



ST. FRANCIS HIGH SCHOOL SUMMARY AND RECOMMENDATIONS

Applicant:	St. Francis High School of the Diocese of Sacramento, Inc.
Action:	Final Resolution
Amount:	\$11,000,000
Purpose:	Finance and Refinance a Project for St. Francis High School located in the City of Sacramento, County of Sacramento, California
Activity:	Private School
Meeting:	July 19, 2013

Background:

St. Francis High School is a Catholic diocesan college preparatory school dedicated to serving young women. The school provides high quality education to nearly 1,100 student's grades 9 – 12. It is the only Catholic high school in Sacramento affiliated with the Diocese of Sacramento, and serves young women hailing from over fifty private and public feeder schools in the California counties of Sacramento, Yolo, El Dorado, and Placer.

Established as a school for young women in 1940, St. Francis High School encourages the education of the whole person by providing high academic standards, a caring environment for spiritual development, a full range of athletics, fine and performing arts, numerous on-campus clubs, and a variety of social activities. For over seventy years, St. Francis High School has prepared young women to lead and to serve. The legacy of St. Francis High School is one of community and educational excellence; of athletic merit and artistic accomplishment; of peace and goodness. St. Francis graduates understand that they can make a difference in today's world. St. Francis is fully accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Education Association (WCEA).

The Project:

Proceeds of the Bonds will be used to refinance an existing bank loan, the proceeds of which were used to construct, improve, renovate and equip a performing and fine arts complex, a library resource center, six science classrooms, a gymnasium and administrative offices located at the

Borrower's high school. These improvements were completed in 2004 and doubled the size of their campus. Additionally, bond proceeds will be used to finance the construction, improvement, renovation and equipping of a kitchen and dining hall located at the Borrower's high school.

The City of Sacramento:

The City of Sacramento became a member of the CMFA and held a TEFRA hearing on July 16, 2013. Upon closing, the City is expected to receive approximately \$6,833 as part of CMFA's sharing of Issuance Fees.

Proposed Financing:

Sources of Funds:

Tax-Exempt Bond Proceeds:	<u>\$11,000,000</u>
Total Sources:	\$11,000,000

Uses of Funds:

Refunding of Bank Loan:	\$ 7,565,488
New Project:	\$ 3,234,512
Cost of Issuance:	<u>\$ 200,000</u>
Total Uses:	\$11,000,000

Terms of Transaction:

Amount:	\$11,000,000
Rate:	Fixed
Maturity:	2043
Collateral:	Negative Pledge
Bond Purchasers:	Private Placement
Estimated Closing:	August 2013

Public Benefit:

St. Francis High School encourages its students to reach out, to explore new horizons, to get involved in global concerns, and to help shape ideas and technologies of the future. St. Francis students must fulfill a required number of community service hours in order to graduate. Students have many community service organizations to choose from. These organizations fall into a wide range of non-profits including:

- After-School Mentoring: 4-H Youth, Girl Scouts of America, Hands for Hope-Youth Making a Difference, Kids First
- Building & Community Building: Habitat for Humanity, McKinley Park ReBuild
- Elder Care & Outreach: Albert Einstein Residence Center, Asian Community Center, Elderly Nutrition Program of Yolo County, Eskaton
- Hospital Ministry – Kaiser Health Education, Kiwanis Family House, Ronald McDonald House. Veteran Affairs Hospital

St. Francis High School student body consists of diverse young women hailing from throughout the greater Sacramento region. Financial assistance is vital to ensure their diverse community. For the 2012-2013 school year, over \$1 million was granted for financial aid. This year, 23% of the students received financial assistance with an average award of \$4,000.

Finance Team:

Lender:	U.S. Bank National Association
Bond Counsel:	Peck, Shaffer & Williams LLP
Lender Counsel:	Bryan Cave, LLP
Issuer Counsel:	Jones Hall, APLC
Borrower Counsel:	Sweeney & Greene, LLP
Financial Advisor:	Coughlin & Company

Recommendation:

It is recommended that the CMFA Board of Directors adopt a Final Resolution authorizing the issuance of revenue bonds in the amount not to exceed \$11,000,000 for the St. Francis High School in the City of Sacramento, County of Sacramento, California.



TRINITY SCHOOL SUMMARY AND RECOMMENDATIONS

Applicant:	Trinity School
Action:	Final Resolution
Amount:	\$6,000,000
Purpose:	Refinance Variable Rate Demand Revenue Bonds Issued for the Trinity School Located in the City of Menlo Park, County of San Mateo, California.
Activity:	Private School
Meeting:	July 19, 2013

Background:

Founded in 1961, the Trinity School is an Episcopal, coeducational, day school. From their two Menlo Park campuses the school and its faculty embodies and brings to life the highest standards for developing critical thinking in children. The school's faculty ushers the child's intellectual and spiritual growth through a rigorous curriculum carefully crafted to empower students to think, believe, and act. The school has a student population of 159 students and 29 employees. The school's small size and one class per grade, means each child is well known by all staff members. This factor plays an important role which continues to grow over time. As an Episcopal school, Trinity School is rooted in a tradition that values cultivation of the mind, spiritual inquiry, diversity, and service.

The school's Ravenswood Avenue Campus is home to their pre-K campus. The school's preschool curriculum is designed for three and four years olds to receive and learn key concepts that will allow them to build and frame their elementary school learning. Trinity's Elementary School is housed on a separate campus located on Sand Hill Road. The school's elementary program ensures that children learn both basic skills as well as the ability to think and ask relevant questions in the language arts, mathematics, social studies, and science.

Trinity School Accreditations/Affiliations:

- National Association for the Education of Young Children (NAEYC)
- Western Association of Schools and Colleges (WASC)
- California Association of Independent Schools (CAIS)
- National Association of Episcopal Schools (NAES)
- National Association of Independent Schools (NAIS)

The Project:

The financing will complete the refunding of bonds issued by the CMFA in 2007. The 2013 bonds will be directly placed with First Republic Bank who is the owner of 100% of the 2007 CMFA bonds. Initial Bond proceeds were used to: finance or refinance the costs of the acquisition, construction, renovation and improvement of certain educational and related and ancillary facilities occupied by the Corporation located at 2650 Sand Hill Road, Menlo Park, California 94025; (2) pay ancillary termination fees relating to that certain swap transaction between the Corporation and Comerica Bank in connection with the 2007 Bonds; and (3) pay various costs of issuance and other related costs with respect to the Loan and refunding of the 2007 Bonds.

The City of Menlo Park:

The City of Menlo Park is a member of the CMFA and held a TEFRA hearing on May 15, 2007. Upon closing, the County is expected to receive approximately \$3,667 as part of CMFA's sharing of Issuance Fees.

Proposed Financing:

Sources of Funds:

Tax-Exempt Bond:	\$ 5,500,000
Total Sources:	\$ 5,500,000

Uses of Funds:

Refunding of 2007 Bonds:	\$ 5,200,000
Cost of Issuance:	\$ 300,000
Total Uses:	\$ 5,500,000

Terms of Transaction:

Amount:	\$6,000,000
Rate:	Fixed
Maturity:	June 2037
Collateral:	Deed of Trust
Bond Purchasers:	Private Placement
Estimated Closing:	August 2013

Public Benefit:

Trinity School promotes values, attitudes and behaviors that embrace diversity and cultivate decision-making and social participation skills. The school believes that helping children understand that they are part of a larger community is critical to lifelong success. As a result, Trinity School makes service learning a vital component of their educational program. Service is an ethic that is imbued in the student's daily life and part of the mission of the Trinity School.

Each year, each class designs and implements at least one service learning project that connects to that grade's curriculum. This is augmented by the Student Teacher Leadership Team or STLT

which are student led service programs where student representatives from each grade develop and participate in a meaningful service project. A total of 40 students are rotated through STLT each quarter. Trinity estimates that each graduating student will participate in STLT at least once during their tenure at Trinity. Example STLT projects include:

- Grade 5 produced reusable bags for the community to reduce plastic in the ocean
- Grade 4 made hygiene kits for people in Haiti
- Grade 3 researched more efficient thermostats for classrooms and purchased a rechargeable lawn mower for our field
- Preschool 3 and 4 year olds made gifts for each other from recyclable materials
- Every class made lunches for a local family shelter
- Every class collected shoes for Haiti as well as money
- Every class made learning games to share with our sister school in rural China
- Every class had a sustainability job to help make Trinity School greener

Finance Team:

Purchaser:	First Republic Bank
Purchaser Counsel:	Hawkins, Delafield & Wood LLP
Special Tax Counsel:	Hawkins, Delafield & Wood LLP
Issuer Counsel:	Jones Hall, APLC
Borrower Counsel:	Hopkins & Carley, ALC

Recommendation:

It is recommended that the CMFA Board of Directors approve a Final Resolution of \$6,000,000 for the Trinity School 2013 project located in the City of Menlo Park, County of San Mateo, California.



UNIVERSITY OF LA VERNE SUMMARY AND RECOMMENDATIONS

Applicant: University of La Verne

Action: Final Resolution

Amount: \$15,000,000

Purpose: Finance and Refinance the Acquisition, Construction, Improvement, and Equipping of and Educational and Administrative Facility for the University of La Verne Located in the City of La Verne, County of Los Angeles, CA

Activity: Private University

Meeting: July 19, 2013

Background:

The University of La Verne is an independent, nonsectarian institution of higher education founded in 1891 as Lordsburg College by members of the Church of the Brethren. Renamed La Verne College in 1917, it was reorganized as the University of La Verne in 1977. Since its inception, the University has offered a strong liberal arts curriculum as well as education in selected professional fields for its graduate and undergraduate students through its academic and co-curricular programs.

The University's main campus is in La Verne, California. The University also provides continuing education opportunities to off-campus students through other locations in California, including its Central Coast Campus in San Luis Obispo, High Desert Campus in Victorville, Inland Empire Campus in Rancho Cucamonga, Kern County Campus in Bakersfield, Orange County Campus in Garden Grove, San Fernando Valley Campus in Burbank, and Ventura County Campus in Oxnard. The University provides degree programs at military bases in Point Mugu and Vandenberg, California, and offers courses for its students online through its Distance Learning Center.

The University's mission is to provide rich educational opportunities that relate to both the academic and personal development of its students. For its undergraduates, the University offers a challenging general education program, as well as a strong knowledge base in a particular discipline. Graduate programs at the University are offered in selected professional disciplines. These programs are aimed at the practicing professional and seek to integrate theory and practice.

The University is a Carnegie Doctoral/Research intensive institution enrolling over 8,000 students in four major colleges. The University offers bachelors, masters, and doctoral degrees through its College of Arts and Sciences, College of Business and Public Management, College of Education and Organizational Leadership, and College of Law. Organization of the University is formulated and controlled through a management team at the main campus in La Verne, California. All academic programs are designed, monitored, and controlled through the appropriate departments and colleges at the main campus.

The Project:

The proceeds of the 2013 bonds will be used to: (1) under a plan of financing and refinancing for the acquisition, construction, improvement and equipping of all or a portion of certain educational facilities located in the City of La Verne, California, including but not limited to (a) construction, on a parcel of approximately 28 acres located at 965 Puddingstone Drive, La Verne, California, of (i) a baseball stadium, (ii) six tennis courts, (iii) a multi-purpose field, (iv) a softball stadium, (v) associated access roads including a channel connector road, (vi) parking lots, (vii) bathroom and storage facilities, and (viii) a conduit for lighting; and (b) construction and renovation on the University's main campus located at 1950 Third Street, La Verne, California, 91750, of various campus improvements, including but not limited to classroom improvements, library improvements, administrative office improvements, parking lot improvements and campus utility and infrastructure improvements and (2) to pay costs of issuance and certain interest with respect to the Loan.

The City of La Verne:

The City of La Verne is a member of the CMFA and held a TEFRA hearing on July 15, 2013. Upon closing, the City is expected to receive approximately \$7,500 as part of CMFA's sharing of Issuance Fees.

Proposed Financing:

Sources of Funds:

Tax-Exempt Bond Proceeds:	<u>\$15,000,000</u>
Total Sources:	\$15,000,000

Uses of Funds:

Rehabilitation:	\$10,303,399
New Construction:	<u>\$ 4,696,601</u>
Total Uses:	\$15,000,000

Terms of Transaction:

Amount:	\$15,000,000
Rate:	Fixed
Maturity:	July 2023
Collateral:	Deed of Trust
Bond Purchasers:	Private Placement
Estimated Closing:	July 2013

Public Benefit:

Since its inception, the University has offered a strong liberal arts curriculum as well as education in selected professional fields for its graduate and undergraduate students through its academic and co-curricular programs.

It is the mission of the University of La Verne to provide opportunities for students to achieve their educational goals and become contributing citizens to the global community. This is accomplished by offering high-quality degree programs to both traditional-aged and adult learners; providing liberal arts and professional programs from undergraduate to doctoral levels; and delivering programs to students at the central La Verne campus as well as regional campuses and satellite class locations throughout California. The university provides a student-centered, values-based, and diverse learning environment. It takes pride in offering small class sizes in a highly personalized setting. The university encourages effective teaching, research, scholarly contributions, and service to the greater community by sharing its academic, professional and individual resources.

Finance Team:

Lender:	Wells Fargo Bank, N.A.
Bond Counsel:	Squire Sanders LLP
Lender's Counsel:	Ashurst LLP
Issuer Counsel:	Jones Hall, APLC
Borrower Counsel:	Vera & Barbosa LLP
Trustee:	The Bank of New York Mellon

Recommendation:

It is recommended that the CMFA Board of Directors approve a Final Resolution of \$15,000,000 for the University of La Verne project located in the City of La Verne, County of Los Angeles, California.



RED HILL LUTHERAN SCHOOL & CHURCH SUMMARY AND RECOMMENDATIONS

Applicant:	Red Hill Evangelical Lutheran Church of Tustin
Action:	Final Resolution
Amount:	\$5,000,000
Purpose:	Execution of a First Amendment to a Master Loan Agreement, among First Republic Bank, California Municipal Finance Authority and Red Hill Evangelical Lutheran Church of Tustin located in the City of Tustin, County of Orange, California
Activity:	Private School
Meeting:	July 19, 2013

Background:

Red Hill Evangelical Lutheran Church of Tustin is a co-ed, independent non-profit school located in Tustin, California. With the help of parents believing the importance of a Christian education, Red Hill Lutheran School was founded in 1961 and began with 14 kindergarten students. Pastor Showalter, the church's pastor, was the school's first principal and remained the principal until 1966. The principals that followed him assisted in the contribution of the school's growth and stability, while using their expertise to hire administration and staff to further the Christian school program in the right direction.

RHLS&C hosts a 1400 member congregation and currently enrolls 450 students in grades PS-8. RHLS&C is dedicated to developing, nurturing, and equipping students to positively impact their world with a well-balanced education that promotes the academic, spiritual, social, physical, and creative development of all students according to their unique learning styles, gifts, and abilities. The school's strength is evident in its dual accreditation through the Western Association for Schools and Colleges and the Association of Christian Schools International, its superior facilities, strong test scores, small class sizes, outstanding teachers, successful enrichment and sports programs and supportive church congregation.

Red Hill Lutheran School & Church is located on 4.95 Acres of land with 61,708 sq. ft. of building space on the campus.

The Project:

Proceeds of the Bonds will be used to issue bonds for the Red Hill Lutheran School & Church which will refinance a 30-year loan held with First Republic Bank in the amount of \$4,479,000. Proceeds from the existing loan were used for the construction of a 24,945 sq. ft. Christian Life Center multi-purpose building and the remodeling of 20 classrooms and a snack and lunch distribution room. The project is located at 13200 Red Hill Ave, Tustin, CA 92780

The City of Tustin:

The City of Tustin is a member of the CMFA and will need to hold a TEFRA hearing. Upon closing, the City is expected to receive approximately \$3,333 as part of CMFA's sharing of Issuance Fees.

Proposed Financing:

Sources of Funds:

Tax-Exempt Bond Proceeds:	<u>\$4,600,000</u>
Total Sources:	\$4,600,000

Uses of Funds:

Refunding of 2010 Bonds:	\$4,500,000
Cost of Issuance:	<u>\$ 100,000</u>
Total Uses:	\$4,600,000

Terms of Transaction:

Amount:	\$5,000,000
Rate:	Fixed
Maturity:	2040
Collateral:	Deed of Trust
Bond Purchasers:	Private Placement
Estimated Closing:	August 2013

Public Benefit:

The School believes that all students are blessed with unique gifts, talents, and abilities. Red Hill Lutheran School seeks to assist parents with the identification, development, and nurturance of each student's unique gifts, talents, and abilities. Recognizing that all students learn differently, the faculty and staff at Red Hill Lutheran School are committed to individualizing learning activities while also maintaining high standards and expectations. Because parental involvement is key to the successful development of our students, the faculty and staff welcome and strongly encourage regular interaction, feedback, and continued partnership in the classroom and other school-related activities.

This transaction with Red Hill School further benefits the public by increasing the educational choices for area residents and their children, improving education for its existing and new students as well as those in other schools.

Finance Team:

Lender:	First Republic Bank
Special Tax Counsel:	Kutak Rock LLP
Lender Counsel:	Kutak Rock LLP
Issuer Counsel:	Jones Hall, APLC
Borrower Counsel:	Spalding, MucCullough & Tansil LLP

Recommendation:

It is recommended that the CMFA Board of Directors adopt a Resolution authorizing the execution of a first amendment to a master loan agreement, among First Republic Bank, California Municipal Finance Authority and Red Hill Evangelical Lutheran Church of Tustin located in the City of Tustin, County of Orange, California.



2013 CMFA/ CFSC/ CFPF Regular Meeting Schedule

Meetings will begin at 12:00 pm at City Hall, 200 S. Anaheim Blvd, 6th Floor, Anaheim, CA 92805 and 5105 Manzanita Avenue, Carmichael, CA 95608 unless noted with an *.

January '13						
Su	M	Tu	W	Th	F	Sa
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February '13						
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March '13						
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31						

April '13						
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May '13						
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June '13						
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July '13						
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August '13						
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September '13						
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October '13						
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November '13						
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December '13						
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29	30	31				

Dec meeting begins at 11am



CMFA Meetings



Holidays

* Please refer to posted agenda for correct time and addresses of meeting.



DELEGATING AUTHORITY TO THE EXECUTIVE DIRECTOR RECOMMENDATIONS

Subject: Delegating Authority to the Executive Director to Execute
 and Deliver Transaction Documents and Related Matters.

Meeting: July 19, 2013

Recommendation:

Issuer's Counsel recommends approval of delegating authority to the Executive Director to execute and deliver transaction documents and related matters.



REPRESENTATIVES OF SIERRA MANAGEMENT GROUP, LLC. SUMMARY AND RECOMMENDATIONS

Action: Representatives of Sierra Management Group, LLC.

