

AGENDA
SPECIAL MEETING OF THE EASTVALE
COMMUNITY FOUNDATION BOARD
TUESDAY, September 3, 2013
5:30 P.M.
Eastvale City Hall, 12362 Limonite Ave. Ste 910

1. **CALL TO ORDER:** 5:30 p.m.

2. **ROLL CALL:**

Board Members: Kelly Howell, Sharyn Link, Yvonne Ontiveros, Julie Reyes, Chris Riley, Jonathan Shardlow, Chidi Ugwueze, Luis Vargas, and John Yanni.

3. **PRESENTATIONS/ANNOUNCEMENTS:**

There are no presentations.

4. **PUBLIC COMMENT/CITIZEN PARTICIPATION:**

This is the time when any member of the public may bring a matter to the attention of the Eastvale Community Foundation that is within the jurisdiction of the Board. The Ralph M. Brown act limits the Board Member's ability to respond to comments on non-agendized matters at the time such comments are made. Thus, your comments may be agendized for a future meeting. The Board Members may discuss or ask questions for clarification, if desired, at this time. Public comment is limited to two (2) minutes each with a maximum of six (6) minutes.

There are no Public Comments/Citizen Participation items.

5. **CONSENT CALENDAR:**

5.1 **Minutes – August 19, 2013 Regular Meeting.**

Recommendation: Approve the minutes from the August 19, 2013 Regular Meeting.

6. **NEW BUSINESS ITEMS:**

Public comment will be called for each non-hearing item. Please keep comments brief so that everyone who wishes to speak has the opportunity to do so. After public comment is closed, you may not further speak on the matter unless the Board requests further clarification of your statement. Public Comment is limited to two (2) minutes with a maximum of six (6) minutes.

6.1 **Financial Policy.**

Recommendation: Make revisions to financial policy and approve.

6.2 Community Development Block Grant - FY 2012/13.

Recommendation: Receive update from Ad Hoc Committee regarding the final steps to close the FY 2012/13 grant funding.

6.3 Establish Ad Hoc Committee to develop Community Development Block Grant Policies and Procedures for FY 2013/14 Funding.

Recommendation: Appoint Ad Hoc Committee to establish policies and procedures for administering CDBG scholarships in FY 2013/14.

7. OLD BUSINESS ITEMS:

Public comment will be called for each item. Please keep comments brief so that everyone who wishes to speak has the opportunity to do so. After public comment is closed you may not further speak on the matter unless the Board requests further clarification of your statement. Public comment is limited to two (2) minutes with a maximum of six (6) minutes.

7.1 Event Update – Golf Tournament

Recommendation: Receive and file final wrap-up report.

8. BOARD MEMBER COMMUNICATIONS:

(Committee Reports, Agenda Items, Meeting Requests and Review etc.)

This is an opportunity for the Board Members to report on their activities, to bring a matter to the attention of the full Board and to request agenda items. Any matter that was considered during the public hearing portion is not appropriate for discussion in this section of the agenda. NO ACTION CAN BE TAKEN AT THIS TIME.

9. ADJOURNMENT:

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City of Eastvale. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

POSTING STATEMENT:

I, Ariel M. Hall, CMC, Assistant City Clerk or my designee, hereby certify that a true and correct, accurate copy of the foregoing agenda was posted on August 29, 2013, seventy-two (72) hours prior to the meeting per Government Code 54954.2.

12363 Limonite Ave. Suite 910, Eastvale, CA 91752

Rosa Parks Elementary School 13830 Whispering Hills Drive

Eastvale Library, Roosevelt High School, 7447 Scholar Way

City of Eastvale Website, www.eastvaleca.gov



Eastvale
COMMUNITY
FOUNDATION

Eastvale Community Foundation

Meeting Agenda
Staff Report

MEETING DATE: September 3, 2013

1. CALL TO ORDER



Eastvale
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2. *ROLL CALL*



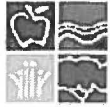
Eastvale
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3. *PRESENTATIONS/ANNOUNCEMENTS*



Eastvale
COMMUNITY
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Eastvale Community Foundation

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Staff Report

MEETING DATE: September 3, 2013

4. PUBLIC COMMENT/CITIZEN PARTICIPATION

MINUTES
REGULAR MEETING OF THE EASTVALE
COMMUNITY FOUNDATION BOARD

Monday, August 19, 2013

6:30 P.M.

