



A G E N D A

CHINO HILLS COMMUNITY FOUNDATION
REGULAR MEETING
MONDAY, MARCH 8, 2021

4:00 P.M. PUBLIC MEETING/PUBLIC HEARINGS

TELECONFERENCE VIA ZOOM WEBINAR
WEBINAR ID 833-1619-0103

**PUBLIC ADVISORY: THE CHINO HILLS COMMUNITY ROOM WILL
NOT BE OPEN TO THE PUBLIC**

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the Chino Hills Community Foundation for November 9, 2020 will be conducted remotely through Zoom. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Chino Hills Community Room will not be open for the meeting. Board Members will be participating remotely and will not be physically present in the Community Room.

If you would like to speak on an agenda item, you can access the meeting remotely:
Join from a PC, Mac, iPad, iPhone, or Android device, or by phone. Please use this
URL <https://us02web.zoom.us/j/833-1619-0103>.

If you do not wish for your name to appear on the screen, then use the drop down menu and
click on "rename" to rename yourself to be anonymous.

Or join by phone:
1-669-900-6833
Enter Meeting ID: 833-1619-0103

If you want to comment during the public comment portion of the agenda, Press *9 and we
will select you from the meeting cue.

**NOTE: Your phone number will appear on the screen unless you first dial *67 before
dialing the numbers as shown above.**

The Community Foundation wants you to know that you can also submit your comments via
email to rrogers@chinohills.org. To give staff adequate time to print out your comments for
consideration at the meeting, please submit your written comments prior to 3:30 p.m.; or if you
are unable to email, please call the Chino Hills Community Services Department at (909) 364-
2712 by 3:30 p.m.

If you wish to have your comments read to the Board during the appropriate Public Comment
period, please indicate in the Subject Line "FOR PUBLIC COMMENT" and list the item
number you wish to comment on. Comments that you want read to the Council will be subject
to the three-minute time limitation (approximately 350 words). Written comments that are only
to be provided to Board and not read at the meeting will be distributed to the Board prior to
the meeting.

This agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action shall be taken on any item not appearing on the agenda, unless the Chino Hills Community Foundation makes a determination that an emergency exists or that a need to take immediate action on the item came to the attention of the Foundation subsequent to the posting of the agenda. The Chino Hills Community Foundation has on file copies of written documentation relating to each item of business on this Agenda available for public inspection at <http://chinohillsfoundation.com/chcf-board/>. Materials related to an item on this Agenda submitted to the Chino Hills Community Foundation after distribution of the agenda packet are available for public inspection at <http://chinohillsfoundation.com/chcf-board/>.

Pursuant to the Executive Order, and in compliance with the Americans with Disabilities Act, if you need special assistance to participate in the Council meeting, please contact the Community Services Department, (909) 364-2710 within 48 hours of the meeting.

The Community Foundation thanks you in advance for taking all precautions to prevent spreading the COVID 19 virus.

FOUNDATION BOARD MEMBERS

PETER J. ROGERS, CHAIR
CYNTHIA MORAN, VICE CHAIR
MARY FAULHABER, SECRETARY
PETER PIRRITANO, TREASURER

BILL HUGHES
DARRYLL GOODMAN
GLEN ANDERSON
SYLVIA NASH

DAN CAPENER
DAVID KRAMER
GRACE CAPPS
KATHLEEN SMITH

DARRIN LEE
DELINIA LEWIS
SPENCER BOGNER

4:00 P.M. – CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE TO THE FLAG

1. **PUBLIC COMMENTS:** At this time members of the public may address the Board Members regarding any items within the subject jurisdiction of the Board – Individual audience participation is limited to three minutes per speaker. Please complete and submit a speaker card to the Foundation Secretary.

FOUNDATION DEPARTMENT BUSINESS - DISCUSSION CALENDAR – This portion of the Foundation Agenda is for all matters where staff and public participation is anticipated. Individual audience participation is limited to three minutes. Please complete and submit a speaker card to the Foundation secretary.

2. Approve January 11, 2021 Foundation Meeting Minutes.
3. Receive and file Quarterly Investment Report as of December 31, 2020.
4. Receive and file Financial Report as of February 28, 2021.
5. Approve Audit Report as of June 30, 2020.
6. Ratify Budget Amendment for Community Care Packages Program.
7. Discuss ideas for community engagement.
8. Review and provide direction on proposed FY 21-22 budget.
9. Review board member term expirations.
10. Open nomination process for executive board positions.
11. Recommend approval of new board member.
12. Review calendar.

COMMITTEE REPORTS

BOARD COMMENTS

ADJOURNMENT:

MINUTES

CHINO HILLS COMMUNITY FOUNDATION

**JANUARY 11, 2021
REGULAR MEETING**

CHINO HILLS, CALIFORNIA

The Regular meeting of the Chino Hills Community Foundation was held pursuant to Section 3 of Executive Order N-29-20 issued by Governor Newsom on March 17, 2020 and all members joined this meeting remotely through Zoom

CALL TO ORDER

Chair Peter Rogers called the Chino Hills Community Foundation Meeting to order at 4:04 p.m.

ROLL CALL

PRESENT:	BOARD MEMBERS:	
	PETER ROGERS	CYNTHIA MORAN
	SYLVIA NASH	PETER PIRRITANO
	SPENCER BOGNER	BILL HUGHES
	MARY FAULHABER	KATHLEEN SMITH
	GLEN ANDERSON	DELINIA LEWIS
	DARRIN LEE	DARRYLL GOODMAN
	DAVID KRAMER	

ABSENT:	BOARD MEMBERS:	
	DAN CAPENER	GRACE CAPPS

ALSO PRESENT: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR
MELISSA ARMIT, COMMUNITY SERVICES SUPERVISOR
ALMA HERNANDEZ, SR. MANAGEMENT ANALYST
ROBYN ROGERS, FOUNDATION SECRETARY

PLEDGE OF ALLEGIANCE TO THE FLAG

Board Member Darrin Lee led the Assembly for the Pledge of Allegiance.

FOUNDATION DEPARTMENT BUSINESS – DISCUSSION CALENDAR

APPROVE NOVEMBER 9, 2020 MEETING MINUTES

Motion was made by Board Member Darrin Lee and seconded by Board Member Sylvia Nash to approve the minutes as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, MORAN, ANDERSON, BOGNER, FAULHABER, GOODMAN, HUGHES, KRAMER, LEE, LEWIS, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, CAPPS.

RECEIVE AND FILE FINANCIAL REPORT AS OF DECEMBER 31, 2020

Board Members received and filed a copy of the Preliminary Financial Report. Senior Management Analyst Alma Hernandez informed the Board that an audit has begun and an update should be available at the next meeting. Chair Peter Rogers clarified that a \$2,500 donation from Supervisor Curt Hagman should be removed from “restricted” fund and placed in the general fund. Supervisor Hagman removed the stipulation that it be used for kid’s programs. Chair Peter Rogers also noted the Kramer Family Foundation donation was specifically allocated to scholarships as opposed to the Endowment Fund as in previous years.

Motion was made by Board Member Glen Anderson and seconded by Board Member Peter Pirritano to accept the Preliminary Financial Report as of December 31, 2020.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, MORAN, ANDERSON, BOGNER, FAULHABER, GOODMAN, HUGHES, KRAMER, LEE, LEWIS, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, CAPPS.

DISCUSS DONATION REQUEST FOR INCLUSIVE PLAYGROUND EQUIPMENT

Chair Rogers reminded the Board that City Staff is requesting a donation in the amount of \$100,000 to cover the cost of an all-inclusive playground at Crossroads Park. Mr. Rogers said the Committee met to discuss this item and recommends approval of \$50,000 towards the all-inclusive playground. In addition, Howard and Nikki Applebaum donated \$50,000 towards the all-inclusive playground. Mr. and Mrs. Applebaum expressed their passion for youth, education, and children with special needs.

