

Management Report

CITIES ASSOCIATION OF SANTA CLARA COUNTY
For the period ended September 30, 2020



Prepared by

BestBooks4U Bookkeeping & QuickBooks Consulting

Prepared on

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Profit and Loss

July - September, 2020

	Total
INCOME	
4000 INCOME	
4010 Membership Dues	149,957.07
4020 Roundtable Income	187,597.78
4060 LAIF INCOME	450.07
Total 4000 INCOME	338,004.92
Total Income	338,004.92
GROSS PROFIT	338,004.92
EXPENSES	
6000 GENERAL OFFICE	
6120 Bank Service Charges	9.00
6180 Insurance	450.51
6220 Dues and Subscriptions	400.00
6350 Roundtable consultant and technical services	33,918.75
6550 Supplies and Equipment	1,422.99
6610 Postage and Delivery	61.75
6620 Software Licenses	532.44
Total 6000 GENERAL OFFICE	36,795.44
6700 Reimbursable Expense	437.50
OFFICE PERSONNEL_CONSULTANTS	
6153 Contractors	24,975.00
6300 Legal & Professional Fees	5,700.00
6310 Accounting Services	6,720.00
6320 Attorney Services	1,452.00
Total 6300 Legal & Professional Fees	13,872.00
6565 Payroll Service Fees	165.00
6568 Workers Compensation	150.12
6575 Payroll Wages/Salary	26,950.00
6580 Payroll Taxes	2,008.13
Total OFFICE PERSONNEL_CONSULTANTS	68,120.25
Total Expenses	105,353.19
NET OPERATING INCOME	232,651.73
NET INCOME	\$232,651.73

Balance Sheet

As of September 30, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
1001 Checking - Union Bank	225,167.77
Total Bank Accounts	225,167.77
Accounts Receivable	
1200 Accounts Receivable	67,018.69
Total Accounts Receivable	67,018.69
Other Current Assets	
1300 LAIF Funds	123,798.57
1310 Venue Prepaid Deposit	1,000.00
1395 Accrued Interest	44.60
Total Other Current Assets	124,843.17
Total Current Assets	417,029.63
Fixed Assets	
1500 Machinery and Equipment	2,203.41
1700 Accumulated Depreciation	-1,926.59
Total Fixed Assets	276.82
TOTAL ASSETS	\$417,306.45
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	23,515.00
Total Accounts Payable	23,515.00
Credit Cards	
2200 First National Bank of Omaha	227.19
Total Credit Cards	227.19
Total Current Liabilities	23,742.19
Total Liabilities	23,742.19
Equity	
1110 Unrestricted Fund Balance	125,944.61
3000 Opening Bal Equity	-34.00
3010 Reserves	0.00
3013 Reserve for New Equip.	1.92
3014 Reserve for Operations	35,000.00
Total 3010 Reserves	35,001.92
Net Income	232,651.73
Total Equity	393,564.26
TOTAL LIABILITIES AND EQUITY	\$417,306.45

Statement of Cash Flows

July - September, 2020

	Total
OPERATING ACTIVITIES	
Net Income	232,651.73
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-67,018.69
1300 LAIF Funds	-450.07
2000 Accounts Payable	-17,892.50
2200 First National Bank of Omaha	-1,033.96
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-86,395.22
Net cash provided by operating activities	146,256.51
FINANCING ACTIVITIES	
3013 Reserves:Reserve for New Equip.	-2,327.17
Net cash provided by financing activities	-2,327.17
NET CASH INCREASE FOR PERIOD	143,929.34
Cash at beginning of period	81,238.43
CASH AT END OF PERIOD	\$225,167.77

Monthly Summary Expenses by VENDOR

September 2020

	Total
Adobe	14.99
Andi Jordan	9,187.50
AP Intego	50.36
Baird + Driskell Community Planning	8,325.00
Bestbooks4U	285.00
Great American Insurance Group	150.17
Gusto	726.38
Intuit	95.00
Koplow Law Offices	1,452.00
Microsoft	12.50
Office Depot	42.71
Punkpost	7.00
Rolf Poprowski, EA	5,400.00
Union Bank	3.00
Zoom.us	54.99
TOTAL	\$25,806.60

