

# *Alameda County Mayors' Conference*

## EXECUTIVE/LEGISLATIVE COMMITTEE MEETING AGENDA

July 9, 2025

6:15 p.m.

Speedway at Bayfair

[15555 E 14<sup>th</sup> Street, San Leandro, CA](#)

1. Roll Call
2. Agenda Amendments
3. Public Comments
4. Other Business Matters
  - a) Review and Acceptance of the 2024 Annual Financial Report
5. Other Business Matters
6. Adjournment

### **Executive/Legislative Committee Executive Director's Report**

#### **Item 4 - Review and acceptance of the Calendar Year 2024 Annual Financial Report**

In May 2024, the Mayors' Conference approved an amendment to the bylaws for the submission of an annual financial report, including the budget and all financial transactions, to the Executive Committee. The bylaws state that the Executive Director or a certified accounting firm may prepare the annual financial report. Since the start of 2024, the Mayor's Conference staff, with the cooperation of the City of San Leandro Finance Department, have used QuickBooks to record financial activity. The use of QuickBooks has offered significant improvements over previous methods of invoicing, accounts receivable, and other financial matters, and as such, it is capable of serving as the foundation of the financial report. As such, the attached financial report prepared by the City of San Leandro staff and the Executive Director is submitted for Executive Committee review and acceptance.

As indicated in the report, the Mayors' Conference has limited annual financial transactions, including:

- Invoicing member cities for annual dues;
- Invoicing regional agencies for attendance at meeting dinners;
- Reimbursing host cities for the cost of dinners;
- Payments to the Executive Director for contract services;
- Payment to the City of San Leandro for financial services;
- Subscription payments for QuickBooks;
- Miscellaneous payments for banking fees and website-related matters.

# *Alameda County Mayors' Conference*

Of note for the year:

- All cities paid their annual dues;
- All regional agency invoices were paid;
- Revenues and expenditures were consistent with the approved budget.

RECOMMENDATION – Review and accept the annual financial report. Note that the report does not require action from the full membership unless considered appropriate by the Executive Committee. Nevertheless, it is included in the business meeting agenda as either an informational item or an action item.

## **Executive/Nominating Members**

- Mark Salinas, Chair
- Juan González, Vice Chair
- John Marchand, Immediate Past President Member
- Vacant, Member
- Robin Lopez (Member from a city with a rotating mayor or council-elected mayor)
- Michael Hannon, Alternate Member

# *Alameda County Mayors' Conference*

To: Alameda County Mayors' Conference Executive Committee

From: Steven Bocian, Executive Director

Subject: 2024 Annual Financial Report

Date: July 9, 2025

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This 2024 Annual Financial Report (Report) is presented in accordance with Section 18 of the Alameda County Mayors' Conference (Mayors' Conference) Bylaws, requiring the submittal of an annual financial report of the budget and all financial transactions. The Report covers the period from January 1, 2024, to December 31, 2024, and was prepared by the Alameda County Mayors' Conference Executive Director in cooperation with the City of San Leandro Finance Department staff, which provides general accounting services to the Mayors' Conference.

As part of the calendar year 2024 budget, the Mayors' Conference approved the acquisition and implementation of Intuit QuickBooks for all ongoing Mayors' Conference financial activity. The software was fully implemented during the 2024 calendar year, and the information in this Report was generated from its usage. The bank statements included in the Report are provided by Wells Fargo Bank, which handles the Mayor's Conference banking activity. The following individuals are authorized to access QuickBooks:

- Steven Bocian, Alameda County Mayors' Conference, Executive Director;
- Susan Nunes, City of San Leandro, Acting Finance Manager, and
- Gayle Powell, City of San Leandro, Accountant I.

This Report contains the following attachments:

- Bank Reconciliation (Attachment 1)
- Member Cities Dues Payments (Attachment 2)
- Summary of Expenses (Attachment 3)
- Summary of Invoices Issued (Attachment 4)
- Summary of Outstanding Invoices (Attachment 5)
- Budget Actual versus Adopted (Attachment 6)
- Balance Sheet (Attachment 7)

## Summary Information

The Mayors' Conference ended the year with an approximate cash balance of \$41,606. (See Attachment 1).

All member cities were invoiced for their annual membership and dinner fees. All cities paid the fee in full. The City of Piedmont was invoiced at the standard city rate rather than the discounted small city rate, resulting in a \$860 credit to correct the issue. Total payments from cities were \$62,080, which equals the budgeted amount. (See Attachment 2).

