

**Golden State Finance  
Authority (GSFA)  
Board of Directors Meeting**



**Wednesday, December 11, 2019  
11:00 a.m.**

**1215 K Street, Suite 1650  
Sacramento, California 95814**

**Golden State Finance Authority (GSFA)  
Board of Directors Meeting  
Wednesday, December 11, 2019  
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1215 K Street Suite 1650  
Sacramento, CA 95814**

**AGENDA**

- 1. Call to Order & Determination of Quorum**  
*Chair, Supervisor Kevin Cann, Mariposa County  
Vice Chair, Supervisor Bob Williams, Tehama County*
- 2. Approval of Minutes – August 14, 2019 Board Meeting** **Page 1**  
*Board Members absent from the meeting will be recorded as abstained unless the Board Member indicates otherwise*
- 3. Member County Concerns**
- 4. Public Testimony**  
*At this time any member of the public may address the Board. Speakers are asked to state their name for the record. Comments are usually limited to no more than 3 minutes per speaker.*
- 5. GSFA Lake County Disaster Relief Extension – ACTION** **Page 5**  
*Lisa McCargar, Chief Financial Officer*
- 6. GSFA Quarterly Budget report (September 30, 2019)** **Page 7**  
*Lisa McCargar*
- 7. GSFA 2020 Proposed Budget – ACTION** **Page 11**  
*Lisa McCargar  
Craig Ferguson, Deputy Director*
- 8. Business Development and Program Updates**  
*Craig Ferguson,*
- 9. Economic Development Activity Updates**  
*Barbara Hayes, Chief Economic Development Officer*
- 10. Adjournment**  

Meeting facilities are accessible to persons with disabilities. By request, alternative agenda document formats are available to persons with disabilities. To arrange an alternative agenda document format or to arrange aid or services to modify or accommodate persons with a disability to participant in a public meeting, please call Sarah Bolnik at (916) 447-4806 at least 48 hours before the meeting. Agenda items will be taken as close as possible to the schedule indicated. Any member of the general public may comment on agenda items at the time of discussion. In order to facilitate public comment, please let staff know if you would like to speak on a specific agenda item.





**Golden State Finance Authority  
Board of Directors Meeting  
August 14, 2019  
11:00 a.m.  
1215 K Street, Suite 1650  
Sacramento CA 95814  
916-447-4806**

**MINUTES**

**Call to Order & Determination of Quorum**

Chair, Supervisor Kevin Cann, Mariposa County, called the meeting to order at 11:19 a.m. A quorum was determined at that time. Those present:

<b><u>Supervisor</u></b>	<b><u>County</u></b>
David Griffith	Alpine
Brian Oneto	Amador
Doug Teeter	Butte
Jack Garamendi	Calaveras
Denise Carter	Colusa
Gerry Hemmingsen	Del Norte
Lori Parlin	El Dorado
John Viegas	Glenn
Rex Bohn	Humboldt
Matt Kingsley	Inyo
Eddie Crandall	Lake
Aaron Albaugh	Lassen
David Rogers	Madera
Kevin Cann	Mariposa
Carre Brown	Mendocino
Daron McDaniel	Merced
Geri Byrne	Modoc
Stacy Corless	Mono
Dan Miller	Nevada
Jim Holmes	Placer
Anthony Botelho	San Benito
Les Baugh	Shasta
Lee Adams	Sierra
Michael Kobseff	Siskiyou
Bob Williams	Tehama
Jeremy Brown	Trinity
Kuyler Crocker	Tulare
Sherri Brennan	Tuolumne
Randy Fletcher	Yuba

**Absent**

Michael Kelley	Imperial
Diane Dillon	Napa
Kevin Goss	Plumas
Mat Conat	Sutter
Gary Sandy	Yolo

**Others in Attendance**

Supervisor Chris Lopez, Monterey County  
Justin Caporusso, RCRC Vice President External Affairs  
Paul A. Smith, RCRC Vice President Governmental Affairs  
Barbara Hayes, RCRC Chief Economic Development Officer  
Michael Likosky, RCRC Director of Infrastructure  
Mary-Ann Warmerdam, RCRC Senior Legislative Advocate  
Tracy Rhine, RCRC Legislative Advocate  
Staci Heaton, RCRC Senior Regulatory Affairs Advocate  
John Kennedy, RCRC Legislative Advocate  
Leigh Kammerich, RCRC Legislative Analyst  
Arthur Wylene, RCRC General Counsel  
Maggie Chui, RCRC Senior Governmental Affairs Coordinator  
Jeffrey Thorsby, Nevada County  
Jamme Yang, Yuba County  
Ed Horton, Placer County Water Agency  
Crystal Crawford, Ygrene Energy Fund  
Robert Bendorf Jr., Ygrene Energy Fund  
Randy Hanvelt

