

Gift Tracking Database User Guide

Dear Public Official:

I have created a gift tracking database (for Microsoft Access 2000 or higher), based on a presentation I received at a SACRS (State Association of County Retirement Systems) conference. Counsel for LACERA (Los Angeles County Employees' Retirement Association) provided a presentation on the importance of tracking and reporting gifts. A log sheet was provided, whereby one sheet would be needed for each individual. This seeded, or seeded, the idea for this automated database.

I hope I have created a database that is user friendly and stable enough for simplified use. Since I did not have the time to make it fool proof or infallible, some database experience and training is recommended before use. At a minimum, a review of the following guide will help with understanding its structure and operation.

There are basically two sections: data entry and reporting.

The data entry section is for adding gift entries, donor individuals, and donor companies. A donor individual must have a donor company. If a donor company does not exist for the individual you want to add, you will need to add the company first. If a donor individual is a sole proprietor, simply enter their full name as the company to place them under. (e.g. Individual = Donald Kendig and Company = Donald Kendig)

The various reports alert you to possible conflicts of interest, law violations, and Form 700 reporting requirements. Law violations can occur by exceeding a calendar year maximum. A conflict of interest on a particular agenda item or decision may exist based on exceeding a rolling 12 month "look back" maximum.

To save individual's time setting this database up for their use, the database is pre-populated with firms and individuals from the SACRS roster. There are first names for individuals and company names. The form 700 requires addresses, so fields have been provided for them, but they are not necessary.

To see how the reporting works, before jumping in and using it, I have also provided some fictitious sample data from 1951 and 1952 for the reports. To see how the reports would appear with your data, you can click on them and enter dates based on the years 1951 and 1952, or the ranges from 1/1/1951 to 12/31/1952.

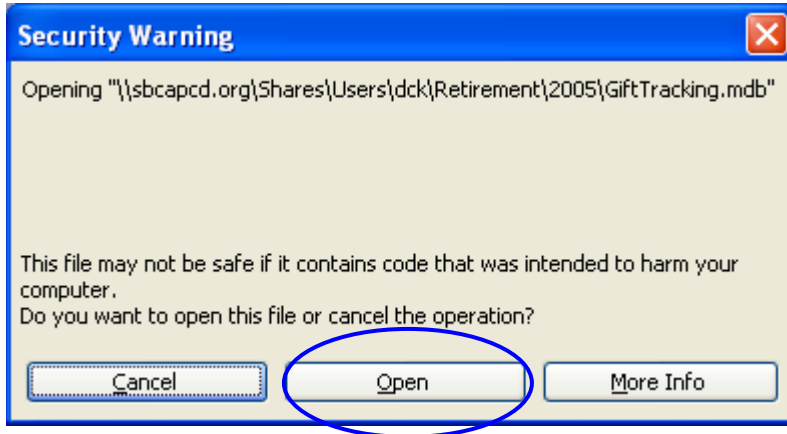
If you have any questions about the database or how to use it, please contact me. If you would like to know more about conflict of interest laws and our reporting requirements, consult with your counsel or view the FPPC website.