Expenses for 2024, totaling \$67,419.44, are included in the Summary of Expenses Report (Attachment 3 and the Budget versus Actual Report Attachment 6). Expenses include payments to cities for hosting meetings, consultant services to the Executive Director, monthly QuickBooks payments, San Leandro accounting services, website maintenance, and bank fees. The expenses do not include the one-time member city dinner fee offset of \$16,100 approved for the 2024 budget, which was used to offset the initial impact of an approved increase to the 2024 city membership fee, as this was not an expense but a one-time use of existing funds to offset the cost of the fee for one year.

As part of the 2024 budget process, mayors approved an increase in the amount it reimburses cities for hosting meetings from \$50 per person to \$75 per person. The increased host fee was implemented in April 2024. Host services expenses, as included in Attachment 3, totaling \$24,600, reflect the host services payments.

The expense for the Executive Directors' service agreement was \$38,244, which includes an automobile allowance of \$1,476.

The Mayors' Conference issued seventy-nine invoices totaling \$67,256. The invoices were issued to cities for membership dues and to regional boards for dinner attendance. A majority of the invoices were issued through QuickBooks and were transmitted and paid through the QuickBooks system. All future invoicing will be issued through QuickBooks. A table of invoices sorted by agency is included as Attachment 4.

A summary of all outstanding invoices is included in Attachment 5. Most outstanding invoices have either been paid since the end of the year or are currently being reviewed for payment.

A comparison between the adopted and year-end budget is included as Attachment 6. As indicated, actual expenditures and revenues were consistent with the adopted budget. The notable differences include less-than-anticipated dinner fee reimbursements and an accounting decision not to present the \$16,100 dinner expense fee as an offset, as shown in the budget.

This Report also includes a balance sheet for the year (Attachment 7).

# WellsOne® Account

Attachment 1

Account number: 4122177942 ■ December 1, 2024 - December 31, 2024 ■ Page 1 of 2

WELLS  
FARGO

ALAMEDA COUNTY MAYORS CONFERENCE  
ALAMEDA COUNTY MAYORS' CONFERENCE  
835 E 14TH ST  
SAN LEANDRO CA 94577-3767

## Questions?

Call your Customer Service Officer or Client Services  
1-800-AT WELLS (1-800-289-3557)  
5:00 AM TO 6:00 PM Pacific Time Monday - Friday

Online: [wellsfargo.com](https://wellsfargo.com)

Write: Wells Fargo Bank, N.A. (182)  
PO Box 63020  
San Francisco, CA 94163

## Account summary

### WellsOne® Account

Account number	Beginning balance	Total credits	Total debits	Ending balance
4122177942	\$52,026.47	\$450.00	-\$5,383.30	\$47,093.17

## Credits

Electronic deposits/bank credits

Effective date	Posted date	Amount	Transaction detail
	12/02	75.00	Instant Pmt From Intuit Payments Inc. on 12/02 Ref#20241202021000021P1Brjpc08720140344
	12/03	75.00	Instant Pmt From Intuit Payments Inc. on 12/03 Ref#20241203021000021P1Brjpc03680126459
	12/13	75.00	Instant Pmt From Intuit Payments Inc. on 12/13 Ref#20241213021000021P1Brjpc09120193340
	12/20	75.00	Instant Pmt From Intuit Payments Inc. on 12/20 Ref#20241220021000021P1Brjpc02800213638
	12/20	150.00	Instant Pmt From Intuit Payments Inc. on 12/20 Ref#20241220021000021P1Brjpc01120118281
		\$450.00	Total electronic deposits/bank credits
		\$450.00	Total credits

## Debits

Electronic debits/bank debits

Effective date	Posted date	Amount	Transaction detail
	12/03	3.55 <	Business to Business ACH Debit - Intuit 84417723 Tran Fee 241203 524771391192193 Alameda County Mayors
	12/04	3.55 <	Business to Business ACH Debit - Intuit 87958823 Tran Fee 241204 524771391192193 Alameda County Mayors

*Electronic debits/bank debits (continued)*

<i>Effective date</i>	<i>Posted date</i>	<i>Amount</i>	<i>Transaction detail</i>
	12/16	3.55 <	Business to Business ACH Debit - Intuit 16060863 Tran Fee 241214 524771391192193 Alameda County Mayors
	12/23	10.65 <	Business to Business ACH Debit - Intuit 32634073 Tran Fee 241221 524771391192193 Alameda County Mayors
		\$21.30	Total electronic debits/bank debits

< Business to Business ACH: If this is a business account, this transaction has a return time frame of one business day from post date. This time frame does not apply to consumer accounts.