**Staff in Attendance**

Greg Norton, Executive Director  
Craig Ferguson, Deputy Director  
Lisa McCargar, Chief Financial Officer

**Approval of Minutes – June 19, 2019 Board Meeting**

*Board Members absent from the meeting will be recorded as abstained unless the Board Member indicates otherwise*

**Supervisor Rex Bohn, Humboldt County, motioned to approve the minutes of the June 19, 2019 GSFA Board of Directors Meeting. Supervisor Michael Kobseff, Siskiyou County, seconded the motion. Motion unanimously passed.**

***Abstaining:***

***Supervisor Doug Teeter, Butte County; Supervisor David Rodgers, Madera County; Supervisor Jim Holmes, Placer County; Supervisor Anthony Botelho, San Benito County***

### **Member County Concerns**

Supervisor Doug Teeter, Butte County, thanked Lisa McCargar, Chief Financial Officer, and Craig Ferguson, Deputy Director, for presenting Butte County and the Town of Paradise a grant to help assist victims of the 2018 Camp Fire.

### **Public Testimony**

None.

### **Proposed Revisions to the GSFA JPA Agreement**

Greg Norton, Executive Director, informed the GSFA Board of Directors that the GSFA Executive Committee at their July 10, 2019 meeting reviewed and approved the revisions to the GSFA Joint Powers Agreement (JPA).

After the approval by the GSFA Executive Committee, Arthur Wylene, RCRC General Counsel, reached out to GSFA Member Counties' County Counsels seeking their input on the revised GSFA JPA. While inputs are not reflected in the current version, GSFA staff will give strong consideration for all the inputs received when the GSFA JPA is revisited in the future. Mr. Norton and Mr. Wylene shared their appreciation for GSFA Member Counties' County Counsels' assistance.

Mr. Norton and Mr. Wylene provided an overview of the specific changes that were made to the GSFA JPA.

### **Recommendation:**

It was recommended that the GSFA Board of Directors review and approve the proposed revisions to the GSFA Joint Powers Authority Agreement.

**Supervisor Les Baugh, Shasta County, motioned to approve the proposed revisions to the GSFA JPA Agreement. Supervisor David Griffith, Alpine County, seconded the motion. Motion passed.**

### **Program Updates**

Craig Ferguson provided an update on the existing housing and energy programs, including new construction breaking ground for veterans in Sonoma County; meeting with California State Treasurer Fiona Ma; and, recent meetings in Washington D.C.

### **Economic Development Update**

Barbara Hayes, RCRC Chief Economic Development Officer, provided an update on the Economic Development team's recent activities and GSFA Member Counties outreach efforts.

Ms. Hayes encouraged GSFA Member Counties to apply for the U.S. Department of Commerce's grants that would aid communities impacted by 2018 natural disasters.

Ms. Hayes provided an update on the California Department of Housing and Community Development's redesign of the Community Development Block Grant program. Ms. Hayes encouraged GSFA Member Counties to apply for the grants.

Ms. Hayes provided an update on Golden State Natural Resources (GSNR), the new corporation as approved by the GSFA Board of Directors at the May 2019 GSFA Board of Directors meeting to promote forest resiliency, wildfire risk reduction, air quality improvement, organic waste reduction, rural economic development, and related public purposes. The Economic Development team is also evaluating ways that defensible space work can be implemented in an impacted, deliberate manner within RCRC Member Counties. The first GSNR Board of Directors meeting is expected to take place in September/October.

**Adjournment**

GSFA Chair, Supervisor Kevin Cann, Mariposa County, adjourned the meeting of the GSFA Board of Directors at 11:56 a.m.



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**To:** GSFA Board of Directors  
**From:** Lisa McCargar  
**Date:** December 3, 2019  
**Re:** Lake County Disaster Relief Assistance Extension - **ACTION**

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**Issue**

In 2016, GSFA provided two disaster assistance grants to Lake County for the Valley fire in the amounts of \$350,000 and \$700,000. The \$350,000 has been expended, however the County of Lake has notified GSFA that \$350,000 of the \$700,000 grant remains unspent. The balance of \$350,000 is due to expire on December 31, 2019, and the County of Lake is requesting a one-year extension to December 31, 2020.