Very truly yours,

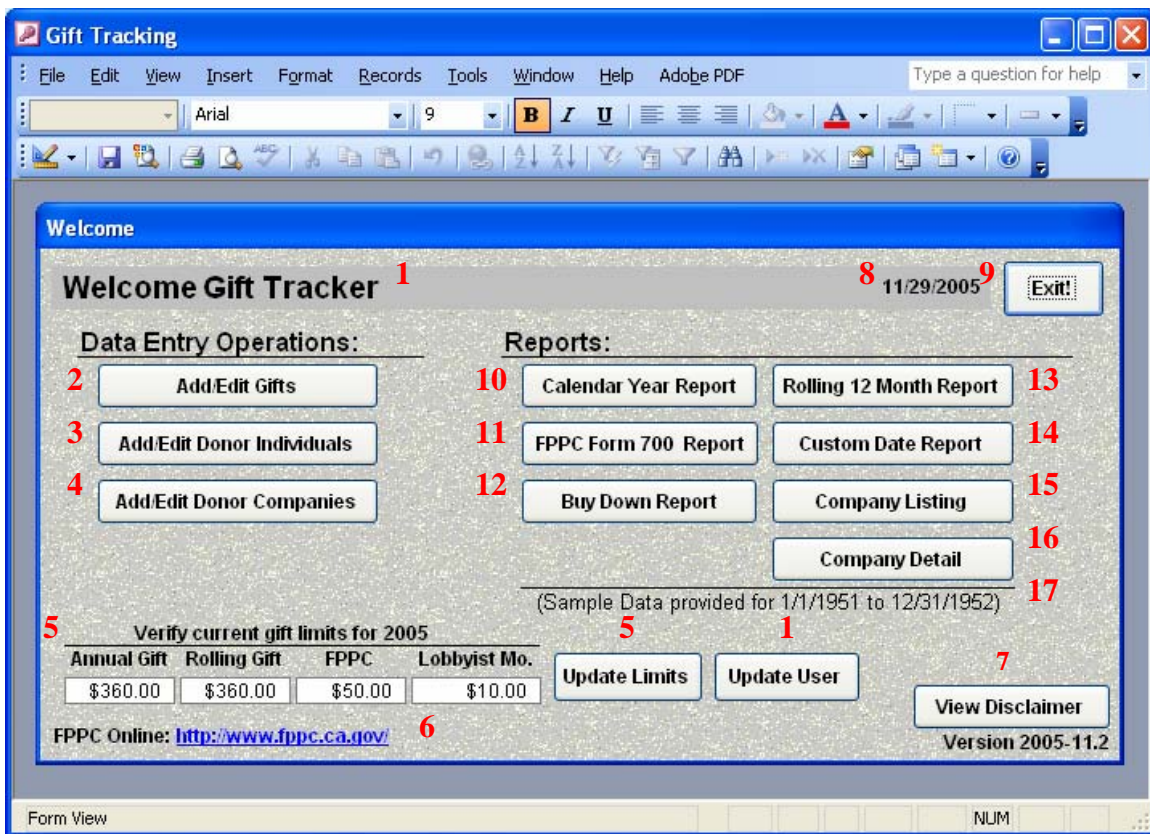
Donald Kendig, CPA

Expanded Instructions

On opening, you might get this message, depending on your security settings. Even though this database was created on a “clean” machine, it has some custom VBA coding that I developed, which triggers this generic warning message. Select “Open” to proceed.



This is the welcome Screen. Items numbered on this page are described on the following.



1. Customizable name: the name at the top can be customized by clicking on the update user button. this name will also personalize all of the reports.
2. Button for adding/editing/deleting gifts
3. Button for adding/editing donor individuals
4. Button for adding/editing donor companies
5. Current gift limits and button to update limits in out years:
6. Hot link to FPPC online.
7. Important database disclaimer message.
8. Current date
9. Exit button
10. Calendar year report of all gifts.
11. Calendar year report for only gifts that need to be reported on the Form 700.
12. Calendar year report showing gifts that exceed the legal limit and that need to be bought down.
13. Rolling 12 month report for conflict of interest determination.
14. Custom date report for individualized analysis and review.
15. Company listing with individual names and phone numbers.
16. Detailed company listing with company address and individual email information, among other things such as individual and company notes.
17. Sample data from 1/1/1951 to 12/31/1952 was used to test the reports and is available to allow you to sample the reports.

1. Gift Log Form: Use this form to enter gifts you receive. If you cannot find a donor company or individual in the pull-down list, click on the Add Donor button. The Add/Edit Donor Individual Form will appear. If a company listing does not exist for the individual you will need to click on the add company button which will open the Add/Edit Donor Company form. (Companies must exist before individuals can be added to them.)