Meeting: July 17, 2013

Background:

Section 8 of the Professional Services Agreement amongst Sierra Management Group, LLC (“SMG”), California Municipal Finance Authority (“CMFA”) and California Foundation for Stronger Communities (“CFSC”) require that Representative of Sierra identified to the CMFA and CFSC must be accepted as evidenced by an approving action of the Board of CMFA.

SMG has hired Anthony Stubbs to provide accounting and administrative support for the CMFA and CFSC.

Recommendation:

It is recommended that the CMFA Board of Directors approve Anthony Stubbs as a Representative of SMG.



INTERNAL CONTROLS

Commitment to Excellence

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Internal Control Policy

ID: IC-100 Internal Control Policy		Internal Controls	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 29

Purpose

The California Municipal Finance Authority ("CMFA") uses a system of internal controls to protect CMFA assets, ensure the integrity and reliability of its information, secure compliance with laws, policies procedures, and ensures the performance of its business objectives.

Internal Controls are a process that is established, reviewed, and continually monitored by the CMFA's Board of Directors, Finance Committee and Financial Advisors. It is the responsibility of the Board of Directors, Finance Committee, Executive Director and Financial Advisors to ensure an adequate internal control system is actually implemented and used. It is the Finance Committee, Executive Director and Financial Advisors' responsibility to establish and maintain adequate internal control over financial reporting. It is the responsibility of all parties to understand the internal controls and ensure they are effective.

Definitions

Assessable Unit

A unit is a division, department, or segment which is to be the subject of measurement and risk assessment.

Control Objectives

An Objective is a goal or target to be achieved for each internal control. Objectives are tailored to fit the specific operations in each assessable unit.

Cycle

The processes used to initiate and perform related activities in order to create the necessary documentation, and to gather and report related data (e.g., revenue cycle, accounts payable cycle).

General Control Environment

This includes concepts of integrity, ethical values, competence, philosophy and operating style, organizational structure, delegation of authority, and written policies and procedures.

Inherent Risk

Means the degree to which activities are exposed to the potential for loss, inappropriate disclosure, or other negative conditions.

Internal Control Review

This is a periodic review of internal methods and systems to determine whether adequate measures exist and are actually implemented to prevent or detect the occurrence of potential risks or incorrect financial reporting.

Project/Program Controls

These controls cover the planning, executing, and accomplishment of specific goals and objectives.

Risk Assessment

Risk assessment is the process of determining the relative potential for negative impact of an assessable unit's resources due to inadequate control techniques and/or other environment factors. The results of the assessment are used to mitigate inherent risks.

Internal Control Activities

- Policies
- Procedures
- Sequences or combination of procedures
- Assignments of duties, responsibilities, and authorities
- Physical arrangements or processes
- Combinations of the above

Control Framework

The CMFA has implemented an internal control system and framework based on its internal and external needs.

It is the policy of the CMFA to ensure that its control framework provides for strong corporate governance.

It is the policy of the CMFA that its internal control system be a relevant evaluation tool for internal control over financial reporting.

It is the policy of the CMFA that its own internal control framework and review evaluations:

- Be free from bias
- Permit reasonably consistent qualitative and quantitative measurements of the CMFA's internal control system
- Are sufficiently complete so that those relevant factors that would alter a conclusion about the effectiveness of the CMFA's internal controls are not omitted

Control Environment

The core values of the CMFA promote high standards of integrity, ethics, and competence.

Risk Assessment

The CMFA has a Risk Management Policy and is aware of and deals with the risks it faces.

Control Activities

Control policies and procedures are established and executed to help ensure that actions necessary to achieve objectives are effectively carried out. These activities include an integrated system of policies, procedures, internal controls, and evaluation tools.

Information and Communication

Communication systems enable Financial Advisors to capture and exchange the information needed to conduct, manage, and control operations. They also provide mechanisms to relate information within the CMFA and to external parties.

Monitoring

The control process is monitored, evaluated, and modified as necessary to react to changing conditions. Control evaluations are a continuous process and are reported as required by certain regulations and CMFA policy.

Internal Control Policy Statements:

The CMFA shall use both management and accounting control measures. The internal control measures shall be designed to be detective, preventative, physical, technological, and corrective. The controls shall consist of hard controls, like testing, validating, reconciling, and measuring, and soft controls, like tone and attitude.

Management Controls

Management controls maximize efficiency and force compliance with CMFA policy, procedure, and government regulation.

Accounting Controls

Accounting controls relate to protecting CMFA assets and ensuring the accuracy of financial reports.

The CMFA uses policies and procedures associated with the activities concerned with authorizing, processing, recording, and reporting financial transactions. The accounting controls shall ensure that information resulting from these activities is accurate, reliable, and useful.

Policies and Procedures

The CMFA maintains sophisticated policies, procedures and internal controls.

Communication

The CMFA communicates its policies, procedures, and internal controls through various handbooks, programs, training, and computer network. The Finance Committee, Executive Director and Financial Advisors shall also communicate by example.

Financial Forecasting

The CMFA's Financial Advisors along with the CMFA Finance Committee will prepare financial forecasts.

External Auditing

The CMFA, from time to time, performs external (CPA) audits.

Risk Assessment and Mitigation

The CMFA continually seeks to identify, assess, and mitigate business risks. The CMFA has defined risk management policies.

CMFA Mail

The person who opens the mail stamps the back of each check "For Deposit Only..".

Cash

The CMFA does not accept cash payments or maintain any petty cash accounts.

Check Stock

The blank check stock shall be secured in a safe or locked cabinet and accessible only by the CMFA Treasurer, Financial Advisor's Finance Manager or Financial Advisor's Operations Manager.

Blank Checks

The CMFA does not distribute blank checks.

Bank Signatories

The bookkeeper or accountants are not bank signatories. CMFA Treasurer, Assistant Treasurer, Executive Director, Financial Advisor's Finance Manager and Financial Advisor's Operations Manager or other designees as approved by the CMFA Board will serve as bank signatories.

Spoiled Checks

Spoiled checks are stamped VOID and if the check is signed the signature should be removed (cut off).

Monthly Bank Statements

In most cases the Financial Advisor's Finance Manager will download the bank statement directly from the bank for reconciliation.

If mailed bank statements are used for bank reconciliations, the monthly bank statement shall be transmitted unopened to someone other than the Financial Advisor's Accountant for an initial review. The initial review should confirm that all signatures were proper, no checks were altered, no unauthorized transfers occurred.

Fidelity Bonds

The CMFA will consider obtaining fidelity bonds on the CMFA Treasurer, Executive Director, Financial Advisor's Finance Manager, Financial Advisor's Operations Manager, Financial Advisor's Accountant and anyone else who control vulnerable assets.

CMFA Transactions

All transactions of the CMFA must be authorized, approved, executed and recorded.

Asset Accounting and Custody

When practicable, any individual that has custody of an asset should not perform the accounting for the asset. For example, an individual in charge of cash receipts should not reconcile the bank account.

Related Transactions

When practicable, no one person or department handles any transaction from start to finish.

Documentary Evidence

All transactions require documentary evidence to verify the transaction.

Serially Numbered Documents

All documents like checks and invoices will be serially numbered.

Control Modification

Policies, procedure, division of duties, forms, and other internal controls shall only be modified as authorized by the CMFA Finance Committee.

Annual Internal Review

The CMFA reviews its control framework including, policies, procedures, division of duties, forms, systems, programs and training on an annual basis. This review is performed at the direction of the CMFA Finance Committee. All Financial Advisors are encouraged to provide input regarding controls and suggest measures that may help the CMFA be more effective in reaching its objectives.

Specifically, the CMFA's Financial Advisors, with the participation of the CMFA's Finance Committee, will evaluate any change in the CMFA's internal control over financial reporting that occurred during a semi-annual period has materially affected, or is reasonably likely to materially affect, the CMFA's internal control over financial reporting.

Annual Auditor Review

The CMFA's public accounting firm is required to annually attest to, and report on, the CMFA's Audit Committee and Financial Advisor's assessment of the effectiveness of the CMFA's internal control over financial reporting. The CMFA's public accounting firm is also required to develop and maintain evidential matter to support such assessment. Under no circumstances shall the CMFA's Audit Committee or Financial Advisors delegate responsibility to assess its internal controls over financial reporting to the auditor.

Internal Control Environment

ID: IC-120 Environment		Internal Controls	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 2

The CMFA's Board of Directors and Financial Advisors have established and maintain an environment throughout the organization that sets a positive and supportive attitude toward strong corporate governance and internal control.

This document provides a checklist to review the internal control environment.

Values

Policies and Procedures

The CMFA has established and uses formal policies, procedures and codes of conduct and other devices communicating expected behavioral standards, acceptable business practices, and conflicts of interest.

The policies and procedures are comprehensive.

The policies and procedures are in writing.

The policies and procedures are communicated to and acknowledged by the Financial Advisors and Executive Director.

Tone

An ethical tone has been established by the CMFA Board of Directors, Finance Committee, Financial Advisors and Executive Director.

This ethical tone has been communicated to the Financial Advisors and Executive Director.

Obstacles exist that minimize temptation for unethical behavior.

The policies, procedures, and overall general attitude of the CMFA create a culture of conformity to high ethical and moral standards.

Financial Advisors and the Executive Director are not expected to achieve unrealistic goals.

Community

Dealings with the public, government, suppliers, auditors, and others are conducted based on standards communicated in the Ethics Policy.

CMFA reporting is proper and accurate (not intentionally misleading).

CMFA Board of Directors, Financial Advisors and Executive Director cooperate with auditors and other evaluators.

Accounting errors are quickly corrected.

The Code of Ethics and Business Conduct Policy is uniformly enforced.

Policies require that the CMFA Board of Directors or CMFA Finance Committee can approve modification of the internal control system.

Organizational Structure

The organizational structure of the CMFA is appropriate and efficient given the environment.

The CMFA has a documented organizational chart.

The structure of the CMFA facilitates excellent communication throughout the CMFA.

Delegated Authority

The CMFA has a Delegated Authority Policy.

The delegation of authority is appropriate such that individuals are not responsible for activities they lack the authority or expertise to complete.

Oversight Groups

There are mechanisms in place within the CMFA to monitor and review ongoing operations.

An outside audit firm, who is independent from the CMFA, Financial Advisors and Executive Director audits and reviews CMFA activities.

Internal Control Activities

ID: IC-130 Activities		Internal Controls	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 1

Overview

Internal control activities are the policies, procedures, and systems used help ensure proper general management and strong corporate governance. This includes both the CMFA's written documentation and the activities used to measure and evaluate performance and conduct. Specific control activities include internal and external reviews, authorizations and approvals, and the tools used to evaluate and measure performance and test the adequacy of the CMFA's internal controls system.

This document provides a tool to help evaluate the CMFA's overall control activities.

All relevant policies and procedures are in writing.

The CMFA Finance Committee, Financial Advisors and Executive Director are educated in internal control and participate in the process.

The CMFA has properly safeguarded its assets.

The CMFA utilizes a well-respected and sophisticated computerized accounting system.

The CMFA has a Division of Duties Policy and that policy is incorporated into all other relevant policies and procedures.

The CMFA has Records Management and retention policies and procedures.

Inspection of the records indicates they are properly current, classified, coded, and retained.

Internal control documentation exists and complies with CMFA and government requirements.

There is evidence of internal control review by Financial Advisors, Executive Director and CMFA Finance Committee.

There is evidence of external review like audited financial statements.

The audited financial statements will contain a review of the CMFA's internal controls.

Internal Control - Risk Assessment

ID: IC-140 Risk		Internal Controls	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 1

Overview

The CMFA has established policies and procedures to identify, assess and manage both the internal and external risks it faces. The CMFA deals with risks on both an entity wide basis and activity level basis.

This document provides and evaluation tool to assess the effectiveness of the CMFA risk management practices.

Establishment of Entity wide Objectives

The CMFA has a mission statement.

The CMFA has annual financial objectives / budgets.

Risk Identification

The CMFA has a Risk Management Policy.

The Risk Management Policy will be successfully integrated into business operations.

Risk Management occurs at CMFA Board, Financial Advisor and Executive Director levels.

Risk Management occurs for both entity-wide and activity level objectives.

Internal Control - Information and Communications

ID: IC-150 Information Communications		Internal Controls	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 2

Overview

Internal control of information and communications refers to the controls ensuring timely communication of useful, relevant and reliable information. Information includes both financial and non-financial data which may relate to both internal and external events. Communication refers to the publishing of the information.

Information

Financial Advisor and Executive Director regularly review important internal information which is critical to achieving CMFA objectives.

Financial Advisor and Executive Director have mechanisms in place to ensure internal information is timely, useful, and accurate.

The CMFA has Financial Reporting Policies.

Financial Advisor and Executive Director regularly review internal and external information which may indicate either opportunity or risk to the CMFA.

The CMFA has a mechanism for identifying and distributing pertinent information to the right people.

Communications

Financial Advisors and Executive Director ensure effective communication by regularly reviewing communication within the organization and with stakeholders.

Financial Advisors and Executive Director ensure accurate and effective communications with all stakeholders.

Financial Advisors and Executive Director ensure accurate information is communicated to outside parties.

Financial Advisors and Executive Director know and are comfortable that reprisals will not occur for reporting negative information or information concerning violation of CMFA policy, procedure, or internal control.

Stakeholder grievances and suggestions are welcomed, reported centrally, and used to identify internal control weaknesses and improve operations.

Significant risks and unusual circumstances are properly reported both internally and externally.

The CMFA Code of Ethics and Business Conduct Policy is properly communicated.

Communication Methods

The CMFA emphasizes the use of technology for communication.

The CMFA continually evaluates new and emerging communication technologies.

The CMFA continually monitors and enhances security with regard to the use of technology.

Internal Control - Monitoring

ID: IC-160 Monitoring		Internal Controls	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 1

Overview

Monitoring refers to the continuous assessment and implementation of the CMFA's internal control system. Monitoring includes the normal day to day standard operating procedures used by the CMFA to conduct business and the evaluation of Financial Advisors understanding of those procedures. Monitoring also includes both internal and external quality assessments of the internal control system. The results of the quality assessments are used to produce a positive impact on the internal control system i.e. that recommendations are actually implemented.

The Finance Committee, Financial Advisors and Executive Director understand they are responsible to ensure that the internal controls are effective.

Financial Advisors and Executive Director know they are expected to notify the Finance Committee or Board of Directors of suspected internal control weaknesses.

Financial Advisors and Executive Director know they are expected to notify the Finance Committee or Board of Directors of information inaccuracies because they may indicate internal control weaknesses.

External CPA audits are conducted annually.

External CPA audits include a review of the CMFA internal control system.

Internal control weaknesses and deficiencies are immediately corrected by Financial Advisors.

Internal Control - Financial Reporting

ID: IC-200 Financial Reporting		Internal Controls	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 1

There are policies and procedures established for month and year-end reporting of accounting transactions.

The CMFA has a detailed chart of accounts with descriptions of each account contents.

Accrual transactions are reviewed to determine that expenditure or revenue recognition is proper.

Journal entries are properly approved and documented as necessary.

Financial statements are reconciled to the general ledger prior to publication

Internal Control - Revenue Cycle

ID: IC-210 Revenue Cycle Controls		Internal Controls	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 1

Overview

The revenue cycle includes accounting transactions resulting from events that produce revenue for the entity. These include:

- Application fees
- Issuance fees and annual fees at bond closing
- Annual administration fees

Division of Duties

When practicable, Accounts Receivable recordkeeping is separate from cash receipts.

When practicable, Accounts Receivable personnel do not make general ledger entries.

When practicable, Bank reconciliations are prepared by persons independent of cash receipt responsibilities.

General Revenue Cycle Controls

Numbered forms are used for invoices and credit memoranda.

A/R aging reports are produced monthly and reviewed by the Treasurer and Assistant Treasurer, Executive Director and both the Financial Advisory firm's Accountant and Finance Manager.

Cash Receipts and Collections

In general, the CMFA receives payments in the form of check or wire transfer instead of cash.

If practicable, when cash is received by mail it is first handled by non-AR personnel.

Checks are restrictively endorsed.

Cash and Checks are deposited daily.

If practicable, personnel with access to cash will be bonded.

Internal Control - Accounts Receivable Procedures

ID: IC-220 Accounts Receivable		Internal Controls	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 2

Division of Duties

When practicable, the maintenance of Accounts Receivable accounts and related subsidiary ledgers should be separated from at least one of the functions of:

- Sending invoices to clients
- Establishing charges to the receivables accounts
- Recording cash receipts and preparing the deposits
- Approval of any adjustments or write-off to any receivable accounts
- Reconciling bank accounts

Persons other than those responsible for receivable record keeping handle disputed billings.

When practicable, the accounts receivable function is maintained independently of cash receipt and disbursement functions.

Non-cash credits, bad debt write-offs and credit memos are approved independently of processing, recording and collection.

Documentation

Procedures exist to prepare and send billings as soon after the performance of service as possible and at least within 30 days

Adequate control exists over the mailing / emailing of invoices and statements to prevent interception prior to the mailing.

Transactions

All billings are controlled and properly accounted for with numerical processing controls.

All valid receivables are promptly recorded.

All adjustments to the accounts are recorded in the appropriate period.

Credit balances are reviewed periodically.

Billing and collection transactions are reviewed periodically to ensure compliance with Accounts Receivable Policy.

Collections of accounts receivable are deposited daily.

Collections

A responsible manager reviews the accounts receivable aging at least monthly.

All collections of accounts receivable are posted to individual receivable accounts.

Materiality write-off

Any invoice overpayment or underpayment in an amount of \$10.00 or less may be written off.

Reason for writing off an account are adequately documented either in the accounting software as a memo or in the customer A/R file.

Bad Debt write-off

Reasons for writing off an account are adequately documented.

Write-off of bad debt accounts and adjustments for disputed amounts or other items are approved by the CMFA Treasurer, Assistant Treasurer or Executive Director.

Internal Control - Expenditure Cycle

ID: IC-300 Expenditure Cycle Controls		Internal Controls	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 1

Division of Duties

When practicable, Accounts Payable is separate from, receiving, and disbursement functions.

General Expenditure controls

Supporting documents are attached to invoices submitted for payment.

Check controls are in place.

The Financial Advisor's Accountant is not a check signer.

Approval per the Disbursement Approval Procedure is required prior to checks being released.

Positive pay must be used for all check payments. Financial Advisors will import / enter check information into banking system and a Board Member or Executive Director must approve check file.

The Financial Advisor's Operations Manager is the primary check signer and the Financial Advisor's Finance Manager is the backup check signer.

Checks payable to Financial Advisors must be signed by a CMFA Board Member or Executive Director signatory.

Blank checks are not distributed to vendors or others.

Signed checks are immediately mailed.

Check signers are required to take vacations.