Rosa Parks Elementary School 13830 Whispering Hills Drive

1. CALL TO ORDER: 6:34 p.m.

2. ROLL CALL:

Board Members present: Yvonne Benitez-Ontiveros, Kelly Howell, Sharyn Link, Julie Reyes, Chris Riley, Jonathan Shardlow and Chidi Ugwueze.

Board Members absent: Luis Vargas and John Yanni.

Board Member Vargas arrived at 6:40 p.m.

Staff Members present: Assistant City Clerk Hall and Public Information Officer Nissen.

The Pledge of Allegiance was presented by Board Member Howell.

3. PRESENTATIONS/ANNOUNCEMENTS:

3.1 Presentation regarding the Brown Act.

Presentation provided by Assistant City Clerk Hall.

Board Member Vargas arrived at 6:40 p.m.

3.2 Presentation of the new Community Foundation Website.

Presentation provided by Board Member Howell.

4. PUBLIC COMMENT/CITIZEN PARTICIPATION:

There were no Public Comments/Participation.

5. CONSENT CALENDAR:

5.1 Minutes - July 15, 2013 Regular Meeting.

Recommendation: Approve the minutes from the July 15, 2013 regular meeting.

Motion: Moved by Reyes, seconded by Howell to approve minutes from July 15, 2013 Meeting.

Motion carried 8-0-1 with Yanni absent.

5.2 Consideration of Adoption of Foundation Statement-of-Interest Policy.

Recommendation: Discuss and adopt policy.

Board Member Shardlow provided a report for this item.

There was discussion regarding what to report, timeline and the process of the form.

Motion: Moved by Howell, seconded by Riley to adopt the Statement of Interest Policy.

Motion carried 8-0-1 with Yanni absent.

5.3 Consideration of Adoption of Foundation Records Retention Policy.

Recommendation: Discuss and adopt policy.

Board Member Shardlow provided a report for this item.

There was discussion regarding the use of Drop Box to keep documents.

There was also discussion regarding Grant Applications.

Motion: Moved by Howell, seconded by Riley to adopt the Records Retention Policy.

Motion carried 8-0-1 with Yanni absent.

6. *NEW BUSINESS ITEMS:*

6.1 Finance Report – May/June 2013.

Recommendation: Receive and File.

Board Member Reyes provided a report for this item. She went over the description of revenues, discussed the bank service charge and stated that the service charge would be reimbursed.

6.2 Finance Report – July 2013.

Recommendation: Receive and File.

Item Removed.

6.3 Finance Policy.

Recommendation: Initial Finance Policy to be modified as needed.

Motion: Moved by Howell, seconded by Riley to table to next meeting.

Motion carried 8-0-1 with Yanni absent.

Motion: Moved by Howell, seconded by Riley to put back on agenda.

Motion carried 8-0-1 with Yanni absent.

Board Member Howell stated that they needed the Finance Policy for tax and non-profit filing. She stated that the attachment is a good start, but needed expanding to be a policy.

There was discussion regarding additional information that needed to be included in the policy.

Motion: Moved by Reyes, seconded by Shardlow to submit Finance Policy proposal to Terry Shea for review, then hold a Special Meeting to approve Policy.

Motion carried 8-0-1 with Yanni absent.

6.4 Update on Tax Status.

Recommendation: Receive Update.

Board Member Reyes stated that the tax submittal was nearly ready and should be done by the end of the month.

6.5 Update on CDBG.

Recommendation: Receive an Update.

Board Member Benitez-Ontiveros stated that there are still outstanding checks and the best thing would be to put a stop payment on checks and return the funds.

There was discussion regarding the process to finish the Grant.

It was the consensus of the Board that an Ad Hoc Committee of Board Members Benitez-Ontiveros, Vargas and Yanni needed to clear up any remaining issues and meet with Deputy Finance Director Gitmed.

6.6 Healthy Eastvale Fair – JCSD.

Recommendation: Discuss and take action regarding participation level.

Executive Director Link reported that she received this information from Jurupa Community Services District asking the Foundation to sponsor this event.