The screenshot shows a web-based form titled "Gift Log". The form includes the following elements:

- Gift Date:** A text field containing "11/29/2005".
- Donor:** A pull-down menu with a downward arrow.
- Nature of Gift, Meal or Other. (identify):** A large text area for describing the gift.
- Dollar Amount:** A text field for entering the value.
- Comments (e.g. speaker, panelist, etc.):** A text area for additional notes.
- Buttons:** A "Close Form" button in the top right and an "Add Donor" button circled in blue on the right side.
- Footer:** A record navigation bar showing "Record: 1 of 1" and a table header with columns "Gift Date" and "NUM".

Add/Edit Donor Individuals

Find Company **Add Company** Close Form

Donor Company Name: A.G. Bisset & Co., Inc.

Donor Individual Name: Alfred

Donor Phone: (203) 866-3540

DonorEmail:

Donor Notes:

Record: 1 of 362

Donor Company's Name NUM

Add/Edit Donor Company

Find Company Close Form

Donor Company Name: A.G. Bisset & Co., Inc.

Address Ln 1:

Address Ln2:

City:

State:

Zip:

Country:

Bus. Activity:

Notes:

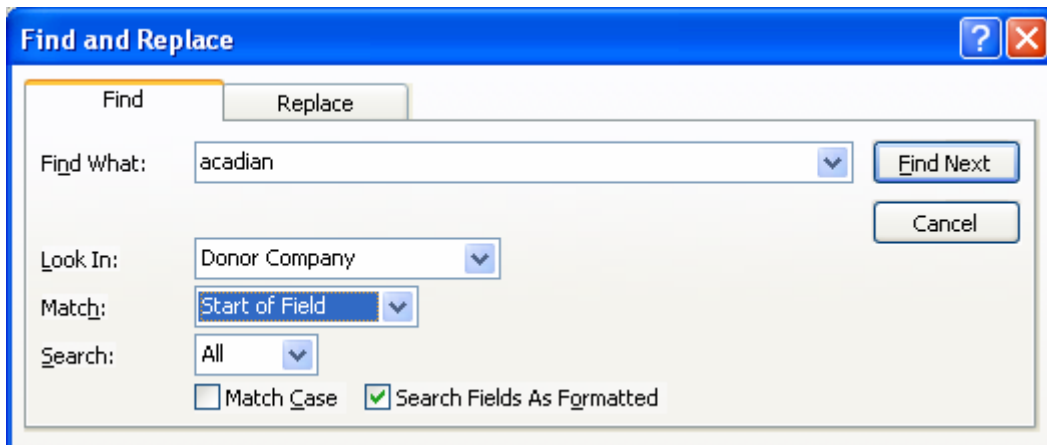
Record: 1 of 215

Donor Company Name NUM

Note: Both forms only allow you to enter new companies and individuals or correct names. This is because the database is a multi-year continuous reporting system. If you were able to delete a company or individual from the company a few years down the road, you might lose your ability to print historical reports with that donor in it.