Internal Control - Purchasing

ID: IC-310 Purchasing		Internal Controls	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 1

Overview

The CMFA does not typically purchase assets to be used in the general course of business. Expenditures related to marketing events or other activities are approved by the CMFA Board of Directors.

Approval

Purchases of goods and services by the CMFA are approved by the CMFA Board of Directors or their authorized representatives.

General Controls

Vendor invoices are received and reviewed by the Financial Advisor's Finance Manager or Operations Manager prior to being entered in the Accounts Payable system.

Purchasing Payments are processed based on the Accounts Payable Policies and Disbursement Approval Procedure.

Internal Control - Accounts Payable

ID: IC-320 Accounts Payable		Internal Controls	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 2

Purpose/Discussion

This document provides a checklist to review the Internal Control of Accounts Payable

Division of Duties

When practicable, reviewing and entering of payables into the accounting system is separate from the processing of vendor check payments

Purchasing

All expenditures are approved in accordance with the CMFA written Accounts Payable Policies and Procedures.

Accounts Payable

Invoices are reviewed for accuracy.

Vendor credit memos are resolved promptly by cash refund or proper credit to the account.

Payments based on the CMFA program guidelines such as JPA Member distributions, charitable distributions and Financial Advisor payments may be processed after the bond closing and the CMFA receives payment from Borrower. Payments require proper authorization as outlined in the Disbursement Approval Procedure.

Annual administration fees payable to Financial Advisors may be processed after receipt of payment by the CMFA. Payments require proper authorization as outlined in the Disbursement Approval Procedure.

Performance deposit refunds may be processed after either:

- a.) notification by borrower of withdrawal of the allocation application prior to allocation being awarded by the California Debt Limit Allocation Committee ("CDLAC")
- b.) notification by borrower of a partial reduction in the amount of allocation to be requested from CDLAC
- c.) notification from CDLAC that allocation was not awarded to borrower
- d.) receipt of a release of allocation notice from CDLAC

Performance deposit refunds require proper authorization as outlined in the Disbursement Approval Procedure

Materiality Write-Off

Overpayments or underpayments that total less than \$100.00 per vendor may be written off.

Reason for writing off a vendor adjustment are adequately documented either in the accounting software as a memo or in the customer A/P file.

Internal Control - Check Controls

ID: IC-330 Check Controls		Internal Controls	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 2

Overview

This document describes the procedures required to maintain proper control of CMFA checks. The following procedures are discussed:

- Check Signing
- Distribution of Signed Checks
- Transmittal of Checks
- Voided or Canceled Checks
- Stop Payment Orders
- Paid, Voided and Canceled Check Storage

Check Signing

All checks are manually signed by an authorized signatory. Facsimile signatures are not used.

Board Member signers may sign any check.

Financial Advisor signers may sign any check EXCEPT checks payable to Financial Advisor. Financial Advisor checks can only be signed by a Board Member signer or Executive Director.

After all the checks are signed, they are immediately mailed to the payee.

Distribution of Signed Checks

Signed checks awaiting distribution or pick-up must be kept in a locked storage place accessible only to the check custodian

All other A/P checks should be mailed in a timely manner

Voided or Canceled Checks

A voided check is a check spoiled in the process of preparation, before it is recorded.

A canceled check is a check that is not paid by the bank, but is recorded and reversed in the accounting records.

The words "VOID" or "CANCELED" shall be prominently placed across the payee's name. Both voided and canceled checks shall be retained in accordance with the Records Schedule.

Stop Payment Orders

The bank's acknowledgment of the stop payment order should be attached to the original check stub and filed with voided and cancelled checks

Internal Control - Cash

ID: IC-410 Cash		Internal Controls	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 2

Purpose

This document provides a checklist to review your internal control over cash handling, cash disbursements, and cash receipts.

Division of Duties

When practicable, the responsibility for collection and deposits is separate from the recording of cash receipts and general ledger entries.

When practicable, the responsibilities for cash receipts and cash disbursements are separate.

When practicable, the responsibilities for preparing checks and approving checks is separate from the recording or entering of invoices in accounts payable and the general ledger.

When practicable, the responsibility for making entries in the cash receipts and cash disbursement systems is separate from making general ledger entries.

When practicable, the collecting of cash and reconciliation of the bank account are separate functions.

Documentation

General ledger control exists over all bank accounts.

Bank Signatories are periodically reviewed

Accounts payable documentation is noted when payment is made to prevent duplicate payments.

Reconciliation is performed on all accounts, using supporting documentation.

Cash receipts are controlled at the earliest point of receipt.

Cash receipts are deposited on a timely basis.

A restrictive endorsement is placed on each incoming check upon processing by the electronic check deposit system

Un-deposited cash receipts are stored in a secured area.

During bank reconciliation procedures, deposit amounts are compared with the cash receipt entries

When practicable, Financial Advisors that handle cash are bonded.

Internal Control - Data Integrity

ID: IC-550 Data Integrity		Internal Controls	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 1

Division of Duties

Data input and processing activities are separated where applicable.

Incompatible duties are identified and the CMFA uses user id and password controls to enforce the segregation of duties.

Disaster Controls

Computer data is backed up on at least a weekly basis.

Data is backed up to off-site locations.

Procedures

Data is entered in a timely manner.

Data entry users have unique user id's and passwords.

User passwords are changed periodically.

Procedures exist to ensure that terminated Board Member, Financial Advisor and Executive Director user id's and passwords are immediately deleted.

All security violations are documented and investigated.

Appendix – Policies & Procedures

(Updated by Audit Committee & Finance Committee)

Disbursement Approval Procedure

ID: Admin-210 Disbursement Approval Procedure		Administration	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 1

<u>Item</u>	<u>Authorization Required for Payment (Only One Approval Required)</u>
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Program Payments (JPA Member, Charity, Financial Advisor, Escrow, etc.)	CMFA Board, Treasurer, Assistant Treasurer, Executive Director, Financial Advisor or designee except for exclusions noted in Accounts Payable Procedures
Reimbursements	CMFA Board, Treasurer, Assistant Treasurer or designee
Independent Contractor	CMFA Board, Treasurer, Assistant Treasurer or designee
Insurance	CMFA Board, Treasurer, Assistant Treasurer or designee
Marketing Expenditures	CMFA Board, Treasurer, Assistant Treasurer or designee
Professional Fees	CMFA Board, Treasurer, Assistant Treasurer or designee
Real Property Leases	CMFA Board
Services	CMFA Board, Treasurer, Assistant Treasurer or designee
Supplies	CMFA Board, Treasurer, Assistant Treasurer or designee
Subscriptions	CMFA Board, Treasurer, Assistant Treasurer or designee
Utilities	CMFA Board, Treasurer, Assistant Treasurer or designee
Other	CMFA Board

Approved Forms of Authorization:

1. Board Resolution
2. Email Confirmation / Approval
3. Approval of Positive Pay File

Code of Ethics and Business Conduct Policy

ID: Admin-300 Code of Ethics		Administration	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 4

Overview

This policy describes the code of conduct expected of all Board of Directors, Financial Advisors and Executive Director. It is general and not intended to be all-inclusive.

Policy

The CMFA is committed to being an ethical and responsible member of society. In order to ensure the highest standards of ethics, honesty, governance, and integrity are maintained, we have adopted this Code of Ethics Policy. We refer to the elements of this policy as our Code. Our Code provides the guidelines and standards for acceptable business conduct.

It is our policy that all Board of Directors, Financial Advisors and Executive Directors shall abide by and comply with the Organization's Code.

An individual that believes they have discovered a matter that appears to be in violation of the Code has a duty to report the matter. This matter may be reported to the individual's supervisor or to the CMFA Board of Directors.

We have also adopted a policy to ensure that individuals reporting a genuine concern or complaint will not be discriminated or retaliated against and have the opportunity to make such reports anonymously.

Applicable Laws

The conduct of the CMFA and its Financial Advisors and Executive Director are to be in compliance with the laws and regulations relating to the CMFA's business.

Generally Accepted Government Auditing Standards (GAGAS)

Generally Accepted Government Auditing Standards are accounting principles that are considered to have substantial authoritative support. All CMFA records are to be in compliance with GAGAS and Securities and Exchange Commission laws and regulations.

Financial Advisors are expected to maintain accurate and reliable corporate records that comply with GAGAS, the SEC, and CMFA policies and procedures.

The CMFA Chair, Treasurer, and others identified by the Board have specific legal obligations to ensure the CMFA provides full, fair, accurate, timely, and understandable financial reports and internal controls.

Equal Employment Opportunity

We do not tolerate unlawful discrimination or harassment of any kind. Employment here is based solely on your merit and qualifications.

Moral and Ethical Standards

All individuals are expected to adhere to sound moral and ethical standards.

Loyalty

All individuals have a duty of loyalty to the CMFA and may not take personal advantage of any opportunity that properly belongs to the CMFA.

Kickbacks and Gratuities

The CMFA considers it to be unethical and illegal for any individual to accept or offer payment, gift, gratuity, or employment to or from vendors, contractors, or government officials as an inducement for preferential treatment. All offers for kickback and gratuity shall be reported to the Audit Committee.

Conflicts of Interest

No employee, officer, or director shall be, potentially be, or appear to be, subject to influences, interests, or relationships, which conflict with the best interests of the CMFA.

Financial Advisors should not engage in outside interests without knowledge of the CMFA Board that divert time and attention from properly attending to CMFA affairs.

The CMFA does not make loans to or guarantee obligations of CMFA Officers and Directors, Financial Advisors or Executive Director.

Improper Influence on Conduct of Audits

No Officer, Director, or any other person acting under the direction thereof, shall take any action to fraudulently influence, coerce, manipulate, or mislead any independent public or certified accountant engaged in the performance of an audit of the financial statements of the CMFA for the purpose of rendering such financial statements materially misleading. Examples of such behavior include, but are not limited to:

Offering or paying bribes or other financial incentives, including offering future employment or contracts for non-audit services.

Providing an auditor with an inaccurate or misleading legal analysis.

Threatening to cancel or canceling existing non-audit or audit engagements if the auditor objects to the CMFA's accounting.

Seeking to have a partner removed from the audit engagement because the partner objects to the CMFA's accounting.

Blackmailing and making physical threats.

Confidential Information.

Financial Advisors and Directors may not divulge confidential or proprietary information except as authorized by the Board of Directors in a properly noticed meeting.

Political Activities

No CMFA funds or assets will be contributed or used for the purpose of influencing any election.

Safety and the Environment

The CMFA is committed to full compliance with all safety and environmental laws and regulations. All Financial Advisors and the Executive Director are expected to comply with these laws, regulations and CMFA policies.

Antitrust

Any planning or acting together with competitors about the nature, extent, or means of competition is a violation of CMFA policy and antitrust laws. This includes, but is not limited to, price fixing, sales or production quotas, geographic competition, and boycotts.

Compliance Procedures

Any employee who knows, or has reason to believe, of violations to this Code or other CMFA policies and procedures is expected to promptly report the violation to:

Name: Edward Becker
Telephone: (951) 846-6144
FAX: N/A
Email: Edward.j.becker@gmail.com
Mail: 13838 Meadow Lane
Lytle Creek, CA 92358-0239

Reporting may be anonymous. No individual will be subject to retaliation, discrimination, or other adverse treatment for reporting known or suspected violations of this and other CMFA policies and procedures.

As part of its regular auditing procedures, the CMFA and Financial Advisors will periodically review internal policies and procedures and report their finding to Board of Directors.

The CMFA's external auditors are also expected to report in writing any known or suspected violations of this and other CMFA policies.

Delegated Authority Policy

ID: Admin-500 Delegated Authority		Administration	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 2

Overview

It is necessary to identify the CMFA officials, Consultants and Advisors who have authority to conduct CMFA Business. This policy shall delegate to the Board Chair, Treasurer or Assistant Treasurer all authority to further delegate approval authority as is necessary to conduct the organization's business.

Under this Policy approval authority is granted as follows:

Discussion

The Financial Advisor's Finance Manager and Operations Manager as well as the CMFA Executive Director are authorized to execute any instrument which has been specifically approved by the CMFA Board, Treasurer, Assistant Treasurer or other designated Board Officer or which does not require prior approval pursuant to other parts of this policy.

The Secretary and any Assistant Secretary Designee are authorized to attest the signature of the above named officers on any instruments executed by them pursuant to this policy.

Accounting Adjustments

All adjustments to the general ledger in amounts greater than those outlined in the Accounts Receivable Procedures and Accounts Payable Procedures shall be approved by the Treasurer, Assistant Treasurer, Financial Advisor's Finance Manager or Executive Director.

Accounts Receivable Write offs

All accounts receivable write offs in amounts greater than those outlined in the Accounts Receivable Procedures shall be approved by the Treasurer, Assistant Treasurer or Executive Director.

Bank Signatories

The CMFA Treasurer, Assistant Treasurer, Executive Director, Financial Advisor's Finance Manager and Financial Advisor's Operations Manager and any other designees approved by the CMFA Board are authorized Bank Signatories.

Disbursements

The CMFA Board authorizes disbursements according to the Disbursement Approval Procedure.

Accounts Payable Policy

ID: AP-100 Accounts Payable Policy		AP & Disbursements	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 2

Purpose and Scope

The purpose of this policy is to describe the principles of business conduct expected of all officials and consultants in relation to the issuance of payments for CMFA obligations, and to safeguard CMFA assets. This policy is general and not intended to be all-inclusive.

Applicable Laws

The conduct of the CMFA and its employees are to be in compliance with the laws and regulations relating to the CMFA's business.

Approval Authority

Approval authorities are identified in the Delegated Authority Policy, Accounts Payable Procedures, and Disbursement Approval documents.

Generally Accepted Government Auditing Standards (GAGAS)

All CMFA records are to be in compliance with Generally Accepted Government Auditing Standards.

Moral and Ethical Standards

All parties are expected to adhere to sound moral and ethical standards.

Kickbacks and Gratuities

The CMFA considers it to be unethical for any Board Member, Financial Advisor or Executive Director to accept payment, gift, gratuity, or employment offers from vendors or contractors as an inducement for preferential treatment in the payment of CMFA obligations. All offers for kickback and gratuity shall be reported to the Treasurer.

Loyalty

No employee should be, or appear to be, subject to influences, interests, or relationships, which conflict with the best interests of the CMFA.

Timeliness

In order for our financial records to be accurate and our vendors to be paid in a timely manner, our Financial Advisors and Executive Director must carry out their assigned duties in a timely manner.

Accounts Payable Procedures

ID: AP-200 Payables Procedures		AP & Disbursements	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 3

Overview

Accounts Payable is the process of keeping track of CMFA financial obligations. It involves the acceptance of invoices from vendors, recording the invoices in the computer system, and payment to vendors. This section describes the procedures and forms used in accounts payable

The purpose of this procedure is to provide consistent Accounts Payable procedures in the handling of invoices and issuance of checks. These procedures are intended to provide safeguards for maintaining the quality and integrity of the accounts payable system.

General Accounts Payable Guidelines

Segregation of Duties

If practicable, the person entering new vendors into the accounting system should not approve invoices or approve new vendor setup.

If practicable, the person processing invoices does not make general ledger entries.

If practicable, the person writing the checks does not also prepare the bank reconciliation.

If practicable, preparation of cash disbursements, approval, and making entries to the general ledger should all be separate functions.

The person writing the checks does not also import / enter the paid check file into the bank positive pay system.

Only the Treasurer, Assistant Treasurer, Executive Director or other designated Board Member may provide the approval of the positive pay file in the bank system.

Approval Authority

Disbursement Approval Procedure

Disbursements are approved for payment according to the Disbursement Approval Procedure.

Existing Vendors

CMFA policy is to buy from vendors where the CMFA has is an existing account.

New Vendors

Only the CMFA Treasurer, Assistant Treasurer, Executive Director, Financial Advisor's Finance Manager or Financial Advisor's Operations Manager may authorize new vendor accounts.

Setting up and maintaining Vendors in the Computer

When practicable, the A/P clerk does not set up or maintain vendors in the accounting system.

Coding and Entering Invoices

Invoices will be coded to the appropriate income / expense account listed in the CMFA's accounting system. New GL accounts will only be created by the Treasurer, Assistant Treasurer or Financial Advisor's Finance Manager.

Payment

Selecting Invoices for Payment

All accounts payable invoices should be processed in a timely manner. Checks for payment of CMFA obligations will be issued no later than one week prior to the vendor due date. Cash disbursements should be prepared by the Financial Advisor's Accountant, Financial Advisor's Finance Manager or Financial Advisor's Operations Manager for signature by an authorized bank signatory.

Scheduled Payments

Recurring payments will be placed on the Memorized Transaction List as authorized by the Delegated Authority Policy. The Financial Advisor's Finance Manager or Financial

Advisor's Staff Accountant will review the list on a monthly basis. The Memorized Transaction List will be considered payment authority for vendor obligations on the list.

Check Signing & Processing

The CMFA does not utilize facsimile signatures or signature plates.

Checks will be signed manually by an authorized Financial Advisor or CMFA Board Member bank signatory after invoice or credit memo review.

Prior to any checks being disbursed, disbursement approval must be received as outlined in the Disbursement Approval Procedure.

Financial Advisor or Executive Director may not act as the signatory for checks made payable to them or their firm.

All checks will be mailed as soon as this process is completed.

A positive pay file will be uploaded in a timely manner into the bank system and approved by someone other than the Financial Advisor.

CMFA Treasurer, Assistant Treasurer Executive Director and Financial Advisors will be set up to receive email alerts from the bank for any of the following events.

- A check was presented that was not entered in the positive pay system.
- Account Overdraft
- Outgoing wire transfer payment

Supporting documentation should be filed in appropriate vendor files.

The Financial Advisor's Finance Manager will utilize the paid invoice files to respond to any discrepancies which arise with vendors or other payees.

Once monthly, the Financial Advisor's Finance Manager will check the invoice log to determine if there are any outstanding invoices which have not yet been paid. If so, the Financial Advisor's Finance Manager will investigate the nonpayment of these invoices with the responsible staff member.

Check Stock and Check Signer Security

The CMFA will not utilize facsimile signatures and will not have signature plates or signature stamps.

All check stock will remain in a safe or locked drawer under control of the Financial Advisor's Finance Manager or Financial Advisor's Operations Manager until checks are ready to be printed.

Division of Duties Policy

ID: Admin-510 Division of Duties		Administration	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 2

Overview

The Authority has defined in the policies, procedures, and internal controls, duties that should be divided or separated when practical. This document discusses the concept of division or segregation of duties.

Duties that are not compatible are identified in the related policy and procedure documents.

Who should read this Document?

It is the CMFA Treasurer, CMFA Assistant Treasurer, Executive Director and Financial Advisors responsibility to ensure that duties are properly segregated or that proper controls are in place when duties cannot be ideally segregated.

