

CMCA Executive Board 2005

President

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Vice President

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Secretary

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Treasurer

Linda Smith
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Director (expires 12/ 05)

Tillie Fisbeck
Holyoke Deputy Clerk/Treasurer
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Director (expires 12/06)

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Past President

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COLORADO MUNICIPAL CLERKS' ASSOCIATION
2005 EXECUTIVE BOARD

The Executive Board of the Colorado Municipal Clerk's Association shall prescribe and be responsible for the supervision, control and general administration of the affairs of the Association and for the accomplishments of its objectives. The officers of the Colorado Municipal Clerks' Association are President, Vice President, Secretary, Treasurer and Past President. All officers are voting members of the Executive Board.

President	Valeria Skitt Longmont City Clerk 12/31/2005
Vice President	Nancy Vincent Thornton City Clerk 12/31/2005
Secretary	Jay Brunvand Minturn Town Clerk/Treasurer 12/31/2006
Treasurer	Linda Smith Cortez City Clerk 12/31/2005
Past President	Amy Phillips Durango City Clerk 12/31/2005
Director	Tillie Fisbeck Holyoke Deputy Clerk/Treasurer 12/31/2005
Director	Michele Karlin Silverthorne Town Clerk 12/31/2006

PRESIDENT

The President is an elected position of CMCA, elected at-large by all voting members. The President is the executive head of the Association and shall preside at all meetings of the membership and of the Board.

RESPONSIBILITIES: The responsibilities of the President include, but are not limited to:

1. Carry out the mission statement and goals of the Association as developed by the Board.
2. Maintain accurate knowledge and understanding of the bylaws and the policies and procedures of CMCA.
3. Preside over all meetings of the membership and of the Board.
4. Appoint the chairs of all committees and task forces; coordinate and monitor their work.
5. Co-chair, with President of CGFOA, the CGFOA/CMCA Annual Conference Committee.
6. Coordinate joint meetings of boards of CMCA and CGFOA as appropriate to accomplish goals of Annual Conference Committee.
7. Serve on site selection committee for Annual conference.
8. Represent the Association through written and oral communication. Represent CMCA at functions of the International Institute of Municipal Clerks, Colorado Municipal League, and other professional organizations.

REQUIRED MEETINGS:

1. Four business meetings held at:
 - January -- Transitional Meeting
 - June --Colorado Municipal League annual meeting
 - July --CMC Institute
 - November -- CGFOA/CMCA annual conference
2. Executive Board meetings as determined by the President; may be quarterly, bi-monthly or monthly. Note that the budget must be adopted at a meeting during January.
3. Annual conference planning meetings
4. Annual conference site selection committee meetings

PRESIDENT (cont)

5. Graduation ceremonies of the Colorado Municipal Clerks' Institute
6. IIMC annual conference

REPORTS REQUIRED:

1. President's Message in the bi-monthly Communiqué
2. Status report on Board and committee activities for CML and CMC Institute business meetings
3. Annual report at the Annual Conference business meeting
4. Additional reports as mandated by activities of the Association

ALLOWABLE BUDGET EXPENSES:

Funds will be provided in the annual budget to assist the President in accomplishing the goals of the Association. Mileage may be reimbursed for necessary travel when the total round-trip mileage is in excess of 60 miles. Mileage is paid at the current IRS rate.

VICE PRESIDENT

The Vice President is an elected position of CMCA, elected at-large by all voting members. Once elected, the Vice President advances to the office of President in the subsequent year.

RESPONSIBILITIES: The responsibilities of the Vice President include, but are not limited to:

1. Assist in developing two-year goals for the Association.
2. Maintain accurate knowledge and understanding of the bylaws and policies and procedures of CMCA.
3. Assume the duties of the President in her absence.
4. Assume the office of President in the event of a vacancy in that office.
5. Take minutes of Board and business meetings in the Secretary's absence.
6. Work with President to select vice-chairs for all standing committees. (Vice-chairs will assume the position of chair in the subsequent year.)
7. Serve as Co-Chair, along with Vice-President of CGFOA, for Fall Conference Site Selection Committee.
8. Serve on Fall Conference Committee.
9. Perform special projects as assigned by the President or Board.
10. Assign co-chairs of all committees.

REQUIRED MEETINGS:

1. Four business meetings held at:
 - January – Transitional Meeting
 - June – Colorado Municipal League annual meeting
 - July – CMC Institute
 - November – CGFOA/CMCA annual conference
2. Executive Board meetings as determined by the President; may be quarterly, bi-monthly or monthly. Note that the budget must be adopted at a meeting during January.

VICE-PRESIDENT (cont)

3. Annual conference planning meetings
4. Annual conference site selection committee meetings

REPORTS REQUIRED:

Written reports may be presented at the business and Board meetings if required by the project or task. Otherwise, reports will be given verbally.

