



City of Chino Hills

MEMORANDUM

DATE: APRIL 25, 2022

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 March 31, 2022.

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

CB:NL:sa

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

**Chino Hills Community Foundation
Quarterly Investment Trustee Report
For the Quarter Ending March 31, 2022**

Description	Cost Value	Market Value	% Yield Earned
Cash and Cash Equivalents			
Citizens Business Bank - Checking Account	\$ 13,475	\$ 13,475	0.02%
LAIF	669,827	662,294	0.37%
Petty Cash	300	300	N/A
Total Funds Held by Foundation	<u>\$ 683,602</u>	<u>\$ 676,069</u>	

Blended Yield of Cash and Investments	0.36%
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Benchmarks:	
LAIF	0.37%
6mo U.S. Treasury	1.06%
2yr U.S. Treasury	2.28%
5yr U.S. Treasury	2.42%

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
March 31, 2022

	<u>Fiscal Year</u> <u>21/22</u>
Revenues:	
Special events	\$ 720
Interest income	687
Fair Market value	(45)
Other revenues	100,345
Donations	7
Ticket sales	72,290
Total Revenues	<u>174,004</u>
Expenditures:	
Memberships and certifications	240
Computer services	2,548
Contractual services	3,500
Financial services	963
Professional services	7,270
Liability insurance	5,289
Office supplies	28
Postage and express delivery	53
Printing and photocopy services	4,026
Special parts and supplies	13,227
Equipment rental	13,917
Taxes and assessments	25
Permits and fees	154
Total Expenditures	<u>51,240</u>
Excess of revenues over (under) expenditures	<u>\$ 122,764</u>
Fund Balances:	
Beginning of fiscal year	\$ 556,243
Excess of revenues over (under) expenditures	122,764
End of fiscal year	<u>\$ 679,007</u>

Note: The ending fund balance amount of \$679,007 varies compared to the bank balance amount of \$683,602 due to outstanding checks in the amount of \$4,595.

- D. The Howard and Nikki Applebaum Foundation – In December 2019, the Applebaum Foundation donated \$3,000 for special needs programs.
- E. 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.
- F. 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. In August 2021, The California Community Foundation (“in memory of Gloria and Jack Kramer” donated \$20,000 towards the project. In December 2021, the H. Applebaum Family Trust donated an additional \$5,000 towards the project.
- G. Mobile Recreation – At the March 14, 2022, board meeting, the board voted to donate \$50,000 to the City of Chino Hills for the purchase of a new Mobile Recreation vehicle.
- H. Mobile Show Wagon – At the March 14, 2022, board meeting, the board voted to donate \$50,000 to the City of Chino Hills for the purchase of a new Mobile Show Wagon.

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 April 30, 2022, is \$165,981.

CHINO HILLS COMMUNITY FOUNDATION
Statement of Activities
As of April 30, 2022

	Actuals											Total	Variance	
	Adjusted Budget	Amended Budget	Unrestricted	Community Center Fund Temporarily Restricted (A)	Children Art's Programs Temporarily Restricted (B)	Cultural Arts Committee Temporarily Restricted (C)	Special Needs Temporarily Restricted (D)	Scholarship Funds Temporarily Restricted (E)	Inclusive Playground Temporarily Restricted (F)	Mobile Recreation Temporarily Restricted (G)	Mobile Show Wagon Temporarily Restricted (H)			Endowment Fund Permanently Restricted
Operating Revenue:														
Contributions:														
Donations	\$ -	\$ -	\$ 66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000			\$ -	\$ 25,066	\$ 25,066
Grants			-									\$ -	-	-
Special Events	111,900	150,300	142,500			12,086							154,586	42,686
Interest Income			643										643	643
Total Operating Revenue	111,900	150,300	143,209	-	-	12,086	-	-	25,000	-	-	-	180,295	68,395
Operating Expenses:														
Program Services:														
Adopt-A-Family Program	1,245	1,245												(1,245)
Cultural Arts	7,050	7,050												(7,050)
Military Banner Program	7,700	7,700												(7,700)
Summer Day Camps	12,800	12,800												(12,800)
Utility Box Art Program	6,100	6,100												(6,100)
Total Program Expenses	34,895	34,895	-	-	-	-	-	-	-	-	-	-	-	(34,895)
Supporting Services:														
Fundraising	26,400	31,500	38,342		789	9,816							48,947	17,447
Administration	12,700	13,650	13,729										13,729	79
Total Support Services	39,100	45,150	52,071	-	789	9,816	-	-	-	-	-	-	62,676	17,526
Total Operating Expenses	73,995	80,045	52,071	-	789	9,816	-	-	-	-	-	-	62,676	(17,369)
Interfund Transfers:	-	-	(110,000)	-	-	-	-	-	-	50,000	50,000	10,000	-	-
Changes in Net Assets	\$ 37,905	\$ 70,255	\$ (18,862)	\$ -	\$ (789)	\$ 2,270	\$ -	\$ -	\$ 25,000	\$ 50,000	\$ 50,000	\$ 10,000	\$ 117,619	\$ 85,764
Net Assets, beginning of the year	557,086	557,086	262,841	7,127	2,067	21,070	3,000	5,000	100,000			155,981	557,086	
Net Assets, end of the year	\$ 594,991	\$ 627,341	\$ 243,979	\$ 7,127	\$ 1,278	\$ 23,340	\$ 3,000	\$ 5,000	\$ 125,000	\$ 50,000	\$ 50,000	\$ 165,981	\$ 674,705	