Motion was made by Board Member Sylvia Nash and seconded by Board Member Kathleen Smith to approve a donation of \$100,000 for an all-inclusive playground at Crossroads Park.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, MORAN, ANDERSON, BOGNER, FAULHABER, GOODMAN, HUGHES, KRAMER, LEE, LEWIS, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, CAPPS.

DISCUSS DONATION REQUEST FOR THE UTILITY BOX ART PROGRAM

Board Chair Peter Rogers informed members that the Public Art Committee (PAC) met to choose photos for vinyl wrap installation on 4 utility boxes throughout the City as part of a pilot program. City Staff requested a donation to cover the cost of wrapping 6 additional utility boxes. The Strategic Planning Committee met and recommended donating \$3,660 to cover the cost of the 6 additional utility boxes if the program continues after input from the community is received. Before committing to additional years, the Board would like an update on the program.

Motion was made by Board Member Darryll Goodman and seconded by Board Member Glen Anderson to approve a donation in the amount of \$3,660 for the Utility Box Art Program.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, MORAN, ANDERSON, BOGNER, FAULHABER, GOODMAN, HUGHES, KRAMER, LEE, LEWIS, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, CAPPS.

DISCUSS CHANGES TO THE SCHOLARSHIP PROGRAM

Senior Management Analyst Alma Hernandez presented changes to the Scholarship Program. Staff suggests eliminating the Aquatics Program scholarships and re-allocating funds to the Summer Day Camp Program. The proposed Scholarship Program would fund 4 weeks of camp for up to 2 members of the same family. This would allow Staff to award 20 scholarships for Summer Day Camp as opposed to the 5 scholarships typically awarded.

Motion was made by Board Member Darrin Lee and seconded by Board Member Mary Faulhaber to approve changes to the Scholarship Program as recommended by staff.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, MORAN, ANDERSON, BOGNER, FAULHABER, GOODMAN, HUGHES, KRAMER, LEE, LEWIS, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, CAPPS.

DISCUSS CHARITABLE GIVING PROGRAM

Board Member Glen Anderson said the Strategic Planning Committee researched options for the Charitable Giving Program including how colleges market their programs. He said the program would be longstanding and focus on annual giving including bequests, trusts, wills, and grants. The Committee hopes to find persons with experience and expertise in this area to further the program. Board Chair Peter Rogers informed members that an outreach letter will be sent out. Board Member David Kramer suggested getting children more involved with donating small amounts. He also suggested looking into grants for the arts and infrastructure.

REVIEW CALENDAR

Board Members reviewed the tentative calendar for 2021. Board Member Glen Anderson said the Kids Art Expo could possibly take place in the Fall. Board Chair Peter Rogers said the Wine Walk is tentatively scheduled for October 9, 2021. Board Member Sylvia Nash said the Home Tour for 2021 is cancelled as homes must be secure by December

31 each year for the April event. She said the next Home Tour is scheduled for April 10, 2022.

COMMITTEE REPORTS

FUND DEVELOPMENT COMMITTEE

Board Chair Peter Rogers said Wine Walk is scheduled for October 9, 2021. The Committee will begin approaching sponsors in Summer 2021. He said there is some concern about how much will be donated as some businesses and wineries are not doing well. The Committee will push for 1200 tickets.

BOARD COMMENTS

Moran: Board Member Moran would like the Foundation to give back to the Community. She suggested supporting Community Care Packages for 250-500 families that would include resources for families. Board Member Moran said she is willing to take the lead on this project.

Faulhaber: Board Member Mary Faulhaber said Board Member Moran's suggestion is a great idea.

Pirritano: Board Member Pirritano said he likes Board Member Moran's suggestion.

Anderson: Board Member Anderson said Board Member Moran's suggestion is a great idea.

Kramer: Board Member Kramer said the Applebaum Family has a great spirit of generosity. He said their generosity will be remembered forever.

The Applebaums responded and said Chino Hills is a good community whose residents and children make it great. They would like to instill forward thinking in younger people. The Applebaums said any place is about its people and that they want to leave each place better than when they arrived.

Smith: Board Member Smith said she supports Board Member Moran's suggestion and is willing to help. She thanked the Applebaum Family for their generosity. Finally, she wished Board Member Peter Pirritano a happy birthday.

Lee: Board Member Lee said COVID-19 and politics have made life especially stressful. He informed the Board that he has a new therapy dog trained for first responders. He would like to take his therapy dog to offices where people have to remain socially distant and stuck in their offices. Board Member Lee said excitement and joy increase after spending 10 minutes with a dog. He would like to volunteer to bring his dog to City Hall to visit with staff.

Lewis: Board Member Lewis thanked the Applebaum Family and said they are an amazing example of the Chino Hills Community. She informed the Board that she is now the Associate Warden at R.J. Donovan Correctional Facility.

Bogner: Board Member Bogner thanked Board Member Lee for volunteering to bring his therapy dog to visit employees. He congratulated Board Member Lewis on her new position.

Rogers: Board Chair Rogers said he is looking to fill another spot on the Board and is hoping to suggest someone soon. He is working to update the Foundation website now that the new logo is finalized.

ADJOURNMENT

Board Chair Rogers adjourned the meeting at 5:30 p.m. until the next meeting scheduled on March 8, 2021, at 4:00 p.m. at the Chino Hills City Hall Community Room.

Respectfully submitted by:

Robyn Rogers
Community Services Department

Signed by:

Mary Faulhaber, Board Secretary
Chino Hills Community Foundation



City of Chino Hills

MEMORANDUM

DATE: JANUARY 20, 2021

TO: BOARD OF DIRECTORS
CHINO HILLS COMMUNITY FOUNDATION

VIA: JONATHAN MARSHALL
COMMUNITY SERVICES DIRECTOR

FROM: CHRISTA BUHAGIAR, INVESTMENT TRUSTEE CB

SUBJECT: QUARTERLY INVESTMENT TRUSTEE REPORT

To comply with the Bylaws of the Chino Hills Community Foundation, attached is the Quarterly Investment Trustee Report for the quarter ended December 31, 2021.

In the event you have any questions, please feel free to contact Nicole Lugotoff, Accounting Supervisor, at (909) 364-2648.

CB:rb

cc: Nicole Lugotoff, Accounting Supervisor
Alma Hernandez, Senior Management Analyst

**Chino Hills Community Foundation
Quarterly Investment Trustee Report
For the Quarter Ending December 31, 2020**

Description	Cost Value	Market Value	% Yield Earned
Cash and Cash Equivalents			
Citizens Business Bank - Checking Account	\$ 29,938	\$ 29,938	0.05%
LAIF	482,351	483,447	0.54%
Petty Cash	300	300	N/A
Total Funds Held by Foundation	<u>\$ 512,589</u>	<u>\$ 513,685</u>	

Blended Yield of Cash and Investments	0.51%
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Benchmarks:	
LAIF	0.54%
6mo U.S. Treasury	0.09%
2yr U.S. Treasury	0.13%
5yr U.S. Treasury	0.36%

In accordance with the Bylaws of the Chino Hills Community Foundation Article XI, Section 1, the Investment Trustee shall render an accounting of the investment transactions concerning the Foundation to the Board of Directors at least quarterly.