There was discussion regarding the benefits of sponsoring the event.

Motion: Moved by Reyes, seconded by Benitez-Ontiveros to have gold sponsor with booth.

Motion carried 5-3-1, with Riley, Link and Vargas voting no and Gianni absent.

Executive Director Link stated that she would contact JCSD to see what they can have at the booth.

There was discussion regarding attendance at the event.

6.7 JCSD Liaison Sub-Committee.

Recommendation: Appoint a Subcommittee to work with the Jurupa Community Services District to explore opportunities to work together.

Executive Director Link provided a report for this item.

There was discussion regarding Board Members' availability to be a part of the Subcommittee.

Motion: Moved by Howell, seconded by Vargas to appoint Board Members Link, Benitez-Ontiveros and Riley to the Subcommittee to work with the JCSD.

Motion carried 8-0-1 with Gianni absent.

6.8 Board Member Appointment Recommendations.

Recommendation: Receive verbal update, discuss and make recommendations to the City Council for appointment of four new Board Members.

Board Members Riley and Benitez-Ontiveros had not met to discuss the recommendations or hold interviews.

It was decided that they would meet prior to the planned Special Meeting and would present information then.

Executive Director Link announced Al Nassar's resignation and stated that the Board could now make recommendations for four new members.

There was discussion regarding re-opening the call for applications through the City. Applications would be accepted from August 20th to September 3rd.

There was discussion regarding bringing the item back to the next regular meeting and including a more definitive job description the posting for job applications.

There was also discussion regarding sending personal invitations to interested parties not reached by the website.

Motion: Moved by Riley, seconded by Benitez-Ontiveros to table the item to the next regular meeting.

Motion carried 8-0-1 with Yanni absent.

6.9 VolunteerSpot.

Recommendation: Approve recruitment of Community Volunteers that can be called upon for future events.

Board Member Riley discussed the features of VolunteerSpot and how to build the database.

There was discussion regarding the difference between paid and free membership.

7. OLD BUSINESS ITEMS:

7.1 Update – Golf Tournament.

Recommendation: Receive a verbal update.

Executive Director Link reported that the Foundation made close to, if not over, \$20,000 profit for the event. 83 golfers attended, with 108 guests at the dinner after the tournament. She stated that the event went well. She also reported that the Ad Hoc committee would be meeting the following Tuesday to wrap up the 2013 Tournament and discuss the 2014 Golf Tournament.

Board Member Howell reported that she had pictures to share from the event.

There was discussion regarding thank-you cards being sent out to Sponsors of the event.

Executive Director Link stated that she would be sending pictures of the sponsor signs and banner, programs and thank you cards to each sponsor.

7.2 Spark of Love Toy Drive Event.

Recommendation: Discuss holding event for 2013.

Board Member Reyes stated that it is a difficult event to hold due to the time of the year and had low attendance in the past, but brought in many toy donations. She recommended just promoting toy drive and not holding an event.

Board Member Benitez-Ontiveros stated that she would still like to do something to provide Christmas trees to needy families.

There was discussion regarding the event in the past..

There was discussion regarding promoting the toy drive at multiple locations, or hosting a "Drive-by Toy Drive".

There was a consensus to host a "Drive-by Toy Drive".

An Ad Hoc Committee was formed to plan the event, including Board Members Benitez-Ontiveros, Reyes and Ugwueze.

Motion: Moved by Riley, seconded by Howell.

Motion carried 8-0-1 with Yanni absent.

7.3 Fall Festival.

Recommendation: Discuss participation in 2013 event.

There was discussion regarding the planned Beer Garden and it not being possible due to short period of time before the event.

Motion: Moved by Link, seconded by Howell to not have booth at Fall Festival.

Motion carried 8-0-1 with Yanni absent.

8. ***BOARD MEMBER COMMUNICATIONS:***

Board Member Vargas reviewed the projects he would be completing before the next meeting.

Board Member Ugwueze stated that he would like to have VolunteerSpot update on the next meeting agenda, as well as an update on the Toy Drive.

Board Member Reyes asked to have a proposed E-waste event on the next agenda for discussion and scheduling.

Board Member Shardlow stated that he would be sending Interest Forms.