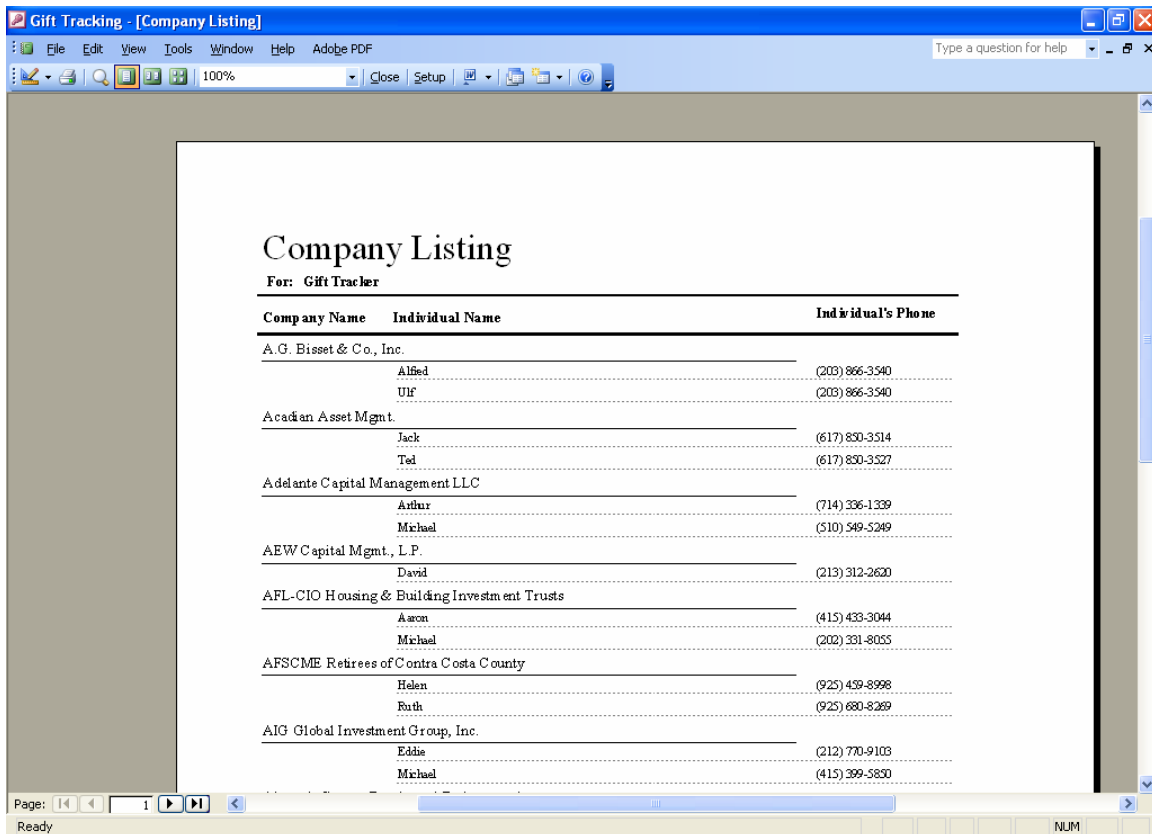
This can make the list quite long over time, and I am interested in any ideas for easier company management. The note on the bottom of the following page does explain how to get a fresh start.

When finding a company, a tip is to Match only the start of the field. You could also try matching any part. Also there is a report that lists them alphabetically. You can print the report periodically to update your Company listing.



The 'Find and Replace' dialog box has two tabs: 'Find' and 'Replace'. The 'Find' tab is active. It contains the following fields and options:

- Find What:** A text box containing 'acadian'.
- Look In:** A dropdown menu set to 'Donor Company'.
- Match:** A dropdown menu set to 'Start of Field'.
- Search:** A dropdown menu set to 'All'.
- Match Case:** An unchecked checkbox.
- Search Fields As Formatted:** A checked checkbox.
- Buttons:** 'Find Next' and 'Cancel'.



The 'Gift Tracking - [Company Listing]' window displays a report titled 'Company Listing' for 'Gift Tracker'. The report is a table with three columns: 'Company Name', 'Individual Name', and 'Individual's Phone'.

Company Name	Individual Name	Individual's Phone
A.G. Bisset & Co., Inc.	Alfred	(203) 866-3540
	Ulf	(203) 866-3540
Acadian Asset Mgmt.	Jack	(617) 830-3514
	Ted	(617) 830-3527
Adelante Capital Management LLC	Arthur	(714) 336-1339
	Michael	(510) 549-5249
AEW Capital Mgmt., L.P.	David	(213) 312-2620
AFL-CIO Housing & Building Investment Trusts	Aaron	(415) 433-3044
	Michael	(202) 331-8055
AFSCME Retirees of Contra Costa County	Helen	(925) 439-8998
	Ruth	(925) 680-8269
AIG Global Investment Group, Inc.	Eddie	(212) 770-9103
	Michael	(415) 399-5830

The window includes a standard menu bar (File, Edit, View, Tools, Window, Help) and a status bar at the bottom showing 'Page: 1' and 'Ready'.

Note: The database is pre-seeded with a listing of Investment Management firms and sample data. If these are not firms you regularly work with, or you would like to start from scratch, you download and use the blank database as a starting point.