Christina Buhagiar
Investment Trustee

Chino Hills Community Foundation
Statement of Revenues, Expenditures and Changes in Fund Balances
December 31, 2020

	Fiscal Year 20/21	Fiscal Year 19/20
Revenues:		
Fees for activities	\$ -	\$ -
Interest income	2,366	1,377
Fair Market Value	(2,358)	2,358
Donation contributions/Other Revenues	5,625	163,154
Total Revenues	<u>5,633</u>	<u>166,889</u>
Expenditures:		
Memberships and certifications	25	240
Bank charges	142	812
Professional and contractual services	161	20,126
Services and supplies	5,163	18,475
Special departmental exp	3,000	24,222
Total Expenditures	<u>8,491</u>	<u>63,875</u>
Excess of revenues over (under) expenditures	<u>\$ (2,858)</u>	<u>\$ 103,014</u>
Fund Balances:		
Beginning of fiscal year	\$ 515,447	\$ 412,433
Excess of revenues over (under) expenditures	(2,858)	103,014
End of fiscal year	<u>\$ 512,589</u>	<u>\$ 515,447</u>



STAFF REPORT

DATE: MARCH 8, 2021

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

SUBJECT: FINANCIAL REPORT

RECOMMENDATION:

Receive and file the Financial Report as of February 28, 2021.

BACKGROUND/ANALYSIS:

The Financial Report as of February 28, 2021 is attached for your review. The purpose of the Financial Report is to inform the Board about the financial progress of the Foundation in meeting its service mission. The information includes the budgetary information for the Foundation's annual financial plan as well as the actual resources received and the use of these resources in fulfilling the financial plan.

Unrestricted Funds:

These funds are donations that are available to use for any purpose. These funds may go towards operating expenses or to a particular project. Unrestricted balance as of February 28, 2021 is \$310,305.

Temporarily Restricted:

These funds are donations which the donor has designated or restricted the use to a particular purpose or project.

- A. Chino Hills Community Center Fund – The board designated the funds collected from the Buy-A-Brick program to be used for enhancements to the Community Center. The board, at the March 2016 meeting, approved a donation of \$10,000; at the September 2019 meeting, an additional \$6,700 was approved.
- B. Brighton – Brighton Collectibles designated these funds to only be used for Children's Art programs.

- C. Cultural Arts Committee – The board designated the funds raised from certain “cultural” events be used for the purpose of organizing more events with the same purpose.
- D. Trails Enhancement Program – The board, at the March 2016 board meeting, approved a donation in the amount \$50,000 to the City of Chino Hills for enhancements to the City’s trails; at the September 2018 board meeting, an additional \$25,000 was approved.
- E. S.B. County – In May 2019, Supervisor Curt Hagman donated \$2,500 to the Chino Hills Community Foundation. This donation was given with a restriction, but details are pending. In January 2021, Chair Rogers informed the committee that the funds had been unrestricted by Supervisor Curt Hagman.
- F. The Howard and Nikki Applebaum Foundation – In December 2019, the Applebaum Foundation donated \$3,000 for special needs programs.
- G. The California Community Foundation (“in memory of Gloria and Jack Kramer”), which usually donates to the Endowment Fund, this year, donated \$5,000 towards the scholarship program.
- H. Inclusive Playground at Crossroads Park – In January 2021, the board approved a donation in the amount of \$100,000 for an inclusive playground at Crossroads Park. The donation included a \$50,000 donation from the H. Applebaum Family Trust.

Permanently Restricted:

The purpose of the Foundation is to establish a permanent endowment fund to assist the government of the City of Chino Hills, hereinafter referred to as the “City,” in improving the cultural, educational and recreational facilities and services for the citizens of the City. A “permanent endowment” is money or property that was originally meant to be held by a charity forever. The permanently restricted balance as of February 28, 2021 is \$155,981.

CHINO HILLS COMMUNITY FOUNDATION
Statement of Activities
As of February 28, 2021

	Adjusted Budget	Amended Budget	Actuals										Total	Variance
			Unrestricted	Community Center Fund Temporarily Restricted (A)	Children Art's Programs Temporarily Restricted (B)	Cultural Arts Committee Temporarily Restricted (C)	Trail Enhancement Donation Temporarily Restricted (D)	S.B. County Temporarily Restricted (E)	Special Needs Temporarily Restricted (F)	Scholarship Funds Temporarily Restricted (G)	Inclusive Playground Temporarily Restricted (H)	Endowment Fund Permanently Restricted		
Operating Revenue:														
Contributions:														
Donations	\$ -	\$ -	\$ 58,089	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 108,089	\$ 108,089
Grants			\$ 10,000										\$ 10,000	\$ 10,000
Special Events	161,100	161,100	250		-	-							250	(160,850)
Interest Income		-	62									711	773	773
Total Operating Revenue	161,100	161,100	68,401	-	-	-	-	-	-	-	50,000	711	119,112	(41,988)
Operating Expenses:														
Program Services:														
Adopt-A-Family Program	1,228	1,228											-	(1,228)
Aquatics Scholarship	3,150	-											-	(3,150)
Concerts in the Parking Lot		3,000	3,000										3,000	-
Cultural Arts					-	-	-	-	-	-	-		-	-
Military Banner Program	7,700	7,700											-	(7,700)
Summer Day Camps	9,856	13,006											-	(9,856)
Utility Box Art Program		3,660											-	-
Total Program Expenses	21,934	28,594	3,000	-	-	-	-	-	-	-	-	-	3,000	(21,934)
Supporting Services:														
Fundraising	42,200	42,200	656			-							656	(41,544)
Administration	11,600	11,600	5,837										5,837	(5,763)
Total Support Services	53,800	53,800	6,493	-	-	-	-	-	-	-	-	-	6,493	(47,307)
Total Operating Expenses	75,734	82,394	9,493	-	-	-	-	-	-	-	-	-	9,493	(69,241)
Interfund Transfers:	-	-	(47,500)	-	-	-		(2,500)			50,000	-	-	-
Changes in Net Assets	\$ 85,366	\$ 78,706	\$ 11,409	\$ -	\$ -	\$ -	\$ -	\$ (2,500)	\$ -	\$ -	\$ 100,000	\$ 711	\$ 109,619	\$ 27,253
Net Assets, beginning of the year	513,090	513,090	298,896	15,531	2,067	21,070	12,115	2,500	3,000	5,000		155,270	515,449	
Net Assets, end of the year	<u>\$ 598,456</u>	<u>\$ 591,796</u>	<u>\$ 310,305</u>	<u>\$ 15,531</u>	<u>\$ 2,067</u>	<u>\$ 21,070</u>	<u>\$ 12,115</u>	<u>\$ -</u>	<u>\$ 3,000</u>	<u>\$ 5,000</u>	<u>\$ 100,000</u>	<u>\$ 155,981</u>	<u>\$ 625,068</u>	

CHINO HILLS COMMUNITY FOUNDATION
Statement of Functional Activities
As of February 28, 2021

	PROGRAM SERVICES							Administration	
		2020	2019 Holiday	Volunteer	Donor			General	
	Donations	Wine Walk	Home Tour	Recognition	Recognition	chARTS	Total	Management	Total
Operating Revenues:									
Contributions:									
Sales	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -
Donations/Sponsorships	58,089						-		58,089
Grants	10,000								10,000
Advertising			250				250		250
Other Revenues							-		-
Interest Income	773						-		773
	<u>68,862</u>	<u>-</u>	<u>250</u>			<u>-</u>	<u>250</u>	<u>-</u>	<u>69,112</u>
Operating expenses:									
Licenses & Permits							-		-
Memberships								25	25
Liability Insurance							-	4,440	4,440
Financial Services							-	160	160
Computer Services							-	1,145	1,145
Contractual Services							-		-
Advertising & Promotion							-		-
Printing Services					22		22		22
Postage					68		68		68
Office Supplies							-	67	67
Special Parts and Supplies					567		567		567
Concessions							-		-
Administrative Overhead							-		-
Entertainment							-		-
Catering and Refreshments							-		-
Rentals							-		-
Taxes							-		-
Scholarships, Grants & Awards							-		-
Donations	3,000						-		3,000
	<u>\$ 3,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 656</u>	<u>\$ -</u>	<u>\$ 656</u>	<u>\$ 5,837</u>	<u>\$ 9,493</u>
Changes in Net Assets	<u>\$ 65,862</u>	<u>\$ -</u>	<u>\$ 250</u>	<u>\$ -</u>	<u>\$ (656)</u>	<u>\$ -</u>	<u>\$ (406)</u>	<u>\$ (5,837)</u>	<u>\$ 59,619</u>



January 21, 2021

To the Board of Directors
The Chino Hills Community Foundation
Chino Hills, California

We have audited the financial statements of The Chino Hills Community Foundation (the Foundation) for the years ended June 30, 2020 and 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 21, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Foundation are described in Note 1 to the financial statements.