Board Member Benitez-Ontiveros stated that she wanted to discuss policies and procedures for the next round of CDBG funding on the next agenda.

Board Member Howell stated that appointment of an Ad Hoc Committee to debrief and draft a policy for CDBG funding should be added to the upcoming Special Meeting agenda. She also stated that after getting final signatures on Strategic Plan, the Board would be able to present the plan to other Boards and Clubs in the area.

Board Member Reyes stated that presentations should be made to other service clubs as well.

There was discussion regarding attending meetings to present the Strategic Plan.

Board Member Riley stated that he would be reviewing potential Board Member applications for the next meeting. He also requested to have an appointment to the Event Committee Chair position on the next agenda.

Executive Director Link asked that the Board Members attend the Pop Warner opening ceremony. She also announced that San Antonio Hospital would be hosting a variety show in case Board Members were interested in purchasing tickets.

There was discussion regarding being approved for 501(c)3.

There was discussion regarding a Special meeting. It was set for September 3rd at 5:30 p.m. at City Hall.

9. ADJOURNMENT:

Motion: Moved by Howell, seconded by Shardlow to adjourn meeting at 8:51 p.m.

Motion carried 8-0-1 with Yanni absent.



Eastvale Community Foundation

Meeting Agenda Staff Report

MEETING DATE: SEPTEMBER 3, 2013

TO: BOARD MEMBERS

FROM: KELLY HOWELL

SUBJECT: FINANCIAL POLICY

RECOMMENDATION: MAKE REVISIONS TO FINANCIAL POLICY AND APPROVE

BACKGROUND:

The Eastvale Community Foundation Board had a preliminary financial policy presented to them at the last board meeting and directed for it to be revised. The following is a revised financial policy.

DISCUSSION:

This financial policy was provided by the City of Eastvale's Finance Director to be used as a template for the Foundation. A Financial Policy is needed to submit to the Internal Revenue Service to receive non-profit status. The Board should suggest revisions and approve the policy.

FISCAL IMPACT:

There is no cost incurred by this item.

ATTACHMENTS:

1. Financial Policy.

Prepared by: Kelly Howell

**ACCOUNTING POLICIES AND
PROCEDURES MANUAL**

August 27, 2013

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I. Introduction

The purpose of this manual is to describe all accounting policies and procedures currently in use at Eastvale Community Foundation and to ensure that the financial statements conform to generally accepted accounting principles; assets are safeguarded; guidelines of grantors and donors are complied with; and finances are managed with accuracy, efficiency and transparency.

All of Eastvale Community Foundation's staff with a role in the management of fiscal and accounting operations are expected to comply with the policies and procedures in this manual.

II. Division of Responsibilities

The following is a list of personnel who have fiscal and accounting responsibilities:

Board of Directors

1. Reviews and approves the annual budget.
2. Reviews annual and periodic financials
3. Reviews and approves annually Executive Director's performance and salary
4. One member of the Board is an authorized signer on the bank accounts
5. Reviews and approves all contracts over \$5,000
6. Reviews and approves all expenditures

Executive Director

1. Reviews and approves all financial reports
2. Develops annual budget
3. Reviews and signs all issued checks
4. Reviews and approves all expenditures under \$5,000 pursuant to approved budget
5. Reviews and approves all grant submissions
6. Approves inter-account bank transfers
7. Is on-site signatory for all bank accounts
8. Opens all bank statements and reviews completed monthly bank reconciliations
9. Monitors all programs for sustainability
10. Approves all program expenditures
11. Monitors program budgets
13. Responsible for all personnel files
14. Reviews and manages cash flow
15. Reviews and approves all reimbursements and fund requests
16. Reviews and approves all incoming and outgoing invoices
17. Monitors and manages all expenses to ensure most effective use of assets
18. Monitors grant reporting
19. Oversees expense allocations
20. Monitors and makes recommendations for asset retirement and replacement
21. Maintain internal accounting controls and procedures
22. Initiates donor thank you letter acknowledgements
23. Reviews all financial reports

Executive Assistant / Certified Accountant

1. Processes invoices and prepares checks for signature
2. Records bank deposits
4. Maintains general ledger
5. Prepares monthly and year-end financial reports
6. Reconciles all bank accounts
7. Records Accounts Receivable

III. Chart of Accounts

Eastvale Community Foundation has designated a Chart of Accounts specific to its operational needs, as well as the needs of its financial statements. The Executive Director is responsible for maintaining the Chart of Accounts and revising as necessary. The Chart of Accounts is attached to this manual as an addendum.

