2022	1200 Accounts Receivable	6,523.13	34,775.04
07/01/2021	Invoice	1142	No	City of Gilroy	CASCC	Membership Dues: Medium Cities: 2021-2022	1200 Accounts Receivable	10,856.89	45,631.93
07/01/2021	Invoice	1137	No	Santa Clara	CASCC	large size cities: 2021-2022 Membership Dues	1200 Accounts Receivable	13,046.00	58,677.93
07/01/2021	Invoice	1141	No	City of Cupertino	CASCC	Membership Dues: Medium Cities: 2021-2022	1200 Accounts Receivable	10,856.89	69,534.82
07/01/2021	Invoice	1146	No	Campbell - City of	CASCC	Membership Dues: Small Cities: 2021-2022	1200 Accounts Receivable	8,697.51	78,232.33
07/01/2021	Invoice	1145	No	Palo Alto City	CASCC	Membership Dues: Medium Sized Cities: 2021-2022	1200 Accounts Receivable	10,856.89	89,089.22
07/01/2021	Invoice	1152	No	Monte Sereno	CASCC	Membership Dues: Very Small Cities: 2021-2022	1200 Accounts Receivable	6,523.13	95,612.35
07/01/2021	Invoice	1149	No	Morgan Hill	CASCC	Membership Dues: Small Cities: 2021-2022	1200 Accounts Receivable	8,697.51	104,309.86
07/01/2021	Invoice	1150	No	Saratoga	CASCC	Membership Dues: Small Cities: 2021-2022	1200 Accounts Receivable	8,697.51	113,007.37

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
07/01/2021	Invoice	1140	No	Sunnyvale	CASCC	Membership Dues: Large Cities: 2021*2022	1200 Accounts Receivable	13,046.27	126,053.64
07/01/2021	Invoice	1139	No	City of San Jose	CASCC	Membership Dues: Large Cities: 2021-2022	1200 Accounts Receivable	13,046.27	139,099.91
07/01/2021	Invoice	1138	No	Santa Clara	CASCC	Membership Dues: Large Cities: 2021-2022	1200 Accounts Receivable	13,046.27	152,146.18
07/01/2021	Invoice	1144	No	Mountain View	CASCC	Membership Dues: Medium Size Cities: 2021-2022	1200 Accounts Receivable	10,856.89	163,003.07
<b>Total for 4010 Membership Dues</b>								<b>\$163,003.07</b>	
<b>Total for 4000 INCOME</b>								<b>\$163,003.07</b>	
<b>6000 GENERAL OFFICE</b>									
<b>6120 Bank Service Charges</b>									
07/30/2021	Expense		No	Union Bank	CASCC	CHECK IMAGE FEE CHECK IMAGE FEE	1001 Checking - Union Bank	3.00	3.00
<b>Total for 6120 Bank Service Charges</b>								<b>\$3.00</b>	
<b>6180 Insurance</b>									
07/06/2021	Expense		No	Great American Insurance Group	CASCC	GreatAmer - Grea VENDOR P GreatAmer - Grea VENDOR PMT PPD *****0886	1001 Checking - Union Bank	150.17	150.17
<b>Total for 6180 Insurance</b>								<b>\$150.17</b>	
<b>6610 Postage and Delivery</b>									
07/21/2021	Expense		No	USPS	CASCC	USPS CHANGE OF ADDRESS - 800-238-3150, TN	2200 First National Bank of Omaha	1.05	1.05
<b>Total for 6610 Postage and Delivery</b>								<b>\$1.05</b>	
<b>6615 Office/General Administrative Expenses</b>									
07/30/2021	Expense		No	Peninsula Storage Center	CASCC	PENINSULA STORAGE II - 650-9621470, CA	FNBO_2nd	107.00	107.00
<b>Total for 6615 Office/General Administrative Expenses</b>								<b>\$107.00</b>	
<b>6620 Software Licenses</b>									
07/06/2021	Expense		No	Adobe	CASCC	ADOBE ACROPRO SUBS - 8004438158, CA	2200 First National Bank of Omaha	33.98	33.98
07/09/2021	Expense		No	Norton	CASCC	NORTON *NP1349833177 - NORTON.COM/NS, AZ	FNBO_2nd	49.99	83.97
07/12/2021	Expense		No	Zoom.us	CASCC	ZOOM.US 888-799-9666 - SAN JOSE, CA	2200 First National Bank of Omaha	113.50	197.47
07/19/2021	Expense		No	Canva	CASCC	CANVA* I03119-18904180 - CAMDEN, DE	2200 First National Bank of Omaha	12.95	210.42
07/19/2021	Expense		No	Intuit	CASCC	INTUIT * - CL.INTUIT.COM, CA	2200 First National Bank of Omaha	70.00	280.42
07/19/2021	Expense		No	Intuit	CASCC	INTUIT * - CL.INTUIT.COM, CA	2200 First National Bank of Omaha	25.00	305.42
07/20/2021	Expense		No	Microsoft	CASCC	MSFT * E0100F60GN - MSBILL.INFO, WA	2200 First National Bank of Omaha	25.00	330.42
<b>Total for 6620 Software Licenses</b>								<b>\$330.42</b>	

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>Total for 6000 GENERAL OFFICE</b>								<b>\$591.64</b>	
<b>Office</b>									
<b>6880 Telephone</b>									
07/12/2021	Expense		No	Verizon	CASCC	VZWLSS*PRPAY AUTOPAY - 888-294-6804, FL	2200 First National Bank of Omaha	30.30	30.30
<b>Total for 6880 Telephone</b>								<b>\$30.30</b>	
<b>Total for Office</b>								<b>\$30.30</b>	
<b>OFFICE PERSONNEL_CONSULTANTS</b>									
<b>6300 Legal &amp; Professional Fees</b>									
<b>6310 Accounting Services</b>									
07/29/2021	Expense		No	Bestbooks4U	CASCC	ADELE LEVIN T/A SALE CCD ADELE LEVIN T/A SALE CCD	1001 Checking - Union Bank	412.50	412.50
<b>Total for 6310 Accounting Services</b>								<b>\$412.50</b>	
<b>Total for 6300 Legal &amp; Professional Fees</b>								<b>\$412.50</b>	
<b>6565 Payroll Service Fees</b>									
07/02/2021	Expense		No	Gusto	CASCC	GUSTO FEE 960331 CCD 6sem GUSTO FEE 960331 CCD 6semjq0m439	1001 Checking - Union Bank	111.00	111.00
<b>Total for 6565 Payroll Service Fees</b>								<b>\$111.00</b>	
<b>6568 Workers Compensation</b>									
07/12/2021	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 808 APIntego ACHTRANS CCD 80807124	1001 Checking - Union Bank	29.67	29.67
07/26/2021	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 813 APIntego ACHTRANS CCD 81333509	1001 Checking - Union Bank	29.08	58.75
<b>Total for 6568 Workers Compensation</b>								<b>\$58.75</b>	
<b>6575 Payroll Wages/Salary</b>									
07/13/2021	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	4,593.75	4,593.75
07/14/2021	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	458.70	5,052.45
07/28/2021	Journal Entry	Gusto	No		CASCC	regularwages	-Split-	393.51	5,445.96
07/28/2021	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	4,593.75	10,039.71
07/29/2021	Journal Entry	Gusto	No		CASCC	Contractor Payment for Liebert, Cassidy, & Whitmore	-Split-	152.00	10,191.71
<b>Total for 6575 Payroll Wages/Salary</b>								<b>\$10,191.71</b>	
<b>6580 Payroll Taxes</b>									
07/13/2021	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	351.42	351.42
07/14/2021	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	35.09	386.51
07/28/2021	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	381.53	768.04