As described in Note 1 to the financial statements, the Foundation adopted the Financial Accounting Standards Board's Accounting Standards update ("ASU") 2016-14, *Not-for-Profit Entities (Topic 958) – Presentation of Financial Statements of Not-for-Profit Entities* as of and for the year ended June 30, 2019. The requirements of the ASU have been applied retrospectively to all periods presented. Our opinion is not modified with respect to this matter.

We noted no transactions entered into by the Foundation during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. No misstatements were found.



To the Board of Directors
The Chino Hills Community Foundation
Chino Hills, California

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 21, 2021.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Foundation's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Foundation's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors and management of the Foundation and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Lance, Soll & Lughard, LLP

Brea, California



INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING

To the Board of Directors
The Chino Hills Community Foundation
Chino Hills, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Chino Hills Community Foundation (a nonprofit organization), which comprise the statement of financial position as of June 30, 2020 and 2019, and the related statement of activities and cash flows for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated January 21, 2021.

In planning and performing our audit of the financial statements, we considered the Chino Hills Community Foundation's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Chino Hills Community Foundation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Chino Hills Community Foundation's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control over financial reporting and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Chino Hills Community Foundation's internal control over financial reporting. Accordingly, this communication is not suitable for any other purpose.

Lance, Soll & Lunghard, LLP

Brea, California
January 21, 2021



THE CHINO HILLS COMMUNITY FOUNDATION
FINANCIAL STATEMENTS
FOR FISCAL YEARS ENDED JUNE 30, 2020 AND 2019

DRAFT

THE CHINO HILLS COMMUNITY FOUNDATION

FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2020 AND 2019

TABLE OF CONTENTS

Page
Number

FINANCIAL SECTION:

INDEPENDENT AUDITORS' REPORT	1
------------------------------------	---

BASIC FINANCIAL STATEMENTS:

Statement of Financial Position June 30, 2020 and June 30, 2019	4
Statement of Activities for the Year Ended June 30, 2020	5
Statement of Activities for the Year Ended June 30, 2019	6
Statement of Functional Expenses June 30, 2020	7
Statement of Functional Expenses June 30, 2019	10
Statement of Cash Flows for the Year Ended June 30, 2020 and June 30, 2019	13
Notes to Financial Statements	14

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INDEPENDENT AUDITORS' REPORT

Board of Directors
The Chino Hills Community Foundation
Chino Hills, California

Report on the Financial Statements

We have audited the accompanying financial statements of The Chino Hills Community Foundation (a nonprofit organization), which comprise the statement of financial position as of June 30, 2020 and 2019, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America and *Government Auditing Standards*; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



Board of Directors
The Chino Hills Community Foundation
Chino Hills, California

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Chino Hills Community Foundation as of June 30, 2020 and 2019, and the changes in their net assets and their cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Change in Accounting Principle

As discussed in Note 1 to the financial statements, in 2019 the organization adopted the Financial Accounting Standards Board's Accounting Standards update ("ASU) 2016-14, *Not-for-Profit Entities (Topic 958) – Presentation of Financial Statements of Not-for-Profit Entities* as of and for the year ended June 30, 2020. The requirements of the ASU have been applied retrospectively to all periods presented. Our opinion is not modified with respect to this matter.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 21, 2021 on our consideration of the Foundation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering The Chino Hills Community Foundation's internal control over financial reporting and compliance.

Lance, Soll & Lughard, LLP

Brea, California
January 21, 2021

FINANCIAL STATEMENTS

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THE CHINO HILLS COMMUNITY FOUNDATION

STATEMENT OF FINANCIAL POSITION
JUNE 30, 2020 AND JUNE 30, 2019

	2020	2019
Assets		
Cash and cash equivalents	\$ 515,448	\$ 412,433
Total Assets	515,448	412,433
Net Assets		
Without donor restrictions	298,896	208,350
With donor restrictions	216,552	204,083
Total Net Assets	\$ 515,448	\$ 412,433

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THE CHINO HILLS COMMUNITY FOUNDATION

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2020

	Without Donor Restrictions	With Donor Restrictions	Total
Operating Revenues:			
Ticket sales	\$ 57,270	\$ -	\$ 57,270
Interest income (loss)	2,556	1,179	3,735
Special events, net of direct expenses	76,195	11,788	87,983
Donations/Sponsorships	4,901	13,000	17,901
Net assets reclassified to restrictions for donation matching	(10,000)	10,000	-
Total Operating Revenues	130,922	35,967	166,889
Operating Expenses:			
Program Services:			
Cultural Arts	-	1,988	1,988
Adopt-A-Family Program	874	-	874
Summer Day Camps	174	-	174
Military Monument	1,664	-	1,664
Trails Enhancement Program	-	20,323	20,323
Total Program Services	2,712	22,311	25,023
Supporting Services:			
Management and general	10,037	-	10,037
Fundraising	27,627	1,187	28,814
Total Supporting Services	37,664	1,187	38,851
Total Operating Expenses	40,376	23,498	63,874
Change in Net Assets	90,546	12,469	103,015
Net Assets - Beginning	208,350	204,083	412,433
Net Assets - Ending	\$ 298,896	\$ 216,552	\$ 515,448

The notes to financial statements are an integral part of this statement.

THE CHINO HILLS COMMUNITY FOUNDATION

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2019

	Without Donor Restrictions	With Donor Restrictions	Total
Operating Revenues:			
Ticket sales	\$ 61,763	\$ -	\$ 61,763
Interest income (loss)	1,872	-	1,872
Special events, net of direct expenses	64,832	24,384	89,216
Donations/Sponsorships	3,097	7,500	10,597
Net assets reclassified to restrictions for donation matching	(35,000)	35,000	-
Total Operating Revenues	96,564	66,884	163,448
Operating Expenses:			
Program Services:			
Cultural Arts	-	12,114	12,114
Adopt-A-Family Program	882	-	882
Adaptive Swings	9,745	-	9,745
Summer Day Camps	3,106	-	3,106
Military Monument	3,000	-	3,000
Los Serranos	-	173,000	173,000
Trails Enhancement Project	-	11,855	11,855
Total Program Services	6,733	196,969	213,702
Supporting Services:			
Management and general	12,625	-	12,625
Fundraising	24,904	4,007	28,911
Total Supporting Services	37,529	4,007	41,536
Total Operating Expenses	54,262	200,976	255,238
Change in Net Assets	42,302	(134,092)	(91,790)
Net Assets - Beginning	166,048	338,175	504,223
Net Assets - Ending	\$ 208,350	\$ 204,083	\$ 412,433

The notes to financial statements are an integral part of this statement.