## Checks paid

<i>Number</i>	<i>Amount</i>	<i>Date</i>	<i>Number</i>	<i>Amount</i>	<i>Date</i>
1341	3,187.00	12/12	1343*	2,175.00	12/26
		\$5,362.00	Total checks paid		

\* Gap in check sequence.

		\$5,383.30	Total debits
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## Daily ledger balance summary

<i>Date</i>	<i>Balance</i>	<i>Date</i>	<i>Balance</i>	<i>Date</i>	<i>Balance</i>
11/30	52,026.47	12/12	48,982.37	12/20	49,278.82
12/02	52,101.47	12/13	49,057.37	12/23	49,268.17
12/03	52,172.92	12/16	49,053.82	12/26	47,093.17
12/04	52,169.37				
Average daily ledger balance		\$49,813.72			



## ALAMEDA COUNTY MAYORS CONFERENCE

Checking General, Period Ending 12/31/2024

### RECONCILIATION REPORT

Reconciled on: 01/21/2025

Reconciled by: Gayle Powell

Any changes made to transactions after this date aren't included in this report.

#### Summary

USD

Statement beginning balance.....	52,026.47
Checks and payments cleared (6).....	-5,383.30
Deposits and other credits cleared (5).....	450.00
Statement ending balance.....	<u>47,093.17</u>

Uncleared transactions as of 12/31/2024.....	-5,486.75
Register balance as of 12/31/2024.....	41,606.42
Cleared transactions after 12/31/2024.....	0.00
Uncleared transactions after 12/31/2024.....	-2,901.22
Register balance as of 01/21/2025.....	38,705.20

#### Details

##### Checks and payments cleared (6)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/01/2024	Bill Payment	1341	Steven Bocian	-3,187.00
12/02/2024	Expense		QuickBooks Payments	-3.55
12/03/2024	Expense		QuickBooks Payments	-3.55
12/13/2024	Expense		QuickBooks Payments	-3.55
12/19/2024	Bill Payment	1343	City of Emeryville City Hall	-2,175.00
12/20/2024	Expense		QuickBooks Payments	-10.65

Total -5,383.30

##### Deposits and other credits cleared (5)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/02/2024	Deposit		League of California Cities	75.00
12/03/2024	Deposit		East Bay Economic Developm...	75.00
12/13/2024	Deposit		East Bay Economic Developm...	75.00
12/20/2024	Deposit		Bay Area Rapid Transit (BART)	75.00
12/20/2024	Deposit		East Bay Regional Park Distri...	150.00

Total 450.00

#### Additional Information

##### Uncleared checks and payments as of 12/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/12/2023	Bill Payment	1305	Union City	-1,750.00
10/11/2023	Bill Payment	1311	City of Pleasanton Host	-1,300.00
12/04/2024	Bill Payment	1342	Union City	-2,250.00
12/31/2024	Bill Payment	1345	Steven Bocian	-186.75

Total -5,486.75

##### Uncleared checks and payments after 12/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/01/2025	Bill Payment	1344	Steven Bocian	-3,187.00
01/10/2025	Expense		QuickBooks Payments	-14.22

Total -3,201.22

Uncleared deposits and other credits after 12/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/10/2025	Deposit		Bay Area Rapid Transit (BART)	150.00
01/10/2025	Deposit		League of California Cities	150.00
Total				300.00

## ATTACHMENT 2

## City Membership and Dinner Expense Fee ALAMEDA COUNTY MAYORS CONFERENCE

January-December, 2024

Date	Transaction Type	Num	City	Description	Amount
2/29/2024	Invoice	501	City of Alameda	2024 APMC Membership Dues (\$3,480.00 membership fees plus \$1200.00 dinner expense)	\$4,680.00
2/29/2024	Invoice	502	City of Albany	2024 APMC membership dues (\$2620.00 plus \$1200.00 dinner expense).	\$3,820.00
2/29/2024	Invoice	503	City of Berkeley	2024 APMC Membership Dues (\$3480 plus \$1200 Dinner Fee)	\$4,680.00
2/29/2024	Invoice	504	City of Dublin	2024 APMC Membership Dues (\$3480 plus \$1200 Dinner Fee)	\$4,680.00
2/29/2024	Invoice	505	City of Emeryville	2024 APMC membership dues (\$2620.00 plus \$1200.00 dinner fee).	\$3,820.00
2/29/2024	Invoice	506	City of Fremont	2024 APMC Membership Dues (\$3480 plus \$1200 Dinner Fee)	\$4,680.00
2/29/2024	Invoice	507	City of Hayward	2024 APMC Membership Dues (\$3480 plus \$1200 Dinner Fee)	\$4,680.00
2/29/2024	Invoice	508	City of Livermore	2024 APMC Membership Dues (\$3480 plus \$1200 Dinner Fee)	\$4,680.00
2/29/2024	Invoice	509	City of Newark	2024 APMC membership dues (\$2620.00 plus \$1200.00 dinner expense).	\$3,820.00
2/29/2024	Invoice	510	City of Oakland	2024 APMC Membership Dues (\$3480 plus \$1200 Dinner Fee)	\$4,680.00
2/29/2024	Invoice	511	City of Piedmont	2024 APMC Membership Dues (\$3480 plus \$1200 Dinner Fee)	\$4,680.00
12/31/2024	Credit Memo	584	City of Piedmont	Credit for being charged for Regular City rather than a Small City	-\$860.00
2/29/2024	Invoice	512	City of Pleasanton	2024 APMC Membership Dues (\$3480 plus \$1200 Dinner Fee)	\$4,680.00
2/29/2024	Invoice	513	City of San Leandro	2024 APMC Membership Dues (\$3480 plus \$1200 Dinner Fee)	\$4,680.00
2/29/2024	Invoice	514	City of Union City	2024 APMC Membership Dues (\$3480 plus \$1200 Dinner Fee)	\$4,680.00
				Total	\$62,080.00