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
Total for 6580 Payroll Taxes								\$768.04	
Total for OFFICE PERSONNEL_CONSULTANTS								\$11,542.00	

# Profit and Loss by Class % Change

July 2021

	CASCC			PC			Roundtable			TOTAL		
	Jul 2021	Jul 2020 (PY)	% Change	Jul 2021	Jul 2020 (PY)	% Change	Jul 2021	Jul 2020 (PY)	% Change	Jul 2021	Jul 2020 (PY)	% Change
<b>INCOME</b>												
4000 INCOME										0.00	0.00	0.00%
4010 Membership Dues	163,003.07	149,957.07	8.70 %							163,003.07	149,957.07	8.70 %
4020 Roundtable Income								187,597.78	-100.00 %	0.00	187,597.78	-100.00 %
4060 LAIF INCOME		450.07	-100.00 %							0.00	450.07	-100.00 %
<b>Total 4000 INCOME</b>	<b>163,003.07</b>	<b>150,407.14</b>	<b>8.37 %</b>					<b>187,597.78</b>	<b>-100.00 %</b>	<b>163,003.07</b>	<b>338,004.92</b>	<b>-51.77 %</b>
<b>Total Income</b>	<b>163,003.07</b>	<b>150,407.14</b>	<b>8.37 %</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>187,597.78</b>	<b>-100.00 %</b>	<b>163,003.07</b>	<b>338,004.92</b>	<b>-51.77 %</b>
<b>GROSS PROFIT</b>	<b>163,003.07</b>	<b>150,407.14</b>	<b>8.37 %</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>187,597.78</b>	<b>-100.00 %</b>	<b>163,003.07</b>	<b>338,004.92</b>	<b>-51.77 %</b>
<b>EXPENSES</b>												
6000 GENERAL OFFICE										0.00	0.00	0.00%
6120 Bank Service Charges	3.00	3.00	0.00 %							3.00	3.00	0.00 %
6180 Insurance	150.17	150.17	0.00 %							150.17	150.17	0.00 %
6220 Dues and Subscriptions		400.00	-100.00 %							0.00	400.00	-100.00 %
6550 Supplies and Equipment		1,380.28	-100.00 %							0.00	1,380.28	-100.00 %
6610 Postage and Delivery	1.05	54.75	-98.08 %							1.05	54.75	-98.08 %
6615 Office/General Administrative Expenses	107.00									107.00	0.00	0.00%
6620 Software Licenses	330.42	177.48	86.17 %							330.42	177.48	86.17 %
<b>Total 6000 GENERAL OFFICE</b>	<b>591.64</b>	<b>2,165.68</b>	<b>-72.68 %</b>							<b>591.64</b>	<b>2,165.68</b>	<b>-72.68 %</b>
Office										0.00	0.00	0.00%
6880 Telephone	30.30									30.30	0.00	0.00%
<b>Total Office</b>	<b>30.30</b>									<b>30.30</b>	<b>0.00</b>	<b>0.00%</b>
OFFICE PERSONNEL_CONSULTANTS										0.00	0.00	0.00%
6153 Contractors					8,325.00	-100.00 %				0.00	8,325.00	-100.00 %
6300 Legal & Professional Fees										0.00	0.00	0.00%
6310 Accounting Services	412.50	380.00	8.55 %							412.50	380.00	8.55 %
6350 Roundtable consultant and technical services								17,415.00	-100.00 %	0.00	17,415.00	-100.00 %
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>412.50</b>	<b>380.00</b>	<b>8.55 %</b>					<b>17,415.00</b>	<b>-100.00 %</b>	<b>412.50</b>	<b>17,795.00</b>	<b>-97.68 %</b>
6565 Payroll Service Fees	111.00	57.00	94.74 %							111.00	57.00	94.74 %
6568 Workers Compensation	58.75	49.88	17.78 %							58.75	49.88	17.78 %
6575 Payroll Wages/Salary	10,191.71	8,750.00	16.48 %							10,191.71	8,750.00	16.48 %
6580 Payroll Taxes	768.04	669.38	14.74 %							768.04	669.38	14.74 %
<b>Total OFFICE PERSONNEL_CONSULTANTS</b>	<b>11,542.00</b>	<b>9,906.26</b>	<b>16.51 %</b>		<b>8,325.00</b>	<b>-100.00 %</b>		<b>17,415.00</b>	<b>-100.00 %</b>	<b>11,542.00</b>	<b>35,646.26</b>	<b>-67.62 %</b>
<b>Total Expenses</b>	<b>12,163.94</b>	<b>12,071.94</b>	<b>0.76 %</b>	<b>0.00</b>	<b>8,325.00</b>	<b>-100.00 %</b>	<b>0.00</b>	<b>17,415.00</b>	<b>-100.00 %</b>	<b>12,163.94</b>	<b>37,811.94</b>	<b>-67.83 %</b>
<b>NET OPERATING INCOME</b>	<b>150,839.13</b>	<b>138,335.20</b>	<b>9.04 %</b>	<b>0.00</b>	<b>-8,325.00</b>	<b>100.00 %</b>	<b>0.00</b>	<b>170,182.78</b>	<b>-100.00 %</b>	<b>150,839.13</b>	<b>300,192.98</b>	<b>-49.75 %</b>
<b>NET INCOME</b>	<b>\$150,839.13</b>	<b>\$138,335.20</b>	<b>9.04 %</b>	<b>\$0.00</b>	<b>\$-8,325.00</b>	<b>100.00 %</b>	<b>\$0.00</b>	<b>\$170,182.78</b>	<b>-100.00 %</b>	<b>\$150,839.13</b>	<b>\$300,192.98</b>	<b>-49.75 %</b>





Environmental Science Associates  
 550 Kearny Street, Suite 800  
 San Francisco, CA 94108  
 (415) 896-5900

INVOICE

Andi Jordan  
 Executive Director  
 Cities Association of Santa Clara County  
 PO Box 3144  
 Los Altos, CA 94024

June 22, 2021  
 Invoice No: 165037  
 Project Manager: Evan Wasserman

Project D201801353.02 SCSC Roundtable Facilitation-FY 2020-2021

**Professional Services from May 1, 2021 to May 31, 2021**

Task 0000001 Prepare for, facilitate, and Follow-up 12 Meetings

**Professional Personnel**

	Hours	Rate	Amount	
Senior Director III Alverson, Steven	7.50	300.00	2,250.00	
Managing Associate III Jones, Christian	7.50	205.00	1,537.50	
Senior Associate I Wasserman, Evan	56.00	150.00	8,400.00	
Associate I Weiman, Phoebe	34.00	105.00	3,570.00	
Totals	105.00		15,757.50	
<b>Total Labor</b>				<b>15,757.50</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	15,757.50	50,223.75	65,981.25	
Limit			90,000.00	
Remaining			24,018.75	
			<b>TOTAL THIS TASK:</b>	<b>\$15,757.50</b>

Task 0000002 Roundtable Meeting Planning

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	0.00	5,622.50	5,622.50	
Limit			6,000.00	
Remaining			377.50	
			<b>TOTAL THIS TASK:</b>	<b>0.00</b>

Task 0000003 Support Work Plan Assignments

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	0.00	42,426.25	42,426.25	
Limit			45,000.00	
Remaining			2,573.75	
			<b>TOTAL THIS TASK:</b>	<b>0.00</b>