Miscellaneous Forms

This form allows you to update gift limits in out years.

LimitYear	Annual Gift	Rolling Gift	FPPC Reportable	Lobbyist Limit	Comments
2004	\$340.00	\$340.00	\$50.00	\$10.00	As of January 1, 2004
2005	\$360.00	\$360.00	\$50.00	\$10.00	As of January 1, 2005
2006	\$360.00	\$360.00	\$50.00	\$10.00	As of January 1, 2005
2007	\$0.00	\$0.00	\$0.00	\$0.00	
2008	\$0.00	\$0.00	\$0.00	\$0.00	
2009	\$0.00	\$0.00	\$0.00	\$0.00	
2010	\$0.00	\$0.00	\$0.00	\$0.00	
2011	\$0.00	\$0.00	\$0.00	\$0.00	
2012	\$0.00	\$0.00	\$0.00	\$0.00	
2013	\$0.00	\$0.00	\$0.00	\$0.00	
2014	\$0.00	\$0.00	\$0.00	\$0.00	
2015	\$0.00	\$0.00	\$0.00	\$0.00	
2016	\$0.00	\$0.00	\$0.00	\$0.00	
2017	\$0.00	\$0.00	\$0.00	\$0.00	
2018	\$0.00	\$0.00	\$0.00	\$0.00	

Record: 1 of 22

Calendar Year Gift Limit NUM

This is the form for updating the database user name.

Update User Name

Gift Tracker

Sample Report

Gift Tracking - [Calendar Year Gift Report]

File Edit View Tools Window Help Adobe PDF Type a question for help

Fit Close Setup

Calendar Year Gift Report					Year: 1992
Donor Company	Individual	Gift Date	Gift Detail	Dollar Amount	Comments
<u>A.G. Bisset & Co., Inc.</u>					
	Alfred	8/18/92	Lunch at Williams, San Francisco	\$9.95	Sample
				\$9.95	Bak w/FRC hut
			Company Total:		
<u>Acadian Asset Mgmt.</u>					
	Jack	4/10/92	Dinner at Lazzarini and a ball game, continental park, Burlingame	\$17.45	Sample
	Ted	3/18/92	Lunch at Malt, Los Angeles	\$12.50	Sample
		4/18/92	Outing at Malt, Los Angeles	\$4.95	Sample
		7/18/92	Dinner at 1940's Club, Monterey	\$28.00	Sample
		11/18/92	240 E. 1st Street at The Rockwood Cafe, Hollywood	\$22.95	Sample
			Company Total:	\$117.85	Expense on FRC Run 700
<u>Adelante Capital Management LLC</u>					
	Arthur	3/21/92	Lunch at Long Beach, South Mexico	\$7.95	Sample
				\$7.95	Bak w/FRC hut
			Company Total:		
<u>AFL-CIO Housing & Building Investment Trusts</u>					
	Aaron	1/18/92	Celebration dinner, Mission Inn, Los Angeles	\$11.00	Sample
	Michael	12/11/92	New Year's Dinner at The Health, North, WA	\$27.95	Sample
			Company Total:	\$38.95	Expense on FRC Run 700
<u>AFSCME Retirees of Contra Costa County</u>					
	Helen	11/23/92	Christmas dinner, 1940's Club, Monterey	\$120.00	Sample - Holiday Dinner at Contra Costa County
				\$120.00	Expense on FRC Run 700
			Company Total:	\$120.00	Expense on FRC Run 700

Tuesday, November 29, 2005 For: Gift Tracking Page 1 of 2

Page: 1 Ready NUM

Disclaimer

Don't forget to review the disclaimer.

Disclaimer!

Disclaimer: This Gift Tracking Database is the sole creation of Donald Kendig, CPA, November 2005. Please use and forward it freely. Also, I would be happy to hear how I could make it better. However, please be aware that this database and the information provided herein is not intended to replace the consultation of applicable laws or legal counsel. I make no warranties, expressed or implied, on the accuracy or functioning of this database. -Donald