Discussion

One of the most important considerations in delegating office duties to employees is to be aware of and guard against employee fraud, theft, and embezzlement. Employees that handle the Authority finances have the greatest opportunity to misappropriate Authority funds. Although most people are honest and theft may not be a widespread problem, it does happen. The only cases of theft, fraud, and embezzlement you hear about are the ones in which someone actually gets caught. Both the Authority and its employees must be cautious not allocate duties such that theft is easy because the door was left open.

Minimizing the opportunity for wrongdoing is not difficult. Read the internal control policy and implement the procedures. Understand the formula that leads to potential problems:

When practicable, the following three functions should be separated:

- Authorization (including signing checks)
- Record keeping (including entering accounting information)
- Custody of assets (including blank checks)

At a minimum, the CMFA Treasurer, Assistant Treasurer, Executive Director or designee must review and approve the check positive pay file on the banking system.

The CMFA Treasurer, Assistant Treasurer, or Executive Director must review and approve the establishment of wire templates for recurring payments or the transmittal of a free form wire transfer. Once wire templates for recurring wires are approved authorized signers may process payment after normal approvals are received.

Duties that are not compatible and should be segregated, when practicable, include:

The custodian of an asset DOES NOT keep records of the asset

The record keeper DOES NOT check the records

The checker of the records DOES NOT review the checks

The approver DOES NOT enter data

The person who enters reference data DOES NOT enter transaction data

The contract maker DOES NOT raise/receive invoices

The raiser/receiver of invoices DOES NOT handle receipts/payments

<u>ASSET</u>		<u>TRANSACTION</u>		<u>OPPORTUNITY</u>
Custody of Customer checks without independent Mail Log	+	Input customer credits, adjustments or write-offs	=	Theft of cash
	+	Prepare / make bank deposits	=	Theft of cash
	+	Make collection calls	=	Theft of cash
	+	Reconcile Bank Account	=	Theft of cash
<hr/>				
Open monthly bank statement	+	Reconcile Bank Account	=	Improper payments to vendors
<hr/>				
Approve funds transfer and/or Bank Signatory	+	Reconcile Bank Account	=	Improper payment
	+	Input vendor master file	=	Improper payment
	+	Enter vendor invoices	=	Improper payment
	+	Input vendor/employee adjustments	=	Improper payment

Financial Reconciliations

ID: Finance-050 Reconciliations		Financial Reporting	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 2

Financial Reconciliations

Reconciliations

Cash Flow

The Financial Advisor's Finance Manager shall monitor the checking account balances and notify the Treasurer, Assistant Treasurer, or Executive Director when fund transfers are necessary.

Bank Reconciliations

Bank statements are either downloaded directly or received unopened by the Financial Advisor's Finance Manager to reconcile the bank accounts.

The Financial Advisor's Finance Manager reconciles each account promptly upon receipt of the bank statements. All accounts are reconciled no later than 7 days after receipt of the monthly bank statements.

Bank Reconciliation Procedures

A comparison of dates and amounts to the daily deposits as shown on the bank statements and the accounting software and any cash receipt logs

A comparison of inter-organization bank transfers to be certain that both sides of the transactions have been recorded on the books.

An investigation of items rejected by the bank, i.e., returned checks or deposits.

A comparison of wire transfers dates received with dates sent.

A comparison of cleared checks with the disbursement journal including check number, payee and amount

An accounting for the sequence of check runs and hand checks including both from month to month and within a month.

A review and proper mutilation of void checks.

Investigate and write off checks and initiate a stop payment with the bank for those checks which have been outstanding for more than six months.

The completed bank reconciliations are reviewed by the CMFA Treasurer, Assistant Treasurer and Executive Director and approved either by email confirmation or fax. A copy is also distributed to the Financial Advisor's Operations Manager.

Copies of the completed bank reconciliations are filed and retained according to the Records Management Policy.

Reconciliations of Other General Ledger Accounts

Each month the Financial Advisor's Finance Manager and Staff Accountant review the ending balance shown on balance sheet accounts such as the cash accounts, accounts receivable and accounts payable.

The CMFA Treasurer, Assistant Treasurer and Executive Director review the bank reconciliations, schedules of accounts receivable and the aging of accounts payable to support the balances shown on the balance sheet.

Balance Sheet Account Reconciliations

- Cash including petty cash
- Prepaid Expenses
- Escrow Deposits
- Property and Equipment
- Liabilities including A/P

Income Statement Reconciliations

- By Revenue Type
- Expenditures by Type

Financial Reporting Policy

ID: Finance-200 Financial Reporting		Financial Reporting	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 4

Overview

All well managed entities have deadlines for the production and review of financial reports. This document communicates the Authority financial reporting policy and specifies certain dates for information publication.

Listed below are the Authority's minimum financial reporting requirements.

Income Statement

The income statement for the previous month shall be produced by the earlier of the 10th business day of the current month or the first CMFA Board meeting of the current quarter. A month end Income Statement shall be included in the Monthly Report Binder.

Annual Income Statements will be completed and reviewed by an outside audit firm within 90 days of fiscal year end.

Balance Sheet

The balance sheet for the previous month shall be produced by the earlier of the 10th business day of the current month or the first CMFA Board meeting of the current quarter. A month end Balance Sheet shall be included in the Monthly Report Binder.

Annual Balance Sheets will be completed and reviewed by an outside audit firm within 90 days of fiscal year end.

Accounts Receivable & Accounts Payable Aging

The accounts receivable and accounts payable aging reports shall be produced and reviewed monthly. Month end A/R & A/P aging reports shall be included in the Monthly Report Binder.

Profit & Loss by Job

The Profit & Loss by Job report will be produced by the earlier of the 10th business day of the month or the first CMFA Board meeting of the Quarter. All activity for the current month will be reconciled to the CMFA Transaction Planning Spreadsheet. A month end Profit & Loss by Job report shall be included in the Monthly Report Binder.

CDLAC Escrow Balance Report

The CDLAC Escrow report will be produced by the earlier of the 10th business day of the month or the first CMFA Board meeting of the Quarter. All activity for the current month will be reconciled to the CMFA Transaction Planning Spreadsheet. A month end CDLAC Escrow Balance shall be included in the Monthly Report Binder.

Monthly Report Binder

The Financial Advisors will produce a monthly binder containing all of the previously listed monthly reports. It shall be ready for distribution to the CMFA Treasurer, Assistant Treasurer and Executive Director no later than the 15th business day of the current month.

Accounts Receivable Policy

ID: AR-100 AR Policy		Accounts Receivable	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 2

Purpose

CMFA Policy is to bill customers in a timely manner depending on the service being billed.

Division of Duties

When practicable, more than one individual will be responsible for at least one of the following activities:

- Review and sending of customer invoices
- Customer master file maintenance
- Recording of charges
- Recording of cash collections
- Reconciliation of bank accounts

Approval of write-off requests and non-cash credits will be approved by management levels above the staff accountant.

Billing and Invoicing

Prompt billing and invoicing for products and services provided by the CMFA are essential for effective management of receivables. Information must be maintained on the status of all unbilled accounts to insure that all actions necessary for the preparation of the invoice so that the invoice may be issued as expeditiously as possible.

Responsibilities and Administration

The Financial Advisor's Finance Manager and Staff Accountant, unless described below, will administer all accounts receivable.

The Financial Advisor's Finance Manager and Staff Accountant will be responsible for monitoring the status of all receivables, billing, producing monthly statements, and performing the necessary collection activities to assure timely receipt of payments.

It is the responsibility of the Finance Manager to:

Ensure timely billings, unless contractual requirements specify otherwise.

- Accounts shall be billed when payment is received for application fees
- Accounts shall be billed at or before closing for new bond issuances
- Accounts shall be billed between thirty (30) and sixty (60) days prior to the anniversary date for annual administration fees

Maintain an accurate record of receivables transactions detail

Ensure the AR systems is effectively integrated with other applicable accounting systems

Provide and AR Aging report to management

Provide realistic estimates of doubtful accounts

Properly account for receivables that are written off

Recognize and report receivables in accordance with Generally Accepted Government Auditing Standards (GAGAS) as required

Maintain a record of year-end receivable balances

Provision for Bad Debts

In order for realized revenue to be reflected properly, bad debts must be regularly recognized in the CMFA accounts. The CMFA shall establish and maintain a reserve for bad debts with regular charges against operating revenue. These charges shall be approved by the CMFA Treasurer or Assistant Treasurer. Detailed records of any amounts written off shall be maintained.

Physical Security

Adequate physical security will be maintained over receivable records to protect them against loss or manipulation.

Revenue Recognition Policy

ID: RR-100 Revenue Recognition Policy		Revenue Recognition	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 1.0	Total Pages: 2

Discussion

Revenue is recognized when the amount of revenue can be reliably measured and it is probable that the future economic benefits will flow to the CMFA.

Application Fees

Application fees are non-refundable, with a few exceptions, and due at the time an application for assistance is received by the CMFA. Revenue related to Application Fees is recognized at the time a signed application is received. In many cases, the application may be submitted electronically prior to the date the payment is actually received and therefore a receivable will be established. Application fees are applied towards the Issuance Fees if a transaction closes.

Issuance Fees

Issuance Fees are non-refundable and due at the time a transaction closes. Revenue related to Issuance Fees (net of application fee discount) is recognized on the date the transaction closes.

Annual Fees

Annual Fees are payable annually in advance and are non-refundable. The first Annual Fee is due along with the Issuance Fee at closing and subsequent Annual Fees are due on the anniversary date of the bond issuance. Annual fees are calculated on the outstanding bond balance as of the anniversary date and may be subject to minimum fee amounts as outlined in the CMFA's published Fee Schedule. The Annual Fee is NOT prorated or adjusted for any scheduled principal reductions during the year and is non-refundable.

Annual Fees are used to fund the general administration of the CMFA and do not represent any obligation the CMFA has towards a specific borrower that has utilized the CMFA's services.

Due to the fact that Annual Fee revenue is non-refundable, not prorated and does not represent any future obligation or services to be provided by the CMFA to a specific borrowing entity, Annual Fee revenue is recognized in full on the anniversary date of the original bond issuance.

Responsibilities and Administration

The Financial Advisor's Finance Manager and Staff Accountant will administer the Revenue Recognition Policy.

Records Management Policy

ID: Records-100 Records Management		Policy and Procedure	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 2

Purpose

This document describes the policy and procedure regarding the handling of records and files during the time period they are generally available and easily accessible.

Discussion

Records Management is the systematic control, creation, maintenance, use, and disposition of records and files in order to achieve adequate and proper documentation of the policies, procedures, and transactions of the company.

A Records life cycle usually consists of four stages:

- Creation and receipt
- Maintenance and use
- Short Term Disposition
- Archive

The "Records Schedule" is the main tool used to manage the disposition and archive of records and files. A records schedule is a document that provides mandatory instructions for what to do with records when they are no longer needed for current business. Also, it authorizes the final disposition of recurring or nonrecurring records. The Records Retention Procedures document contains the Records Schedule.

Definitions

Active records	Current records needed to carryout day-to-day business. Access every month.
Cutoff	A point when active files become inactive files.
Disposition	The actions taken after the cutoff.
File Plan	The systematic framework for identifying, classifying, and filing of records.

Historical Records	Records that preserve a past event.
Inactive Records	Records no longer needed for day-to-operations.
Records Owner	The creator of the records; responsible for proper filing and disposal.
Record or File Series	A group of records that is intended to be maintained as a unit because they relate to each other.
Retention Period	The length of time from cutoff to disposal.
Vital Records	Records needed for operating in an emergency or exercising legal rights.

Responsibilities

Every entity is legally required to manage its records. Records are the evidence of the CMFA's transactions and actions. Individuals are responsible for making and keeping records of their work. They have three basic obligations regarding records:

Creation

You are expected to create the necessary records to do business including recording transactions, decisions, actions taken, and document activities for areas which you are responsible.

Maintenance

Maintain and take care of the records so that information can be found when needed. This means setting up good directories and files, and filing materials (in whatever format) regularly and carefully in a manner that allows them to be safely stored and efficiently retrieved when necessary.

Disposition and Archive

Carry out the disposition of records under your control in accordance with the Records Schedule, and government regulations.

All individuals shall notify the CMFA Board of Directors or Treasurer or their supervisor of any actual, impending, threatened, or unlawful removal, defacing, alteration, or destruction of records.

Records Keeping and Filing Procedures

ID: Records-200 Records Keeping & Filing Procedures		Records Management	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 3

Overview

The Company has established procedures for the storage and filing of records. In addition to the filing procedures outlined below you should also review the Records Schedule.

Filing

All filing done at the CMFA is based on a system. Each set of files has keepers and users. Keepers are responsible for the proper maintenance of the files. Users require information contained in the files. Users borrow files from keepers. File keepers establish the rules file users must follow. Keepers may require a sign-out sheet. File keepers may permit direct access or require indirect access. Records Owners should conduct a periodic inventory of records to ensure accuracy of records information and the proper disposition of records. Regardless of whether the files are direct or indirect access, only file keepers will re-file borrowed files.

Records Keeping and filing procedures:

Identify what information is record material.

Develop and maintain a records index.

Review and update the records index as necessary.

Determine whether records can be cutoff and either stored or destroyed.

Destroy records when the retention period is reached.

Pack records to be stored in designated storage boxes.

Complete transmittal form and transfer records to Records Archive Area.

Update the records database, if applicable.

Maintain and protect vital records as indicated.

Centralized versus Decentralized Files

Centralized Files

In centralized files, the files of a unit are maintained in one location. Consider locating files in a centralized file when:

- More than one work unit has need for the same files.
- Units are sufficiently near the central file for prompt service.

Decentralized Files

Consider locating files in a decentralized file when:

- Files are of interest to only one work unit.
- Centralized filing is too distant for efficient service.
- Information must be immediately available to the creator.
- Constant reference is made to the files by a particular organizational unit.

Filing Systems

Customize this section to the filing systems used at your business.

Alphabetic Filing

The CMFA will utilize the alphabetic filing system. Alphabetic filing is sometimes referred to as the “Dictionary” method of filing when files are organized strictly in alphabetical order. Sometimes Alphabetic filing will be referred to as “encyclopedic” when classifications are organized by major sub-heading or geographic distinctions are organized alphabetically.

Alphabetic files include:

- Accounts Receivable Customer files
- Accounts Payable Vendor Files
- Borrower Transaction Files
- Borrower Compliance Files

Maintaining Files

Neatness and orderliness are essential to filing efficiency. The following instructions will assist in maintaining this efficiency.

Identify File Drawers

Label file drawers to indicate what files, subjects, or names are filed in them. Indicate the year, if appropriate. The disposition schedule number may also be placed on the drawer label.

Prevent Overcrowding the Files

Allow at least four inches of space in each active file drawer to permit sufficient working space.

Keep Papers Straight

When placing material in file folders, do not let the papers extend beyond the edges of the folders. Crease or fold papers when necessary.

Avoid Overloading File Folders

If the contents of the folder increase to the point that papers begin to obscure folder labels, then crease the bottom of the folder leaves at the second expansion line to increase the capacity of the folder. When the folder content reaches 3/4 inches, either:

- (1) Add a new folder bearing the same file designation in front of the full folder and show inclusive dates on the folders; or
- (2) Subdivide the contents of the folder, if practical, by adding new file designations.

Avoid Cluttering the Files

Bulky material should be filed in equipment suitable to its size and not mixed with standard size documents. This material can be cross referenced so that it can be readily identified with the related papers in the regular files.

Records Schedule

ID: Records-200 Records Schedule		Records Management	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 2

Overview

The purpose of this policy is to establish standards for the retention of business and financial records by the Company.

It is the policy of the Company to maintain retention practices that are in accordance with generally accepted accounting principles and meet or exceed all statutory or regulatory requirements.

The Consultants, with oversight from the Treasurer / Secretary, are responsible for:

Maintaining this schedule

Monitoring statutory requirements

Ensure the Company records are in accordance with this schedule.

The table below represents minimum retention standards for the records and documents listed. Any deviations below the minimum standards on this schedule must be approved by the Controller / CFO.

	Retention	Series	Medium	Location
Accounts payable ledgers and schedules	7			
Accounts receivable ledgers and schedules	7			
Audit reports of accountants	P			
Bank Reconciliations	3			
Bank Statements	P			
Borrower Financials				
Borrower Applications				
Bond Documents				
Cash Books	P			
Chart of Accounts	P			
Checks – Cancelled	P			
Corporate Minute Books of Directors & Stockholder Meetings	P			
Corporate Paper and Bylaws	P			
Correspondence (legal and important matters only)	P			
Correspondence (general)	3			
Correspondence (routine) with customers or vendors	1			
Deeds, mortgages and bills of sale	P			
Depreciation Schedules	P			
Duplicate Deposit Slips	1			

	Retention	Series	Medium	Location
Financial Statements (end-of-year, other months optional)	P			
Fixed Asset ledgers	7			
Insurance Policies (expired)	7			
Internal Audit reports	7			
Internal Control Evaluations	7			
Invoices from vendors	7			
Journal Entries	P			
Tax Returns and worksheets	P			

Risk Management Policy

ID: Risk-100 Risk Management Policy		Risk Management	
Effective Date: 07/15/13	Last Revision: 07/15/13	Version: 10.0	Total Pages: 2

Overview

Risk management is defined as the identification, assessment, and mitigation of risks that may interfere with the CMFA achieving its objectives.

Risks may be entity oriented and threaten CMFA assets like; people, property, internal change, downsizing, rapid growth and expansion and CMFA finances.

They may be market oriented like; the market economy, competition and reputation. They may be environmentally oriented like; the overall economy, politics, legislation, elections, zoning, and natural catastrophes.

The greatest risk however, is when the CMFA fails to maintain the highest possible concern for its stakeholders and particularly the public.

Policy

The CMFA shall continually seek to identify, assess, and mitigate the risks facing its business. Risk management shall be an integral part of the strategic planning process.

The objective of the Risk Management Policy and process is to:

- Provide a framework to manage risk.
- Promote risk awareness within the organization.
- Protect CMFA assets.
- Identify unmitigated risk and implement action plans for mitigation.

Responsibilities

The Treasurer and Assistant Treasurer are responsible for implementation of the risk management process. All CMFA Board Members, Financial Advisors and the Executive

Directors are responsible for participating in the risk management process and managing risks in their areas of the business.

Risk Appetite

Risk appetite is the amount of risk that the CMFA is willing to take in pursuit of its objectives.

Integrity and Ethical Values

An entity's culture is directly related to its risk appetite. It is the CMFA Board's responsibility to ensure the CMFA's culture is closely aligned with the risk appetite and strategic/business plans.

Discussion

Risk Identification

The CMFA classifies risks as compliance, operational, reporting, financial, or strategic.

Risk management shall occur as a result of consideration of findings from audits, evaluations, and other assessments.

Risks that are identified at the Financial Advisor or Executive Director level shall be brought to the attention of the Treasurer or Assistant Treasurer.