CHINO HILLS COMMUNITY FOUNDATION
Statement of Functional Activities
As of April 30, 2022

PROGRAM SERVICES	Fundraising									Administration	
	Donations	2019	2021	2022	Unity	Donor	Volunteer	chARTS	Total	General Management	Total
		Wine Walk	Wine Walk	Wine Walk	Project	Recognition	Recognition				
Operating Revenues:											
Contributions:											
Sales	\$ -	\$ -	\$ 70,030	\$ -				\$ 2,420	\$ 72,450	\$ -	\$ 72,450
Donations/Sponsorships	25,050	500	68,000	3,000				8,000	79,500		104,550
Advertising								-	-		-
Other Revenues	16		970	-				1,666	2,636		2,652
Interest Income	643								-		643
	<u>25,709</u>	<u>500</u>	<u>139,000</u>	<u>3,000</u>				<u>12,086</u>	<u>154,586</u>	<u>-</u>	<u>180,295</u>
Operating expenses:											
Licenses & Permits			51					103	154		154
Memberships								-	-	260	260
Liability Insurance								-	-	5,289	5,289
Financial Services			480					-	480	362	843
Computer Services								1,700	1,700	5,728	7,428
Contractual Services					500			-	500		500
Advertising & Promotion								-	-		-
Printing Services			3,258					260	3,571	1,074	4,645
Postage								29	29	35	64
Office Supplies								-	-	28	28
Special Parts and Supplies			10,277					-	-	926	14,873
Concessions								-	-		-
Administrative Overhead								-	-		-
Entertainment								300	7,300		7,300
Catering and Refreshments								5,270	1,477		6,747
Rentals			13,917					284	319		14,520
Taxes								-	-		-
Scholarships, Grants & Awards								-	-	25	25
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 27,983</u>	<u>\$ -</u>	<u>\$ 500</u>	<u>\$ 6,751</u>	<u>\$ 3,108</u>	<u>\$ 10,605</u>	<u>\$ 48,947</u>	<u>\$ 13,729</u>	<u>\$ 62,676</u>
Changes in Net Assets	<u>\$ 25,709</u>	<u>\$ 500</u>	<u>\$ 111,017</u>	<u>\$ 3,000</u>	<u>\$ (500)</u>	<u>\$ (6,751)</u>	<u>\$ (3,108)</u>	<u>\$ 1,481</u>	<u>\$ 105,638</u>	<u>\$ (13,729)</u>	<u>\$ 117,619</u>

CHINO HILLS COMMUNITY FOUNDATION
Statement of Functional Activities
Cultural Arts Committee