Transaction Detail by Account

September 2020

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
1001 Checking - Union Bank									
09/02/2020	Expense		No	Gusto			6565 OFFICE PERSONNEL_CONSULTANTS:Payroll Service Fees	-57.00	-57.00
09/03/2020	Expense		No	Great American Insurance Group			6180 GENERAL OFFICE:Insurance	-150.17	-207.17
09/08/2020	Expense		No	AP Intego			6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation	-50.36	-257.53
09/08/2020	Deposit		No				-Split-	20,058.68	19,801.15
09/16/2020	Bill Payment (Check)		No	Koplow Law Offices			2000 Accounts Payable	-1,202.00	18,599.15
09/16/2020	Bill Payment (Check)		No	Koplow Law Offices			2000 Accounts Payable	-250.00	18,349.15
09/16/2020	Bill Payment (Check)		No	Baird + Driskell Community Planning			2000 Accounts Payable	-8,325.00	10,024.15
09/18/2020	Bill Payment (Check)		No	Environmental Science Associates			2000 Accounts Payable	-16,503.75	-6,479.60
09/21/2020	Expense		No	APPLE STORE		new computer	3013 Reserves:Reserve for New Equip.	-2,327.17	-8,806.77
09/22/2020	Transfer		No				2200 First National Bank of Omaha	-177.48	-8,984.25
09/24/2020	Journal Entry	Gusto	No			Debit net pay	-Split-	-5,865.62	-14,849.87
09/24/2020	Journal Entry	Gusto	No			Debit tax	-Split-	-3,553.76	-18,403.63
09/25/2020	Journal Entry	Gusto	No			Debit reimbursement	-Split-	-437.50	-18,841.13
09/28/2020	Expense		No	Bestbooks4U			6310 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Accounting Services	-285.00	-19,126.13
09/30/2020	Expense		No	Union Bank			6120 GENERAL OFFICE:Bank Service Charges	-3.00	-19,129.13
Total for 1001 Checking - Union Bank								\$ -19,129.13	
1200 Accounts Receivable									
09/08/2020	Payment	RT - Saratoga check 1	No	James Lindsay			1499 Undeposited Funds	-9,201.79	-9,201.79
09/08/2020	Payment	dues - check 390883	No	City of Milpitas			1499 Undeposited Funds	-10,856.89	-20,058.68
Total for 1200 Accounts Receivable								\$ -20,058.68	
1499 Undeposited Funds									
09/08/2020	Payment	RT - Saratoga check 1	No	James Lindsay		City of Saratoga - SCSC Roundtable Comerica Bank - California Check number 141709	1200 Accounts Receivable	9,201.79	9,201.79
09/08/2020	Payment	dues - check 390883	No	City of Milpitas		City of Milpitas Membership Dues for CASCC Wells Fargo - Check number 390883	1200 Accounts Receivable	10,856.89	20,058.68
09/08/2020	Deposit		No			City of Saratoga - SCSC Roundtable Comerica Bank - California Check number 141709	1001 Checking - Union Bank	-9,201.79	10,856.89
09/08/2020	Deposit		No			City of Milpitas Membership Dues for CASCC Wells Fargo - Check number 390883	1001 Checking - Union Bank	-10,856.89	0.00