IV. Cash Receipts

Cash receipts typically arise from:

1. Contracts and Grants
2. Direct donor contributions
3. Fundraising activities

The principal accounting steps in the cash receipts cycle are:

The Administrative Assistant opens, date stamps and distributes the mail. The Administrative Assistant enters all checks into a log, stamps all checks 'for deposit only,' and makes two (2) copies of each check. The checks are handed to the Executive Assistant for processing and deposit.

Weekly, the Administrative Assistant submits to the Executive Assistant for processing: the endorsed checks, the deposit log, and the correct asset allocation for each deposit. The Executive Assistant processes the deposit and the Administrative Assistant mails the check(s) for deposit. A copy of the deposit slip is attached to the deposit. The deposits are put in a file to attach to the bank statement.

All cash received will be counted, verified and signed off by the Administrative Assistant and another available staff member. The cash will immediately be posted using the appropriate allocation. A receipt will be given to the paying party and a copy kept for internal purposes. The cash will be kept in a locked, secure location and deposited within 24 business hours.

V. Inter-Account Bank Transfers

The Merrill Lynch representative monitors the balances in the bank accounts to determine when there is a shortage or excess in the checking account. The bank representative recommends to the Executive Director and Board of Directors when an electronic transfer should be made to maximize the potential for earning interest on uncommitted funds. The bank representative is directed in writing when to make a transfer and in what amount. A copy of the transfer is given to the Executive Director.

VI. Cash Disbursements

Typical cash disbursements are made for:

1. Payments to vendors for goods
2. Payments to vendors for services provided
3. Other
 - a. Taxes/license fees
 - b. Staff development
 - c. Memberships and subscriptions to professional periodicals
 - d. Meeting costs
 - e. Marketing materials
 - f. Reimbursement to employees for travel

Requests for cash disbursements are submitted to Accounting in three ways:

1. Original invoice
2. Purchase request (submitted on approved form)
3. Employee expense report or reimbursement request

Every employee reimbursement or purchase request must be documented on the approved form with travel authorization, receipts, nature of business, and program allocation before approving for reimbursement as follows:

Lodging - an itemized receipt from the hotel detailing all charges, the person(s) for whom the lodging was provided and the specific business purpose.

Meals and Entertainment - a receipt must be provided showing the cost of food, beverage and gratuities, including the names of every person for whom food or beverage was provided, and the specific business purpose.

Other Expenditures - a receipt from the vendor detailing all goods or services purchased (including the class of service for transportation) and the specific business purpose.

The Executive Director reviews all requests for payment and:

1. Verifies expenditure and amount
2. Approves for payment
3. Provides appropriate allocation information
4. Provides date of payment
5. Submits to the Executive Assistant for processing

The Executive Assistant processes all payments and:

1. Immediately enters into the Accounts Payable Module
2. Prints checks according to allocation and payment date provided by the Executive Director

3. Submits checks, with attached backup documentation, to Executive Director for approval and signature. All checks in excess of \$5,000.00 require a second signature from an authorized board member
4. Stamps invoice 'paid'
5. Returns checks and appropriate backup documentation to the Administrative Assistant to be mailed and all backup documentation to be filed in the appropriate file
6. Runs an accounts payable aging at the end of each month and submits to the Executive Director to assure timely payment of all invoices

VII. Credit Card Policy and Charges

All staff members who are authorized to carry an organization credit card will be held personally responsible in the event that any charge is deemed personal or unauthorized. Unauthorized use of the credit card includes: personal expenditures of any kind; expenditures which have not been properly authorized; meals, entertainment, gifts, or other expenditures which are prohibited by budgets, laws and regulations, and the entities from which Eastvale Community Foundation receives funds.