	<u>2022</u>	<u>21-22</u>	
	Kids Art	Concert	
	Exploration	Series	<u>Total</u>
Operating Revenues:			
Contributions:			
Sales	\$ -	\$ 2,420	\$ 2,420
Donations/Sponsorships		8,000	8,000
Advertising			-
Raffles & Auctions			-
Scholarships			-
Concessions		1,666	1,666
Interest Income			-
	<u>-</u>	<u>12,086</u>	<u>12,086</u>
Operating expenses:			
Licenses & Permits		103	103
Liability			-
Financial Services			-
Computer Services	300	1,400	1,700
Contractual Services			-
Advertising & Promotion			-
Printing Services		260	260
Postage			-
Office Supplies			-
Special Parts and Supplies	489	1,053	1,542
Concessions			-
Administrative Overhead			-
Entertainment		7,000	7,000
Catering and Refreshments			-
Rentals			-
Taxes			-
Scholarships, Grants & Awards	-		-
Donations	-		-
	<u>\$ 789</u>	<u>\$ 9,816</u>	<u>\$ 10,605</u>
Changes in Net Assets	<u>\$ (789)</u>	<u>\$ 2,270</u>	<u>\$ 1,481</u>



STAFF REPORT

TO: BOARD MEMBERS DATE: MAY 9, 2022

FROM: JONATHAN MARSHALL ITEM NO.: 5
COMMUNITY SERVICES DIRECTOR

SUBJECT: FY 21-22 BUDGET AMENDMENTS

RECOMMENDATION:

Adopt a budget amendment for fiscal year 2021-22 increasing the Community Foundation Fund budget by \$7,150 for various programs.

BACKGROUND/ANALYSIS:

Staff compared the adopted budget with the current year actuals and is proposing the following budget amendments:

Home Tour – remove program budget , net overall decrease of \$33,300

A budget amendment for the Home Tour was approved at the July 2021 board meeting. At the January 2022, the Chair announced that the event had been cancelled due to the surge of the Omicron variant. It was also recommended that the event be suspended indefinitely, due to lack of involvement from the community.

Unity Project – increase budget by \$750

At the March 14, 2022, board meeting, the board voted to co-sponsor the Ayala Project Unity Event. The Foundation would provide up to \$750 for the sound and lighting.

Donor Recognition – increase overall budget by \$3,300

Due to the overwhelming response from Wine Walk sponsors and increased costs of labor and supplies, the cost of the Donor Recognition Reception almost doubled. The majority of the increased costs was due to catering costs.

Kids Art Exploration – increase budget by \$800

The FY 21-22 adopted annual budget did not include a budget for this event.

Concert Series – increase overall budget by \$6,850

Revenues for this event are being increased for sponsorships and concession sales. Expenses are being increased for various line items. The majority of increase is due to the increased costs for performers and sound & lighting.

Utility Box Art Program – increased overall budget by \$1,900

At the March 14, 2022, board meeting a budget amendment was approved in the amount of \$1,900 for the Utility Box Art Program due to the increased costs and labor and supplies.

Administration – increased overall budget by \$2,700

Expenses are being increased for various line items, including liability insurance (one policy renewed every other year), printing services (banner at the Shoppes), and web

**CHINO HILLS COMMUNITY FOUNDATION
AMENDED BUDGET
PROPOSED AMENDMENTS**

	PROGRAM SERVICES	SUPPORT SERVICES							Administration CH500039 CHCF009 General Management	Total
		Fundraising					Total			
		CHCF002 Home Tour	Unity Project	CHCF007 Donor Recognition	Kids Art Exploration	CHCF008 Concert Series				
Support Services Revenues:	Donations									
	Donations	-	-	-	-	-	-	-	-	
	Special Events:									
	Ticket Sales	\$ -	\$ (4,200)				(4,200)	\$ -	\$ (4,200)	
	Sponsorships		(28,000)			8,000	(20,000)		(20,000)	
	Advertising		(4,325)				(4,325)		(4,325)	
	Raffles & Auctions		(1,875)				(1,875)		(1,875)	
	Other Revenues:					1,700	1,700		1,700	
		-	(38,400)	-	-	9,700	(28,700)	-	(28,700)	
Expenses:										
	Advertising & Promotion	-	(300)				(300)		(300)	
	Catering and Refreshments	-	(100)	2,300			2,200		2,200	
	Contractual Services	-		750	300	700	1,750		1,750	
	Entertainment	-	(100)			1,800	1,700		1,700	
	Financial Services	-					-		-	
	Liability Insurance	-						1,300	1,300	
	Licenses & Permits	-	(50)				(50)		(50)	
	Memberships	-							-	
	Office Supplies	-							-	
	Postage	-							-	
	Printing Services	-	(2,850)			300	(2,500)	400	(2,100)	
	Rentals	-				(650)	(370)		(370)	
	Special Parts and Supplies	-	(1,700)	620	500	700	120		120	
	Website & Software Services	-						1,000	1,000	
	Taxes	-							-	
		\$ -	\$ (5,100)	\$ 750	\$ 3,300	\$ 800	\$ 2,850	\$ 2,550	\$ 5,250	
Program Services										
	Donations:									
	Adopt A Family								-	
	Military Banner Program								-	
	Utility Box Art Program	1,900							1,900	
	Summer Day Camp Scholarship:								-	
		\$ 1,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,900	
Changes in Net Assets		\$ (1,900)	\$ (33,300)	\$ (750)	\$ (3,300)	\$ (800)	\$ 6,850	\$ (31,250)	\$ (2,700)	
		\$ (1,900)	\$ (33,300)	\$ (750)	\$ (3,300)	\$ (800)	\$ 6,850	\$ (31,250)	\$ (2,700)	