SPECIFIC ACTIVITIES:

1. Work with Vice-President of CGFOA to prepare and distribute RFP's for fall conference.

ALLOWABLE BUDGET EXPENSES:

Funds will be provided in the annual budget to assist the Vice-President in carrying out her assigned goals and tasks.

Mileage may be reimbursed for necessary travel when the total round-trip mileage is in excess of 60 miles. Mileage is paid at the current IRS rate.

SECRETARY

The Secretary is an elected position of CMCA, elected at-large by all voting members. The Secretary is responsible for recording and transcribing the minutes of all meeting of the membership and of the Board, and also for receiving and responding to correspondence as directed by the President and/or the Board.

RESPONSIBILITIES:

1. Assist in developing two-year goals for the Association.
2. Maintain accurate knowledge and understanding of the bylaws and the policies and procedures of CMCA.
3. Record and transcribe the minutes of all meetings of the membership and of the Board.
4. Assemble packet of information, minutes, and committee reports distributed at each meeting and forward one complete set of originals to the Historian.
5. Arrange for another Executive Board member to record and transcribe minutes in absence.

REQUIRED MEETINGS:

1. Four business meetings held at:
 - January – Transitional Meeting
 - June – Colorado Municipal League annual meeting
 - July – CMC Institute
 - November – CGFOA/CMCA annual conference
2. Executive Board meetings as determined by the President; may be quarterly, bi-monthly or monthly. Note that the budget must be adopted at a meeting during January.

REPORTS REQUIRED:

1. Minutes of all business and Board meetings
2. Written or oral reports, at business and Board meetings, for any assigned projects

ALLOWABLE BUDGET EXPENSES:

Mileage may be reimbursed for necessary travel when the total round-trip mileage is in excess of 60 miles. Mileage is paid at the current IRS rate.

TREASURER

PURPOSE: The Treasurer is an elected position of CMCA, elected at-large by all voting members. The Treasurer is the custodian of all financial records of the Association.

RESPONSIBILITIES:

1. Assist in developing two-year goals for the Association.
2. Maintain accurate knowledge and understanding of the bylaws and the policies and procedures of CMCA.
3. Record all checkbook transactions and maintain a check register.
4. Keep accurate accounts payable records.
5. Keep accurate deposit records.
6. Reconcile and balance all accounts on a monthly basis.
7. Provide a monthly financial report and a monthly cash report.
8. Submit a preliminary budget to the Executive Board for adoption in January.
9. File the bi-annual corporate report, in even-numbered years, with the Secretary of State.
10. Forward names of members, as they join or rejoin, to the Membership Committee Chair.

REPORTS REQUIRED:

1. To assist the Audit Committee in conducting its audit of the Association's financial records, the following reports/information are required:
 - a. check register of all transactions
 - b. monthly financial report
 - c. monthly cash-ending balance report
 - d. documentation for all yearly payables and receivables
 - e. reconciled bank statements, including December of the previous year

TREASURER (cont)

2. Treasurer's report, including a monthly financial statement, cash report, and check register of all transactions for the month-do-date period ending just prior to the meeting held at CML (held in June), CMC Institute (held in July), and Fall Conference (held in November).

SPECIFIC ACTIVITIES:

1. Provide a copy of adopted budget to Communiqué Editor for February Communiqué.
2. Attend or provide designee for all CMCA business meetings. Provide copies of Treasurer's report for membership.
3. Provide financial report for all Executive Board meetings.
4. Notify all banking institutions of any address changes. Complete banking signature cards with all appropriate signatures.
5. Notify Board of any donations, awards or other monetary gifts to CMCA.
6. Prepare preliminary budget for Board input.
7. Work with Audit Committee on the preparation of its recommendations.
8. Work with Ways and Means Committee Chair to handle all monies from fund raising activities.
9. Send quarterly notification to Executive Board, Committee Chairs, and Task Force Chairs, an update of budgeted funds expended and remaining.
10. In preparation for development of the annual budget, solicit input on funding needed from Executive Board, Committee Chairs, and Task Force Chairs.

REQUIRED MEETINGS:

1. Four business meetings held at:
 - January – Transitional Meeting
 - June – Colorado Municipal League annual meeting
 - July – CMC Institute
 - November – CGFOA/CMCA annual conference
2. Executive Board meetings as determined by the President; may be quarterly, bi-monthly or monthly. Note that the budget must be approved at a meeting during January.