Attachment 3

**Summary of Expenses**  
**ALAMEDA COUNTY MAYORS CONFERENCE**  
**January-December, 2024**

<b>Vendor</b>	<b>Total</b>
Bank Service Charges	128.25
City of Alameda, Host Services	1,750.00
City of Albany, Host Services	1,600.00
City of Berkeley, Host Services	2,325.00
City of Dublin, Host Services	2,325.00
City of Emeryville, Host Services	2,175.00
City of Fremont, Host Services	2,550.00
City of Livermore, Host Services	1,750.00
City of Newark, Host Services	2,475.00
City of Oakland (Town Fare), Host Services	2,700.00
City of San Leandro, Host Services	2,700.00
City of Union City, Host Services	2,250.00
QuickBooks Payments	194.80
San Leandro, Accounting Services	3,000.00
Steven Bocian, Executive Director Consultant Fees	38,244.00 <sup>(1)</sup>
Susan Nunes, (Reimbursement for QuickBooks subcritption)	1,065.64
Website Fees (Including Domain renewals)	186.75
<b>TOTAL</b>	<b>\$67,419.44</b>

1. Includes Executive Director Auto Allowance of \$1,476.00

QuickBooks Check Detail Report

## ATTACHMENT 4

**2024 Annual Invoices Sorted by Agency**  
**ALAMEDA COUNTY MAYORS CONFERENCE**  
**January-December, 2024**

Transaction date	Type	Invoice No.	City/ Agency	Description	Number	Invoice Amount
4/11/2024	Invoice	452	April Chan	Dinner Meeting Attendance at the April 10, 2024, Alameda County Mayors' Conference Business Meeting for Paul Taylor	1.00	\$75.00
1/10/2024	Invoice	215	Bay Area Rapid Transit (BART)	ACMC Dinner Meeting - Jan. 10, 2024	2.00	\$100.00
1/10/2024	Invoice	215	Bay Area Rapid Transit (BART)	Andy Kelley		\$0.00
1/10/2024	Invoice	215	Bay Area Rapid Transit (BART)	John McPartland		\$0.00
2/14/2024	Invoice	362	Bay Area Rapid Transit (BART)	ACMC Dinner Meeting - 2/14/2024 Andy Kelly, Govt. Affairs Bradley Dunn, Govt. Affairs	2.00	\$100.00
3/13/2024	Invoice	366	Bay Area Rapid Transit (BART)	ACMC Dinner Meeting - 3/13/24 Henry Symons, Govt. & Community Rel.	1.00	\$50.00
4/11/2024	Invoice	455	Bay Area Rapid Transit (BART)	Robert Raburn & Henry Symons	2.00	\$150.00
5/12/2024	Invoice	519	Bay Area Rapid Transit (BART)	ACMC May 8, 2024 dinner meeting attendance for Henry Symons and Rebecca Saltzman	2.00	\$150.00
6/14/2024	Invoice	528	Bay Area Rapid Transit (BART)	ACMC June 12, 2024, Dinner Meeting Attendance for Bradley Dunn	1.00	\$75.00
7/11/2024	Invoice	532	Bay Area Rapid Transit (BART)	ACMC July 10, 2024 Dinner Meeting Attendance for Bradley Dunn and Melissa Hernandez	2.00	\$150.00
9/12/2024	Invoice	537	Bay Area Rapid Transit (BART)	ACMC September 11, 2024 Dinner Meeting Attendance for Melissa Hernandez and Bradley Dunn	2.00	\$150.00
10/10/2024	Invoice	543	Bay Area Rapid Transit (BART)	ACMC October 9, 2024 Dinner Meeting Attendance for Andy Kelly and Melissa Hernandez	2.00	\$150.00
11/30/2024	Invoice	551	Bay Area Rapid Transit (BART)	ACMC November 13, 2024, Dinner Meeting Attendance for Director Melissa Hernandez	1.00	\$75.00
12/13/2024	Invoice	556	Bay Area Rapid Transit (BART)	ACMC December 11, 2024, Dinner Meeting Attendance for Bradley Dunn	1.00	\$75.00
2/29/2024	Invoice	501	City of Alameda	2024 ACMC Membership Dues (\$3,480.00 membership fees plus \$1200.00 dinner expense)	1.00	\$4,680.00
2/29/2024	Invoice	502	City of Albany	2024 ACMC membership dues (\$2620.00 plus \$1200.00 dinner expense). Membership Fees for small cities (population under 50,000) are 25% less than large cities.	1.00	\$3,820.00
2/29/2024	Invoice	503	City of Berkeley	2024 ACMC Membership Dues (\$3480 plus \$1200 Dinner Fee)	1.00	\$4,680.00
2/29/2024	Invoice	504	City of Dublin	2024 ACMC Membership Dues (\$3480 plus \$1200 Dinner Fee)	1.00	\$4,680.00
2/29/2024	Invoice	505	City of Emeryville	2024 ACMC membership dues (\$2620.00 plus \$1200.00 dinner fee). Membership Fees for small cities (population under 50,000) are 25% less than large cities.		\$3,820.00
2/29/2024	Invoice	506	City of Fremont	2024 ACMC Membership Dues (\$3480 plus \$1200 Dinner Fee)	1.00	\$4,680.00
9/12/2024	Invoice	542	City of Fremont	Fremont Hosted ACMC September 11, 2024, Dinner Payment for City Guests Ted Lawson, Wen Crane, and Leon Villegas from Wisk Aero, who was the Meeting's Guest Speaker	3.00	\$225.00
2/29/2024	Invoice	507	City of Hayward	2024 ACMC Membership Dues (\$3480 plus \$1200 Dinner Fee)	1.00	\$4,680.00
2/29/2024	Invoice	508	City of Livermore	2024 ACMC Membership Dues (\$3480 plus \$1200 Dinner Fee)	1.00	\$4,680.00
2/29/2024	Invoice	509	City of Newark	2024 ACMC membership dues (\$2620.00 plus \$1200.00 dinner expense). Membership Fees for small cities (population under 50,000) are 25% less than large cities.	1.00	\$3,820.00