The receipt for all credit card charges will be given to the Executive Director within 30 days of the purchase along with proper documentation. The Executive Director will verify all credit card charges with the monthly statements. A record of all charges will be given to the Executive Assistant with applicable allocation information for posting. A copy of all charges will be attached to the monthly credit card statement when submitted to the Executive Director for approval and signing.

VIII. Accruals

In order to ensure a timely close of the General Ledger, Eastvale Community Foundation sometimes finds it necessary to book accrual entries in lieu of actual payment. In some instances these accruals will be made as automatically recurring entries.

Accruals to consider:

1. Monthly interest earned on money market accounts, certificates of deposits, etc.
2. Recurring expenses, including prepaid corporate insurance, depreciation, etc.

IX. Bank Account Reconciliations

1. All bank statements are given unopened to the Executive Director. The Executive Director reviews the statements for unusual balances and/or transactions.
2. The Executive Director gives the statements to the Executive Assistant for timely reconciliation as follows: a comparison of dates and amounts of deposits as shown in the accounting system and on the statement, a comparison of inter-account transfers, an investigation of any rejected items, a comparison of cleared checks with the accounting record including amount, payee, and sequential check numbers.
3. The Executive Assistant will verify that voided checks are appropriately defaced and filed.
4. The Executive Assistant will investigate any checks that are outstanding over six months.
5. The Executive Assistant will attach the completed bank reconciliation to the applicable bank statement, along with all documentation.
6. The reconciliation report will be reviewed, approved, dated and initialed by the Executive Director.

X. Petty Cash Fund

1. The petty cash fund will not exceed \$250 and is kept in a locked file cabinet at all times.
2. The Executive Director oversees the petty cash fund.
3. All disbursements made from petty cash are acknowledged in writing by the receiving party.
4. All money returned to the petty cash fund is counted and verified by the Executive Director and another staff member.
5. The Executive Director and the Executive Assistant together will periodically count the cash in the petty fund.
7. No checks will be cashed by the petty cash fund.

XI. Property and Equipment

Property and equipment includes items such as:

1. Office furniture and equipment
2. Computer hardware
3. Computer software

It is the organization's policy to capitalize all items which have a unit cost greater than five hundred \$500 dollars. Items purchased with a value or cost less than \$500 will be expensed in the period purchased.

The depreciation period for capitalized assets is as follows:

Computer Hardware	36 months
Office Equipment	60 months
Office Furniture	60 months
Computer Software	36 months

1. A Fixed Asset Log is maintained by the Executive Assistant including date of purchase, asset description, purchase/donation information, cost/fair market value, donor/funding source, identification number, life of asset.
2. The Log will be reviewed by the Executive Director.
3. Annually, a physical inspection and inventory will be taken of all fixed assets and reconciled to the general ledger balances.
4. The Executive Director shall be informed in writing of any change in status or condition of any property or equipment.

XII. Personnel Records

1. All personnel files contain the following documents: an application and/or resumes, date of employment, position, I-9 form, termination data where applicable, a signed acknowledgement of receipt of Employee Handbook, an emergency contact form, and other forms as deemed appropriate by the Executive Director.
2. All employees will fill out an I-9 form and submit the allowable forms of identification to the Executive Director.
3. All personnel files are to be kept in a secure, locked file cabinet and accessed only by authorized personnel.

XIII. End of Month and Fiscal Year End Close

1. The Operations Manager will review and sign off on all month and fiscal year end journal entries. They will be printed and filed for audit trail purposes.
2. At the end of each month and fiscal year end, the Executive Director will review all balance sheet accounts including verification of the following balances: cash accounts match the bank reconciliations, fixed assets accounts reflect all purchase and retirements, accounts receivable and payable accounts match outstanding amounts due and owed.
3. The income and expense accounts review will include reconciliation to amounts received and expended.
4. Once the final monthly and fiscal year end financial statements are run, reviewed and approved by the Executive Director, no more entries or adjustments will be made into that month or year's ledgers.

XIV. Financial Reports

The Executive Assistant will prepare the monthly and annual financial reports for distribution to the Executive Director. The reports will include: balance sheet, statement of income and expenses, budget versus actual report for each program which has an established budget, a budget versus actual report for the organization, accounts receivable aging, accounts payable register and aging, cash flow projection, and any other requested reports.

Periodic and annual financial reports will be submitted to the Board of Directors for review and approval.