Task 0000004 Respond to Inquiries

PAYMENT DUE UPON RECEIPT

<b>Billing Limits</b>		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings		0.00	3,303.75	3,303.75
Limit				13,000.00
Remaining				9,696.25
<b>TOTAL THIS TASK:</b>				<b>0.00</b>

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Task	0000005	Prepare/Post Website Content		
<b>Billing Limits</b>		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings		0.00	4,612.50	4,612.50
Limit				18,000.00
Remaining				13,387.50
<b>TOTAL THIS TASK:</b>				<b>0.00</b>

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Task	0000006	Other Direct Costs(ANR, Website Support, Letter Tracker)		
<b>Billing Limits</b>		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings		0.00	2,300.00	2,300.00
Limit				8,000.00
Remaining				5,700.00
<b>TOTAL THIS TASK:</b>				<b>0.00</b>

**TOTAL INVOICE AMOUNT: \$15,757.50**

**Outstanding Invoices**

Number	Date	Balance
164378	5/30/2021	3,067.50
<b>Total</b>		<b>3,067.50</b>

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
<b>Billings to Date</b>	<b>15,757.50</b>	<b>108,488.75</b>	<b>124,246.25</b>

Remit to:

E S A  
P.O. Box 7209  
Carol Stream, IL 60197-7209

TIN #: 94-1698350

# Billing Backup

Tuesday, June 22, 2021

Environmental Science Associates

Invoice 165037 Dated 6/22/2021

4:52:47 PM

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Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-2021		
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Task	0000001	Prepare for, facilitate, and Follow-up 12 Meetings		
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**Professional Personnel**

			Hours	Rate	Amount
<b>Senior Director III</b>					
358	Alverson, Steven	5/4/2021	1.00	300.00	300.00
	Participated in a Teams meeting with Evan Wasserman regarding planning for the May 26, 2021 Full SCSC Roundtable meeting.				
358	Alverson, Steven	5/13/2021	1.00	300.00	300.00
	Participated in an MS Teams call with Evan Wasserman and Chris Jones to follow-up on the Planning Meeting Action Items and discuss the logistics for preparing for the May 26, 2021 Special Roundtable meeting.				
358	Alverson, Steven	5/13/2021	1.00	300.00	300.00
	Participated in an MS Teams call with Mary-Lynne Bernald, Kris Zanardi, Evan Wasserman, Chris Jones, and Phoebe Weiman to develop the final May 26, 2021 Special Roundtable meeting agenda.				
358	Alverson, Steven	5/14/2021	.50	300.00	150.00
	Reviewed and commented on the Draft Final meeting agenda for the May 26, 2021 Special Roundtable meeting				
358	Alverson, Steven	5/25/2021	.50	300.00	150.00
	Participated in an MS Teams meeting with Evan Wasserman regarding preparing for the May 26, 2021 SCSC Roundtable's Special Meeting.				
358	Alverson, Steven	5/26/2021	3.50	300.00	1,050.00
	Participated in the May 26, 2021 SCSC Roundtable Special Meeting as well as a follow-up call with Evan Wasserman.				
<b>Managing Associate III</b>					
10452	Jones, Christian	5/13/2021	2.00	205.00	410.00
	RT meeting prep and follow up				
10452	Jones, Christian	5/20/2021	1.50	205.00	307.50
	IFP memo review and update				
10452	Jones, Christian	5/26/2021	4.00	205.00	820.00
	SCSC RT Meeting, prep, participation, and follow up				
<b>Senior Associate I</b>					
11165	Wasserman, Evan	5/3/2021	1.50	150.00	225.00
	1.5 hr for review of project status and communication regarding SCSC RT meeting				
11165	Wasserman, Evan	5/4/2021	2.00	150.00	300.00
	2 hr for continued SCSC Roundtable meeting planning/discussion				
11165	Wasserman, Evan	5/5/2021	1.00	150.00	150.00
	1 hr for SCSC Roundtable meeting planning/discussion				
11165	Wasserman, Evan	5/6/2021	2.50	150.00	375.00
	2.5 hrs for SCSC Roundtable meeting agenda planning/discussion				

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	165037	
11165	Wasserman, Evan	5/7/2021	1.00	150.00	150.00
	1 hr for SCSC Roundtable meeting planning/discussion and notifications				
11165	Wasserman, Evan	5/10/2021	2.00	150.00	300.00
	2 hrs for preparing for SCSC RT meeting, and communications regarding agenda/budget for future meetings				
11165	Wasserman, Evan	5/11/2021	2.00	150.00	300.00
	2 hrs for preparing for the SCSC RT meeting, and communications regarding agenda/budget for future meetings				
11165	Wasserman, Evan	5/12/2021	2.00	150.00	300.00
	2 hrs for preparing for the upcoming SCSC RT meeting, and communications regarding agenda/budget for any possible future meetings				
11165	Wasserman, Evan	5/13/2021	3.00	150.00	450.00
	3 hrs for preparing for SCSC RT meeting, and communications/meeting regarding agenda/budget for future meetings				
11165	Wasserman, Evan	5/14/2021	3.00	150.00	450.00
	3 hrs for preparing for the upcoming SCSC RT meeting, and communications regarding agenda/budget for future meetings and agenda materials/budget review				
11165	Wasserman, Evan	5/17/2021	6.00	150.00	900.00
	6 hrs for communications with Project Team, compiling materials for agenda packet, and following up on prior meeting items				
11165	Wasserman, Evan	5/18/2021	7.00	150.00	1,050.00
	7 hrs for communications with Project Team, compiling materials for agenda packet, contract review				
11165	Wasserman, Evan	5/19/2021	3.00	150.00	450.00
	3 hrs for communications with Project Team, compiling materials for agenda packet				
11165	Wasserman, Evan	5/20/2021	1.00	150.00	150.00
	1 hr for communication with project team and preparing for special meeting				
11165	Wasserman, Evan	5/21/2021	1.00	150.00	150.00
	1 hr for communication with the project team and preparing for special meeting				
11165	Wasserman, Evan	5/24/2021	3.00	150.00	450.00
	3 hrs for communications, agenda amendments, and preparation for meeting				
11165	Wasserman, Evan	5/25/2021	4.00	150.00	600.00
	4 hrs for communications, agenda amendments, and preparation for meeting				
11165	Wasserman, Evan	5/26/2021	5.00	150.00	750.00
	5 hrs for communications, agenda amendments, preparation, and time hosting/facilitating the special meeting				
11165	Wasserman, Evan	5/27/2021	3.00	150.00	450.00
	3 hrs for communications, recap/summary from meeting, and review of meeting materials/contract				
11165	Wasserman, Evan	5/28/2021	3.00	150.00	450.00
	3 hrs for notes/recap/summary of meeting, and review of meeting materials/contract				
	Associate I				
11307	Weiman, Phoebe	5/3/2021	3.00	105.00	315.00
	Emails and website content				
11307	Weiman, Phoebe	5/5/2021	2.00	105.00	210.00
	Emails and website content				
11307	Weiman, Phoebe	5/12/2021	2.00	105.00	210.00
	Emails and website posts				
11307	Weiman, Phoebe	5/13/2021	3.00	105.00	315.00
	Coordination and emails				