THE CHINO HILLS COMMUNITY FOUNDATION

STATEMENT OF FUNCTIONAL EXPENSES

JUNE 30, 2020

Program Services						
Donations						
	Cultural Arts	Adopt-A-Family Program	Summer Day Camps	Military Banner Program	Trail Enhancement Program	Total Program Services
Licenses & Permits	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ 50
Memberships	-	-	-	-	-	-
Liability Insurance	-	-	-	-	-	-
Financial Services	1	-	-	-	-	1
Computer Services	-	-	-	-	-	-
Contractual Services	1,150	-	-	-	-	1,150
Advertising & Promotion	-	-	-	-	-	-
Printing Services	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-
Special Parts and Supplies	517	-	-	-	-	517
Entertainment	-	-	-	-	-	-
Catering and Refreshments	-	-	-	-	-	-
Rentals	270	-	-	-	-	270
Taxes	-	-	-	-	-	-
Scholarships, Grants & Awards	-	-	174	-	-	174
Donations	-	874	-	1,664	20,323	22,861
Total Expenses	\$ 1,988	\$ 874	\$ 174	\$ 1,664	\$ 20,323	\$ 25,023

THE CHINO HILLS COMMUNITY FOUNDATION

STATEMENT OF FUNCTIONAL EXPENSES

JUNE 30, 2020

Supporting Services									
Fundraising									
	Management and general	Donations	Wine Walk 2019	Holiday Home Tour	Donor Recognition	Volunteer Recognition			
Licenses & Permits	\$ -	\$ -	\$ 50	\$ 50	\$ -	\$ -			
Memberships	240	-	-	-	-	-			
Liability Insurance	4,229	-	-	-	-	-			
Financial Services	808	-	1	1	-	-			
Computer Services	4,062	-	-	-	-	-			
Contractual Services	-	-	600	-	-	-			
Advertising & Promotion	-	-	299	299	-	-			
Printing Services	229	-	1,672	2,721	-	-			
Office Supplies	54	-	-	-	-	-			
Special Parts and Supplies	355	-	6,296	380	141	709			
Entertainment	-	-	-	100	-	250			
Catering and Refreshments	-	-	-	-	-	1,944			
Rentals	-	-	11,001	748	-	365			
Taxes	60	-	-	-	-	-			
Scholarships, Grants & Awards	-	-	-	-	-	-			
Donations	-	1,187	-	-	-	-			
Total Expenses	\$ 10,037	\$ 1,187	\$ 19,919	\$ 4,299	\$ 141	\$ 3,268			

THE CHINO HILLS COMMUNITY FOUNDATION

STATEMENT OF FUNCTIONAL EXPENSES

JUNE 30, 2020

	Total Supporting Services	2020 Total
	\$	\$
Licenses & Permits	100	150
Memberships	240	240
Liability Insurance	4,229	4,229
Financial Services	810	811
Computer Services	4,062	4,062
Contractual Services	600	1,750
Advertising & Promotion	598	598
Printing Services	4,622	4,622
Office Supplies	54	54
Special Parts and Supplies	7,881	8,398
Entertainment	350	350
Catering and Refreshments	1,944	1,944
Rentals	12,114	12,384
Taxes	60	60
Scholarships, Grants & Awards	-	174
Donations	1,187	24,048
Total Expenses	\$ 38,851	\$ 63,874

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THE CHINO HILLS COMMUNITY FOUNDATION

STATEMENT OF FUNCTIONAL EXPENSES

JUNE 30, 2019

Program Services

Donations

	Cultural Arts	Adopt-A-Family Program	Summer Day Camps	Recreation Classes	Military Monument	Los Serranos	Trail Enhancement Program	Total Program Services
Licenses & Permits	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150
Liability Insurance	6	-	-	-	-	-	-	6
Financial Services	-	-	-	-	-	-	-	-
Computer Services	4,825	-	-	-	-	-	-	4,825
Contractual Services	-	-	-	-	-	-	-	-
Advertising & Promotion	112	-	-	-	-	-	-	112
Printing Services	-	-	-	-	-	-	-	-
Postage	-	-	-	-	-	-	-	-
Office Supplies	638	-	-	-	-	-	-	638
Special Parts and Supplies	118	-	-	-	-	-	-	118
Administrative Overhead	5,100	-	-	-	-	-	-	5,100
Entertainment	730	-	-	-	-	-	-	730
Catering and Refreshments	435	-	-	-	-	-	-	435
Rentals	-	-	-	-	-	-	-	-
Taxes	-	-	9,745	-	-	-	-	-
Scholarships, Grants & Awards	-	-	-	3,106	-	-	-	-
Donations	-	882	-	-	3,000	173,000	11,855	188,737
Total Expenses	\$ 12,114	\$ 882	\$ 9,745	\$ 3,106	\$ 3,000	\$ 173,000	\$ 11,855	\$ 213,702

THE CHINO HILLS COMMUNITY FOUNDATION

STATEMENT OF FUNCTIONAL EXPENSES

JUNE 30, 2019

Supporting Services

Fundraising

	Management and general	Brick Program	Direct Mailing	Wine Walk 2018	Holiday Home Tour 2018	Jazz & Blues 2018	Donor Recognition	Volunteer Reception
	\$	\$	\$	\$	\$	\$	\$	\$
Licenses & Permits	195	-	-	25	25	-	-	-
Liability Insurance	3,723	-	-	-	-	-	-	-
Financial Services	1,141	-	-	633	1	-	-	-
Computer Services	3,914	-	-	-	-	-	-	-
Contractual Services	500	4,007	-	-	95	-	-	-
Advertising & Promotion	1,850	-	-	558	338	16	-	-
Printing Services	79	-	313	1,248	2,272	-	-	-
Postage	-	-	301	-	-	-	-	-
Office Supplies	89	-	-	-	-	-	-	-
Special Parts and Supplies	1,074	-	98	6,019	44	-	145	976
Administrative Overhead	-	-	-	-	-	-	-	-
Entertainment	-	-	-	450	100	-	-	350
Catering and Refreshments	-	-	-	-	485	-	2,621	1,100
Rentals	-	-	-	5,877	501	-	-	315
Taxes	60	-	-	-	-	-	-	-
Scholarships, Grants & Awards	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-
Total Expenses	\$ 12,625	\$ 4,007	\$ 710	\$ 14,810	\$ 3,861	\$ 16	\$ 2,766	\$ 2,741

THE CHINO HILLS COMMUNITY FOUNDATION

STATEMENT OF FUNCTIONAL EXPENSES

JUNE 30, 2019

	Total Supporting Services	2019 Total
	\$	\$
Licenses & Permits	245	395
Liability Insurance	3,723	3,729
Financial Services	1,775	1,775
Computer Services	3,914	8,739
Contractual Services	4,602	4,602
Advertising & Promotion	2,762	2,874
Printing Services	3,912	3,912
Postage	301	301
Office Supplies	89	727
Special Parts and Supplies	8,354	8,472
Administrative Overhead	-	5,100
Entertainment	900	1,630
Catering and Refreshments	4,206	4,641
Rentals	6,693	6,693
Taxes	60	60
Scholarships, Grants & Awards	-	12,851
Donations	-	188,737
Total Expenses	\$ 41,536	\$ 255,238

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THE CHINO HILLS COMMUNITY FOUNDATION

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2020 AND JUNE 30, 2019

	2020	2019
Cash Flows From Operating Activities		
Increase (decrease) in net assets	\$ 103,015	\$ (91,790)
Net Cash Flows Provided by Operating Activities	103,015	(91,790)
Net Increase (Decrease) in Cash and Cash Equivalents	103,015	(91,790)
Cash and Cash Equivalents, July 1	412,433	504,223
Cash and Cash Equivalents, June 30	\$ 515,448	\$ 412,433

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I. SIGNIFICANT ACCOUNTING POLICIES

Note 1: Organization and Summary of Significant Accounting Policies

Description of the Reporting Entity

The Chino Hills Community Foundation (the Foundation) was established to set up a permanent endowment fund to assist the government of the City of Chino Hills (the City) in improving the cultural, educational and recreational facilities and services for the citizens of the City. The major sources of revenue for the Foundation are ticket sales, sponsorships and donations.