Risk Mitigation

In order to influence the likelihood of occurrence and/or impact to stakeholders, risks can be avoided, reduced, shared, or accepted.

Can you:

- Buy insurance
- Lower prices
- Work with your insurer on loss control and prevention
- Improve internal controls
- Re-think your exclusions
- Not work for certain customers (loss avoidance)
- Become more involved in the community

Approvals Summary

TR AT FAF FAO FIN ED

Monthly Report Binder (All) - Statement of Rev/Exp - Statement of Fin Pos - A/R & A/P Aging - P&L By Job Report	X	X				X
A/R Aging (All)	X	X	X			X
Bank Reconciliations (All)	X	X	X	X		X
Bad Debt Write Off (Any One)	X	X	X			X
New GL Accounts (Any One)	X	X	X			X
New Vendor Setup (Any One)	X	X	X	X		
Check Stock Control (Any One)	X		X	X		
Positive Pay Approval (Or Designee) (Any One)	X	X				X
Bank Signatory (Any One)	X	X	X	X		
Wire Transfers & Templates (Any One)	X	X				X
Disbursement Approvals (See P. 30)						
GAGAS Financials (All)	X	X	X	X	X	X
Fidelity Bond (Best Efforts)	X		X	X		

TR: Treasurer
 AT: Assistant Treasurer
 FAF: Financial Advisor - Finance
 FAO: Financial Advisor - Operations
 FIN: Finance Committee
 CH: Chairman of the Board
 ED: Executive Director



California Municipal Finance Authority

Investment Policy

I. Introduction

The purpose of this Investment Policy (the “Policy”) is to provide guidelines for the prudent investment of the California Municipal Finance Authority’s (the “CMFA”) funds in conformance with California Government Code requirements governing the investment of public funds. Funds will be managed to provide for daily cash flow requirements and to meet the objectives of this Policy.

II. Scope

This Policy applies to activities of the CMFA with regard to investing the financial assets of all funds. In addition, funds held by trustees or fiscal agents are excluded from these rules; however, all funds are subject to regulations established by the State of California.

III. Investment Objectives

As specified in Government Code Section 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the CMFA’s investment activities and of this Policy shall be:

1. **Safety:** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The goal will be to mitigate credit risk and interest rate risk.
2. **Liquidity:** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
3. **Yield:** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints of safety and liquidity needs.

IV. Delegation of Authority

The authority of the CMFA’s Board of Director’s (the “Board”) to invest or reinvest funds of the CMFA is delegated by Board Resolution in conjunction with the annual investment policy review. Management responsibility for the investment program is hereby delegated to the Treasurer who shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and their procedures in the absence of the Treasurer. The Treasurer shall establish

procedures for the management of investment activities, including the activities of staff consistent with this Policy.

The Treasurer may retain the services of an outside financial advisor, executive director or qualified outside manager (all collectively referenced as “investment officers”) as approved by the Board to assist with the CMFA’s investment program. Qualified outside managers will be either SEC Registered Financial advisors or Bank Money Managers. The investment officers shall make all investment decisions and transactions in accordance with State and Federal law, this Policy, and such other written instructions as are provided. The performance and service levels of the investment officers shall be reviewed annually.

V. Prudence

All participants in the investment process shall recognize that the investment program is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism worthy of the public trust. The standard of prudence to be used by the CMFA shall be the “prudent person” standard and shall be applied in the context of managing the overall portfolio. The Treasurer and the delegated investment officers, acting in accordance with written procedures and this Policy and exercising due diligence, shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

The “prudent person” standard states that,

“Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

VI. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. Disclosure shall be made to the governing body. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of the CMFA.

VII. Authorized Financial Institutions, Depositories, and Broker/Dealers

1. Authorized Financial Institutions, Depositories, and Broker/Dealers

A list will be maintained of financial institutions and depositories authorized to provide investment services as described in Exhibit A. In addition, a list will be maintained of approved security broker/dealers selected by conducting a process of due diligence. These may include ‘primary’ dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

A. The Treasurer shall determine which financial institutions are authorized to provide services to the CMFA. Institutions eligible to transact investment business with the CMFA include:

1. Primary government dealers as designated by the Federal Reserve Bank;
2. Nationally or state-chartered banks;
3. The Federal Reserve Bank; and
4. Direct issuers of securities eligible for purchase.

B. Selection of financial institutions and broker/dealers authorized to engage in transactions with the CMFA shall be at the discretion of the Treasurer or CMFA Board.

C. All broker/dealers who desire to become qualified for investment transactions must supply the following (as appropriate):

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
- Proof of FINRA certification
- Proof of state registration
- Completed broker/dealer questionnaire (not applicable to Certificate of Deposit counterparties)
- Certification of having read and understood and agreeing to comply with the CMFA’s investment policy
- Evidence of adequate insurance coverage

D. All financial institutions who desire to become depositories must supply the following (as appropriate):

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
- Proof of state registration
- Evidence of adequate insurance coverage

- E. A periodic review of the financial condition and registration of all qualified financial institutions and broker/dealers will be conducted by the Treasurer.
- 2. Minority, Emerging and Community Financial Institutions

From time to time, the investment officer may choose to invest in instruments offered by minority, emerging and community financial institutions. All terms and relationships will be fully disclosed prior to purchase and will be reported to the appropriate entity on a consistent basis and should be consistent with state or local law.
- 3. Competitive Transactions
 - A. The investment officer shall obtain competitive bid information on all purchases of investment instruments purchased on the secondary market. A competitive bid can be executed through a bidding process involving at least three separate brokers/financial institutions or through the use of a nationally recognized trading platform.
 - B. If the Entity is offered a security for which there is no readily available competitive offering on the same specific issue, then the Investment Officer shall document quotations for comparable or alternative securities. When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities as the same original issue price.

VIII. Safekeeping and Custody

1. Delivery vs. Payment

All trades of marketable securities will be executed (cleared and settled) on a delivery vs. payment (DVP) basis to ensure that securities are deposited in the CMFA's safekeeping institution prior to the release of funds.

2. Third-Party Safekeeping

Securities will be held by an independent third-party safekeeping institution selected by the CMFA. All securities will be evidenced by safekeeping receipts in the CMFA's name. The safekeeping institution shall annually provide a copy of its most recent report on internal controls - Service Organization Control Reports (formerly 70, or SAS 70) prepared in accordance with the Statement on Standards for Attestation Engagements (SSAE) No. 16 (effective June 15, 2011.)

3. Internal Controls

Management shall establish a system of internal controls, which shall be documented in writing. The internal controls shall be reviewed by the finance committee, where present, and with the independent auditor. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the CMFA.

IX. Suitable and Authorized Investments

1. Investment Types and Credit Guidelines

Consistent with the GFOA Policy Statement on State and Local Laws Concerning Investment Practices, the following investments will be permitted by this policy and are those defined by state and local law where applicable. If additional types of securities are approved for investment by public funds by state statute, they will not be eligible for investment by the CMFA until this Policy has been amended and the amended version adopted by the governing body. Typical types of securities include:

- U.S. Treasury and other government obligations that carry the full faith and credit guarantee of the United States for the payment of principal and interest;
- Federal Agency or U.S. government sponsored enterprises (GSE) obligations, participations or other instruments;
- Bankers' acceptances;
- Federally insured time deposits (Non-negotiable certificates of deposit) in state or federally chartered banks, savings and loans, or credit unions, provided that:
 - a. The amount per institution is limited to the maximum covered under federal insurance plus any third party guaranty acceptable to the Treasurer or CMFA Board;
- Time deposits (Non-negotiable certificates of deposit) in state or federally chartered banks, savings and loans, or credit unions in excess of insured amounts which are fully collateralized with securities in accordance with state law;
- Negotiable certificates of deposit (NCDs);
- Commercial paper, rated in the highest tier (e.g., A-1, P-1, F-1, or D-1 or higher) by a nationally recognized statistical rating organization;
- Investment-grade obligations of state, provincial and local governments and public authorities;
- Fully collateralized Repurchase agreements collateralized in compliance with this Policy, governed by a SIFMA Master Repurchase Agreement and with a

maximum maturity. Capital project funds may be invested in a single flex repurchase agreement with a maximum stated maturity that shall be matched to the expenditure plan;

- SEC registered money market mutual funds; and
- Local government investment pools.

IMPORTANT NOTE: If the credit rating of a security is subsequently downgraded below the minimum rating level for a new investment of that security, the Treasurer shall evaluate the downgrade on a case-by-case basis in order to determine if the security should be held or sold. The Treasurer will apply the general objectives of safety, liquidity, yield and legality to make the decision.

2. Collateralization

Where required by state law and in accordance with full collateralization will be required on all demand deposit accounts, including checking accounts and negotiable (as authorized by respective state statutes) and non-negotiable certificates of deposit.

Authorized Collateral

Acceptable collateral for bank deposits and repurchase agreements shall include only:

- obligations of the U.S. Government, its agencies and GSEs, including mortgage backed securities
- obligations of any state, city, county or authority rated at least AA by two nationally recognized statistical rating organizations.

X. Prohibited Investments

Section 53601.6 of the Government Code lists the investments that are prohibited. Prohibited investments shall include, but are not limited to: equity securities, inverse floaters, range notes, interest-only strips that are derived from a pool of mortgages, or any investment that could result in zero interest earned if held to maturity.

XI. Performance Standards/Evaluation

The investment performance of the CMFA's operating portfolio shall be evaluated and compared to an appropriate benchmark in order to assess the success of this investment program relative to the CMFA's Safety, Liquidity and Yield objectives. This review will be conducted annually with the Board's Finance Committee.

XII. Investment Reporting

If funds are invested in any instrument aside from insured/guaranteed checking accounts, the investment officer shall prepare an investment report at least annually, including a management summary that provides an analysis of the status of the current investment portfolio and the individual transactions executed over the last quarter. This management summary will be prepared in a manner which will allow the CMFA to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the CMFA's Finance Committee. The report will include, at a minimum, the following:

- a. An asset listing showing par value, cost and accurate and complete market value of each security, type of investment, issuer, and interest rate
- b. Average maturity of the portfolio and modified duration of the portfolio
- c. Maturity distribution of the portfolio
- d. Average portfolio credit quality
- e. Time-weighted total rate of return for the portfolio for the prior one month, three months, twelve months, year to date, and since inception compared to the Benchmark Index returns for the same periods
- f. Average weighted yield to maturity of portfolio on investments as compared to applicable Benchmarks
- g. Distribution by type of investment

XIII. Policy Adoption and Review

The investment policy and any modifications to that policy shall be formally approved and adopted by the Board of the CMFA.

EXHIBIT A

Authorized Financial Institutions, Depositories, and Broker/Dealers

1. Wells Fargo Bank, N.A.



Client Consent and Acknowledgement Letter to Allow Successor Accounting Firm to Review
Marcum Audited Workpapers

July 9, 2013

Deborah A. Moreno
Chairperson, California Municipal Finance Authority
Board Member, California Foundation for Stronger Communities
2111 Palomar Airport Road, Ste. 320
Carlsbad, CA 92011

You have given your consent to allow Macias, Gini & O'Connell access to our working papers for their audits of the fiscal 2013 financial statements of California Municipal Finance Authority ("CMFA") and related California Foundation for Stronger Communities ("CFSC"). You also have given your consent to us to respond fully to Macias, Gini & O'Connell inquiries. You understand and agree that the review of our working papers is undertaken solely for the purpose of obtaining an understanding about CMFA and related CFSC and certain information about our audit to assist Macias, Gini & O'Connell in planning their audits of the fiscal 2013 financial statements of CMFA and related CFSC.

Prior to Macias, Gini & O'Connell reviewing our work papers, our Firm policy is to collect an upfront retainer of \$5,000 to cover our costs of the required preparation of our audit files as well as the on site visit of the successor auditors at our Irvine offices, along with our professional staff assigned to oversee the overall review process. The successor auditor work paper review would be physically conducted on site at our Irvine, CA offices. It is not our policy to email our work papers.

Please confirm your agreement with the foregoing by signing and dating a copy of this letter and returning it to us.



**California Municipal Finance Authority
California Foundation for Stronger Communities
July 9, 2013
Page 2**

Attached is the form of the letter we will furnish Macias, Gini & O'Connell regarding the use of the working papers.

Very truly yours,

Marcum LLP



Steve Rapattoni, CPA
Managing Partner, Irvine Office

ACCEPTED:

California Municipal Finance Authority and California Foundation for Stronger Communities

By: _____

Date: _____

Deborah A. Moreno

Chairperson, California Municipal Finance Authority

Board Member, California Foundation for Stronger Communities

SUCCESSOR AUDITOR ACKNOWLEDGEMENT LETTER

July 9, 2013

Kevin K. Starkey
Macias, Gini & O'Connell LLP
3000 S Street, Suite #300
Sacramento, CA 95816

We have previously audited, in accordance with auditing standards generally accepted in the United States of America, the fiscal 2012, financial statements of California Municipal Finance Authority ("CMFA") and related California Foundation for Stronger Communities ("CFSC"). We rendered a report on those financial statements and have not performed any audit procedures subsequent to the audit report date.

In connection with your audits of CMFA and related CFSC financial statements, you have requested access to our audit documentation prepared in connection with those audits. CMFA and related CFSC have authorized our firm to allow you to review that audit documentation. We understand that the purpose of your review is to obtain information about CMFA and related CFSC and our fiscal audit results to assist you in planning and performing your fiscal 2013 audits of CMFA and CFSC. For that purpose only, we will provide you access to our audit documentation that relates to that objective.

Our audits, and the audit documentation prepared in connection therewith, of CMFA and related CFSC financial statements were not planned or conducted in contemplation of your review. Therefore, items of possible interest to you may not have been specifically addressed. Our use of professional judgment and the assessment of audit risk and materiality for the purpose of our audit mean that matters may have existed that would have been assessed differently by you. We make no representation as to the sufficiency or appropriateness of the information in our audit documentation for your purposes.

Because your review of our audit documentation is undertaken solely for the purpose described above and may not entail a review of all our audit documentation, you agree that (1) the information obtained from the review will not be used by you for any other purpose, (2) you will not comment, orally or in writing, to anyone as to whether, as a result of your review, our audit was performed in accordance with auditing standards generally accepted in the United States of America, (3) you will

not provide expert testimony or litigation support services or otherwise accept an engagement to comment on issues relating to the quality of our audit, and (4) you accept sole responsibility for the nature, timing, and extent of audit work performed and the conclusions reached in expressing your opinion on the fiscal 2013 financial statements of CMFA and related CFSC.

We may, at our discretion, provide copies of audit documentation that you request. You agree to subject any such copies or information otherwise derived from our audit documentation to your normal policy for retention of audit documentation and protection of client confidential information.

Furthermore, in the event of a third-party request for access to your audit documentation prepared in connection with your audit of CMFA and related CFSC you agree to obtain our permission before voluntarily allowing any such access to our audit documentation or information otherwise derived from our audit documentation, unless such access is required by law or regulation. You agree to obtain on our behalf any releases that you obtain from such third party. You agree to advise us promptly and provide us a copy of any subpoena, summons, other court order, or other legal requirement for access to your audit documentation that include copies of our audit documentation or information otherwise derived there from.

Prior to your reviewing our work papers, our Firm policy is to collect an upfront retainer of \$5,000 to cover our costs of the required preparation of our audit files as well as your on site visit at our Irvine offices, along with our professional staff assigned to oversee the overall review process. Your work paper review would be physically conducted on site at our Irvine, CA offices. It is not our policy to email our work papers. Typically, the upfront retainer is paid by the governmental unit, in this case CMFA.

Please confirm your acceptance and agreement with the foregoing by signing and dating a copy of this letter and returning it to us.

Very truly yours,

Marcum LLP



Steve Rapattoni, CPA
Managing Partner, Irvine Office

Accepted:

Macias, Gini & O'Connell LLP

By: _____ Date:



RFP FOR FINANCIAL ADVISOR SERVICES SUMMARY AND RECOMMENDATIONS

Action: Approve RFP for Financial Advisor Services

Meeting: July 17, 2013

Background:

The CMFA intends to RFP for Financial Advisor Services.

Recommendation:

The Executive Director would like direction on a RFP for Financial Advisor Services.