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	165037		
11307	Weiman, Phoebe	5/17/2021	2.00	105.00	210.00	
	Emails and coordination for Roundtable meeting					
11307	Weiman, Phoebe	5/18/2021	3.00	105.00	315.00	
	Emails and coordination for Roundtable meeting					
11307	Weiman, Phoebe	5/19/2021	3.00	105.00	315.00	
	Correspondance packet and follow up emails					
11307	Weiman, Phoebe	5/20/2021	4.00	105.00	420.00	
	Correspondance packet and follow up emails					
11307	Weiman, Phoebe	5/21/2021	3.00	105.00	315.00	
	Correspondance packet and follow up emails					
11307	Weiman, Phoebe	5/24/2021	2.00	105.00	210.00	
	Roundtable meeting					
11307	Weiman, Phoebe	5/26/2021	5.00	105.00	525.00	
	Roundtable Meeting					
11307	Weiman, Phoebe	5/27/2021	2.00	105.00	210.00	
	Roundtable meeting follow up					
	Totals		105.00		15,757.50	
	<b>Total Labor</b>					<b>15,757.50</b>
				<b>TOTAL THIS TASK:</b>		<b>\$15,757.50</b>
				<b>Total this Project</b>		<b>\$15,757.50</b>
				<b>Total this Report</b>		<b>\$15,757.50</b>



Environmental Science Associates  
 550 Kearny Street, Suite 800  
 San Francisco, CA 94108  
 (415) 896-5900

**INVOICE**

Andi Jordan  
 Executive Director  
 Cities Association of Santa Clara County  
 PO Box 3144  
 Los Altos, CA 94024

July 23, 2021  
 Invoice No: 165906  
 Project Manager: Evan Wasserman

Project D201801353.02 SCSC Roundtable Facilitation-FY 2020-2021

**Professional Services from June 1, 2021 to June 30, 2021**

Task 0000001 Prepare for, facilitate, and Follow-up 12 Meetings

**Professional Personnel**

	Hours	Rate	Amount	
Senior Director III				
Alverson, Steven	3.00	300.00	900.00	
Managing Associate III				
Jones, Christian	1.75	205.00	358.75	
Senior Associate I				
Wasserman, Evan	32.00	150.00	4,800.00	
Associate I				
Weiman, Phoebe	27.00	105.00	2,835.00	
Totals	63.75		8,893.75	
<b>Total Labor</b>				<b>8,893.75</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	8,893.75	65,981.25	74,875.00
Limit			90,000.00
Remaining			15,125.00

**TOTAL THIS TASK: \$8,893.75**

Task 0000002 Roundtable Meeting Planning

**Professional Personnel**

	Hours	Rate	Amount	
Managing Associate III				
Jones, Christian	1.50	205.00	307.50	
Totals	1.50		307.50	
<b>Total Labor</b>				<b>307.50</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	307.50	5,622.50	5,930.00
Limit			6,000.00
Remaining			70.00

**TOTAL THIS TASK: \$307.50**

Task 0000003 Support Work Plan Assignments

PAYMENT DUE UPON RECEIPT

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	0.00	42,426.25	42,426.25
Limit			45,000.00
Remaining			2,573.75
<b>TOTAL THIS TASK:</b>			<b>0.00</b>

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Task	0000004	Respond to Inquiries
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<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	0.00	3,303.75	3,303.75
Limit			13,000.00
Remaining			9,696.25
<b>TOTAL THIS TASK:</b>			<b>0.00</b>

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Task	0000005	Prepare/Post Website Content
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**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Senior Associate I			
Wasserman, Evan	2.00	150.00	300.00
Totals	2.00		300.00
<b>Total Labor</b>			<b>300.00</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	300.00	4,612.50	4,912.50
Limit			18,000.00
Remaining			13,087.50
<b>TOTAL THIS TASK:</b>			<b>\$300.00</b>

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Task	0000006	Other Direct Costs(ANR, Website Support, Letter Tracker)
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<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	0.00	2,300.00	2,300.00
Limit			8,000.00
Remaining			5,700.00
<b>TOTAL THIS TASK:</b>			<b>0.00</b>
<b>TOTAL INVOICE AMOUNT:</b>			<b>\$9,501.25</b>

**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>
165037	6/22/2021	15,757.50
<b>Total</b>		<b>15,757.50</b>

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
<b>Billings to Date</b>	<b>9,501.25</b>	<b>124,246.25</b>	<b>133,747.50</b>

Remit to:

E S A  
P.O. Box 7209  
Carol Stream, IL 60197-7209

TIN #: 94-1698350

# Billing Backup

Friday, July 23, 2021

Environmental Science Associates

Invoice 165906 Dated 7/23/2021

10:55:32 AM

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Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-2021		
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Task	0000001	Prepare for, facilitate, and Follow-up 12 Meetings		
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**Professional Personnel**

			Hours	Rate	Amount
<b>Senior Director III</b>					
358	Alverson, Steven	6/1/2021	.75	300.00	225.00
	Participated in a Zoom call and assisted ESA and the Cities Association with the SCSC Roundtable Facilitator contract amendment.				
358	Alverson, Steven	6/9/2021	.25	300.00	75.00
	Reviewed an another ESA email to the SCSC Roundtable Chair.				
358	Alverson, Steven	6/9/2021	.50	300.00	150.00
	Reviewed and edited an ESA email to the SCSC Roundtable Chair.				
358	Alverson, Steven	6/16/2021	.25	300.00	75.00
	Reviewed and provided input to an email from ESA to the Cities Association regarding authorized SCSC Roundtable tasks.				
358	Alverson, Steven	6/23/2021	1.00	300.00	300.00
	Participated in the monthly SCSC Roundtable Planning Meeting via Zoom meeting with Evan Wasserman, Chris Jones, Mary-Lynne Bernald, and Kris Zanardi.				
358	Alverson, Steven	6/29/2021	.25	300.00	75.00
	Assist Evan Wasserman with preparing for the July 2021 SCSC Roundtable meeting.				
<b>Managing Associate III</b>					
10452	Jones, Christian	6/1/2021	.75	205.00	153.75
	Contract amendment discussion				
10452	Jones, Christian	6/23/2021	1.00	205.00	205.00
	Roundtable meeting prep				
<b>Senior Associate I</b>					
11165	Wasserman, Evan	6/1/2021	3.00	150.00	450.00
	1 hr for meeting/discussion regarding contract with Andi and ESA team; 2 hrs for recap review, posting, and sending notification/communications				
11165	Wasserman, Evan	6/2/2021	2.00	150.00	300.00
	2 hrs for recap review, communications about meeting follow-up, and contact list updates/sending notifications				
11165	Wasserman, Evan	6/3/2021	1.00	150.00	150.00
	1 hr for additional communications about meeting follow-up, sending notifications, recap review, and contact list updates				
11165	Wasserman, Evan	6/4/2021	1.00	150.00	150.00
	1 hr for recap review, communications, and contact list updates				
11165	Wasserman, Evan	6/7/2021	2.00	150.00	300.00
	2 hrs for review of meeting recap				
11165	Wasserman, Evan	6/8/2021	1.00	150.00	150.00
	1 hr for communications with team and Cities Association				
11165	Wasserman, Evan	6/9/2021	2.50	150.00	375.00
	2.5 hrs for communications and meeting recap				



Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	165906	
11165	Wasserman, Evan	6/10/2021	1.00	150.00	150.00
	1 hr for communication related to emails received about contract and May 26th meeting				
11165	Wasserman, Evan	6/11/2021	1.50	150.00	225.00
	1.5 hr for communication related to emails received about contract and May 26th meeting				
11165	Wasserman, Evan	6/14/2021	2.50	150.00	375.00
	2.5 hrs invoice/budget review and recap				
11165	Wasserman, Evan	6/15/2021	.50	150.00	75.00
	.5 hr for communication regarding Cities Association direction and SCSC RT work tasks				
11165	Wasserman, Evan	6/16/2021	1.00	150.00	150.00
	1 hr for correspondence review and communications				
11165	Wasserman, Evan	6/17/2021	1.00	150.00	150.00
	1 hr for correspondence review, communications, and future tasks				
11165	Wasserman, Evan	6/18/2021	1.00	150.00	150.00
	.5 hr for organization and sending ANRs; .5 hrs for communications with SCSC RT and interested parties as well as with team on future tasks RT facilitation				
11165	Wasserman, Evan	6/21/2021	1.50	150.00	225.00
	1.5 hr for communications, recap review, tracking actions, outstanding items for Wed agenda meeting				
11165	Wasserman, Evan	6/22/2021	1.00	150.00	150.00
	1 hr for communications, recap review, tracking actions, outstanding items				
11165	Wasserman, Evan	6/23/2021	2.00	150.00	300.00
	1 hr for meeting with Mary-Lynne, Kris, Chris J, Steve about SCSC Roundtable and future agenda; 1hr for communications, notifications, recap review, tracking actions, outstanding items				
11165	Wasserman, Evan	6/24/2021	1.50	150.00	225.00
	.5 hr for check-in with Cities Association and 1 hr for communications, recap review, tracking actions, outstanding items				
11165	Wasserman, Evan	6/25/2021	1.00	150.00	150.00
	1 hr for ANR, communications about tracking correspondence, recap review, tracking actions, outstanding items				
11165	Wasserman, Evan	6/29/2021	1.00	150.00	150.00
	1 hr for communications about future meetings and agenda materials				
11165	Wasserman, Evan	6/30/2021	3.00	150.00	450.00
	3 hrs for communications and prep of agenda materials/letter based on prior meeting				
	Associate I				
11307	Weiman, Phoebe	6/1/2021	2.00	105.00	210.00
	Roundtable follow up minutes				
11307	Weiman, Phoebe	6/2/2021	3.00	105.00	315.00
	SCSC meeting follow up and minutes				
11307	Weiman, Phoebe	6/3/2021	2.00	105.00	210.00
	SCSC meeting follow up and minutes				
11307	Weiman, Phoebe	6/21/2021	4.00	105.00	420.00
	Roundtable tasks				
11307	Weiman, Phoebe	6/22/2021	4.00	105.00	420.00
	Roundtable tasks.				
11307	Weiman, Phoebe	6/23/2021	4.00	105.00	420.00
	Roundtable tasks				
11307	Weiman, Phoebe	6/24/2021	2.00	105.00	210.00
	Roundtable tasks				
11307	Weiman, Phoebe	6/28/2021	3.00	105.00	315.00
	Roundtable tasks				
11307	Weiman, Phoebe	6/30/2021	3.00	105.00	315.00

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	165906
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Roundtable tasks				
Totals		63.75	8,893.75	
<b>Total Labor</b>				<b>8,893.75</b>
			<b>TOTAL THIS TASK:</b>	<b>\$8,893.75</b>

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Task	0000002	Roundtable Meeting Planning		
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**Professional Personnel**

			Hours	Rate	Amount	
10452	Managing Associate III Jones, Christian	7/15/2021	1.50	205.00	307.50	
	Meeting Planning					
	Totals		1.50		307.50	
	<b>Total Labor</b>					<b>307.50</b>
						<b>TOTAL THIS TASK: \$307.50</b>

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Task	0000005	Prepare/Post Website Content		
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**Professional Personnel**

			Hours	Rate	Amount	
11165	Senior Associate I Wasserman, Evan	6/28/2021	2.00	150.00	300.00	
	2 hrs for updates and posts to the website					
	Totals		2.00		300.00	
	<b>Total Labor</b>					<b>300.00</b>
						<b>TOTAL THIS TASK: \$300.00</b>
						<b>Total this Project \$9,501.25</b>
						<b>Total this Report \$9,501.25</b>

**Logan & Powell LLP**  
15466 Los Gatos Blvd., Suite 109/217  
Los Gatos, CA 95032 USA

Ph:408-402-9542

Fax:408-402-8441

Cities Association of Santa Clara County  
P.O. Box 3144  
Los Altos, CA  
94024 USA

July 1, 2021

**Attention:**

File #: 1252-01  
Inv #: 6379

**RE:** Assist Santa Clara/Santa Cruz Airport Roundtable

<b>DATE</b>	<b>DESCRIPTION</b>	<b>HOURS</b>	<b>AMOUNT</b>	<b>LAWYER</b>
Jun-07-21	correspondence from Evan, correspondence to Chappie and Marico, correspondence from Chappie re. Ad Hoc meeting, correspondence from Evan, correspondence from Evan to Mary-Lynne Bernald, correspondence from Mary-Lynne re. NES letter	0.60	165.00	KMP
Jun-08-21	correspondence from Evan to Mary-Lynne re. ESA contract, correspondence from Chappie Jones	0.20	55.00	KMP
Jun-10-21	telephone call with Mary-Lynne, correspondence from Evan, correspondence to Evan, correspondence from Mary-Lynne re. ad hoc committee, correspondence to Mary-Lynne, correspondence from Mary-Lynn re. Cities Association meeting, correspondence to Mary-Lynne	1.20	330.00	KMP
Jun-15-21	correspondence from Evan Wasserman re. Roundtable Planning Meeting, correspondence from Mary-Lynne Bernald, correspondence from Evan	0.30	82.50	KMP

Jun-17-21	correspondence from Evan re. meeting	0.10	27.50	KMP
Jun-18-21	correspondence from Evan re. planning meeting	0.10	27.50	KMP
Jun-23-21	correspondence from Evan, correspondence from Mary-Lynne, correspondence to Mary-Lynne, correspondence from Mary-Lynne, update from Mary-Lynne re. planning meeting	0.80	220.00	KMP
Jun-24-21	correspondence from Roundtable re. FAA advisory circular	0.20	55.00	KMP

Totals	3.50	\$962.50
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<b>Total Fee &amp; Disbursements</b>	<b>\$962.50</b>
Previous Balance	3,987.50
Previous Payments	302.50
<b>Balance Now Due</b>	<b>\$4,647.50</b>

TAX ID Number 77-0567537

**PAYMENT DETAILS**

Jun-23-21	payment	302.50
<b>Total Payments</b>		<b>\$302.50</b>

**Logan & Powell LLP**  
 15466 Los Gatos Blvd., Suite 109/217  
 Los Gatos, CA 95032 USA

Ph:408-402-9542

Fax:408-402-8441

Cities Association of Santa Clara County  
 P.O. Box 3144  
 Los Altos, CA  
 94024 USA