The county indicated that the funds are still very crucial for the county and that only 20% of the rebuild efforts are complete. There is still a great deal of housing insecurity.

At the meeting of the GSFA Executive Committee on October 16, 2019, the GSFA Executive Committee reviewed and approved the extension of this funding for another calendar year.

**Recommendation**

It is recommended that the GSFA Board of Directors review and approve a one-year extension for of the remaining \$350,000 unspent disaster assistance grant funds for Lake County.







Golden State Finance Authority (GSFA)  
1215 K Street, Suite 1650 · Sacramento, California 95814  
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**To:** GSFA Board of Directors  
**From:** Lisa McCargar, Chief Financial Officer  
**Date:** December 3, 2019  
**Re:** GSFA Quarterly Budget Report (September 30, 2019)

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**Summary**

The Statement of Revenues and Expenses for GSFA provides a budget to actual comparison for the nine months ended September 30, 2019.

**Attachment**

- GSFA Statement of Revenues and Expenses, Budget vs. Actual, for the Nine Months Ended September 30, 2019.



**GOLDEN STATE FINANCE AUTHORITY**  
**2019 BUDGET vs. ACTUAL**  
**September 30, 2019**

	2019 Annual Budget	Nine Months Ended September 30, 2019 Budget	Nine Months Ended September 30, 2019 Actual	Variance Favorable/ (Unfavorable)	Percent Favorable/ (Unfavorable)
<b>Income:</b>					
Housing Program Revenue	\$25,500,000	\$ 19,125,000	\$ 6,624,114	\$ (12,500,886)	-65.36%
Energy Program Revenue	851,500	638,622	600,712	(37,910)	-5.94%
Grant Reimbursed Costs	250,000	187,497	163,742	(23,755)	-12.67%
Interest and Dividend	600,000	450,000	1,030,870	580,870	129.08%
Capital Gains / (Losses)	20,000	15,003	229,354	214,351	1428.72%
Ongoing Issuer Fees	80,000	60,003	61,350	1,347	2.24%
2nd Mortgage Interest	300,000	225,000	149,744	(75,256)	-33.45%
Miscellaneous Income	-	-	1,134	1,134	100.00%
<b>Total Income</b>	<b>\$27,601,500</b>	<b>\$ 20,701,125</b>	<b>\$ 8,861,020</b>	<b>\$ (11,840,105)</b>	<b>-57.20%</b>
<b>Expenditures:</b>					
Accounting & Auditing	\$ 34,000	\$ 25,497	\$ 34,053	\$ (8,556)	-33.56%
Bank Fees	1,000	747	269	478	63.99%
Business Dev & Expansion	100,000	74,997	100,126	(25,129)	-33.51%
CDLAC fees	100,000	74,997	1,200	73,797	98.40%
Custodian/Trustee	30,000	22,500	-	22,500	100.00%
Consultants	811,000	608,247	432,126	176,121	28.96%
Contract Performance Fee	810,000	607,500	-	607,500	100.00%
Dues, Fees & Subscriptions	20,000	15,003	10,390	4,613	30.75%
Grant Cost	250,000	187,497	163,742	23,755	12.67%
Grant Fund - California Disaster Assistanc	-	-	963,678	(963,678)	100.00%
Insurance	38,000	28,503	30,171	(1,668)	-5.85%
Legal Services	200,000	150,003	106,462	43,541	29.03%
Loan Losses	80,000	60,003	71,119	(11,116)	-18.53%
Miscellaneous	-	-	4,928	(4,928)	100.00%
Energy Servicing Programs	245,000	183,753	177,100	6,653	3.62%
Gift Program (DPA)	22,000,000	16,499,997	4,194,631	12,305,366	74.58%
Pipeline Services	180,000	135,000	65,000	70,000	51.85%
DPA Program Management	550,000	412,497	114,385	298,112	72.27%
Postage	4,000	2,997	3,018	(21)	-0.70%
Printing and Duplication	1,000	747	621	126	16.87%
Promotion and Marketing	25,000	18,747	1,403	17,344	92.52%
Rent	93,500	70,128	66,426	3,702	5.28%
Contract Support Services	4,908,000	3,681,000	3,681,000	-	0.00%
Sponsorships	100,000	74,997	50,500	24,497	32.66%
Board Member Travel & Reimbs	15,000	11,250	-	11,250	100.00%
Travel	40,000	29,997	23,079	6,918	23.06%
<b>Total Expenditures</b>	<b>\$30,635,500</b>	<b>\$ 22,976,604</b>	<b>\$ 10,295,427</b>	<b>\$ 12,681,177</b>	<b>55.19%</b>
<b>Net Revenues Over Expenditures</b>	<b>\$ (3,034,000)</b>	<b>\$ (2,275,479)</b>	<b>\$ (1,434,407)</b>	<b>\$ 841,072</b>	<b>-36.96%</b>