Basis of Accounting

The financial statements of the Foundation have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables and other liabilities.

Accounting for Endowment Funds

Financial Accounting Standards Board Accounting Standards Codification (FASB ASC) 958-205-45 *Donor Restricted Endowment Fund* requires net asset classification of funds subject to an enacted version of the Uniform Prudent Management of Institutional Funds Act (UPMIFA), and enhanced disclosures for all endowment funds.

The Foundation has interpreted the law as requiring the preservation of the fair value of the original gift as of the gift date of the donor restricted endowment fund absent explicit donor stipulations to the contrary. As a result of this interpretation, the Foundation classifies permanently restricted endowment net assets at the original value of the gift donated to the permanent endowment.

The Foundation has adopted investment and distribution policies for endowment assets that attempt to provide acceptable long-term returns and protect the principal from inflation while assuming a moderate level of investment risk.

Revenue Recognition

All contributions are considered available for the Foundation's general programs unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor are reported as temporarily or permanently restricted support and increase the respective class of net assets. Contributions received with temporary restrictions that are met in the same reporting period are reported as unrestricted support and increases unrestricted net assets.

Revenues from ticket sales are reflected in the accounting period in which the event occurs and netted for group discounts and membership discounts.

Investment income that is limited to specific uses by donor restrictions is reported as increases in unrestricted net assets if the restrictions are met in the same reporting period as the income is recognized.

Cash and Cash Equivalents

Cash and cash equivalents include all highly liquid investments with original maturities of three months or less.

THE CHINO HILLS COMMUNITY FOUNDATION

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2020 AND 2019

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

Fair Value Measurements

FASB ASC 820 (formerly SFAS No. 157) establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy under FASB ASC 820 are described below:

Level 1 - Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets.

Level 2 - Inputs to the valuation methodology include quoted prices for similar assets and liabilities in active markets, and inputs that are observable for the asset or liability, either directly or indirectly, for substantially the full term of the financial instrument.

Level 3 - Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

Advertising

The Foundation uses advertising to promote its programs among the audiences it serves. Advertising costs are expensed as incurred. Advertising expense for the years ended June 30, 2020 and 2019, was \$598 and \$2,874, respectively.

Income Taxes

The Foundation is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and Section 23701(d) of the California Revenue and Taxation Code. The Foundation may, however, be subject to tax on income which is not related to its exempt purpose. For the years ended June 30, 2020 and 2019, no provision for income taxes has been made.

FASB ASC No. 740 *Income Taxes* applies to not-for-profit organizations because their financial statements contain assertions related to the Foundation's tax-exempt status and determination of net earnings subject to unrelated business income tax. Should the Foundation lose its tax-exempt status, it could be subject to interest and penalties. No liability for unrecognized tax obligations was required. As of June 30, 2020, and 2019, no interest or penalties have been recognized associated with any tax positions.

The Foundation's Form 990, *Return of Organization Exempt from Income Tax*, for the years beginning 2016, 2017, 2018 and 2019 are subject to examination by the Internal Revenue Service, generally for three years after they were filed. Similarly, the Foundation's Form 199, *California Exempt Organization Annual Information Return*, for the tax years beginning 2015, 2016, 2017, 2018 and 2019 are subject to examination by the Franchise Tax Board, generally for four years after they were filed.

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

Functional Allocation of Expenses

The cost of providing the various programs and other activities has been summarized on a functional basis in the statement of activities.

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absences of donor grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. The board has designated, from net assets without donor restrictions, net assets for an operating reserve and board-designated scholarships.

Net Assets with Donor Restriction – Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other event specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity.

The Foundation reports contributions restricted by donors as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends, or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restriction and reported in the statements of activities as assets released from restrictions.

Use of Estimates

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Concentration of Credit Risk

The Foundation maintains cash balances at financial institutions located in California. Certain accounts at each institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At times during the year, the Foundation held cash in excess of federally insured limits.

The Foundation invests in money market funds. Investment securities in general, are subject to various risks, such as interest rate, credit and overall market volatility. Due to the level of risk associated with certain investment securities, it is reasonably possible that the changes in the value of investment securities will occur in the near term and that such change could materially affect the amounts reported in the financial statements.

THE CHINO HILLS COMMUNITY FOUNDATION

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2020 AND 2019

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

Effect of New Accounting Pronouncement

FASB ASU No. 2016-14 - In August 2016, the Financial Accounting Standards Board issued Accounting Standards Update (ASU) No. 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statement of Not-for-Profit Entities*. The new guidance improves and simplifies net asset classification requirements and information presented in financial statements and notes that is useful in assessing a not-for-profit's liquidity, financial performance, and cash flows. ASU 2016-14 is effective for annual periods beginning after December 15, 2017. Accordingly, the Foundation has implemented the requirements of ASU No. 2016-14 beginning with the fiscal year ending June 30, 2020, and retroactively presenting the comparison fiscal year ending June 30, 2019.

Note 2: Cash and Cash Equivalents

Cash and cash equivalents held by the Foundation are reported in the accompanying financial statements as follows at June 30, 2020 and 2019:

	2020	2019
Cash and cash equivalents	\$ 515,448	\$ 412,433
Total	\$ 515,448	\$ 412,433
Deposits	\$ 32,090	\$ 14,935
Short-term investments	\$ 482,358	\$ 397,498
Total	\$ 515,448	\$ 412,433

Fair Value Measurement and Application

The Foundation's recurring fair value measurements as of June 30, 2020 and 2019, was \$482,358 and \$397,498 respectively, with Level 2 inputs.

Note 3: Endowment

The Foundation, a 501(c)(3) organization, was formed as a means of establishing a permanent endowment fund and to hold and administer certain other assets for the support and benefit of the Foundation in order to further the charitable, educational and artistic purposes of the Foundation.

The Foundation's endowment as of June 30, 2020 and 2019, includes only funds designated by Donors as endowments; therefore, they are reported as permanently restricted.

The Foundation classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment and (b) the original value of subsequent gifts to the permanent endowment. The Foundation classifies as unrestricted net assets, those funds designated by the Board of Directors

THE CHINO HILLS COMMUNITY FOUNDATION

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2020 AND 2019

Note 4: Net Assets

Net assets as of June 30, 2020 and 2019, were comprised of the following:

	<u>2020</u>	<u>2019</u>
Without Donor Restrictions		
Unrestricted - available for programs	<u>\$ 298,896</u>	<u>\$ 208,350</u>
Total without donor restrictions	<u>298,896</u>	<u>208,350</u>
With Donor Restriction		
Temporary Restricted- program and timing	61,283	64,993
Permanent Endowment by the California Community Foundation at the recommendation of John A. Kramer, "in memory of Gloria and Jack Kramer" *	<u>155,269</u>	<u>139,090</u>
Total with donor restriction	<u>216,552</u>	<u>204,083</u>
Total net assets	<u>\$ 515,448</u>	<u>\$ 412,433</u>

The Foundation contributed matching portion was \$60,000 of the total \$155,269 Permanently Restricted Net Assets at June 30, 2020, and \$60,000 of the total \$139,090 Permanently Restricted Net Assets at June 30, 2019.