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
Total for 1499 Undeposited Funds								\$0.00	
2000 Accounts Payable									
09/01/2020	Bill		No	Koplow Law Offices			6320 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Attorney Services	1,202.00	1,202.00
09/01/2020	Bill		No	Rolf Poprowski, EA			6310 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Accounting Services	5,400.00	6,602.00
09/01/2020	Bill	1	No	Koplow Law Offices			6320 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Attorney Services	250.00	6,852.00
09/08/2020	Bill	1173	No	Baird + Driskell Community Planning			6153 OFFICE PERSONNEL_CONSULTANTS:Contractors	8,325.00	15,177.00
09/16/2020	Bill Payment (Check)		No	Koplow Law Offices			1001 Checking - Union Bank	-250.00	14,927.00
09/16/2020	Bill Payment (Check)		No	Koplow Law Offices			1001 Checking - Union Bank	-1,202.00	13,725.00
09/16/2020	Bill Payment (Check)		No	Baird + Driskell Community Planning			1001 Checking - Union Bank	-8,325.00	5,400.00
09/18/2020	Bill Payment (Check)		No	Environmental Science Associates			1001 Checking - Union Bank	-16,503.75	-11,103.75
Total for 2000 Accounts Payable								\$ -11,103.75	
2200 First National Bank of Omaha									
09/11/2020	Expense		No	Zoom.us			6620 GENERAL OFFICE:Software Licenses	54.99	54.99
09/14/2020	Expense		No	Punkpost			6610 GENERAL OFFICE:Postage and Delivery	7.00	61.99
09/16/2020	Expense		No	Adobe			6620 GENERAL OFFICE:Software Licenses	14.99	76.98
09/16/2020	Expense		No	Intuit			6620 GENERAL OFFICE:Software Licenses	25.00	101.98
09/18/2020	Expense		No	Intuit			6620 GENERAL OFFICE:Software Licenses	70.00	171.98
09/21/2020	Expense		No	Microsoft			6620 GENERAL OFFICE:Software Licenses	12.50	184.48
09/21/2020	Expense		No	Office Depot			6550 GENERAL OFFICE:Supplies and Equipment	78.67	263.15
09/22/2020	Transfer		No				1001 Checking - Union Bank	-177.48	85.67
09/22/2020	Credit Card Credit		No	Office Depot			6550 GENERAL OFFICE:Supplies and Equipment	-35.96	49.71
Total for 2200 First National Bank of Omaha								\$49.71	
3010 Reserves									
3013 Reserve for New Equip.									
09/21/2020	Expense		No	APPLE STORE	CASCC	new computer	1001 Checking - Union Bank	-2,327.17	-2,327.17
Total for 3013 Reserve for New Equip.								\$ -2,327.17	
Total for 3010 Reserves								\$ -2,327.17	
6000 GENERAL OFFICE									

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
6120 Bank Service Charges									
09/30/2020	Expense		No	Union Bank	CASCC	CHECK IMAGE FEE	1001 Checking - Union Bank	3.00	3.00
Total for 6120 Bank Service Charges								\$3.00	
6180 Insurance									
09/03/2020	Expense		No	Great American Insurance Group	CASCC	GreatAmer - Grea VENDOR PMT PPD *****6937	1001 Checking - Union Bank	150.17	150.17
Total for 6180 Insurance								\$150.17	
6550 Supplies and Equipment									
09/21/2020	Expense		No	Office Depot	CASCC	OFFICE DEPOT #869 - MOUNTAINVIEW, CA	2200 First National Bank of Omaha	78.67	78.67
09/22/2020	Credit Card Credit		No	Office Depot	CASCC	OFFICE DEPOT #869 - MOUNTAINVIEW, CA	2200 First National Bank of Omaha	-35.96	42.71
Total for 6550 Supplies and Equipment								\$42.71	
6610 Postage and Delivery									
09/14/2020	Expense		No	Punkpost	CASCC	sending card	2200 First National Bank of Omaha	7.00	7.00
Total for 6610 Postage and Delivery								\$7.00	
6620 Software Licenses									
09/11/2020	Expense		No	Zoom.us	CASCC	ZOOM.US - 8887999666, CA	2200 First National Bank of Omaha	54.99	54.99
09/16/2020	Expense		No	Intuit	CASCC	INT*QuickBooks Online - 800-446- 8848, CA	2200 First National Bank of Omaha	25.00	79.99
09/16/2020	Expense		No	Adobe	CASCC	ADOBE ACROBAT PRO - 4085366000, CA	2200 First National Bank of Omaha	14.99	94.98
09/18/2020	Expense		No	Intuit	CASCC	INT*QuickBooks Online - 800-446- 8848, CA	2200 First National Bank of Omaha	70.00	164.98
09/21/2020	Expense		No	Microsoft	CASCC	MSFT * E0100C4T7M - MSBILL.INFO, WA	2200 First National Bank of Omaha	12.50	177.48
Total for 6620 Software Licenses								\$177.48	
Total for 6000 GENERAL OFFICE								\$380.36	
6700 Reimbursable Expense									
09/25/2020	Journal Entry	Gusto	No		CASCC	Reimbursements	-Split-	437.50	437.50
Total for 6700 Reimbursable Expense								\$437.50	
OFFICE PERSONNEL_CONSULTANTS									
6153 Contractors									
09/08/2020	Bill	1173	No	Baird + Driskell Community Planning	PC	baird + driskell	2000 Accounts Payable	8,325.00	8,325.00
Total for 6153 Contractors								\$8,325.00	
6300 Legal & Professional Fees									
6310 Accounting Services									