XV. Fiscal Policy Statements

1. All cash accounts (except petty cash) owned by Eastvale Community Foundation will be held in financial institutions which are insured by the FDIC. No bank account will carry a balance over the FDIC insured amount.
2. All capital expenditures which exceed five hundred dollars (\$500) will be capitalized.
3. Employee or public personal checks will not be cashed through the petty cash fund.
4. No travel cash advances will be made except under special conditions and pre-approved by the Executive Director.
5. Reimbursements will be paid upon complete expense reporting using the official Eastvale Community Foundation form.
6. Any donated item with a value exceeding \$50 will be recorded and a letter acknowledging the donation will be sent to the donor within two weeks of the receipt of the donation.
7. Accounting/financial personnel are required to take vacation time which will not interfere with accounting procedures. Variances are permitted only with written permission from the Executive Director.
8. All volunteer time shall be recorded as in-kind donations.
9. The Executive Director and one designated Board and staff member are the signatories on Eastvale Community Foundation bank accounts. Disbursements exceeding \$5,000 require a second signature by an authorized board member.
10. Bank statements will be reconciled monthly. All bank statements will be given unopened to the Executive Director for review.
11. Correction fluid and/or tape will never be used in preparing any accounting documents.
12. Accounting and personnel records will be kept in locked file cabinets in the finance office and only parties with financial and/or HR responsibility will have access to the keys.



Eastvale
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Meeting Agenda
Staff Report

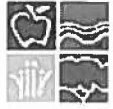
MEETING DATE: SEPTEMBER 3, 2013

TO: BOARD MEMBERS

FROM: BOARD MEMBERS ONTIVEROS, VARGAS AND YANNI

SUBJECT: COMMUNITY DEVELOPMENT BLOCK GRANT FY 2012/13

RECOMMENDATION: RECEIVE UPDATE FROM AD HOC COMMITTEE REGARDING STEPS TO CLOSE THE FY 2012/13.



Eastvale
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Eastvale Community Foundation

Meeting Agenda

Staff Report

MEETING DATE: SEPTEMBER 3, 2013

TO: BOARD MEMBERS

FROM: BOARD MEMBERS

SUBJECT: ESTABLISH AD HOC COMMITTEE

RECOMMENDATION: APPOINT AD HOC COMMITTEE TO ESTABLISH POLICIES AND PROCEDURES FOR ADMINISTERING CDBG SCHOLARSHIPS IN FY 2013/14.



Eastvale
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Eastvale Community Foundation

Meeting Agenda
Staff Report

MEETING DATE: SEPTEMBER 3, 2013

TO: BOARD MEMBERS

FROM: SHARYN LINK

SUBJECT: EVENT UPDATE – GOLF TOURNAMENT

RECOMMENDATION: RECEIVE AND FILE

ATTACHMENTS:

1. Final Event Budget
2. Breakdown of Monies Received

Event Budget

Marketing

Picnic in the Park \$ 175.00 Check was for \$225, \$50 deposit was refunded

Sign Up Brochures \$ 198.60

Venue

Los Serranos Golf \$ 4,455.00 81 Players @ \$55.00 Ea

Los Serranos billed for 81, but we had 83

Los Serranos Golf \$ 120.00 40 Range Balls @ \$3.00 Ea

Los Serranos Dinner \$ 2,160.00 108 Dinners @ \$20.00 Ea

Centerpieces**** \$ 12 Tables of 8 \$20.00 Ea

****Lisa Charlson donated

Event Operations

Trophies \$ 454.42

**12 trophies = \$400; 4 last place trophies = \$54.42

Cash Prizes \$ 325.00

\$50 ea. on 1st pl. team & \$25 chipping/putting /closest pin & longest dr. male & female

T-Signs \$ 349.52 36 \$9.00 Ea

Event Printing* \$ 97.20

* Banner/all other printing was in-kind donation from Allegra

Hole in one Ins. \$ 150.00

PayPal Fees \$ 78.81

Misc, Supplies*** \$ 210.90

*** yardsticks/raffle baskets/auction table decs./raffle tickets

Hot Air Balloon \$ 240.00

TOTAL \$ 9,014.45

REVENUE

Sponsors \$ 15,052.50 Net - after golf/games deducted

\$ 29,605.50 Gross Rev.