## ATTACHMENT 4

**2024 Annual Invoices Sorted by Agency**  
**ALAMEDA COUNTY MAYORS CONFERENCE**  
**January-December, 2024**

Transaction date	Type	Invoice No.	City/ Agency	Description	Number	Invoice Amount
1/10/2024	Invoice	216	City of Oakland	ACMC January 10, 2024, Dinner Meeting Attendance for Betsy Lake, Lotanda Simmons and Tonya Gilmore	3.00	\$150.00
2/29/2024	Invoice	510	City of Oakland	2024 ACMC Membership Dues (\$3480 plus \$1200 Dinner Fee)	1.00	\$4,680.00
2/29/2024	Invoice	511	City of Piedmont	2024 ACMC Membership Dues (\$3480 plus \$1200 Dinner Fee)	1.00	\$4,680.00
12/31/2024	Credit Memo	584	City of Piedmont	Charged for Regular City rather than Small City	-1.00	-\$860.00
2/29/2024	Invoice	512	City of Pleasanton	2024 ACMC Membership Dues (\$3480 plus \$1200 Dinner Fee)	1.00	\$4,680.00
2/29/2024	Invoice	513	City of San Leandro	2024 ACMC Membership Dues (\$3480 plus \$1200 Dinner Fee)	1.00	\$4,680.00
3/18/2024	Invoice	518	City of San Leandro		1.00	\$1.00
2/29/2024	Invoice	514	City of Union City	2024 ACMC Membership Dues (\$3480 plus \$1200 Dinner Fee)	1.00	\$4,680.00
1/10/2024	Invoice	232	East Bay Economic Development Alliance (East Bay EDA)	ACMC Dinner Meeting - January 10, 2024	1.00	\$50.00
2/14/2024	Invoice	356	East Bay Economic Development Alliance (East Bay EDA)	ACMC Dinner Meeting - 2/14/2024 JaclynFunasaki	1.00	\$50.00
3/13/2024	Invoice	365	East Bay Economic Development Alliance (East Bay EDA)	ACMC Dinner Meeting - 3/13/24	1.00	\$50.00
4/11/2024	Invoice	368	East Bay Economic Development Alliance (East Bay EDA)	Xian Ballesteros Dinner Meeting Attendance at the April 10, 2024, Alameda County Mayors' Conference Business Meeting	1.00	\$75.00
5/12/2024	Invoice	520	East Bay Economic Development Alliance (East Bay EDA)	ACMC May 8, 2024, dinner meeting attendance for Stephen Baiter	1.00	\$75.00
5/13/2024	Refund	526	East Bay Economic Development Alliance (East Bay EDA)	ACMC May 8, 2024, dinner meeting attendance for Stephen Baiter	-1.00	-\$75.00
6/14/2024	Invoice	529	East Bay Economic Development Alliance (East Bay EDA)	ACMC June 12, 2024, Dinner Meeting Attendance for Steven Baiter	1.00	\$75.00
7/11/2024	Invoice	533	East Bay Economic Development Alliance (East Bay EDA)	ACMC July 10, 2024 Dinner Meeting Attendance for Stephen Baiter	1.00	\$75.00