Note 5: Contingencies

The Foundation is subject to claims and possible litigation incidental to its operations, including personal injury claims filed by visitors and employment-related claims filed by employees and former employees.



STAFF REPORT

DATE: MARCH 8, 2021

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

SUBJECT: BUDGET AMENDMENT FOR COMMUNITY CARE PACKAGES
PROGRAM

RECOMMENDATION:

Ratify a budget amendment in the amount of \$1,000 for the Community Care Packages Program.

BACKGROUND/ANALYSIS:

On January 13, 2021, Vice Chair Moran requested \$1,000 be allocated to fund a community care bag event that was to be held before the next scheduled board meeting. The event was held on February 20, 2021.

Per the bylaws, disbursement of funds in excess of \$500 that is not budgeted requires the signature of the Chairperson and the Treasurer. On January 14, 2021, Chair Rogers and Treasurer Pirritano gave their approval. This item is to ratify the action that was approved by the Chair and Treasurer.



STAFF REPORT

DATE: MARCH 8, 2021

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

SUBJECT: PROPOSED ANNUAL BUDGET

RECOMMENDATION:

Provide direction on proposed annual budget.

BACKGROUND/ANALYSIS:

The Foundation's bylaws (Article III, section 3) states that "Adoption of a budget for the upcoming fiscal year shall occur at the annual meeting". Attached is a proposed budget for the board's review.

Volunteer Reception

Project #CH

Special Parts & Supplies	Account Number	Proposed Budget
Raffles: Gift Cards	7200-00-80-800-000000-620075	\$ 600
Recognition Pins	7200-00-80-800-000000-620075	\$ 100
Décor	7200-00-80-800-000000-620075	\$ 100
Total		\$ 800

Contractual Services	Account Number	Proposed Budget
Catering & Refreshments	7200-00-80-800-000000-610015	\$ 1,700
Dessert	7200-00-80-800-000000-610015	\$ 300
Entertainment (performer)	7200-00-80-800-000000-610015	\$ 300
Total		\$ 2,300

Rentals	Account Number	Proposed Budget
Linens & Centerpieces	7200-00-80-800-000000-630055	\$ 400
Total		\$ 400

Total Expenses	Proposed Budget
	\$ 3,500

Donor Recognition

Project #CH

Special Parts & Supplies	Account Number	Proposed Budget
Awards	7200-00-80-800-000000-620075	\$ 400
Invitations	7200-00-80-800-000000-620075	\$ 100
Total		\$ 500

Contractual Services	Account Number	Proposed Budget
Catering	7200-00-80-800-000000-610015	\$ 3,000
Total		\$ 3,000

Total Expenses	Proposed Budget
	\$ 3,500

Wine Walk Expenses

Project #CH500028

Wine Walk

Wine Walk Tickets

Proposed Budget

Proposed Budget

	200
	550
	100
	120
	970

Early Bird @	\$45.00	\$	9,000
Pre-Sales @	\$50.00	\$	27,500
Last Call @	\$55.00	\$	5,500
VIP Package @	\$75.00	\$	9,000

	100
	1,070

Sponsor/Comp @	\$0.00	\$	-
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	60
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DD @	\$25.00	\$	1,500
		\$	52,500

Sponsorships

Proposed Budget

Proposed Budget

	3
	7
	12
	11

Premier @	\$5,000.00	\$	15,000
Vineyard @	\$2,500.00	\$	17,500
Cellar @	\$1,000.00	\$	12,000
Wine @	\$500.00	\$	5,500

\$ 50,000

Wine Pull & Silent Auction

Proposed Budget

Proposed Budget

Wine Pull @	\$15.00	\$	1,000
Silent Auction @		\$	2,400

Total Income

Proposed Budget

\$ 105,900

Licenses & Permits

Account Number

ABC License	7200-00-80-800-000000-6xxxxx
Total	

Proposed Budget

\$	50
\$	50

Printing

Account Number

Program	7200-00-80-800-000000-620060
Postcards	7200-00-80-800-000000-620060
Banners	7200-00-80-800-000000-620060
Sponsor Banner	7200-00-80-800-000000-620060
Total	

Proposed Budget

\$	800
\$	200
\$	500
\$	300
\$	1,800

Advertising & Promotion

Account Number

West Coast Magazine	7200-00-80-800-000000-620005
Total	

Proposed Budget

\$	300
\$	300

Special Parts & Supplies		Quantity	Proposed Budget
Wristbands (qty = 1,000)	7200-00-80-800-000000-620075		\$ 200
Posterboard	7200-00-80-800-000000-620075		\$ 200
Drink Tickets (qty = 12,000)	7200-00-80-800-000000-620075		\$ 300
Wine Glasses (qty = 1,008)	7200-00-80-800-000000-620075		\$ 3,350
Corkscrews	7200-00-80-800-000000-620075		\$ 100
Wine Spouts	7200-00-80-800-000000-620075		\$ 150
Staff Lunch	7200-00-80-800-000000-620075		\$ 200
Galvanized Buckets	7200-00-80-800-000000-620075		\$ 100
Misc. Supplies	7200-00-80-800-000000-620075		\$ 1,000
Total			\$ 5,600

Contractual Services		Account Number	Proposed Budget
Performers	7200-00-80-800-000000-610015		\$ 500
Photographer/Videographer	7200-00-80-800-000000-610015		\$ 150
Total			\$ 650

Rentals		Account Number	Proposed Budget
Tables/Chairs/Linens	7200-00-80-800-000000-630055		\$ 11,000
Total			\$ 11,000

Total Expenses	Proposed Budget
	\$ 19,400

Net Income	Proposed Budget
	\$ 86,500

Administration

Project #CH

Memberships		Proposed Budget
Chino Valley Chamber of Commerce	7200-00-80-800-000000-600020	\$300.00
Total		\$300.00

Liability Insurance		Proposed Budget
Alliant Insurance	7200-00-80-800-000000-620045	\$4,500.00
Total		\$4,500.00

Financial Services		Proposed Budget
Merchant Services	7200-00-80-800-000000-610030	\$1,200.00
Total		\$1,200.00

Computer Services		Proposed Budget
Norwest Designs (website)	7200-00-80-800-000000-610010	\$2,500.00
Constant Contact	7200-00-80-800-000000-610010	\$700.00
DonorPerfect	7200-00-80-800-000000-610010	\$1,800.00
Domain Renewal	7200-00-80-800-000000-610010	\$100.00
Total		\$5,100.00

Special Parts & Supplies	Account Number	Proposed Budget
Miscellaneous Supplies	6200-00-80-800-000000-650020	\$400.00
Total		\$400.00

Advertising & Promotion	Account Number	Proposed Budget
Marketing Materials	7200-00-80-800-000000-620005	
Total		\$0.00

Office Supplies		Proposed Budget
General Office Supplies	7200-00-80-800-000000-620050	
Total		\$0.00

Printing Services		Proposed Budget
	7200-00-80-800-000000-620060	
Total		\$0.00

Postage		Proposed Budget
	7200-00-80-800-000000-620055	
Total		\$0.00

Licenses & Taxes		Proposed Budget
Attorney General (RRF-1)	7200-00-80-800-000000-650020	\$50.00
Department of Justice - Raffle Registry	7200-00-80-800-000000-650020	\$25.00
Secretary of State - Statement of Info	7200-00-80-800-000000-650020	\$25.00
Total		\$100.00

Total Expenses	Proposed Budget
	\$11,600.00

Program Giving

Donations	Proposed Budget
Adopt A Family	\$1,245.00
Summer Day Camp (\$160*4wks*20 participants)	\$12,800.00
Military Banner Program (30 new, 15 replacements)	\$7,700.00
Total	\$21,745.00