June 8, 2021

File #: 1252-01  
 Inv #: 6368

**Attention:**

**RE:** Assist Santa Clara/Santa Cruz Airport Roundtable

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
May-05-21	correspondence from Mary-Lynne, correspondence to Mary-Lynne, correspondence from Mary-Lynne, correspondence from Evan Wasserman re. meeting, correspondence from Mary-Lynne, correspondence to Mary-Lynne	0.70	192.50	KMP
May-06-21	correspondence from Evan Wasserman, correspondence to Evan	0.30	82.50	KMP
May-07-21	telephone call with Mary-Lynne, correspondence to Marico and Chappie	1.50	412.50	KMP
May-10-21	telephone call with Chappie and Marico, correspondence from Chappie, correspondence from Marico, correspondence to Chappie and Marico, correspondence to Mary-Lynne, correspondence from Mary-Lynne	1.70	467.50	KMP
May-11-21	telephone call with Mary-Lynne re. meeting, correspondence from Mary-Lynne	0.60	165.00	KMP
May-12-21	correspondence from Mary-Lynne, correspondence from Andi,	0.60	165.00	KMP

	correspondence to Andi			
May-20-21	correspondence from Evan re. Roundtable meeting, correspondence from Phoebe re. Roundtable meeting	0.30	82.50	KMP
May-21-21	Correspondence from Evan Wasserman re. agenda, correspondence from Mary-Lynne re. agenda, review of agenda, correspondence to Mary-Lynne, correspondence from Mary-Lynne, correspondence from Evan, correspondence from Evan, correspondence from Mary-Lynne, correspondence from Evan	1.40	385.00	KMP
May-22-21	Correspondence from Mary-Lynne, correspondence to Mary-Lynne, correspondence from Mary-Lynne	0.40	110.00	KMP
May-24-21	telephone call with Mary-Lynne, correspondence from Evan, telephone call to Evan, review of agenda, telephone call with Evan	1.30	357.50	KMP
May-25-21	correspondence from Evan re. meeting	0.30	82.50	KMP
May-26-21	correspondence from Evan re. meeting, correspondence from Mary-Lynne, correspondence from Evan, review of meeting resolution, review of agenda, attendance at Roundtable meeting, telephone call with Mary-Lynne	4.30	1,182.50	KMP
	Totals	13.40	<u>\$3,685.00</u>	
	<b>Total Fee &amp; Disbursements</b>		<u>\$3,685.00</u>	
	Previous Balance		302.50	
	<b>Balance Now Due</b>		<u>\$3,987.50</u>	

TAX ID Number 77-0567537

**Logan & Powell LLP**  
15466 Los Gatos Blvd., Suite 109/217  
Los Gatos, CA 95032 USA

Ph:408-402-9542

Fax:408-402-8441

Cities Association of Santa Clara County  
P.O. Box 3144  
Los Altos, CA  
94024 USA

August 2, 2021

**Attention:**

File #: 1252-01  
Inv #: 6392

**RE:** Assist Santa Clara/Santa Cruz Airport Roundtable

<b>DATE</b>	<b>DESCRIPTION</b>	<b>HOURS</b>	<b>AMOUNT</b>	<b>LAWYER</b>
Jul-01-21	Correspondence from Phoebe Weiman re. Roundtable meeting	0.20	55.00	KMP
Jul-02-21	correspondence from Mary-Lynne, correspondence from Evan re. planning meeting, correspondence from Mary-Lynne, correspondence to Mary-Lynne	0.70	192.50	KMP
Jul-07-21	correspondence from Phoebe, correspondence from Mary-Lynne, correspondence to Mary-Lynne re. meeting	0.40	110.00	KMP
Jul-12-21	telephone call with Mary-Lynne, correspondence from Mary-Lynne re. MOU	1.40	385.00	KMP
Jul-13-21	correspondence from Andi Jordan re. meetings, correspondence from Evan, correspondence to Andi re. Brown Act requirements for virtual meetings, correspondence to Chappie and Marico re. scope of work	0.50	137.50	KMP
Jul-14-21	correspondence from Chappie Jones re. scope of work	0.20	55.00	KMP
Jul-15-21	Roundtable planning meeting,	2.00	550.00	KMP

	correspondence from Andi re. MOU, correspondence from Evan re. meeting, correspondence from Mary-Lynne re. meeting			
Jul-19-21	correspondence to Andi re. MOU, correspondence to Mary-Lynne re. budget, correspondence from Mary-Lynne	0.40	110.00	KMP
Jul-20-21	correspondence from Mary-Lynne, correspondence to Mary-Lynne re. budget, correspondence from Mary-Lynne re. SERFR5	0.40	110.00	KMP
Jul-21-21	correspondence to Mary-Lynne re. budget, preparation of budget, correspondence from Evan re. meeting agenda, review of agenda, correspondence to Evan re. agenda	1.00	275.00	KMP
Jul-22-21	correspondence from Mary-Lynne re. NES draft, correspondence from Mary-Lynne re. SERFR5, correspondence from Evan re. NES draft, correspondence from Mary-Lynne, correspondence from Evan	0.60	165.00	KMP
Jul-23-21	correspondence from Mary-Lynne re. press release, correspondence from Evan re. press release, correspondence from Phoebe Weinman re. RT meeting, correspondence from Mary-Lynne	0.50	137.50	KMP
Jul-25-21	Correspondence from Mary-Lynne re. Roundtable meeting	0.20	55.00	KMP
Jul-26-21	correspondence from Evan re. RT meeting, correspondence from Mary-Lynne re. agenda items, review of Chair report, correspondence to Mary-Lynne and Evan re. Chair report	1.10	302.50	KMP
Jul-27-21	correspondence from Evan re. public correspondence, correspondence from Kris Zanardi re. budget, correspondence from Evan re. reports, correspondence from Mary-Lynne, correspondence from Evan, correspondence from Phoebe, review of agenda items,	1.40	385.00	KMP



	correspondence from Mary-Lynne re. budget, correspondence to Mary-Lynne re. budget, correspondence from Mary-Lynne			
Jul-28-21	attendance at Roundtable meeting, correspondence to Mary-Lynne re. MOU, review of MOU, correspondence from Mary-Lynne, correspondence to Mary-Lynne	4.10	1,127.50	KMP
Jul-29-21	correspondence to Andi re. MOU, correspondence from Andi, correspondence to Andi, telephone call with Mary-Lynne re. MOU	1.90	522.50	KMP
Jul-30-21	correspondence from Andi re. MOU, correspondence to Marico and Chappie re. MOU, telephone call with Chappie	0.60	165.00	KMP
	Totals	17.60	<u>\$4,840.00</u>	
	<b>Total Fee &amp; Disbursements</b>			<u>\$4,840.00</u>
	Previous Balance			4,647.50
	<b>Balance Now Due</b>			<u>\$9,487.50</u>

TAX ID Number 77-0567537



Agenda Item No: 2

Meeting Date: August 12, 2021

Prepared By: Andi Jordan, Executive Director

## Cities Association of Santa Clara County Agenda Report

**TOPIC:** Items regarding the SCSC Roundtable and Cities Association

**SUBJECT:** SCSC Roundtable

- Item A: Updates: Budget Update and Impact of the Roundtable on the CASCC
- Item B: Ad Hoc Committee Update
- Item C: Future Relationship with the SCSC Roundtable
- Item D: Potential Cost and Cost Recovery from the SCSC Roundtable
- FAQ Regarding CASCC and The SCSC Roundtable

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### ITEM A. Budget Update & Summary

This is a budget update for FY 21 and its impact on FY 22 and to inform future decisions of the Board of Directors. The FY 21 year-end report is not complete as all bills have not been received or finalized.

In June, the CASCC Board of Directors approved a FY 22 budget. The Board approved a budget anticipating that the CASCC reserves would fall below the threshold of reserves set forth in the bylaws which is six - nine months operating budget. ***The updated current projection for the FY 22 Budget of CASCC General Fund Reserves is now projected below one month of operating budget.***

**Currently, the entire CASCC FY 21 budget is \$10,000 over budget.** (The Planning Collaborative and SCSC Roundtable budgets are separate.)