CMFA Financings Enabled the Following Charitable Donations through the CFSC (2004-2013)

A Community of Friends -	\$ 10,000	Bridge Housing -	\$ 15,578
A Place Called Home -	\$ 20,000	Brother Benno Foundation -	\$ 10,000
A Safe Place -	\$ 20,000	Building Blocks for Kids -	\$ 15,000
ADONAI -	\$ 30,000	C.A.R.E. -	\$ 5,000
Afghan Coalition -	\$ 5,000	Cabrillo Economic Development Corporation -	\$ 15,000
African Advocacy Network -	\$ 10,000	Cal Independent Scholar Network Program -	\$ 20,000
Alameda County -	\$ 8,503	California Family Life Center -	\$ 10,000
All Peoples Christian Center -	\$ 10,000	California Youth Connection -	\$ 25,000
Alpha House -	\$ 20,000	Cameron House -	\$ 25,000
America Cares Foster Family Agency -	\$ 10,000	Camp Harmony -	\$ 20,000
America River Grange -	\$ 1,251	Cancer Angeles of San Diego -	\$ 30,000
Anaheim Community Foundation -	\$ 3,198	Canyon Acres Children & Family Services -	\$ 10,000
Anaheim Interfaith Shelter -	\$ 15,000	Carols by Candlelight -	\$ 5,000
Angel Flight Shelter -	\$ 30,000	CASA 0101 -	\$ 5,000
Animals are First Fund -	\$ 8,801	Casa Cornelia Law Center -	\$ 10,000
Arab Cultural & Community Center -	\$ 5,000	Casa Romantica -	\$ 5,000
Arts Orange County -	\$ 10,000	Caterina's Club -	\$ 20,000
Asian Pacific Community Fund -	\$ 15,000	Center for Community Solutions -	\$ 10,000
Asian Pacific Dispute & Resolution Center -	\$ 5,000	Center for Land Based Learning -	\$ 10,000
Asian Pacific Islander Small Business Prgm -	\$ 2,500	Center for the Pacific Asian Family -	\$ 1,000
Asian Pacific Women's Center -	\$ 17,000	Center of Domestic Peace -	\$ 15,000
Asian Women's Shelter -	\$ 10,000	Chabad of California -	\$ 10,000
Asian Youth Center -	\$ 10,000	Chapman College AmVet's Legal Clinic -	\$ 15,000
Barrio Logan College Institute -	\$ 25,000	Charles Drew University -	\$ 20,000
Bay Area Outreach & Recreation Program -	\$ 15,000	Child Net -	\$ 30,000
Bay Area Rescue Mission -	\$ 10,000	Children's Day School -	\$ 6,333
Bayfront Youth -	\$ 10,000	Children's Institute -	\$ 10,000
Beyond Shelter -	\$ 10,000	Chinatown Service Center -	\$ 5,000
Big Sur Health Center -	\$ 20,000	City of Commerce Scholarship Program -	\$ 6,250
Bill Wilson Center -	\$ 20,000	Clearwater Residential -	\$ 7,500
Bishop Mora Salesian College -	\$ 15,000	Clinic by the Bay -	\$ 10,000
Borrego Community Health Foundation -	\$ 5,000	Clinicas de Salud del Pueblo, Inc. -	\$ 15,000
Boys & Girls Club of Anaheim -	\$ 20,000	Coalition for Responsible Comm. Dev. -	\$ 15,000
Boys & Girls Club of Coachella -	\$ 20,000	Coastside Hope -	\$ 15,000
Boys & Girls Club of Redlands -	\$ 10,000	Comfort for Kids / Hospice of the East Bay -	\$ 20,000
Boys & Girls Club of San Francisco -	\$ 15,000	Community Catalysts of California -	\$ 10,000
Boys & Girls Club of South Coast Area -	\$ 10,000	Community Foundation for Mendocino Cnty -	\$ 5,000

Total Donations 2004 - 2013: \$4,669,477



CMFA Financings Enabled the Following Charitable Donations through the CFSC (2004-2013)

CSU Philanthropic Foundation -	\$ 15,000	Food Bank of Monterey County -	\$ 10,000
Community Gate Path -	\$ 12,796	Food in Need of Distribution -	\$ 10,000
Concept 7 -	\$ 10,000	Foster Family Service -	\$ 5,000
Contra Costa Food Bank -	\$ 13,707	Foundation at Fairplex (Big Yellow Bus) -	\$ 10,000
Courage To Be You -	\$ 25,000	Foundation for Children's Dental Health -	\$ 3,061
Courageous Connections -	\$ 10,000	Foundation for CSU San Bernardino -	\$ 8,521
Court Appointed Special Advocates of OC -	\$ 10,000	Freedom Dogs -	\$ 5,000
Cristo Rey High School -	\$ 10,000	Freedom Station -	\$ 15,000
Dana Point 5th Marine Regiment Group -	\$ 10,000	Fresno County Economic Development Corp -	\$ 130
Dangerfield Institute of Urban Problems -	\$ 10,000	Friends of San Pasqual Academy -	\$ 10,000
Daniel Hernandez Youth -	\$ 45,000	Friends of Tulare County -	\$ 7,188
Deaf Seniors Foundation -	\$ 5,000	Furnishing Hope of Orange County -	\$ 25,000
Desert AIDS Project -	\$ 20,000	Gahr High School Athletic Department -	\$ 7,500
Desert ARC -	\$ 25,000	Gary Center -	\$ 20,000
Desert Cancer Foundation -	\$ 20,000	Gary Sinise Foundation -	\$ 10,000
Desert Samaritans -	\$ 10,000	Gathering Inn -	\$ 10,000
Doors to Hope -	\$ 10,000	George Mark House -	\$ 37,500
Earned Assets Resouce Network -	\$ 10,000	Get on the Bus -	\$ 10,000
East Bay Children's Theater -	\$ 15,000	Girl Scouts of Northern California -	\$ 10,000
East Bay Zoological Society -	\$ 5,127	Good Sheppard -	\$ 20,000
Eden Youth and Family Center -	\$ 2,778	Grace Land -	\$ 30,000
Eggelston Youth Center -	\$ 20,000	Great Northern Corporation -	\$ 5,000
Eisenhower Medical Center -	\$ 23,445	Greater Stockton Foundation -	\$ 796
Elevate Your Game -	\$ 20,000	Guardian Scholars (Fullerton) -	\$ 20,000
Elite Soccer -	\$ 5,000	Guardian Scholars (UCLA) -	\$ 20,000
Elk Grove Youth Dance -	\$ 10,000	Harbor House -	\$ 10,000
Elmhurst Food Pantry -	\$ 2,778	Harold Pump Foundation -	\$ 25,000
EPIC -	\$ 5,000	Healthy Neighborhoods Venture Fund -	\$ 27,712
Esalen -	\$ 10,000	Herald Christian Health Center -	\$ 2,500
Eskaton Foundation -	\$ 15,000	High Sierra Resource Conserv & Dev Council -	\$ 25,000
Fairytale Town -	\$ 7,500	Hispanic Chamber of Commerce Edu. Fund -	\$ 10,000
Families Forward -	\$ 5,000	Homefront San Diego -	\$ 10,000
Family Crossroads -	\$ 15,000	HOMES -	\$ 10,000
Festival of Arts -	\$ 10,000	Hope Through Housing Foundation -	\$ 10,000
Fish Food Bank -	\$ 10,000	Hope University -	\$ 25,000
Fisher House -	\$ 35,000	Housing California -	\$ 20,000
Food Bank of Contra Costa & Solano County -	\$ 15,000	Housing With Heart -	\$ 10,000

Total Donations 2004 - 2013: \$4,669,477



CMFA Financings Enabled the Following Charitable Donations through the CFSC (2004-2013)

Illumination Foundation -	\$ 15,000	Liberty Hill -	\$ 25,000
Imagine LA -	\$ 2,500	LifeSTEPS -	\$ 15,000
Indian Health Council -	\$ 10,000	Lincoln Child Center -	\$ 10,000
Industry Sheriffs Station YAL -	\$ 6,250	Lodi House -	\$ 10,000
Injured Marine Semper Fi Fund -	\$ 20,000	Long Beach Museum of Art -	\$ 30,000
InnerCity Struggle -	\$ 10,000	Los Angeles Arts High Foundation -	\$ 35,000
Inspire Life Skills Training, Inc. -	\$ 3,750	Los Angeles Food Bank -	\$ 5,000
Intervention Center for Early Childhood -	\$ 15,000	Los Angeles Police Memorial Foundation -	\$ 15,000
Iraq Star -	\$ 20,000	Los Angeles Regional Food Bank -	\$ 10,885
IV Parks -	\$ 3,570	Lotus Bloom Family Resource Center -	\$ 10,000
Jai Lao -	\$ 10,000	Lytle Creek Community Center -	\$ 7,500
Jenesse Center -	\$ 15,000	Lytle Creek Senior Center -	\$ 5,000
Jewish Family Resouce Center of East Bay -	\$ 10,000	Maitri -	\$ 25,000
John Glen High School -	\$ 10,000	Make A Wish Foundation of LA -	\$ 30,000
John Tracy Clinic -	\$ 10,000	Manzanita Services -	\$ 5,000
Joy Center -	\$ 40,000	Mar Vista Family Center -	\$ 10,000
JuneCo -	\$ 25,000	Marina Villag Jazz Band -	\$ 5,000
Kennedy Commission -	\$ 5,000	Marjorie Mason Center -	\$ 15,000
Kern Bridges Youth Homes -	\$ 10,000	MARSOC Foundation -	\$ 20,000
Kern River Valley Senior Citizens -	\$ 10,000	Martha's Village and Kitchen -	\$ 15,000
Kettleman City Foundation -	\$ 4,253	Mary Graham Children's Shelter Foundation -	\$ 2,589
Khmer Arts Academy -	\$ 2,500	Meals on Wheels -	\$ 2,500
Khmer Girls in Action -	\$ 10,000	Mendocino County Historical Society -	\$ 1,595
Kids for the Bay -	\$ 10,000	Micke Grove Zoological Society -	\$ 2,589
Kids Konnected -	\$ 10,000	Miracle League of North Orange County -	\$ 20,000
Kids Turn -	\$ 10,000	Moral Values Program -	\$ 25,000
Kidsworks -	\$ 20,000	Moss Beach Homes -	\$ 10,000
Korean American Family Serice Center -	\$ 2,500	Mustard Seed School -	\$ 10,000
Korean Health Edu Info & Resources Center -	\$ 20,000	Muzeo Foundation -	\$ 6,889
Korean Resource Center -	\$ 2,500	Napethian Homes -	\$ 10,000
Koreatown Youth & Community Center -	\$ 5,000	Narika -	\$ 15,000
La Familia Counseling Center -	\$ 10,000	National CORE -	\$ 7,937
Laborers of the Harvest -	\$ 9,000	National Veterans Transition Services -	\$ 20,000
Laura's House -	\$ 20,000	Naval Special Warfare Family Foundation -	\$ 20,000
Lazarus Project -	\$ 15,000	Navy League of the U.S. San Diego Council -	\$ 65,000
Leadership Mendocino -	\$ 1,595	Navy Seal Foundation -	\$ 30,000
Leukemia Lymphoma Society -	\$ 35,000	New Day for Children -	\$ 30,000

Total Donations 2004 - 2013: \$4,669,477



CMFA Financings Enabled the Following Charitable Donations through the CFSC (2004-2013)

New Image Emergency Shelter for Homeless -	\$ 15,000	Rose Center Theater -	\$ 10,000
Niroga -	\$ 15,000	Rosemary Children -	\$ 10,000
Nor Cal Vet Cemetery Endowment Fund -	\$ 1,913	ROWW -	\$ 5,000
North Peninsula Food Pantry -	\$ 9,453	Rural Communities Housing Dvlpmnt Corp -	\$ 15,000
Oak Grove -	\$ 20,000	Rural Community Assistance Corporation -	\$ 15,000
Oak View Park & Resource Center -	\$ 945	Sabin Children -	\$ 15,000
Olive Crest -	\$ 35,000	Sacramento Child Advocates -	\$ 15,000
Olive Crest Academy -	\$ 20,000	San Francisco Food Bank -	\$ 10,000
Olive Crest Scholarship Fund -	\$ 20,000	San Lorenzo Help Center -	\$ 2,779
Opera Noir -	\$ 10,000	San Pasqual Academy -	\$ 20,857
Operation Gratitude -	\$ 20,000	Search to Involve Pilipino Americans -	\$ 5,000
Operation Help a Hero -	\$ 10,000	SEMAH -	\$ 5,000
Operation Homefront -	\$ 20,000	Senior Nutrition Services -	\$ 15,000
Operation Mend -	\$ 75,000	Serene Haven -	\$ 25,000
Operation Safehouse -	\$ 30,000	SF Made -	\$ 5,000
Orange Housing Development Corporation -	\$ 5,000	Shelter From the Storm -	\$ 10,000
Oscar De La Hoya Foundation -	\$ 10,000	Sierra Child & Family Services -	\$ 10,000
Oscar De La Hoya High School -	\$ 15,000	SJB Child Development Centers -	\$ 5,000
Pacific American Volunteer Association -	\$ 20,000	Sky High Training -	\$ 15,000
Pacific Institute -	\$ 1,866	Soar for Youth -	\$ 5,000
Pasadena Senior Center -	\$ 15,000	Social Model Recovery System (Mariposa) -	\$ 5,000
People Who Care -	\$ 5,000	Society for the Blind -	\$ 15,000
Permission to Dream -	\$ 10,000	Sol La Music Academy -	\$ 20,000
Pico Youth -	\$ 5,000	Solano Community Foundation -	\$ 5,432
Picture Me Happy -	\$ 5,000	Solano Economic Development Corporation -	\$ 4,953
Pilipino Workers Center -	\$ 5,000	Someone Cares Soup Kitchen -	\$ 10,000
Plowshares Peace & Justice Center -	\$ 1,595	Sonrisas Community Dental Center -	\$ 35,000
Police Activity League (Los Angeles) -	\$ 10,000	Sound Body Sound Mind -	\$ 10,000
Poverello House -	\$ 3,063	South Asian Network -	\$ 2,000
Proyecto Pastoral -	\$ 10,000	South Bay Children's Health Center -	\$ 70,000
Queen of Hearts -	\$ 25,000	South Bay Youth -	\$ 12,437
Rainbow Family -	\$ 72,500	Southeast Asian Community Alliance -	\$ 5,000
Ramona Animal Shelter -	\$ 2,344	Southern California Indian Center -	\$ 10,000
Restart Center -	\$ 10,000	SOVA -	\$ 25,000
Retirement Housing Foundation -	\$ 15,000	SPARK -	\$ 40,000
Richard Prado Senior Center -	\$ 10,000	SPUR -	\$ 4,623
Rob Dyrdek Foundation -	\$ 45,000	St. Barnabas Senior Services -	\$ 15,000

Total Donations 2004 - 2013: \$4,669,477



**CMFA Financings Enabled the Following
Charitable Donations through the CFSC (2004-2013)**

St. Johns Child & Family Development Center -	\$ 23,000	WEAVE -	\$ 10,000
St. Joseph's -	\$ 10,000	West Marin Senior Services -	\$ 10,000
Stable Hands -	\$ 12,500	West Side Children's Center -	\$ 35,500
Stand Down 08 -	\$ 10,000	White Memorial Medical Center Foundation -	\$ 22,500
Stanislaus Foundation -	\$ 5,063	Wise and Healthy Aging -	\$ 15,000
Stanton Little League -	\$ 5,000	Woman Haven -	\$ 10,000
Step Up on Second -	\$ 10,000	Women's Center of San Joaquin County -	\$ 10,000
Surfers Healing Foundation -	\$ 5,000	Wonder Inc. -	\$ 10,000
Susan G Komen Cure Foundation -	\$ 10,736	YMCA Montebello (Dinner at the Cannon) -	\$ 10,000
Swords into Plowshares -	\$ 30,000	YMCA San Diego Armed Services -	\$ 10,000
Teen Project -	\$ 15,000	YMCA San Francisco -	\$ 5,666
TELACU -	\$ 5,000	YMCA Youth & Community Outreach -	\$ 5,000
Tender Loving Canines -	\$ 20,000		
Thai Community Development Center -	\$ 10,000		
Ties for Adoption (Regents of UofC) -	\$ 18,500		
Tomorrow's Aeronautical Museum -	\$ 10,000		
Torrance Cultural Arts Center Foundation -	\$ 15,626		
Tri-County Independent Living -	\$ 10,000		
UC Riverside Pathways to Success -	\$ 20,000		
UCLA Entrepreneurship Boot Camp -	\$ 20,000		
UCLA Medical Student's Scholarship Fund -	\$ 10,000		
Unicorn Garden -	\$ 10,000		
Union of Pan Asian Communities -	\$ 10,000		
United Cambodian Community -	\$ 2,500		
United Cerebral Palsy -	\$ 10,000		
United Outreach of El Dorado County -	\$ 10,000		
United Way of Central County -	\$ 2,344		
United Way of Kern County Literacy Program -	\$ 9,000		
United Way of San Joaquin -	\$ 1,678		
Unity Counsel -	\$ 5,000		
USO Northern California -	\$ 5,000		
VCA Charities -	\$ 5,000		
Venice Community Housing -	\$ 10,000		
Vernon Rotary Club -	\$ 6,250		
Veterans First -	\$ 20,000		
Vista Del Mar -	\$ 20,000		
Volunteer Center of Orange County -	\$ 20,000		

Total Donations 2004 - 2013: \$4,669,477

CHARITABLE GRANT RECOMMENDATION

After School Boxing Program – 6/7/13
Bay Area After-School All-Stars – 2/1/2013
Bread of Life – 4/26/2013
Breast Cancer Solutions – 2/1/2013
Cancer Angeles – 3/15/2013
Canine Companions for Independence – 11/02/2012
Challenged Athletes Foundation – 3/15/2013
Conner's Cause for Children – 2/1/2013
Desert Samaritans – 6/7/2013
Exceptional Children's Foundation - 10/12/12
Hands Together – 1/11/2013
The Keep A Breast Foundation – 4/05/2013
Kennedy-King Memorial College Scholarship Fund – 3/15/2013
Love on 4 Paws – 3/15/2013
Midnight Mission – 1/11/2013
One Life One Chance – 4/05/2013
Operation Safehouse – 6/7/2013
Para Los Niño's – 12/07/2012
Peninsula Family Service – 6/7/2013
Rural Community Assistance Corp. - 2/1/2013
Spirit Awakening Foundation – 7/19/2013
Step Forward Communities - 7/19/2013
Trauma Intervention Program of Orange County – 4/05/2013
Vision 2 Victory – 7/17/2013

CHARITABLE GRANT GUIDELINES

Recipient: Board Members of the California Foundation for
Stronger Communities

Purpose: To Provide an Outline of Charitable Grant Guidelines

CHARITABLE GUIDELINES:

1. Ensure charitable donations are directed towards organizations that:
Are in California communities.
 - a. Find it difficult to receive funding through other sources.
 - b. Have not received a charitable donation in the last year. This is not meant to include those organizations that have enjoyed a fee reduction through a CMFA financing.
 - c. Do not require compliance monitoring by the CMFA or CFSC.
 - d. Are not in a category listed below:
 - i. Individuals, including individual scholarship or fellowship assistance
 - ii. For-profit entities, including start-up businesses
 - iii. Political, labor, religious, or fraternal activities
 - iv. Endowments
 - v. Film or video projects, including documentaries
 - vi. Travel, including student trips or tours
 - vii. Promotional merchandise
 - viii. Organizations other than IRS 501(c)(3), 501(c)(6), governmental, or tribal entities
2. A staff report must be provided to the Board at least 24 hours before donations are recommended or approved. Funds will not be dispersed on a cash advance basis.
3. Coordinate donation with municipal staff, elected officials, recipient and press to ensure everyone on the team benefits from our partnership and unique give back. Furthermore, the widest dissemination of the donation will further the goals of the CMFA, and provide the greatest chance for leveraging these funds by inducing other donations.
4. Suggested categories the CMFA through the CFSC could direct funds are:
 - a. Health Care
 - b. Education
 - c. Human Services
 - d. Affordable Housing
 - e. Cultural
 - f. Targeted Populations: Youth, Seniors, Low/Moderate Income Individuals
5. Staff will distribute and process all charitable grants.

CHARITABLE GRANT RECOMMENDATION

Recipient: **AFTER SCHOOL BOXING PROGRAMS (6/7/2013)**

Location: 1700 Telegraph Road CA 90670
1929 W. Whittier Blvd., Montebello, CA 90640
9201 California Ave., South Gate California 90280
1002 E 17th St, Santa Ana, CA 92701
1301 W. Olympic Blvd, Montebello Ca. 90640

Purpose: Provide a Safe Afterschool Program for Underprivileged Youth

Website:

Revenue: \$ -

MISSION/VISION:

No Mission Statement

BACKGROUND:

The Golden Boy Promotions provided a list of boxing clubs and gyms around East LA and Orange County that provide after school programs for youth that live in underprivileged areas. Many of these clubs are very poorly furnished and the equipment is old and needs to be replaced. The below listed clubs do receive some subsidy's from the host municipalities but struggled to provide the best facilities for the youth that attend the programs. The after school programs were established as a safe place for the kids to get off the streets and receive positive reinforcement.