9/12/2024	Invoice	538	East Bay Economic Development Alliance (East Bay EDA)	ACMC September 11, 2024, Dinner Meeting Attendance for Stephen Baiter	1.00	\$75.00
10/10/2024	Invoice	544	East Bay Economic Development Alliance (East Bay EDA)	ACMC October 9, 2024, Dinner Meeting Attendance for Carline Au	1.00	\$75.00
11/30/2024	Invoice	550	East Bay Economic Development Alliance (East Bay EDA)	ACMC November 11, 2024, Dinner Meeting Attendance for Stephen Baiter	1.00	\$75.00
12/13/2024	Invoice	555	East Bay Economic Development Alliance (East Bay EDA)	ACMC December 11, 2024, Dinner Meeting Attendance for Stephen Baiter	1.00	\$75.00
5/14/2024	Invoice	520A	East Bay Economic Development Alliance (East Bay EDA)	ACMC May 8, 2024, dinner meeting attendance for Stephen Baiter	1.00	\$75.00
2/14/2024	Invoice	357	East Bay Municipal Utility District (EBMUD)	ACMC Dinner Meeting - 2/14/2024Mona Favorite-Hill	1.00	\$50.00
2/14/2024	Invoice	359	East Bay Municipal Utility District (EBMUD)	ACMC Dinner Meeting - 2/14/2024Attendee: Sun Kwong Sze	1.00	\$50.00
3/13/2024	Invoice	364	East Bay Municipal Utility District (EBMUD)	ACMC Dinner Meeting - 3/13/24 Mona Favorite-HillY'anad Burrell	2.00	\$100.00
4/11/2024	Invoice	451	East Bay Municipal Utility District (EBMUD)	Dinner Meeting Attendance at the April 10, 2024, Alameda County Mayors' Conference Business Meeting for April Chan and Rolondo Gonzalez	2.00	\$150.00
5/12/2024	Invoice	521	East Bay Municipal Utility District (EBMUD)	ACMC May 8, 2024 dinner meeting for Sun Kwong Sze and Mona Favorite Hill.	2.00	\$150.00
6/14/2024	Invoice	530	East Bay Municipal Utility District (EBMUD)	ACMC June 12, 2024, Dinner Meeting Attendance for Rolando Gonzalez	1.00	\$75.00
7/11/2024	Invoice	534	East Bay Municipal Utility District (EBMUD)	ACMC July 10, 2024, Dinner Meeting Attendance for Rolando Gonzalez	1.00	\$75.00
9/12/2024	Invoice	539	East Bay Municipal Utility District (EBMUD)	ACMC September 11, 2024 Dinner Meeting Attendance for April Chan and Mona Favorite-Hill	2.00	\$150.00
10/10/2024	Invoice	547	East Bay Municipal Utility District (EBMUD)	ACMC October 9, 2024, Dinner Meeting Attendance for Mona Favorite-Hill	1.00	\$75.00
12/13/2024	Invoice	554	East Bay Municipal Utility District (EBMUD)	ACMC December 11, 2024, Dinner Meeting Attendance for Y'Anad Burrell	1.00	\$75.00