- LEGAL FY 21 budget = \$23,000.00
- LEGAL current expenditures = \$47,502.50

(The overage of legal was offset by the CASCC not expending typical event costs or Board priorities line item.)

**Attachments:** [SCSC Roundtable Financial Status](#)  
[P&L for CASCC, Roundtable, Planning Collaborative](#)  
[CASCC FY 22 Budget](#)  
[Costs Incurred by CASCC On Behalf of Roundtable](#)

## **ITEM B: AD HOC COMMITTEE UPDATE**

*(this item provided separately)*

**Note:** The Ad Hoc Committee of Jones/Klein will present a report. Their findings are not included in this staff report.

## **ITEM C. FUTURE RELATIONSHIP WITH THE SCSC ROUNDTABLE**

### **Policy questions for consideration of the Executive Board and Board to consider:**

- Should the Cities Association continue supporting the Roundtable financially?

If yes,

- What is the cost consideration to continue financing the SCSC Roundtable and who should pay for this?
- Should the Roundtable be subsidized by all the cities or just by the member jurisdictions?
- What potential new or revised governing documents need to be written? (This may include MOU, Bylaws, or other documents.)

If no,

- What is the divesture process?
- Is it the CASCC responsibility to find a new fiscal sponsor?
- What other options exist?

## **ITEM D: POTENTIAL COST AND COST RECOVERY FROM THE SCSC ROUNDTABLE**

### **The Executive Board has 2 recommendations for the Board to consider:**

- Consideration of recommendation from Executive Board that a request for full reimbursement of an updated packet of bills related to the Roundtable (including staff, legal, and investigation costs) be forwarded to the Roundtable via the CASCC ad-hoc committee to the Roundtable ad-hoc committee
- Consideration of recommendation from Executive Board that CASCC invoices its member cities for shortfall that remains after Roundtable reimbursement.

### **Policy questions for consideration of the Executive Board and Board to consider:**

- Should the SCSC Roundtable pay for the costs the Cities Association have incurred on their behalf?
  - Should the SCSC Roundtable pay for CASCC legal counsel/staff to review documents

pertaining to the Roundtable?

- How does the CASCC want to recover these costs?
    - From SCSC Roundtable funds?
    - From one-time assessment?
    - Other
  - What is the process for recovering these costs?
  - What recourse does CASCC have if the Roundtable doesn't recover the costs?
  - What should the policy be to resolve financial disputes?
- 

## **FREQUENTLY ASKED QUESTIONS REGARDING CASCC and the SCSC ROUNDTABLE**

### **Understanding the CASCC Budget:**

The Cities Association has a General Fund Budget and two separate project budgets: the SCSC Roundtable, and the Planning Collaborative.

The CASCC Budget includes the Executive Director, legal counsel, part-time administrative support, part-time bookkeeper. Office expenses include D &O insurance, banking, software, office supplies, payroll, and taxes. Staff receive no benefits such as healthcare or retirement, or reimbursements. Events and programming are also a part of this budget.

### **Why isn't the Roundtable its own legal entity?**

The SCSC Roundtable did not form as a JPA or a non-profit. The CASCC agreed to be the fiscal sponsor to allow for its almost immediate organization until the time when the SCSC Roundtable would become independent.

### **Understanding the SCSC Roundtable Budget:**

- Original 2019 budget was created based on the formula outlined in MOU and Bylaws.
- The original Scope of Work for the Facilitation and Technical Consultant was created in consultation with staff of member jurisdictions. The Scope of Work was revised in 2020 in consultation with the Chair and approved by the SCSC Roundtable.
- Per the bylaws and MOU, staff, in consultation with the Chair, present a budget to the Roundtable for approval, then dues are invoiced by the CASCC staff. The last budget approved was for FY 2021.
- Invoices are reviewed and approved by the Chair and project manager. Invoices are also approved by the CASCC Board of Directors before they are paid.

**History of the Cities Association regarding the SCSC Roundtable including Actions by the Board of Directors and Recent Actions of the SCSC Roundtable regarding request of the Cities Association:**

- The SCSC Roundtable was established by the Board of Directors of the Cities Association of Santa Clara County in fall of 2018. The CASCC agreed to act as the fiscal sponsor.
- of the SCSC Roundtable to allow for the immediate formation of the Roundtable until the Roundtable could become an independent organization. The CASCC Board of Directors and Executive Board expected staff time supporting the SCSC Roundtable to diminish over time.
- In June of 2020, the Executive Board of Directors requested the SCSC Roundtable move to become an independent organization and asked for a report at the January 2021 meeting. The Executive Board also requested the SCSC Roundtable utilize legal counsel at their meetings and for needed actions. The CASCC also shared (with no cost to the SCSC Roundtable) research from a tax expert and an attorney on various legal entities the SCSC roundtable might form.
- July 2020, the SCSC Roundtable lost 4 members of the Roundtable (Santa Cruz, Capitola, Santa Cruz County, Monte Sereno) and a third of their budget. SCSC Roundtable members voted to change bylaws and MOU during a budget discussion to remove fiduciary responsibility of the CASCC and cut in half the recommended budget for legal counsel.
- In November of 2020, the CASCC Audit urged cost recovery and that the SCSC Roundtable pay for staff time and other costs the CASCC were incurring because of the SCSC Roundtable.
- At the January 2021 Board of Directors Meeting, the Board directed staff to begin billing staff time spent on any SCSC Roundtable to the Roundtable.
- On January 25, legal counsel withdrew from representation of the Roundtable as the Roundtable was not heading legal advice, acting contrary to CASCC's request to form an independent organization creating a conflict, and ongoing disputes made unworkable relationship. The Executive Board requested that the Executive Director find legal counsel for the SCSC Roundtables upcoming meeting, and the Roundtable Chair declined to accept the recommendation.
- In February 2021, the CASCC Board of Directors ceased all operation of the SCSC Roundtable until legal representation was found.
- Joint Ad Hoc Committee formed (2 members of Executive Board of the CASCC and 3 members of the SCSC Roundtable) to discuss if the SCSC Roundtable should form own entity or remain with the CASCC and mitigate issues.
- The SCSC Roundtable requested Logan & Powell represent them on future meetings. Under direction of the Ad Hoc Committee, the SCSC Roundtable began having meetings.
- The SCSC Roundtable met in a "special meeting" in June 2021, and a regular meeting in July 2021.
- The SCSC Roundtable has not agendized or agreed to reimburse the CASCC for the bills sent.
- The SCSC Roundtable has not approved a FY 22 budget, as set forth by their bylaws, therefore dues may not be invoiced.

SCSC ROUNDTABLE: Financial Status

	Calendar 2019 Actual	FY2020 -- 1/20-6/20 Actual	FY 2021 Estimated	FY 2022 Estimated
<b>Resources</b>				
Beginning Fund Balance		\$24,849	\$35,913	\$3,443
Income/Dues	\$250,000	\$124,999	\$187,598	\$187,598 *
<b>Total Resources</b>	<b>\$250,000</b>	<b>\$149,848</b>	<b>\$223,511</b>	<b>\$191,041</b>
<b>Expenditures</b>				
ESA	\$222,655	\$107,492	\$180,000 *	\$46,257 **
Misc. Office	\$546	\$0	\$5,878	
Legal	\$1,950	\$6,443	\$34,191	\$3,000 ***
<b>Total Expenses</b>	<b>\$225,151</b>	<b>\$113,935</b>	<b>\$220,068 ****</b>	<b>\$49,257 *****</b>
<b>Ending *</b>	<b>\$24,849</b>	<b>\$35,913</b>	<b>\$3,443</b>	<b>\$141,784</b>

Notes:

\* Assumes dues remain the same as FY 21.