Santa Fe Springs Boxing Club
1700 Telegraph Road CA 90670-3679

Ponce De Leon Boxing Club
1929 W. Whittier Blvd., Montebello, CA 90640

Magnifico Boxing Gym
9201 California Av.
South Gate California 90280

Boxing 2000
1002 E 17th St, Santa Ana, CA 92701

Montebello P.A.L. Boxing Gym
1301 W. Olympic Blvd, Montebello Ca. 90640

FISCAL IMPACT:

A donation would be sent to the Oscar De La Hoya Foundation who would then in turn distribute the charitable contribution to the above gyms. The ODLH Foundation will not receive any administrative fees and will help purchase new equipment for the gyms.

BOARD OF DIRECTORS:

CHARITABLE GRANT RECOMMENDATION

Recipient: **BAY AREA AFTER-SCHOOL ALL-STARS (2/1/2013)**

Location: 550 Valley Way, Milpitas, CA 95035

Purpose: Funds After-School Enrichment Program for Low-Income Students

Website: www.bayallstars.org

Revenue: \$3,253,162

MISSION/VISION:

The mission of the After-School All-Stars is to provide comprehensive out-of-school programs that keep children safe and help them achieve in school and in life.

BACKGROUND:

Founded in 1997, the After-School All-Stars is a national organization which provides free, comprehensive out of school programming for under-served youth, focused on enriching the mind, body and character of every child they serve. Their goal is to give these kids the skills and self-confidence needed to more fully engage in the core school day.

Bay Area After-School All Stars currently provides after-school enrichment to over 2,300 students in the South Bay Area – Newark, CA south to South San Jose. They serve K-8th grade students from 4 separate school districts and one charter school. Through their on-site program they have grown to more than a recreational program. Many of their students are performing at a proficiency level of Below-Basic grade level to Far Below-Grade Level. After-school All-Star Staff work each school day to close this achievement gap and shore up learning deficiencies.

FISCAL IMPACT:

A donation goes to provide additional educational programs and staff support that each child needs to succeed. Demand for their program is expected to grow by 700 students by Fall 2013.

BOARD OF DIRECTORS:

Steve Robertson
Julie Vennewitz-Pierce
Jim Shore
Sheryl Sweazey-Root
Bill Tamblyn
Edward A. Davis
John Kirkorian
Paula Moreno
Ben Boyer
Jen Pitzen
John Southwell

CHARITABLE GRANT RECOMMENDATION

Recipient: **BREAD OF LIFE RESCUE MISSION** (4/26/2013)

Location: PO Box 458, Oceanside, CA 92049

Purpose: Shelter, Housing & Food

Website: www.bolrescue.org

Revenue: \$356,751

MISSION/VISION:

We primarily shelter and feed the urban homeless in North San Diego County. Covering a six-city area; We cooperate and coordinate with local churches, county social services and other agencies. We reach out to every race, class, ethnicity, religion, citizenship, gender, age, sexual orientation and disability. Religious faith is not mandatory, but it is encouraged.

BACKGROUND:

BREAD OF LIFE RESCUE MISSION is a California non-profit. For over a decade, bread of Life Rescue Mission has undertaken the role of meeting the needs of the working poor and homeless. They primarily serve North San Diego County - a six-city area comprised of Oceanside, Vista, Carlsbad, San Marcos, Escondido and Encinitas.

Year round they provide warm evening meals, sack lunches, food boxes, clothing, personal care items and referral services. In additional, they offer their guests spiritual encouragement and facilitate new beginnings.

They are a designated cold-weather over-night shelter for the City of Oceanside from December 1 through March 31. During their over-night winter shelter season they provide mandatory professional case management for each of their guests. Their case manager's work with their guests laying out specific plans geared towards their individual needs along with referral and tracking to help them accomplish their goals. Their services include mandatory drug and alcohol testing and they assist with referrals to substance abuse programs and sober living facilities.

FISCAL IMPACT:

A donation goes towards the services that are provided.

BOARD OF DIRECTORS:

Steve Bassett

Ray Bassett

CHARITABLE GRANT RECOMMENDATION

Recipient: **BREAST CANCER SOLUTIONS** (2/1/2013)

Location: 2594 Richter Avenue, Irvine, CA 92606

Purpose: Provides Basic Living financial Assistance to Breast Cancer Patients.

Website: www.breastcancersolutions.org

Revenue: \$839,099

MISSION/VISION:

To provide breast cancer patients with direct assistance, community referrals and compassionate support.

BACKGROUND:

Breast Cancer Solutions is a non-profit organization that provides breast cancer patients with direct assistance, community referrals and compassionate support.

Their programs rely solely on volunteers, grants, donations, and fund raising activities to support those facing breast cancer. Their goals include:

- Assist breast cancer patients in need when current income and resources do not meet their basic living needs
- Provide interim financial safety net to assist them while they are undergoing treatment
- Advocate for their clients when they can benefit from referrals to other organizations which provide further types of cancer support services

FISCAL IMPACT:

A donation goes to provide financial assistance and needed resources to patients suffering from breast cancer.

BOARD OF DIRECTORS:

Heather Gilbert
Sandra Finestone
Anne Breuer
Dr. Ken Deck
Mary Flying Eagle Bloodsworth
Linda Ditter
Estela Juhkam
Jeanette Morrow
Bonnie Oakden,
Margaret Piscioti
Becky Ryan

CHARITABLE GRANT RECOMMENDATION

Recipient: **CANCER ANGELS OF SAN DIEGO** (3/15/13) (*Previously donated 1/14/2011)

Location: 1915 Aston Ave., Carlsbad, CA. 92008

Purpose: Provides support for patients with any type of Stage IV cancer who are struggling with severe financial difficulties.

Website: www.cancerangelsofsandiego.org

Revenue: \$168,968

MISSION/VISION:

Cancer Angels of San Diego was created to provide financial assistance to Stage IV cancer patients located in the San Diego County area. We are a full 501C3 non-profit charitable organization.

BACKGROUND:

Cancer Angels of San Diego was established to address the financial needs of Stage IV cancer patients who are facing severe financial hardship. At Stage IV, the cancer has spread to several places in the body and requires ongoing treatment for life. The good news: people can live for years with Stage IV cancer due to the many advances of research. The bad news: the treatments necessary to keep them alive usually cause severe side effects such as nausea, weakness, terrible aches and pains, disabling fatigue....imagine trying to work in such a miserable physical state. These people can't. Since they can no longer work, they are unable to pay for the basic necessities of life, including rent or mortgage payments, utilities, food, gas and car repairs, etc. The reality is, this could be you, me, or someone you love.

25% of San Diego County cancer patients will be diagnosed with Stage IV. Of these unfortunate individuals, 33% will be unable to pay their medical bills. 25% of them will face homelessness. Many decide to give up treatment and try to work for as long as they can. This forced choice adds an additional hardship to their lives at a time when they are least able to cope with it. Often, these individuals carry tremendous guilt because they have to continually ask family and friends for financial help.

FISCAL IMPACT:

Cancer Angels of San Diego distributes funds to landlords or mortgage holders and utility companies, offers gift cards from grocery stores, and provides gas cards from gas stations, gift cards to clothing stores, and funds for other services that are essential for living.

BOARD OF DIRECTORS:

Pam Searles
Even Beutler
Kip Locke
Peggy Lebo
Jamie Burke
Debora Beutler
Earl Beutler

CHARITABLE GRANT RECOMMENDATION

Recipient: CANINE COMPANIONS FOR INDEPENDENCE (11/03/12)
Location: PO Box 446, 2965 Dutton Ave., Santa Rosa, CA 95402
Purpose: Provides Human Services and Animal Care
Website: www.cci.org
Revenue: \$14,580,626

MISSION/VISION:

Canine Companions for Independence (CCI) is a nonprofit organization that enhances the lives of people with disabilities by providing highly trained assistance dogs and ongoing support to ensure quality partnerships.

BACKGROUND:

Founded in 1975, Canine Companions for Independence (CCI) is a non-profit organization that enhances the lives of people with disabilities by providing highly trained assistance dogs and ongoing support to ensure quality partnerships. Headquartered in Santa Rosa, CA, CCI is the largest non-profit provider of assistance dogs, and is recognized worldwide for the excellence of its dogs, and the quality and longevity of the matches it makes between dogs and people. The result is a life full of increased independence and loving companionship.

This life changing result begins with the CCI breeding program. Using advanced technology, the breeding program meticulously selects and pairs dogs for breeding.

Volunteer breeder caretakers provide homes for the breeder dogs and whelp the puppies, returning the puppies to CCI national headquarters in Santa Rosa, California at age eight weeks.

They train four types of assistance dogs to master over 40 specialized commands: Service Dogs, Skilled Companions, Hearing Dogs and Facility Dogs. After completing training, the dogs are teamed with a graduate during an intensive two week training period.

FISCAL IMPACT:

A donation goes to providing the funding for the training programs that are offered as well as care for the dogs.

BOARD OF DIRECTORS:

Corey Hudson
Alan Feinne
Paul Mundell
Anne Gittinger
John Miller
Jean Schulz
John McKinney

CHARITABLE GRANT RECOMMENDATION

Recipient: **CHALLENGED ATHLETES FOUNDATION** (3/15/2013)

Location: 9591 Waples Street, San Diego, CA 92121

Purpose: Provides Financial Support and Resources for Families of Children with Life Threatening Diseases.

Website: www.challengedathletes.org

Revenue: \$5,135,462

MISSION/VISION:

It is the mission of CAF to provide opportunities and support to people with physical disabilities so they can pursue active lifestyles through physical fitness and competitive athletics. CAF believes that involvement in sports enhances an individual's self-esteem, independence and quality of life.

BACKGROUND:

Established in 1997, the Challenged Athletes Foundation recognizes the athletic greatness inherent in all people with physical challenges and supports their athletic endeavors by providing unparalleled sports opportunities that lead to success in sports — and in life.

Challenged Athletes Foundation supports the following programs:

- Access For Athletes – Provides sports equipment for disabled athletes
- Operation Rebound – Provides sports opportunities for veterans
- Catch A Rising Star – Provides post rehabilitation support
- Reach High – Provides awareness within community's
- Project N.E.X.T. – A mentor program to physically disabled children

FISCAL IMPACT:

A donation will provide resources to many programs that are provided

BOARD OF DIRECTORS:

Jeffrey Essakow - Board President, Founding Member
Bob Babbitt - Board Vice-President, Founding Member
David Jochim - Treasurer
Dean Roeper - Secretary
Bobby Bostic - CAF All-Time Top Fundraiser
Rick Kozlowski - Founding Member
Robert Kaplan
Jeff Jacobs
Tabi King
Tommy Knapp
Tim Maguire
David Samson
Alan Shanken
Scott Stackman
Alan Romick

CHARITABLE GRANT RECOMMENDATION

Recipient: **CONNER'S CAUSE FOR CHILDREN** (2/1/2013)

Location: 204 N. El Camino Real, Ste 223, Encinitas, CA 92024

Purpose: Provides Financial Support and Resources for Families of Children with Life Threatening Diseases.

Website: www.connerscause.org

Revenue: \$221,861

MISSION/VISION:

Their mission is to ease the financial burden for families of children with life threatening diseases, regardless of specific diagnosis. Conner's Cause for Children is the only San Diego-based organization for families of children with any life-threatening disease or condition. They provide families with the financial resources and peace of mind they need to focus on taking care of their very sick children.

BACKGROUND:

Each year, Conner's Cause for Children provides critical financial assistance to over 400 families struggling to cover the out of pocket costs of caring for a child with a life-threatening illness or injury. In addition, the organization provides families with the badly needed resources to access critical medical care, assistance with health insurance claims and medical supplies and financial resources. Conner's Cause for Children ensures that no child goes without medical services or proper in-home care because of a family's lack of resources. Conner's Cause serves over 400 families each year in the greater San Diego area.

FISCAL IMPACT:

A donation will provide resources to families with children battling life threatening illness.

BOARD OF DIRECTORS:

John Champ
Judy Champ
Dr. Jennifer Willert
Carol Del Signore, Executive Director
Karen Gliner
Ray Gliner
Tracy Bennett

CHARITABLE GRANT RECOMMENDATION

Recipient: **DESERT SAMARITANS FOR SENIORS (6/7/13)**
(*Previously donated 4/27/12)

Location: PO Box 10967, Palm Desert, CA 92255

Purpose: Provides Human Services

Website: www.dsft.org

Revenue: \$201,722

MISSION/VISION:

To ensure the financial, physical and psychological well-being of seniors in the Coachella Valley through effective social service programs.

BACKGROUND:

Desert Samaritans for Seniors (formerly known as Desert Samaritans for the Elderly) is the outgrowth of the "Golden Group Foundation", an organization formed in 1976 and spearheaded the building of the valley's only non-profit retirement and health care center, opening in 1986 as the Carlotta Retirement and Care Center.

In 1997, the non-profit Evangelical Lutheran Good Samaritan Society sold the Carlotta to a for profit organization. After the Carlotta was sold, Desert Samaritans for the Elderly was founded by the members of the former Carlotta's Resource Development Fund and Advisory Boards to continue the Good Samaritan mission by providing programming and financial aid to elderly citizens throughout the Coachella Valley.

Since then, Desert Samaritans has cared for tens of thousands of seniors that other organizations have not been able to help. Their comprehensive Case Management Programs provides information/referral, assessment, benefits eligibility assistance, client advocacy and social work case management. In 2012 this program alone served almost 1,500 seniors and their families.

FISCAL IMPACT:

A charitable contribution would go the many programs that are offered.

BOARD OF DIRECTORS:

Kim DuBeau
M. Andrew Duvall
Mary Hansen-Faris
Jo Anne Kennon
Rita Motter
Suzanne Armstrong

CHARITABLE GRANT RECOMMENDATION

Recipient: **EXCEPTIONAL CHILDRENS FOUNDATION** (10/12/12)

Location: 8740 Washington Blvd., Culver City, CA 90232

Purpose: Serves Adults & Children who are Developmentally Disabled

Website: www.edf.net

Revenue: \$22,730,841

MISSION/VISION:

The Exceptional Children's Foundation (ECF) envisions a society in which all people with developmental, learning and emotional disabilities are valued and integrated in work, educational, social and residential settings.

BACKGROUND:

Exceptional Children's Foundation is a nonprofit 501(c) (3) organization dedicated to serving children and adults with developmental and other disabilities to enable them to reach their greatest potential. ECF was founded in 1946 by a concerned group of parents determined to meet the needs of their developmentally disabled children.

From 16 sites in communities throughout Los Angeles County, ECF offers established programs in Early Start, Kayne Eras K-12 school, Fine Arts, Developmental Activity, Residential Living, Independent Living Skills, Work Training, and Supported Employment, reaching 2,600 children and adults with mental retardation, cerebral palsy, epilepsy, autism, acquired brain injuries, and related conditions.

Over the years, ECF has developed into a comprehensive education, rehabilitation, social service, and advocacy agency that provides a broad range of innovative services to assist the developmentally disabled a chance to enjoy life at their fullest.

FISCAL IMPACT:

Charitable donations would go towards the programs that are provided.

BOARD OF DIRECTORS:

Philip Miller
Ralph Walter
Fred Alavi
Keith Weaver
Leslie Abell
Tevis Barnes
Scott Cooper
Mark Flagel
Suzanne Kayne
Ricardina Leon
John Moore
Alan Polsky
Sara Rosales
Gene Siciliano
Steven Rose
Shelley Smith
Jocelyn Tetel
James Walker
Lauren Abell Windom
Paul Zimmerman

CHARITABLE GRANT RECOMMENDATION

Recipient: **HANDS TOGETHER** (1/11/2013)
Location: 614 N Bush St, Santa Ana, CA 92701
Purpose: Human Services
Website: www.handstogether-sa.org
Revenue: \$1,615,089

MISSION/VISION:

The mission of Hands Together is to provide the highest quality early education and care to families of the working poor who are striving to gain stability, improve their lives, and emerge from poverty.

BACKGROUND:

Hands Together has been providing early education and care to children and families living in one of the most poverty stricken area of Santa Ana since 1999. As a designated 501c3 organization, their founding leaders identified early childhood education and simultaneous assistance to parents as a way to mitigate chronic poverty. Hands Together offers hope and support to many homeless families of the working poor who desire to gain stability, improve their lives, and emerge from poverty. All of the families served at Hands Together are low-income, working poor or homeless. Their services encompass English Literacy & Reading Readiness Curriculum, Health and Developmental Screenings, Parenting Skills and Vocational assistance and a Pre-School/Day Care.

As the economic crisis in California continues to provide little hope for the working poor, Hands Together is working even harder to provide more for homeless children and families. Hands Together recognizes that children exposed to homelessness at a very young age begin to experience life with various levels of trauma and some adverse impacts are felt almost immediately.

FISCAL IMPACT:

A donation goes to provide support to the many programs that are offered.

BOARD OF DIRECTORS:

Robert Kuhel
Juanita Doby
Glenn Howard, Ph.D
The Rev. Bradford L. Karelius
Ria Marie Carlson
Laura Saari Pulido
Sister Michelle Tochtrop, CSJ
Nancy Rader Whitehead

CHARITABLE GRANT RECOMMENDATION

Recipient: **THE KEEP A BREAST FOUNDATION** (4/5/2013)
Location: 2251 Las Palmas Drive, Carlsbad, CA 92011
Purpose: Promotes breast cancer awareness, education and prevention.
Website: www.keep-a-breast.org
Revenue: \$3,135,002

MISSION/VISION:

The Keep A Breast Foundation is the leading youth-focused, global, nonprofit breast cancer organization. Our mission is to eradicate breast cancer for future generations. We provide support programs for young people impacted by cancer and educate people about prevention, early detection, and cancer-causing toxins in our everyday environment.

BACKGROUND:

Keep A Breast (KAB) was founded as a grassroots effort by Shaney Jo Darden, a young designer who organizes a series of homegrown art/ fashion events called Modart.

Soon after the first event, her close friend was diagnosed with breast cancer; Shaney Jo wanted to raise breast cancer awareness. Instead of selecting an existing charity, she decided to stick with Modart's model of bringing people together through progressive art. The result was Keep A Breast, a unique art concept designed to capture and communicate the physical and emotional challenges of breast cancer. They enlisted a group of female volunteers, and wrapped their upper torsos in strips of plaster-soaked gauze. Once hardened, the white plaster forms were given to Modart artists as blank canvases. The result was a series of customized breast casts.

KAB has since developed a series of educational programs geared to today's youth. Today you can find unique, interactive teaching efforts such as the mobile Travelling Education Booth and Check Your Self! breast self-exam cards.

FISCAL IMPACT:

A donation will provide resources to their educational and awareness programs.