STAFF REPORT

TO: BOARD MEMBERS DATE: MAY 9, 2022
 FROM: JONATHAN MARSHALL
 COMMUNITY SERVICES DIRECTOR ITEM NO.: 6
 SUBJECT: ANNUAL BUDGET

RECOMMENDATION:

Approve proposed FY 2022-2023 budget.

BACKGROUND/ANALYSIS:

The Foundation's bylaws (Article III, section 3) state that "Adoption of a budget for the upcoming fiscal year shall occur at the annual meeting". The following changes have been made to the proposed annual budget that was presented at the March 14, 2022, board meeting with a brief explanation. All changes below have been incorporated into the proposed budget.

Military Banner Program – decreased budget to \$0

At the April 12, 2022, Fee Schedule Workshop, the City of Chino Hills City Council voted to (1) cover the full cost of the Military Banner Program; (2) reimburse individuals who paid for a banner from July 1, 2021, to present,; and (3) for the Chino Hills Community Foundation to no longer contribute money toward the Military Banner Program.

Donors Reception – increased overall budget by \$1,300

At the March 14, 2022, board meeting, the board gave direction to increase the catering line item by \$1,000 and awards line item by \$300 due to the rising costs of labor and supplies.

Concert Series – increased overall budget by \$450

The contractual services line item was increased by \$450 to reflect the increased cost of sound & lighting services.

Kids Art Exploration – increased budget by \$1,000

The proposed annual budget presented at the March 14, 2022, did not include a budget for this event. The proposed budget is based on current year actuals.

Wine Walk – increased overall budget by \$1,350

The proposed budget includes an increase in revenues of \$7,650 as a result of an increase in ticket prices. General Admission tickets have been increased to \$60 and \$65 (last call); and VIP tickets have been increased to \$95. Expenditures have been increased by \$9,000 to reflect the increased costs of rentals, as well as, the potential need to purchase additional wine.

Administration (Liability Insurance) – increased budget by \$500

The liability insurance line item was increased by \$500 based on current year actuals.

**CHINO HILLS COMMUNITY FOUNDATION
PROPOSED BUDGET
FISCAL YEAR 2022-2023**

	PROGRAM SERVICES	SUPPORT SERVICES							Administration	Total	
		Fundraising						Total			CHCF009 General Management
		CHCF001 Wine Walk	CHCF007 Donor Recognition	CHCF006 Volunteer Reception	CHCF008 Concert Series	CHCF005 Kids Art Exploration	CHCF009 General Management				
Support Services	Donations										
Revenues:											
Special Events:											
Ticket Sales	\$ -	\$ 77,525			\$ 9,000		86,525	\$ -	\$ 86,525		
Sponsorships		84,500					84,500		84,500		
Other Revenues:		725					725		725		
		-	-	-	-	-	-	-	-		
		162,750	-	-	9,000	-	171,750	-	171,750		
Expenses:											
Advertising & Promotion	-	300					300		300		
Catering and Refreshments	-		4,000	2,000			6,000		6,000		
Contractual Services	-	700			1,500		2,200	700	2,900		
Entertainment	-			300	7,800	400	8,500		8,500		
Financial Services	-						-	1,200	1,200		
Liability Insurance	-						-	5,000	5,000		
Licenses & Permits	-	400			150		550		550		
Memberships	-						-	300	300		
Printing Services	-	3,500					3,500		3,500		
Rentals	-	22,500		400	975		23,875		23,875		
Special Parts and Supplies	-	13,200	800	800	600	600	16,000	400	16,400		
Website & Software Services	-						-	5,500	5,500		
Taxes	-						-	100	100		
		-	-	-	-	-	-	-	-		
	\$ -	\$ 40,600	\$ 4,800	\$ 3,500	\$ 11,025	\$ 1,000	\$ 60,925	\$ 13,200	\$ 74,125		
Program Services											
Donations:											
Adopt A Family	1,600								1,600		
Military Banner Program	-								-		
Utility Box Art Program	8,000								8,000		
Summer Day Camp Scholarship:	14,000								14,000		
									-		
	\$ 23,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,600		
Changes in Net Assets	\$ (23,600)	\$ 122,150	\$ (4,800)	\$ (3,500)	\$ (2,025)	\$ (1,000)	\$ 110,825	\$ (13,200)	\$ 74,025		



STAFF REPORT

TO: BOARD MEMBERS

DATE: MAY 9, 2022

FROM: JONATHAN MARSHALL
COMMUNITY SERVICES DIRECTOR

ITEM NO.: 7

SUBJECT: ELECTION OF OFFICERS

RECOMMENDATION:

1. Open the floor for nominations for Chair, Vice Chairperson, Secretary, and Treasurer.
2. Call for a vote for each candidate nominated for the Chair, Vice Chairperson, Secretary, and Treasurer.

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

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

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

	2022	2023	2024
JANUARY	10 Board Meeting	TBD Volunteer Reception - Send Invitations 9 Board Meeting TBD Donor Recognition - Send Invitations	TBD Volunteer Reception - Send Invitations 8 Board Meeting TBD Donor Recognition - Send Invitations
FEBRUARY	14 Concert Series #1: Tickets on Sale 28 Volunteer Reception - Send Invitations	6 Volunteer Recognition TBD Concert Series #1: Tickets on Sale	5 Volunteer Recognition TBD Concert Series #1: Tickets on Sale
MARCH	10 Donor Recognition - Send Invitations 14 Board Meeting 26 Kids Art Exploration	13 Board Meeting 18 Donor Recognition (backup location) TBD Kids Art Exploration TBD Concert Series #1: TBD	11 Board Meeting TBD Donor Recognition TBD Kids Art Exploration TBD Concert Series #1: TBD
APRIL	2 Donor Recognition 8 Concert Series #1: Lynn Fiddmont 11 Volunteer Recognition 18 Concert Series #2: Tickets on Sale 25 Wine Walk Planning Begins 29 Ayala Project Unity Event (co-sponsorship)	14 Concert Series #1: Jazz Concert	
MAY	9 Board Meeting 13 Concert Series #2 - Louie Cruz Beltran 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 TBD Art Show #1	1 Wine Walk Planning Begins 13 Board Meeting TBD Concert Series #2 - TBD 27 Wine Walk Webpage LIVE TBD Play - TBD TBD Art Show #1
JUNE	9 Art Show #1: Rebecca Waters	TBD Art Show #1	TBD Art Show #1
JULY	19 Board Meeting TBD Art Show #1: Rebecca Waters	10 Board Meeting TBD Art Show #1	8 Board Meeting TBD Art Show #1
AUGUST	1 Wine Walk Tickets on Sale TBD Concert Series #3 - TBD TBD Art Show #1: Rebecca Waters	1 Wine Walk Tickets on Sale TBD Concert Series #3 - TBD TBD Art Show #2	1 Wine Walk Tickets on Sale TBD Concert Series #3 - TBD TBD Art Show #2
SEPT.	12 Board Meeting 17 Concert Series #3-The Hills Festival TBD Art Show #2	11 Board Meeting TBD Art Show #2	9 Board Meeting TBD Art Show #2
OCT.	8 Chino Hills Wine Walk TBD Art Show #2	14 Chino Hills Wine Walk TBD Art Show #2	12 Chino Hills Wine Walk TBD Art Show #2
NOVEMBER	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	TBD Concert Series Planning Begins 11 Board Meeting TBD Date Due: Donor Recognition 2025 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