## ATTACHMENT 4

**2024 Annual Invoices Sorted by Agency**  
**ALAMEDA COUNTY MAYORS CONFERENCE**  
**January-December, 2024**

Transaction date	Type	Invoice No.	City/ Agency	Description	Number	Invoice Amount
2/14/2024	Invoice	358	East Bay Regional Park District (EBRPD)	ACMC Dinner Meeting - 2/14/2024 Attendee: Dee Rosario	1.00	\$50.00
4/11/2024	Invoice	369	East Bay Regional Park District (EBRPD)	Dionisio Rosario Dinner Meeting Attendance at the April 10, 2024, Alameda County Mayors' Conference Business Meeting	1.00	\$75.00
5/12/2024	Invoice	522	East Bay Regional Park District (EBRPD)	ACMC May 8, 2024, dinner meeting attendance for Dionisio Rosario.	1.00	\$75.00
7/18/2024	Invoice	536	East Bay Regional Park District (EBRPD)	ACMC July 10, 2024, Dinner Meeting Attendance for Colin Coffey	1.00	\$75.00
10/10/2024	Invoice	545	East Bay Regional Park District (EBRPD)	ACMC October 9, 2024 Dinner Meeting Attendance for Dioniso Rosario	1.00	\$75.00
10/23/2024	Invoice	549	East Bay Regional Park District (EBRPD)	ACMC July 10, 2024, Dinner Meeting Attendance for Director Dionisio Rosario	1.00	\$75.00
5/12/2024	Invoice	525	First 5 Alameda	ACMC May 8, 2024 dinner meeting attendance for Ana Apodaca	1.00	\$75.00
1/10/2024	Invoice	214	League of California Cities	ACMC Dinner Meeting Jan 10, 2024	1.00	\$50.00
2/14/2024	Invoice	360	League of California Cities	ACMC Dinner Meeting - 2/14/2024	1.00	\$50.00
3/13/2024	Invoice	363	League of California Cities	ACMC Dinner Meeting - 3/13/24	1.00	\$50.00
4/11/2024	Invoice	370	League of California Cities	Dinner Meeting Attendance at the April 10, 2024, Alameda County Mayors' Conference Business Meeting for Samantha Gaygill	1.00	\$75.00
5/12/2024	Invoice	523	League of California Cities	ACMC May 8, 2024, dinner meeting attendance for Samantha Caygill	1.00	\$75.00
6/14/2024	Invoice	531	League of California Cities	ACMC June 12, 2024, Dinner Meeting Attendance for Samtha Gaygill	1.00	\$75.00
7/11/2024	Invoice	535	League of California Cities	ACMC July 10, 2024, Dinner Meeting Attendance for Samantha Gaygill	1.00	\$75.00
9/12/2024	Invoice	540	League of California Cities	ACMC September 11, 2024, Dinner Meeting Attendance for Samantha Gaygill	1.00	\$75.00
10/10/2024	Invoice	546	League of California Cities	ACMC October 9, 2024, Dinner Meeting Attendance for	1.00	\$75.00
11/30/2024	Invoice	552	League of California Cities	ACMC November 13, 2024, Dinner Meeting Attendance for Samantha Gaygill	1.00	\$75.00
12/13/2024	Invoice	553	League of California Cities	ACMC December 11, 2024, Dinner Meeting Attendance for Samantha Gaygill	1.00	\$75.00
9/12/2024	Invoice	541	Lynda Deschambault (deleted)	ACMC September 11, 2024, Dinner Meeting Attendance for Lynda Deschambault and guest	2.00	\$150.00
4/11/2024	Invoice	450	Pacific Gas & Electric	Dinner Meeting Attendance at the April 10, 2024, Alameda County Mayors' Conference Business Meeting for Claudia Luna	1.00	\$75.00
5/12/2024	Invoice	524	Pacific Gas & Electric	ACMC May 8, 2024, dinner meeting attendance for Claudia Luna	1.00	\$75.00
6/13/2024	Invoice	527	Pacific Gas & Electric	ACMC June 12, 2024, Dinner Meeting Attendance for Claudia Luna	1.00	\$75.00
2/14/2024	Invoice	361	PG&E	ACMC Dinner Meeting - 2/14/2024	1.00	\$50.00
5/6/2024	Invoice	453	Red Cross - Michael Gregory	ACMC - Dinner Meeting - 3/11/24	1.00	\$50.00
6/13/2024	Invoice	526	Sophie Hahn (deleted)	ACMC June 12, 2024 Dinner Meeting for Sophie Hahn	1.00	\$75.00
<b>Total</b>		<b>79</b>				<b>\$67,256.00</b>