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**To:** GSFA Board of Directors  
**From:** Lisa McCargar, Chief Financial Officer  
Craig Ferguson, Deputy Director  
**Date:** December 3, 2019  
**Re:** GSFA 2020 Proposed Budget - **ACTION**

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The proposed 2020 Golden State Finance Authority (GSFA) Operating Budget constitutes our continued commitment to the core functions of providing affordable housing, energy retrofit, economic development and infrastructure programs. This proposed budget represents a year of continued planned investment for the organization and is representative of GSFA's continued effort to seek new opportunities for member counties in line with GSFA's purposes. The GSFA Executive Committee reviewed and approved the 2020 GSFA Operating Budget at their meeting on November 13, 2019.

The following sections describe in more detail the highlights of the attached proposed 2020 Budget, and the "Key Differences Between 2020 and 2019 Budgets" section describes the significant changes from 2019.

### **2020 Proposed GSFA Budget Summary**

The proposed 2020 GSFA Budget (Attachment A) includes total revenues of \$14,495,250 and total expenditures of \$14,111,800 and results in net revenues over expenditures of \$383,450. The primary sources of revenue and expenditures are described below.

### **2020 Proposed Revenue Highlights**

Proposed revenues are primarily derived from GSFA's housing and energy programs. In addition, interest income from second mortgage portfolio earnings and interest and dividend earnings from portfolio investments provide proposed sources of revenue.

The proposed 2020 GSFA Budgeted Revenue of \$14,495,250 includes:

- Housing program revenue which remains the primary source of GSFA revenues, are expected to generate \$12,538,750 in 2020.
- Revenues from energy financing programs are estimated to be \$600,000.

- Energy program loan servicing revenue from the prior American Recovery and Reinvestment Act (ARRA) program. GSFA cost reimbursements from this grant are estimated to be \$200,000 for 2020.
- The GSFA second mortgage portfolio which is projected to generate interest income of \$200,000.
- Interest earnings from investments projected at \$850,000.

### **2020 Proposed Expenditure Highlights**

The proposed 2020 GSFA Expenditure Budget is designed to provide the resources necessary to pursue and implement housing, energy programs and services, economic development and infrastructure programs. The proposed 2020 Expenditure Budget totals \$14,111,800. Primary expenditures are for housing program down payment assistance (DPA), contract support services payments, estimated contract performance fees to RCRC and program management fees. In addition, the 2020 Expenditure Budget demonstrates GSFA's plan to continue to pursue rural economic development and infrastructure financing opportunities for member counties, including the escalation and expansion of the forest resiliency program.

The key proposed 2020 GSFA expenditures include (significant differences from 2019 to 2020 are described under "Key Differences Between 2020 and 2019 Budgets" section):

- Housing program DPA to homebuyers of \$4.0 million and associated program management and pipeline services fees totaling \$1.1 million.
- Contract support services payments to RCRC in the amount of \$5,548,000. The proposed lump sum contract services and estimated performance fee amount for RCRC services includes a prorated amount of the salaries for RCRC personnel who provide services to the JPA through the contract for services with RCRC, including those of the President/CEO, Chief Financial Officer and Vice President of RCRC. The proposed contract services amount and performance fee and the underlying compensation for RCRC personnel that are included in the proposed budget will be approved by the RCRC Board of Directors.
- The proposed budget includes a lump sum contract performance fee of \$1,629,000. Each year, the contract calls for the GSFA Board to consider and approve this performance fee as part of its budgeting process.
- Energy servicing of \$380,000 includes contract payments to National Homebuyers Fund, Inc. for their servicing and managing of two energy-related programs including servicing loans associated with the ARRA program and managing the energy retrofit

program. These fees are detailed in the service contract between GSFA and NHF as approved by the respective Boards.

- \$415,000 for consultants, including costs associated with increased economic development activities.
- \$200,000 for business development and expansion, \$200,000 for legal services, and \$100,000 for sponsorships.