POLICIES AND HISTORICAL NOTES:

1. Prior to 1998, the financial statements listed net proceeds only for major educational sessions. Beginning in 1998, the gross revenues and expenditures were recorded in order to reveal the total investment in educational programming.
2. Prior to 1996, CMCA's financial data was maintained in a manual bookkeeping system. In 1996, 1997, and 1998, the data was maintained using Quattro Pro spreadsheet software. In 1999, CMCA purchased QuickBooks accounting software.
3. The Chart of Accounts has seen a number of minor changes over the years, which were made according to the philosophy and preferences of the Treasurer. Report formatting and account numbers also have changed according to preferences. This is a first attempt at documenting the account descriptions and the list was built using a few major categories so that reporting can easily be "collapsed" into a summarized version. A condensed summary provides the membership with a snapshot of CMCA's financial status and funding priorities. Account numbers were eliminated for the sake of simplicity.
4. A scholarship fund was established in memory of Jean L. Rogers, Lakewood's first City Clerk. The Scholarship Committee is charged with awarding Jean L. Rogers scholarships annually. The fund is replenished periodically. (See 1/22/99 Executive Board minutes).
5. It has been the practice to have the CMCA President and Treasurer as signatories on all CMCA accounts. Only one signature is needed for signing checks.
6. Pursuant to an annual contract, CMCA has an account with C.U. Boulder \$6,000 as a retainer for the expenses associated with Institute and Advanced Institute. This amount is included in CMCA's fund balance and is accounted for in the monthly Cash Statements.
7. In order to assist in maintaining financial health, CMCA will carry an ending balance in an amount equal to at least fifty percent of current revenues. (Policy adopted by Executive Board 1/22/99).

ALLOWABLE BUDGET EXPENSES:

Mileage may be reimbursed for necessary travel when the total round-trip mileage is in excess of 60 miles. Mileage is paid at the current IRS rate.

TREASURER'S TIPS

The records, which are kept by the Treasurer, are:

- a. checkbook of all accounts
- b. all bank statements from all accounts
- c. monthly financial reports
- d. accounts payable records
- e. cash reports
- f. IRS federal I.D. number
- g. record of all deposits
- h. adopted budget

The accounts payable records must include backup documentation for every expenditure. The backup is: the check number, the account number to which it was charged, the amount of the check, and the date of the check. It is helpful to make photocopies of each check written.

The deposit records include all checks that are deposited and their purpose. Create a list tracking membership dues and a separate list tracking the donations received from the municipalities.

The financial report, which is filed with the accounts payable records, should include the following:

- a. account numbers for every line item and a line item description
- b. period-to-date column of all revenues and expenditures
- c. year-to-date column of all revenues and expenditures
- d. budgeted amounts for all revenues and expenditures
- e. variance column, which is the difference between the budgeted and the year-to-date amounts
- f. totals of all revenue and expenditure line items

The cash report, filed with the financial report, shows an ending balance of all the available cash for each account for each month. The report also shows a total for all balances.

The check register is a report, which is in addition to the one kept in the checkbook. It is used to provide information at any time to anyone requesting it. The register should include the following:

- a. date of the transaction
- b. check number
- c. name of check recipient
- d. purpose of check
- e. amount of check
- f. deposits made or any bank charges and their purpose
- g. beginning and ending balance

TREASURER'S TIPS (Cont)

Any non-budgeted items up to and including \$100 must have prior approval of the President.

Any non-budgeted items over \$100 must have prior approval of the Executive Board.

The Executive Board must approve any line item expenditure, which would cause that line item to go over budget.

No cash withdrawals are permitted on any deposit transactions.

The balance in the checking account should not exceed \$5,000. Excess funds should be placed (remain) in the savings account. Transfers between accounts should be in the form of a wire transfer or a check.

Make all deposits no later than three (3) days after receiving them.

ATTACHMENTS:

1. Account Descriptions

ACCOUNT DESCRIPTIONS

BANK:

Checking	Wells Fargo	Checking account transactions
On Deposit	C. U. at Boulder	Retainer for Institute & Advanced
Savings	COLOTRUST-General	General purpose savings account
Savings	COLOTRUST-J. L. Rogers	Designated savings account

EQUITY:

Opening Balance	Initial account balances
Net Income (retained earnings)	Difference between Income/Expenditures

INCOME:

Donations	Membership	Donations from members
Donations	Other	Donations from non-members (such as Colorado Code for sponsored scholarships)
Interest		Interest income from checking and savings
Membership Dues		Fees for membership
Miscellaneous Revenue		Includes non-categorized income
Newsletter Ads		Communiqué advertising sold
Registration Fees	Advanced Institute	Fees determined by C.U. at Boulder/CMCA
Registration Fees	Annual Conference	Fees determined by CMCA/CGFOA
Registration Fees	IIMC Regional Conference	Fees determined by CMCA/IIMC
Registration Fees	Institute	Fees determined by C.U. at Boulder/CMCA
Registration Fees	On-the-road Workshops	Fees determined by the education Committee
Ways and Means	Sales	Merchandise Expense

EXPENSES:

Committees:

Annual Conference (Misc. Expense)	Committee member travel, copies, supplies, etc. (not for conference expense)
Audit	Committee member travel, copies, supplies, etc.
Awards	Committee member travel, copies, postage, supplies for nomination process and certificates & plaques

Communiqué Newsletter	Committee member travel, printing, postage, etc.
Education (Misc. Expense)	Committee member travel, copies, postage (not related to educational programs)
Executive Board	Board member travel, meeting expenses, Board photo
Membership	Membership brochure and directory printing, postage and Committee member travel
Nominating	Committee member travel, copies, postage, etc.
Procedures Handbook	Committee member travel, printing postage, etc.
Scholarship	Committee member travel, copies, postage, etc.
Study	Committee member travel, printing, postage, etc.
Ways and Means	Committee member travel and incidental expenses and purchases of merchandise
Web Page	Committee member travel, services and supplies
Education:	
Advanced Institute Annual Conference	Expenses for Advanced Institute One-half of expenses for Annual Conference plus administrative costs
CML Conference	Speaker(s) for Clerk's section of CML Conference (often partner with WIMG)
IIMC Regional Conference Institute	Expenses for Regional Conference Expenses for Institute
On-the-road Workshops/Train the Trainer	Expensed for On-the-Road, Such as presenter fees, travel, lodging, and session announcements, postage, copies, etc. Expenses such as travel, lodging, etc. as well as supplies for
	Train the Trainer program
Miscellaneous:	
Bank Charges	Service charges, checks & deposit slips
Computer/software purchases	Accounting & Desk Top Publishing
Corporate Filing Fees	Due Bi-annually
IIMC Conference Donation	Donation to IIMC for conference when held in Region VIII (generally)
IIMC Education Fund Donation	Donation to IIMC

Internet Services
Miscellaneous
President Expenses

Transferred to Web Page Committee
Non-categorized expenses
President travel, meeting expenses,
supplies, etc.

Sales Taxes

No longer being used. Merchandise
being purchased at retail and tax is
paid at time of purchase

Scholarships:

General
Jean L. Rogers
Other

General scholarships awards
J. L. Rogers scholarships awarded
Sponsored scholarships such as
Colorado Code, etc.

Task Forces

Future Annual Conference

Institute Task Force
Train the Trainer Task Force

Committee member travel &
incidental expenses
Facilitator & incidental expenses
Committee member travel, meeting,
expenses, supplies, facilitator fees,
etc.

PAST PRESIDENT

PURPOSE: The Past President is originally elected by all voting members of CMCA as Vice President. In the subsequent year, she ascends to President, and then becomes Past President.

RESPONSIBILITIES:

1. Assist in the development of two-year goals for the Association.
2. Maintain accurate knowledge and understanding of the bylaws and policies and procedures of CMCA.
3. Serve as chair of the Nominating Committee.
3. Serve on Fall Conference and Fall Conference Site Selection Committees.
4. Serve as Secretary to the Fall Conference Committee.

REQUIRED MEETINGS:

1. Three business meetings held at:
 - Colorado Municipal League annual meeting
 - CMC Institute
 - CGFOA/CMCA fall conference
2. Executive Board meetings as determined by the President; may be quarterly, bi-monthly or monthly. Note that the budget must be approved at a meeting during January.

REQUIRED REPORTS:

1. Nominating Committee report
2. Reports on any special assignments designated by the President or Board

ALLOWABLE BUDGET EXPENSES:

Mileage may be reimbursed for necessary travel when the total round-trip mileage is in excess of 60 miles. Mileage is paid at the current IRS rate.

DIRECTORS

The Directors are an elected position of CMCA, elected at-large by all voting members. They assist the Board in taking on a variety of tasks or special projects as directed by the President.

RESPONSIBILITIES:

1. Assist in developing two-year goals for the Association.
2. Maintain accurate knowledge and understanding of the bylaws and the policies and procedures of CMCA.
3. Perform special projects as assigned by the President or Board.
4. Assist the Web Page Committee in keeping the CMCA Web Page current.
4. Take minutes of meetings in the Secretary's absence, if Vice President is also absent.
5. Maintain and update CMCA's policies and procedures handbook.

REQUIRED MEETINGS:

1. Four business meetings held at:
 - January – Transitional Meeting
 - June – Colorado Municipal League annual meeting
 - July – CMC Institute
 - November – CGFOA/CMCA annual conference
2. Executive Board meetings as determined by the President; may be quarterly, bi-monthly or monthly. Note that the budget must be approved during a meeting in January.

REPORTS REQUIRED:

1. Written reports may be presented at the business and Board meeting if required by the project or task. Otherwise, reports will be given verbally.

ALLOWABLE BUDGET EXPENSES:

Mileage may be reimbursed for necessary travel when the total round-trip mileage is in excess of 60 miles. Mileage is paid at the current IRS rate.