Players \$ 8,325.00 74 Players @ \$112.50 Ea

\$ 1,125.00 9 \$125.00

\$ 9,014.45 Cost

Dinner Only \$ 600.00 15 People @ \$40.00 Ea

\$ 20,591.05 Net Rev.

Raffle/Auctions \$ 3,368.00

Hole In One \$ 295.00

Gimme Sticks \$ 400.00 16@\$25 ea.

Golf Games** \$ 440.00 22 Golfers @ \$20.00 Ea

Total \$ 29,605.50

Monies Recvd.		Golf	Golf Games	Sponsorships	Dinners	Raffles/Auctions	Hole In One			
\$ 500.00	C.R. Laurence			\$ 500.00						
\$ 450.00	Planning Comm.	\$ 450.00								
\$ 530.00	Burk Foursome	\$ 450.00	\$ 80.00							
\$ 100.00	AFLAC			\$ 100.00						
\$ 100.00	Alvaron			\$ 100.00						
\$ 125.00	Chad Blais	\$ 112.50								
\$ 1,000.00	Oltman's			\$ 1,000.00						
\$ 1,500.00	Interwest	\$ 450.00		\$ 1,050.00						
\$ 1,500.00	San Antonio Hospital	\$ 450.00		\$ 1,050.00						
\$ 100.00	Chidi			\$ 100.00						
\$ 550.00	Ganahl	\$ 450.00		\$ 100.00						
\$ 1,500.00	Corona Regional	\$ 450.00		\$ 1,050.00						
\$ 100.00	Eastvale Chamber			\$ 100.00						
\$ 270.00	Carol Jacobs			\$ 270.00						
\$ 1,500.00	Citizen's Business Bank	\$ 450.00		\$ 1,050.00						
\$ 80.00	Meissner				\$ 80.00					
\$ 112.50	Davies	\$ 112.50								
\$ 80.00	Links dinner				\$ 80.00					
\$ 500.00	Gresham Savage Nolan & Tiden			\$ 500.00						
\$ 650.00	Rush Foursome	\$ 450.00	\$ 80.00		\$ 120.00					
\$ 165.00	Organista	\$ 125.00			\$ 40.00					
\$ 40.00	Tessari dinner				\$ 40.00					
\$ 250.00	Cuadra & Kilts	\$ 250.00								
\$ 337.50	Brown Foursome (+Blais)	\$ 337.50								
\$ 125.00	Neuman	\$ 125.00								
\$ 180.00	Chris Riley			\$ 100.00	\$ 80.00					
\$ 450.00	LEAFF	\$ 450.00								
\$ 2,500.00	Advanced Improvements	\$ 450.00	\$ 80.00	\$ 1,970.00						
\$ 450.00	Pop Warner	\$ 450.00								
\$ 450.00	VanLeuuwen	\$ 450.00								
\$ 100.00	Jane Anderson			\$ 100.00						
\$ 450.00	New Day	\$ 450.00								
\$ 27.50	Melanie Blais				\$ 40.00	Chad overpaid \$12.50 for golfing -deducted from Melanie's dinner				
\$ 200.00	Kelly Howell			\$ 200.00						
\$ 80.00	Brown Dinners				\$ 80.00					
\$ 500.00	Dickson			\$ 500.00						
\$ 500.00	PMC World			\$ 500.00						
\$ 185.00	Nef Cortez	\$ 125.00	\$ 20.00		\$ 40.00					
\$ 125.00	Rudy Monge	\$ 125.00								
\$ 250.00	Snehal & Karen Patel	\$ 250.00								
\$ 950.00	Burrtec (Bronze Cart Sponsorship)	\$ 450.00		\$ 500.00						



Eastvale
COMMUNITY
FOUNDATION

Eastvale Community Foundation

Meeting Agenda
Staff Report

MEETING DATE: September 3, 2013

8. *BOARD MEMBER COMMUNICATIONS*



Eastvale
COMMUNITY
FOUNDATION

Eastvale Community Foundation

Meeting Agenda
Staff Report

MEETING DATE: September 3, 2013

9. *ADJOURNMENT*