### **Key Differences between the 2020 and 2019 Budgets**

The proposed 2020 GSFA Operating Revenue Budget is \$14,495,250, a decrease of \$13,106,250 (-47.5%). The proposed 2020 expenditures budget for GSFA of \$14,111,800 represents a decrease of \$16,523,700 (-53.9%) from the 2019 approved budget. Following is a summary of the key differences between the proposed 2020 and the 2019 approved budgets:

- **Housing Program Revenue** – A decrease of \$12,961,250 (-50.8%) of revenue resulting from decreased lender activity in GSFA's down payment assistance program, impacted by market conditions and interest rates. Although revenue is projected to decline, the components of revenue will vary and volume is expected to improve (as described in **Other Related Matters** below).
- **Energy Program Revenue** – A decrease of \$251,500 (-29.5%) resulting from changing market and additional underwriting conditions for the underlying energy loan product.
- **Interest and Dividend Income** – An increase of \$250,000 (41.7%) associated with earnings on the entity's investments, including movement of funds to higher-earning interest rate accounts.
- **Housing Program DPA (Expense) to Homebuyers**– A decrease of \$18,000,000 (-81.8%) in program DPA due to decreased program activity projections. Program management fees have also decreased in line with market rates.
- **DPA Program Management (Expense)**– An increase of \$450,000 (81.8%) in program management expenses to GSFA. This fee is based on underlying program volume.
- **Contract Support Service Expenses** – An increase of \$640,000 (13.0%) in current fees due to an increase in direct and indirect costs in providing services. The most significant impact results from expenditures associated with the growing economic development initiatives, specifically the forest resiliency program, including human resources support and the related benefits.
- **Contract Performance Fee** – A increase of \$819,000 (101.1%) - a predetermined and contracted formula based on housing and energy program activity levels.



Although housing revenue is projected to decline, the net revenue on which performance is calculated is expected to improve, resulting in an increase in the performance fee.

- **Energy Servicing** – A decrease of \$115,000 (-23.2%) due to decreased program activity and declining loan portfolios requiring servicing as the portfolio matures and number of outstanding loans decline.
- **Consultants** – A decrease of \$396,000 (-48.8%). In prior year, significant feasibility and exploratory costs were incurred. In 2020, such proposed costs are not contained in the GSFA expense budget.
- **Business Development and Expansion** – An increase of \$100,000 (100%) from 2019 due to increased industry outreach related to housing programs.
- **Legal Fees** – Legal fees have been budgeted to remain flat compared to 2019. Most projected 2020 legal fees are related to economic development efforts.
- **Travel**– An increase of \$65,000 (162.5%) in travel due to reimbursement for increased efforts related to economic development and forest resiliency efforts in line with the organization's expanding mission.

#### **Budgeted Net Revenue**

The proposed budget for 2020 will result in net revenues over expenditures of \$383,450. The budgeted expenditures include noncash items for projected loan losses of \$80,000 and unrealized gains of \$20,000. Therefore, the proposed 2020 budget is projected to generate net cash resources of \$443,450.

#### **Other Related Matters**

Due to the volatility and pace of the programs and markets, request authority for the Executive Director to make necessary business decisions up to \$500,000 per decision outside of the approved operating budget. Also request the GSFA Executive Director be granted with the authority to proceed with necessary operating decisions due to changes in the market, economy or changing transactional requirements to avoid unnecessary delay and provide the necessary flexibility to effectively and timely implement and modify programs. Such expenditure and operational decisions are to be made in consultation with the GSFA Deputy Director, the GSFA Chair and the GSFA Vice Chair and are to be reported back to the Board with subsequent ratification as necessary.

During 2019, the GSFA Board of Directors approved utilization of up to \$10 million of resources as an investment into a potential housing program. While such an investment would use cash, it would create an offsetting asset in the form of notes receivable.

#### **Recommendations**

It is recommended that the GSFA Board of Directors approve the following recommendations:

1. Approve the attached proposed 2020 GSFA Operating Budget.
2. Grant the GSFA Executive Director the authority to make necessary business decisions and utilize up to \$500,000 per decision outside of the approved operating budget when necessary. Such decisions will be made in consultation with the GSFA Deputy Director, the GSFA Board Chair and Vice Chair and reported back to the GSFA Board at the next available Board meeting.
3. Grant the GSFA Executive Director the authority to proceed with necessary operating decisions due to changes in opportunities, the market, the economy or changing transactional requirements to provide necessary flexibility to effectively and timely implement programs. Such decisions to be made in consultation with the GSFA Deputy Director, GSFA Chair and GSFA Vice Chair with subsequent ratification by the Board of Directors as necessary.
4. Consider and approve the lump sum contract service fee to RCRC in the amount of \$5,548,000 which includes a prorated amount of the salaries for RCRC personnel who provide services to the JPA through the contract for services with RCRC, including those of the RCRC President/CEO, RCRC Chief Financial Officer and RCRC Vice President, and estimated performance fee in the amount of \$1,629,000.