\*\* Amount of contract with ESA through December 2021

\*\*\*expenditure approved by SCSC Roundtable July 2021

\*\*\*\* Does not include CASCC staff time, billed to the RT, not yet paid by the RT

\*\*\*\*\* Does not include CASCC administrative staff time and other costs

\*FY 21 Expenditure Detail

Detail of FY 21 Expenditures				
65+ Legal	Legal - paid	\$	3,760	paid (koplow, logan/powell)
	Logan & Powell	\$	4,840	pending Board approval
		\$	4,648	pending Board approval
	CASCC (Jan-April)	\$	9,450	invoiced, Not paid
	legal - hr	\$	11,493	CASCC paid
	subtotal	\$	34,191	
Misc Office (Staff time)	CASCC	\$	3,623	invoiced, not paid
	CASCC	\$	2,255	invoiced, not paid
		\$	5,878	

Date: August 5, 2021

# Cities Association of Santa Clara County

## Profit and Loss by Class

July 2020 - June 2021

	CASCC	PC	ROUNDTABLE	TOTAL
<b>Income</b>				
4000 INCOME				\$0.00
4010 Membership Dues	149,957.07	160,000.00		\$309,957.07
4020 Roundtable Income			187,597.78	\$187,597.78
4060 LAIF INCOME	1,044.86			\$1,044.86
<b>Total 4000 INCOME</b>	<b>151,001.93</b>	<b>160,000.00</b>	<b>187,597.78</b>	<b>\$498,599.71</b>
4999 Uncategorized Income	25.00			\$25.00
<b>Total Income</b>	<b>\$151,026.93</b>	<b>\$160,000.00</b>	<b>\$187,597.78</b>	<b>\$498,624.71</b>
<b>GROSS PROFIT</b>	<b>\$151,026.93</b>	<b>\$160,000.00</b>	<b>\$187,597.78</b>	<b>\$498,624.71</b>
<b>Expenses</b>				
6000 GENERAL OFFICE				\$0.00
6112 Advertising/Promotional				\$0.00
6115 Website Update	40.17			\$40.17
<b>Total 6112 Advertising/Promotional</b>	<b>40.17</b>			<b>\$40.17</b>
6120 Bank Service Charges	36.00			\$36.00
6125 Directory Production	333.00			\$333.00
6180 Insurance	2,460.44			\$2,460.44
6190 Website SOS	600.00			\$600.00
6220 Dues and Subscriptions	400.00			\$400.00
6550 Supplies and Equipment	2,199.25			\$2,199.25
6610 Postage and Delivery	136.50			\$136.50
6611 Post Office Box	81.00			\$81.00
6615 Office/General Administrative Expenses	703.35			\$703.35
6620 Software Licenses	2,966.56			\$2,966.56
6665 Printing and Copying	113.52			\$113.52
6670 Recognition	586.35			\$586.35
<b>Total 6000 GENERAL OFFICE</b>	<b>10,656.14</b>			<b>\$10,656.14</b>
6700 Reimbursable Expense	437.50			\$437.50
<b>EVENT EXPENSES</b>				\$0.00
6400 General Meeting - catering	2,068.00			\$2,068.00
<b>Total EVENT EXPENSES</b>	<b>2,068.00</b>			<b>\$2,068.00</b>
<b>Office</b>				\$0.00
6880 Telephone	257.40			\$257.40
<b>Total Office</b>	<b>257.40</b>			<b>\$257.40</b>
<b>OFFICE PERSONNEL_CONSULTANTS</b>				\$0.00
6153 Contractors		128,575.00		\$128,575.00

# Cities Association of Santa Clara County

## Profit and Loss by Class

July 2020 - June 2021

	CASCC	PC	ROUNDTABLE	TOTAL
6300 Legal & Professional Fees				\$0.00
6310 Accounting Services	10,187.50			\$10,187.50
6320 Attorney Services	33,359.50		3,760.50	\$37,120.00
6350 Roundtable consultant and technical services	14,143.00		125,903.75	\$140,046.75
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>57,690.00</b>		<b>129,664.25</b>	<b>\$187,354.25</b>
6565 Payroll Service Fees	834.00			\$834.00
6568 Workers Compensation	729.75			\$729.75
6575 Payroll Wages/Salary	124,063.99			\$124,063.99
6580 Payroll Taxes	10,070.49			\$10,070.49
<b>Total OFFICE PERSONNEL_CONSULTANTS</b>	<b>193,388.23</b>	<b>128,575.00</b>	<b>129,664.25</b>	<b>\$451,627.48</b>
<b>Total Expenses</b>	<b>\$206,807.27</b>	<b>\$128,575.00</b>	<b>\$129,664.25</b>	<b>\$465,046.52</b>
NET OPERATING INCOME	\$ -55,780.34	\$31,425.00	\$57,933.53	\$33,578.19
NET INCOME	\$ -55,780.34	\$31,425.00	\$57,933.53	\$33,578.19



## Cities Association of Santa Clara County 2020-2021 General Budget

	2020-2021 adopted budget	fy 2021 estimate	fy 2022 Adopted
<b>REVENUE:</b>			
projected resources:			
starting balance	95,372	122,000	91,740
restricted	31,500		
unrestricted	63,872		
total BFB	190,744		
Dues	150,290	149,957.07	150,290
Non-dues (directories)	0		
LAIF interest	2,000	1,044.86	2,000
Event Tickets (~65people x 2events)	10,400		10,400
Revenue Totals	162,690		162,690
Total Resources	258,062	273,002	254,430
<b>GENERAL EXPENSES:</b>			
Office Expenses (insurance, printing, meeting supplies, office supplies, ED expenses, software, website update, recognition, PO Box, postage, etc)	11,070	10,656	13,000
one time equipment for new hire/ <i>Priorities for Board Directed Projects (intern for legislative activities, project)</i>	5,000		1,200
attorney	18,000	47,503	50,000
accountant/bookkeeper		10,188	5,000
Office: Personnel salaries	119,400	124,650	124,650
Payroll expenses	10,500	11,634	12,650
<i>Consultant (legal or other consultant to complete organizational status, legal)</i>	5,000		5,000
<b>EVENT EXPENSES:</b>			
Membership Dinner - DECEMBER	14,000	2,300	14,000
Membership Meeting - SPRING	7,500	0	7,500
Expense Totals	195,470	206,930	238,000
ending fund balance	62,592	66,072	16,430

notes on fy 21

owl \$1200

equipment replacement schedule & Reserve  
Board approved \$6000 additional on 8/2/2021

\*includes investigation

\*included status of CASCC

## Total costs incurred by CASCC on behalf of the SCSC Roundtable

January 2021-August 6, 2021

Information provided by request of the Executive Board on August 6, 2021

legal/investigation	\$	14,143.00	(paid by CASCC)
CASCC staff time (Jan-- April)	\$	3,622.55	(invoiced to RT)
CASCC legal on RT (Jan - April)	\$	9,450.00	(paid by CASCC, invoiced to RT)
CASCC Staff Time (May/June)	\$	2,255.15	(invoice to RT)
Investigation (received 8/6)	\$	3,775.00	(received 8/6, not paid)
	\$	33,245.70	subtotal

## Future obligations

Investigation/Attorney overseeing	\$	6,000.00	(contract approved 8/2/2021 by BOD)
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