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
09/01/2020	Bill		No	Rolf Poprowski, EA	CASCC	Rolf Poprowski Ea	2000 Accounts Payable	5,400.00	5,400.00
09/28/2020	Expense		No	Bestbooks4U	CASCC	ADELE LEVIN T/A SALE CCD	1001 Checking - Union Bank	285.00	5,685.00
Total for 6310 Accounting Services								\$5,685.00	
6320 Attorney Services									
09/01/2020	Bill		No	Koplow Law Offices	CASCC	the law offices of chantene koplow	2000 Accounts Payable	1,202.00	1,202.00
09/01/2020	Bill	1	No	Koplow Law Offices	Roundtable	the law offices of chantene koplow	2000 Accounts Payable	250.00	1,452.00
Total for 6320 Attorney Services								\$1,452.00	
Total for 6300 Legal & Professional Fees								\$7,137.00	
6565 Payroll Service Fees									
09/02/2020	Expense		No	Gusto	CASCC	GUSTO FEE 479400 CCD 6semjor75i2	1001 Checking - Union Bank	57.00	57.00
Total for 6565 Payroll Service Fees								\$57.00	
6568 Workers Compensation									
09/08/2020	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 66216672	1001 Checking - Union Bank	50.36	50.36
Total for 6568 Workers Compensation								\$50.36	
6575 Payroll Wages/Salary									
09/24/2020	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	8,750.00	8,750.00
Total for 6575 Payroll Wages/Salary								\$8,750.00	
6580 Payroll Taxes									
09/24/2020	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	669.38	669.38
Total for 6580 Payroll Taxes								\$669.38	
Total for OFFICE PERSONNEL_CONSULTANTS								\$24,988.74	

Profit and Loss by Class

July - September, 2020

	CASCC	PC	Roundtable	TOTAL
INCOME				
4000 INCOME				0.00
4010 Membership Dues	149,957.07			149,957.07
4020 Roundtable Income			187,597.78	187,597.78
4060 LAIF INCOME	450.07			450.07
Total 4000 INCOME	150,407.14		187,597.78	338,004.92
Total Income	150,407.14	0.00	187,597.78	338,004.92
GROSS PROFIT	150,407.14	0.00	187,597.78	338,004.92
EXPENSES				
6000 GENERAL OFFICE				0.00
6120 Bank Service Charges	9.00			9.00
6180 Insurance	450.51			450.51
6220 Dues and Subscriptions	400.00			400.00
6350 Roundtable consultant and technical services			33,918.75	33,918.75
6550 Supplies and Equipment	1,422.99			1,422.99
6610 Postage and Delivery	61.75			61.75
6620 Software Licenses	532.44			532.44
Total 6000 GENERAL OFFICE	2,876.69		33,918.75	36,795.44
6700 Reimbursable Expense	437.50			437.50
OFFICE PERSONNEL_CONSULTANTS				0.00
6153 Contractors		24,975.00		24,975.00
6300 Legal & Professional Fees	5,700.00			5,700.00
6310 Accounting Services	6,720.00			6,720.00
6320 Attorney Services	1,202.00		250.00	1,452.00
Total 6300 Legal & Professional Fees	13,622.00		250.00	13,872.00
6565 Payroll Service Fees	165.00			165.00
6568 Workers Compensation	150.12			150.12
6575 Payroll Wages/Salary	26,950.00			26,950.00
6580 Payroll Taxes	2,008.13			2,008.13
Total OFFICE PERSONNEL_CONSULTANTS	42,895.25	24,975.00	250.00	68,120.25

	CASCC	PC	Roundtable	TOTAL
Total Expenses	46,209.44	24,975.00	34,168.75	105,353.19
NET OPERATING INCOME	104,197.70	-24,975.00	153,429.03	232,651.73
NET INCOME	\$104,197.70	\$ -24,975.00	\$153,429.03	\$232,651.73

A/R Aging Summary

As of September 30, 2020

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
City of Gilroy				10,856.89	0.00	10,856.89
Los Gatos Town				8,697.51		8,697.51
Palo Alto City				19,802.95		19,802.95
Santa Clara County				27,661.34		27,661.34
TOTAL	\$0.00	\$0.00	\$0.00	\$67,018.69	\$0.00	\$67,018.69