Chino Hills Arts Committee (chARTS)

Concert Series CH#500038

2021 Concert #3

2022 Concerts #1 & 2

Revenues

Ticket Sales

Attendance

	300

@	\$10.00
@	FREE
@	FREE
@	FREE

Proposed Budget

Proposed Budget

\$3,000.00

\$6,000.00

\$3,000.00

\$6,000.00

Total Income

\$3,000.00

\$6,000.00

Expenses

Licenses & Permits

Account Number

ABC License 7200-00-80-800-000000-600020

Total

Proposed Budget

Proposed Budget

\$50.00

\$100.00

\$50.00

\$100.00

Contractual Services

Account Number

Entertainment 7200-00-80-800-000000-610015

Sound Equipment & Lighting 7200-00-80-800-000000-610015

Proposed Budget

Proposed Budget

\$2,600.00

\$5,200.00

\$350.00

\$700.00

\$2,950.00

\$5,900.00

Rentals

Account Number

Linens 7200-00-80-800-000000-630055

Generator 7200-00-80-800-000000-630055

Total

Proposed Budget

Proposed Budget

\$200.00

\$400.00

\$125.00

\$250.00

\$325.00

\$650.00

Special Parts & Supplies

Account Number

Concession Stand Supplies 7200-00-80-800-000000-620075

Total

Proposed Budget

Proposed Budget

\$200.00

\$400.00

\$200.00

\$400.00

Total Costs

\$3,525.00

\$7,050.00

Net Income (Loss)

(\$525.00)

(\$1,050.00)



STAFF REPORT

DATE: MARCH 8, 2021

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

SUBJECT: BOARD MEMBER TERM EXPIRATIONS

RECOMMENDATION:

Provide direction on Board members terms ending May 2021.

BACKGROUND/ANALYSIS:

The following board member terms are expiring in May:

Grace Capps was appointed to the board on May 28, 2013.

Sylvia Nash was appointed to the board on January 22, 2013.

Kathleen Smith was appointed to the board on June 13, 2017.

Peter Pirritano was appointed to the board on December 12, 2017.



STAFF REPORT

DATE: MARCH 8, 2021

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

SUBJECT: EXECUTIVE BOARD NOMINATIONS

RECOMMENDATION:

Discuss and accept nominations to the executive board.

BACKGROUND/ANALYSIS:

Article VI, Section 2 of the Foundation's Bylaws states that, "The Board shall elect a Chairperson, Vice Chairperson, a Secretary, and a Treasurer at the annual meeting. Their terms of office are one (1) year. The yearly term of the officers shall begin and end at the conclusion of the annual meeting." The current officers are:

Chair:	Peter Rogers
Vice Chairperson:	Cynthia Moran
Secretary:	Mary Faulhaber
Treasurer:	Peter Pirritano



STAFF REPORT

DATE: MARCH 8, 2021

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

SUBJECT: APPROVE NEW BOARD MEMBER.

RECOMMENDATION:

Approve appointment of new board member to fill vacancy.

BACKGROUND/ANALYSIS:

The executive committee is recommending appointing Samantha James-Perez to the board. Attached is a biography.

Abbreviated Bio, Samantha James-Perez, 01-21-21

Samantha James-Perez has been a resident of Chino Hills since 1997. She lives with her husband, Michael, and two rescue pets in the Village Oaks area of the city and works full-time as a Professor at Mt. San Antonio College.

From 1996 to 2016, Samantha worked in a licensed capacity providing care to mentally ill, emotionally disturbed, underprivileged, and disabled populations in San Bernardino and Los Angeles Counties, including 16 years at a private, non-profit agency that directly serves abused and neglected children.

In 2013, Samantha was appointed by Governor Jerry Brown to the office of Board Member of the California State Board of Vocational Nursing and Psychiatric Technicians. She held this position until January 2019. During her time on the BVNPT, Samantha held the positions of Board Member, Vice President, and President.

Samantha has also served as an expert witness and subject matter expert for the State of California.

Samantha currently serves as a Commissioner on the Parks and Recreation Commission in the City of Chino Hills. She was appointed to this Commission in January 2019 by Councilman (and current Mayor) Brian Johsz and was elected to the position of Chairwoman in December 2020.

In her free time, Samantha enjoys volunteering at church, supporting charitable organizations, and spending quality time with friends and family. In addition, she volunteers as the Vice President of the Board of Directors for Anthesis, a local non-profit agency that provides vocational training for adults with intellectual disabilities.

**CHINO HILLS COMMUNITY FOUNDATION
THREE YEAR EVENT PLANNING SCHEDULE**

*** Dates should be scheduled at least 6 months in advance ***

	2021	2022	2023
JANUARY	11 Board Meeting	3 Volunteer Reception - Send Invitations 10 Board Meeting TBD Donor Recognition - Send Invitations	TBD Volunteer Reception - Send Invitations 8 Board Meeting TBD Donor Recognition - Send Invitations
FEBRUARY		7 Volunteer Recognition TBD Concert Series #1: Tickets on Sale TBD Spring Home Tour Ticket on Sale	6 Volunteer Recognition TBD Concert Series #1: Tickets on Sale TBD Spring Home Tour Ticket on Sale
MARCH	8 Board Meeting	TBD Donor Recognition 14 Board Meeting TBD Kids Art Exploration TBD Concert Series #1: TBD	TBD Donor Recognition 13 Board Meeting TBD Kids Art Exploration TBD Concert Series #1: TBD
APRIL		10 Spring Home Tour	TBD Spring Home Tour
MAY	1 Wine Walk Planning Begins 10 Board Meeting TBD Concert Series - TBD 31 Wine Walk Webpage LIVE TBD Play - TBD	1 Wine Walk Planning Begins 9 Board Meeting TBD Concert Series #2 - TBD 30 Wine Walk Webpage LIVE TBD Play - TBD	1 Wine Walk Planning Begins 8 Board Meeting TBD Concert Series #2 - TBD 29 Wine Walk Webpage LIVE TBD Play - TBD
JUNE			
JULY	12 Board Meeting	11 Board Meeting	10 Board Meeting
AUGUST	9 Wine Walk Tickets on Sale TBD Concert Series - TBD	8 Wine Walk Tickets on Sale TBD Concert Series #3 - TBD	7 Wine Walk Tickets on Sale TBD Concert Series #3 - TBD
SEPT.	13 Board Meeting	12 Board Meeting	11 Board Meeting
OCT.	9 Chino Hills Wine Walk	8 Chino Hills Wine Walk	14 Chino Hills Wine Walk
NOVEMBER	TBD Concert Series Planning Begins 8 Board Meeting *** Date Due: Donor Recognition 2022 TBD Design Volunteer Reception Invites TBD Design Donor Recognition Invites	TBD Concert Series Planning Begins 14 Board Meeting *** Date Due: Donor Recognition 2023 TBD Design Volunteer Reception Invites TBD Design Donor Recognition Invites	TBD Concert Series Planning Begins 13 Board Meeting TBD Date Due: Donor Recognition 2024 TBD Design Volunteer Reception Invites TBD Design Donor Recognition Invites
DECEMBER	TBD Volunteer Reception - Save the Date (email blast) TBD Donor Recognition - Save the Date TBD Concert Series webpage LIVE	TBD Volunteer Reception - Save the Date (email blast) TBD Donor Recognition - Save the Date TBD Concert Series webpage LIVE	TBD Volunteer Reception - Save the Date (email blast) TBD Donor Recognition - Save the Date TBD Concert Series webpage LIVE
CANCELLED EVENTS	Volunteer Reception Donor Recognition Spring Home Tour		
POSTPONED EVENTS	Concert Series #1 - TBD Kids Art Exploration		