**Attachment**

- 2020 GSFA Operating Budget



**GOLDEN STATE FINANCE AUTHORITY**  
**FY 2020 BUDGET**  
**For the Year Ended December 31, 2020**

<b>Income:</b>	<b>2020 Budget</b>	<b>2019 Budget</b>	<b>Change Increase / (Decrease)</b>
Housing Program Revenue	\$ 12,538,750	\$ 25,500,000	\$ (12,961,250)
Energy Program Revenue	600,000	851,500	(251,500)
Grant Reimbursed Costs	200,000	250,000	(50,000)
Interest and Dividend	850,000	600,000	250,000
Capital Gains / (Losses)	20,000	20,000	-
Ongoing Issuer Fees	86,500	80,000	6,500
2nd Mortgage Interest	200,000	300,000	(100,000)
<b>Total Income</b>	<b>\$ 14,495,250</b>	<b>\$ 27,601,500</b>	<b>\$ (13,106,250)</b>
<b>Expenditures:</b>			
Accounting & Auditing	\$ 40,000	\$ 34,000	\$ 6,000
Bank Fees	1,000	1,000	-
Business Development and Expansion	200,000	100,000	100,000
CDLAC fees	100,000	100,000	-
Custodian/Trustee	30,000	30,000	-
Consultants	415,000	811,000	(396,000)
Contract Performance Fee	1,629,000	810,000	819,000
Dues, Fees & Subscriptions	20,000	20,000	-
Energy Servicing	380,000	495,000	(115,000)
Insurance	41,000	38,000	3,000
Legal Services	200,000	200,000	-
Loan Losses	80,000	80,000	-
Miscellaneous	200	-	200
Gift Program (DPA)	4,000,000	22,000,000	(18,000,000)
Pipeline Services	100,000	180,000	(80,000)
DPA Program Management	1,000,000	550,000	450,000
Postage	4,000	4,000	-
Printing and Duplication	1,000	1,000	-
Promotion and Marketing	-	25,000	(25,000)
Rent	102,600	93,500	9,100
Contract Support Services	5,548,000	4,908,000	640,000
Sponsorships	100,000	100,000	-
Board Member Travel and Reimbursements	15,000	15,000	-
Travel	105,000	40,000	65,000
<b>Total Expenditures</b>	<b>\$ 14,111,800</b>	<b>\$ 30,635,500</b>	<b>\$ (16,523,700)</b>
<b>Net Revenues Over Expenditures</b>	<b>\$ 383,450</b>	<b>\$ (3,034,000)</b>	<b>\$ 3,417,450</b>
<b>Noncash Adjustments:</b>			
Capital Gains	\$ (20,000)	\$ (20,000)	
Loan Losses	\$ 80,000	\$ 80,000	\$ -
<b>Projected net cash flow</b>	<b>\$ 443,450</b>	<b>\$ (2,974,000)</b>	<b>\$ 3,417,450</b>



# DELEGATE EXPENSE CLAIM

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

County \_\_\_\_\_

Purpose of Trip, Details and Remarks: \_\_\_\_\_

Month/Year	Date	Time	LOCATION (Where Expenses Were Incurred)	LODGING	MEALS			MILEAGE POV @ \$0.58 / mile		TRANSPORTATION, FEE or OTHER EXPENSE		TOTAL EXPENSES
					Breakfast	Lunch	Dinner	Miles	Amount	Description of Expense	Amount	

Provide documentation for expenses as required in the Travel and Expense Policy for Delegates. Mileage expenses may not exceed \$0.58 per mile. For lodging in the Sacramento area, reimbursement will include lodging expense, inclusive of room rate, occupancy tax and other fees, up to a maximum of \$135 per night. Meal allowances may not exceed \$16 for breakfast, \$17 for lunch, and \$34 for dinner without prior approval, except as noted in the Travel and Expense Policy. Receipts for ALL requested reimbursements must be attached to this expense claim.

Supervisor's Signature \_\_\_\_\_

**Mail Payment To:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

**Office Use Only:**

Approved By: \_\_\_\_\_

G / L Code: \_\_\_\_\_

Amount: \_\_\_\_\_