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ATTACHMENT 5

**Summary of Outstanding Invoices**  
**ALAMEDA COUNTY MAYORS CONFERENCE**  
**As of December 31, 2024**

Customer	Invoice	Date	Amount
Bay Area Rapid Transit (BART)	551	11/30/2024	\$75.00
City of Hayward			-\$10.00
City of Oakland	355	11/9/2022	\$100.00
City of Piedmont			-\$860.00
East Bay Economic Development Alliance (East Bay EDA)	354	10/26/2022	\$50.00
East Bay Municipal Utility District (EBMUD)	554	12/13/2024	\$75.00
East Bay Municipal Utility District (EBMUD)	547	10/9/2024	\$75.00
East Bay Municipal Utility District (EBMUD)	539	10/12/2024	\$150.00
East Bay Municipal Utility District (EBMUD)	372	4/7/2024	\$50.00
East Bay Municipal Utility District (EBMUD)	375	4/7/2023	\$100.00
East Bay Municipal Utility District (EBMUD)	379	6/9/2023	\$50.00
East Bay Municipal Utility District (EBMUD)	388	6/9/2023	\$50.00
East Bay Regional Park District (EBRPD)	125	10/4/2024	-\$125.00
East Bay Regional Park District (EBRPD)	385	12/31/2023	\$50.00
League of California Cities	553	12/13/2024	\$75.00
<b>TOTAL</b>			<b>-\$95.00</b>

Accrual Basis Thursday, June 05, 2025 04:23 PM GMTZ

## Attachment 6



## Budget vs. Actuals

January-December, 2024

Distribution account	Total		
	Actual	Budget	Variance
Income			
Dinner Meeting Reimbursements	5,176.00	5,000.00	176.00
Membership Dues	62,080.00	62,940.00	(860.00) (1)
<b>Total for Income</b>	<b>67,256.00</b>	<b>67,940.00</b>	<b>(684.00)</b>
<b>Gross Profit</b>	<b>67,256.00</b>	<b>67,940.00</b>	<b>(684.00)</b>
Expenses			
Automobile Expense	1,476.00	1,476.00	-
Bank Service Charges	128.25	500.00	(371.75) (2)
Dinner Expense/ Reimbursements	24,600.00	29,700.00	(5,100.00) (3)
Dinner Fee Offset	-	16,100.00	(16,100.00) (4)
Professional Fees	-	-	-
Accounting	3,000.00	3,000.00	-
Consulting	36,768.00	36,768.00	-
<b>Total for Professional Fees</b>	<b>39,768.00</b>	<b>39,768.00</b>	<b>-</b>
QuickBooks Payments Fees	1,260.44	1,000.00	260.44 (2)
Website Fees	186.75	600.00	(413.25)
<b>Total for Expenses</b>	<b>67,419.44</b>	<b>89,144.00</b>	<b>(21,724.56)</b>
<b>Net Operating Income</b>	<b>(163.44)</b>	<b>(21,204.00)</b>	<b>21,040.56</b>
Other Income	-	-	-
Other Expenses	-	-	-
<b>Net Other Income</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Income</b>	<b>(163.44)</b>	<b>(21,204.00)</b>	<b>21,040.56</b>

### Notes:

1. Piedmont was included in budget at full rate rather than reduced smaller city rate.
2. Bank service charges now under QuickBooks Payments Fees
3. Dinner Meeting reimbursemenst based on attendance assumptions
4. Dinner Fee Offset reflected in reduced dues. Was reflected in budget as both reduced revenue and the expense.



**Balance Sheet**  
**ALAMEDA COUNTY MAYORS CONFERENCE**  
**As of December 31, 2024**

Distribution account	Total
<b>Assets</b>	
Current Assets	
Bank Accounts	
Checking General	46,906.42
<b>Total for Bank Accounts</b>	<b>\$46,906.42</b>
Accounts Receivable	
Accounts Receivable	-95.00
<b>Total for Accounts Receivable</b>	<b>-\$95.00</b>
Other Current Assets	
Undeposited Funds	
<b>Total for Other Current Assets</b>	<b>0.00</b>
<b>Total for Current Assets</b>	<b>\$46,811.42</b>
Fixed Assets	
Other Assets	
<b>Total for Assets</b>	<b>\$46,811.42</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	5,300.00
<b>Total for Accounts Payable</b>	<b>\$5,300.00</b>
Credit Cards	
Other Current Liabilities	
<b>Total for Current Liabilities</b>	<b>\$5,300.00</b>
Long-term Liabilities	
<b>Total for Liabilities</b>	<b>\$5,300.00</b>
Equity	
Retained Earnings	-2,811.54
Net Income	-163.44
Opening Bal Equity	44,486.40
<b>Total for Equity</b>	<b>\$41,511.42</b>
<b>Total for Liabilities and Equity</b>	<b>\$46,811.42</b>