BOARD OF DIRECTORS:

Michelle Wenner
Carol Martori
Shaney jo Darden
Kimmy McAtee
Dr. Amanda Ward
Sarah Hardwick

CHARITABLE GRANT RECOMMENDATION

Recipient:	KENNEDY KING MEMORIAL COLLEGE SCHOLARSHIP FUND (3/15/2013)
Location:	P.O. Box 2643, Martinez, Ca. 94553
Purpose:	Provides scholarships
Website:	www.kennedyking.org
Revenue:	\$191,341

MISSION/VISION:

To provide financial assistance to individuals attending a contra costa community college district institution who are in an ethnic group underrepresented in colleges to complete a 4 year college degree.

BACKGROUND:

Founded in memory of Doctor Martin Luther King, Jr. and Senator Robert F. Kennedy in 1968, we provide \$8000 college scholarships to students from minority groups under-represented at California's four-year colleges and universities with financial need and who have demonstrated academic success at one of the three community colleges in Contra Costa County.

Their scholars have completed at least two years of study at Contra Costa College, Diablo Valley College, or Los Medanos College, and have been accepted at a four-year university to complete their undergraduate studies. The vast majority of our scholars go on to complete their degrees on schedule.

During the 42 years since their founding they have granted nearly \$3,000,000 in scholarships to almost 600 students.

FISCAL IMPACT:

A donation goes towards the scholarship fund. They are an all-volunteer organization with no paid staff or office space. Over 90% of all contributions go directly to students.

BOARD OF DIRECTORS:

Helen Benjamin, Chancellor of the Contra Costa Community College District
Bette Boatmun, Contra Costa Water District board member
Chuck Carpenter, Contra Costa County Central Labor Council member
Laurie Fox, Human Resources Consultant
James Kennedy, Retired Director, Contra Costa County Redevelopment Agency
Mike Markowitz, Attorney
Edmund Regalia, Retired Attorney and Founding Director of Kennedy-King
Bill Speir, Attorney
Joseph Villarreal, Executive Director, Contra Costa County Housing Authority
Rosemary Viramontes, Director, RichmondWorks
Ellen Williams, Retired Business Executive

CHARITABLE GRANT RECOMMENDATION

Recipient: **LOVE ON 4 PAWS** (3/15/2013)

Location: 4005 Via Vico, Rancho Palos Verdes, CA 90275

Purpose: Promotes Independence, Therapy through Canine Companions

Website: www.loveon4paws.org

Revenue: \$133,835

MISSION/VISION:

love on 4 Paws, Inc. is an organization dedicated to the principle that animals can be used as an effective therapeutic means to assist in the treatment of patients, both young and old, suffering from the depressive and painful effects of their illnesses. To accomplish this goal, we send our many teams of volunteers and their animals to children's hospitals, schools for patients with specialized needs, adult hospitals and facilities for the elderly.

BACKGROUND:

The Love On 4 Paws program provides animal assisted therapy to:

- Enhance the overall quality of life.
- Develop therapeutic interventions to meet rehabilitation goals.
- Decrease loneliness and depression. Love On 4 Paws animals give unconditional love and acceptance.
- Remove barriers, allowing animals to become part of the life experience.
- Prepare handicapped children for the companionship of a service animal.
- Increase motivation for those with physical limitations.

Love On 4 Paws volunteer handler / pet animal teams are experienced in interacting with people who are ill, physically handicapped, developmentally delayed, or multi-handicapped. For these people, simple tasks or unexpected situations can become discouraging obstacles, sometimes preventing interaction with others. Animal assisted therapy visits counteract isolation and facilitate socialization, while helping build motor skills, cognitive skills, and self-confidence. As self-esteem increases, feelings of sadness, pain, and vulnerability decrease. It is amazing to watch the way therapy animals bring smiles and happiness to any environment. Suddenly hard work becomes more enjoyable, and challenges become less daunting.

FISCAL IMPACT:

A donation goes to provide support to the programs that are offered.

BOARD OF DIRECTORS:

Tink Ten Eyck
Andrew Prentiss
Jane Prentiss
Suni Cookson
Lorene Borunda-Frey

CHARITABLE GRANT RECOMMENDATION

Recipient: **MIDNIGHT MISSION** (1/11/2013)

Location: 601 South San Pedro Street, Los Angeles, CA 90014

Purpose: Mental Health and Crisis Intervention

Website: www.midnightmission.org

Revenue: \$5,062,106

MISSION/VISION:

The Midnight Mission seeks to offer a bridge to self-sufficiency for homeless people through counseling, education, training and job placement, make available the necessities of life, offer the 12-step approach to recovery and provide for the homeless as an independent social service agency.

BACKGROUND:

Founded in 1914 The Midnight Mission has been providing basic subsistence to the region's needy. The Midnight Mission is one of the oldest continuously operating human service organizations in the Los Angeles region. Centered in the Skid Row area of downtown Los Angeles, The Midnight Mission runs one of the most efficient direct service operations in the county. With only four (4) executive managers throughout its ninety-eight (98) year history, The Midnight Mission has been a consistent beacon of light for those with nowhere else to turn.

Through their leadership, board and volunteers the organization continues to develop innovative, timely and effective programs for the men, women and children of Los Angeles. Their complex multi-disciplined organization those in need continue to benefit from the consistent, compassionate and competent leadership.

The organization is known for their Guest Services Program. This program provides emergency overnight lodging, respite center, hot meals, showers, shaves, clothing, mail service, food boxes and referrals to housing, mental health and other vital services.

FISCAL IMPACT:

A donation goes to provide support to their educational programs that are offered.

BOARD OF DIRECTORS:

R. Stephen Doan
Ali Razi
Glenn D. Woody
David Doan
Saul Alvarado
Ed Begley, Jr.
Katherine Chrisman
Dr. Ron Koretz
Vahe Majanan
Kristina M. Olson
Ronald Robinson
Mark Rothstein
Stephen Watson
Herbert Wilkins
Larry Adamson

CHARITABLE GRANT RECOMMENDATION

Recipient: **ONE LIFE ONE CHANCE** (4/5/2013)
Location: 1417 S Genesee Ave., Los Angeles, CA 90019
Purpose: Youth Education, Drug Awareness
Website: www.onelifeonechance.com
Revenue: \$New Entity

MISSION/VISION:

One Life One Chance's mission is to engage and inspire elementary, middle and high school students to make healthy choices and live a Drug Free life.

BACKGROUND:

One Life One Chance (OLOC) was founded in 2009 by Toby Morse, lead singer of the New York Hardcore Punk band, H2O. Inspired by the first two schools he spoke at, Toby, being a father himself, wanted to bring this very important message to kids at schools nationwide (similar to the way that he has been singing to his fans for over 18 years).

Toby has taken what he learned from growing up with a single mom and two brothers after his dad passed away when he was 3, to the streets of New York City, to stages worldwide with his band H2O and is now bringing his message directly to children at their schools. His work includes spreading a positive message of individuality, respect, and integrity. Most importantly, he highlights his story of living drug free his whole life; proving that you can have fun, live your dream, be respected and successful without having to give into to peer pressure.

Since OLOC's inception, Toby has presented to 22 schools in 2 years, first hand changing hundreds of lives along the way

FISCAL IMPACT:

A donation will provide resources to fund their programs in support of drug and gang prevention and a positive mental attitude to help lead a successful life.

BOARD OF DIRECTORS:

CHARITABLE GRANT RECOMMENDATION

Recipient: **OPERATION SAFEHOUSE** (6/7/13) (*Previously donated 3/9/07, 10/12/10)

Location: 9685 Hayes Street, Riverside, CA 92503

Purpose: Emergency Teen Shelters Serving Youth In Crisis In Riverside and the Coachella Valley

Website: www.operationsafehouse.org

Revenue: \$2,294,715

MISSION/VISION:

Operation SafeHouse, with community support, provides emergency shelter, intervention and outreach services to runaway, homeless and other youth in crisis. SafeHouse offers youth positive alternatives to becoming victims of the streets.

BACKGROUND:

Operation SafeHouse has been in business for nearly 25 years with shelters in Riverside and Thousand Palms which are well equipped to handle runaway, homeless and other youth in crisis. Teens who don't know where else to go are always welcome at their shelters—all they have to do is show up.

Parents who are interested in early intervention are encouraged to call them to set up a screening for their child. At the screening, they meet with a Marriage and Family Therapist who tells them more about what they can expect to receive from their holistic approach and listens to the struggles they're having. After being admitted to their program, the teen participates in a structured, 21-day program that gives them and their families hope that things CAN get better—trust CAN be rebuilt, lines of communication CAN be reopened. They see a therapist on a daily basis, participate in group therapy with other clients and receive the daily structure and support they need to make a start at resolving the family conflicts they're having. They involve parents every step of the way. They attend weekly family counseling sessions and are encouraged to participate in parenting classes both while their child is in the program and after they graduate.

FISCAL IMPACT:

Donations are used for the organization's various programs.

BOARD OF DIRECTORS:

Amy Harrison
Valerie Hill
Rick Clemons
Tina Robinson
David Austin
Jan Duke
Karen Feld
Gary Jeandron
Cynthia mayman
Steve Sopher
Michael Scacco
Don Schroeder
Kathy McAdara

CHARITABLE GRANT RECOMMENDATION

Recipient: **PARA LOS NINOS** (12/7/2012)

Location: 500 Lucas Avenue, Los Angeles, CA 90017

Purpose: Para Los Niños Exists to Close the Achievement Gap Created by Poverty

Website: www.paralosninos.org

Revenue: \$27,257,718

MISSION/VISION:

Para Los Niños is a nonprofit organization that has worked for more than thirty years to create academic success and social well-being for children. Through early education centers, charter schools, and wellness centers, they offer high-quality education integrated with family supports, mental health services, and community engagement opportunities to thousands of children living in at-risk neighborhoods in Los Angeles County.

BACKGROUND:

Para Los Niños established first program served 45 children that were eager to learn in a former false eyelash warehouse.

Their programs today have evolved and include Child Development Centers, Preschool Programs, Primary Center, Charter Schools, After-school Programs (for Children and Youth), Youth Workforce Services, a Summer Day Camp Program, Family Resource Centers, a Family Preservation Program, Youth Development Services and Mental Health Services. Each weekday they assist over 3,500 children and youth, ages 0 through 21 years and serve more than 7,146 families through programs implemented at their 13 sites.

Para Los Ninos has received accreditation by the Council on Accreditation of Services for Families and Children. This accreditation verifies that their agency is maintaining the highest national standards in services, as well as ethically and responsibly managing funds. A total of 90% of every dollar raised goes into programs that directly impact the children and families they serve. The remaining 10% covers overhead and salaries of their 328 employees.

FISCAL IMPACT:

Charitable contributions would go towards the programs that are offered.

BOARD OF DIRECTORS:

Avery W. Bell
Joanne Brenner-Leishman
Yoon Choi
Hwesu Cobb-Phillips
Andrew Herod

CHARITABLE GRANT RECOMMENDATION

Recipient: **PENINSULA FAMILY SERVICE** (6/7/2013)

Location: 24 Second Street, San Mateo, CA 94401

Purpose: Funds Financial Empowerment Program

Website: www.peninsulafamilyservice.org

Revenue: \$9,493,786

MISSION/VISION:

Peninsula Family Service empowers children, families and older adults to achieve and maintain self-sufficiency, building a strong and caring community.

BACKGROUND:

Founded in 1950, Peninsula Family Service works in partnership with their clients in a helping hand approach. They provide comprehensive services so that children, families and older adults can acquire the tools and skills for lasting change.

Peninsula Family Service offers programs in a variety of areas including Child development and education, Support of healthy family interaction, Parent education and coaching, Wellness and life-long learning for older adults, and Financial empowerment

The organization works in partnership with their clients in a helping hand approach. They provide comprehensive services so that children, families and older adults can acquire the tools and skills for lasting change.

One key area they serve their clients in is through their Financial Empowerment Program. It provides affordable low-interest Ways to Work vehicle loans, pre-paid debit cards, financial literacy education and other services to assist low income parents and individuals in their efforts to maintain economic stability, while the Second Careers Program provides job training, placement and coaching for older adults age 55 and over in San Mateo, Santa Clara, San Benito and Santa Cruz Counties.

FISCAL IMPACT:

A donation will support Financial Empowerment Program. This program is designed to help low income parents, individuals and seniors in their efforts to maintain economic stability through training and education.

BOARD OF DIRECTORS:

Judy Swanson
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Jean A. Davidson
John L. de Russey
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Dayna A. Sumiyoshi
G. Bradley Tuthill
Thomas H. Vocker
Chuck Wallace
Allyson Willoughby
Golnar Yazdi

CHARITABLE GRANT RECOMMENDATION

Recipient:	RURAL COMMUNITY ASSISTANCE CORPORATION (2/1/2013) (*previously donated 3/09/07)
Location:	3120 Freeboard Dr., Ste 201, West Sacramento, CA 95691
Purpose:	RCAC provides technical assistance, training and financing so rural communities can prosper.
Website:	www.rcac.org
Revenue:	\$17,669,548

MISSION/VISION:

RCAC provides technical assistance, training and financing so rural communities in 13 Western States achieve their goals and visions. Their major program areas are environmental infrastructure, affordable housing development and community development finance. RCAC targets underserved communities including agricultural workers and Native Americans.

BACKGROUND:

Founded in 1978, RCAC provides a wide range of community development services for rural and Native American communities and community-based organizations. RCAC's major program areas are affordable housing development, environmental infrastructure development and community development finance. In addition, RCAC offers leadership and economic development training and technical assistance.

RCAC is a certified Community Development Financial Institution, and its Loan Fund provides financing for affordable housing, community facilities, and water and wastewater systems. As of September 30, 2012, RCAC closed 658 loans which totaled \$355,755,183 and leveraged more than \$1.42 billion for projects in rural communities. These loans supported 57,747 individual water and wastewater connections for rural citizens, 12,133 housing units; 2,873,937 feet of community facility space; and created or retained 13,939 jobs.

FISCAL IMPACT:

A donation goes to provide programs and staff that support affordable housing options in rural California.

BOARD OF DIRECTORS:

Elizabeth Moore
Robert Rendon
Anity Gahimer
Nalani Fujimori Kaina
Joe Herring
Marty Miller
Vickie Kitseallyboy Oldman-John
David E. Provost
John Sheehan

CHARITABLE GRANT RECOMMENDATION

Recipient: **SPIRIT AWAKENING FOUNDATION** (7/19/2013)
Location: PO Box 11643, Marina Del Rey, CA 90295
Purpose: To Build Character and Self-Esteem with the Youth
Website: www.spiritawakening.org
Revenue: \$177,651

MISSION/VISION:

Building character, raising self-esteem, one child at a time

BACKGROUND:

The Spirit Awakening Foundation was created to help build character and raise the self-esteem of children that are in unfortunate situations. There are several programs that the Spirit Awakening Foundation provides:

Writes of Passage - The Writes of Passage curriculum is the cornerstone for all Spirit Awakening programs. Students advance through three levels, usually over a twelve to sixteen week period.

Tools of Empowerment Program - For three years Spirit Awakening Foundation had a grant contract with the Los Angeles County Probation Department to provide gender specific services in six middle schools. This program reached 350 at-risk girls with the core program, tutoring, mentoring, cultural and recreational activities, mother-daughter events, and speakers. School attendance, self-esteem, and grades improved significantly.

Juvenile Detention Camp Program - About three times a year Spirit Awakening delivers Writes of Passage to incarcerated youth. They end up in camps for many reasons- truancy, gang activity, drug abuse, prostitution; many have been physically, emotionally or sexually abused. They learn life skills, improve communication, set goals, build self-esteem and commit to service.

FISCAL IMPACT:

A donation will provide funding for the programs that are provided.

BOARD OF DIRECTORS:

Akuyoe Graham – Board Chair

Daniel Damah – Secretary

Natalie Gluck

Judy Nieh – Treasurer/Accountant

CHARITABLE GRANT RECOMMENDATION

Recipient:	TRAUMA INTERVENTION PROGRAM OF ORANGE COUNTY (4/5/2013)
Location:	1420 Phillips Street, Vista, CA 92083
Purpose:	Educate first responders and volunteers in the principles and techniques of Trauma Intervention.
Website:	www.tiporangecounty.org
Revenue:	\$341,578

MISSION/VISION:

To provide emotional and practical support to victims of traumatic events in the first few hours after a tragedy. To educate emergency first responders and citizens in principles and techniques of victimology and trauma intervention.

BACKGROUND:

A major reason for the TIP Program is to prevent what mental health professionals call the "Second Injury." The Second Injury is a victim's perspective that the emergency system did not provide the support needed after a tragic event. Emergency personnel simply do not have the time to provide this support. In Orange County, they call TIP Volunteers who can prevent a second injury.

The Orange County Chapter of TIP Inc. was founded in 1995. There are currently 99 volunteers serving 20 jurisdictions, 10 hospitals and 10 public safety agencies. TIP is a group of specially trained volunteers who provide emotional aid and practical support to victims of traumatic events and their families in the first few hours following a tragedy.

TIP Volunteers are available 24 hours a day, 365 days a year. They are called by police officers, firefighters, paramedics, and hospital personnel to assist family members and friends following a natural or unexpected death; victims of violent crime including rape, assault, robbery, or burglary; victims of fire; disoriented or lonely elderly persons; people involved in motor vehicle accidents; people who are distraught and seeking immediate support; and survivors of suicide.

FISCAL IMPACT:

A donation will provide resources to fund their educational programs.

BOARD OF DIRECTORS:

Nick Terpstra
Irwin Bornstein
Ken Ryan
John Quinn
William Holder
Douglas Harrington
Rose Hancock
Wayne Fortin
Joey DePinto
John Charles
Bob Calhoun

CHARITABLE GRANT RECOMMENDATION

Recipient: **VISION 2 VICTORY** (7/19/2013)
Location: 960 N. Main Street, Orange, CA 92867
Purpose: Supports Veterans with Fulfilling Dreams
Website: www.vision2victory.com
Revenue: \$20,404

MISSION/VISION:

Vision 2 Victory is here to help the Veterans of the GWOT

BACKGROUND:

Vision 2 Victory is a Non-Profit California Corporation whose sole mission is to fulfill the wishes of our Combat Wounded Veteran's. They want them to know that they are behind them all the way and they will do everything possible to support their growth. Encouraging them to remember that feeling they had inside before they signed the line, their goals and dreams. They want to help them push through the everyday challenges by using positive events they have requested. V2V wants to surround them with the brothers and sisters that fought in the same theaters they did. V2V hopes this becomes a pay it forward type of program to support all Veterans. It's the simple acts of kindness like picking up the check, paying a bill, dropping off food at night, cheering them on to a goal or just lending a shoulder that makes it all worth it. V2V believes in America and the ability we have to care for our own. V2v are a strong never-ending force in this world that cannot be broken. They believe in God and Country. They honor all those that gave us our freedom and protect it today.

FISCAL IMPACT:

A donation would go towards supporting the programs that are offered

BOARD OF DIRECTORS: