

Laguna Woods CIVIC SUPPORT FUND

AGENDA FOR MEETING OF THE

BOARD OF DIRECTORS OF THE

LAGUNA WOODS CIVIC SUPPORT FUND,
a California Nonprofit Public Benefit Corporation

Regular Meeting
Tuesday, June 1, 2021
3:00 p.m.

Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637

NOVEL CORONAVIRUS (COVID-19) NOTICE

Please exercise caution when attending this meeting. If you attend this meeting, please wear a face covering, maintain a distance of six feet or more between yourself and others, wash your hands with soap and water before and after the meeting, and refrain from handshaking and other physical contact.

Please consider participating in this meeting remotely. Written public comments may be submitted via email (contact@lwcivicsupportfund.com) or by mail (Laguna Woods Civic Support Fund, 24264 El Toro Road, Laguna Woods, CA 92637), provided that they are received by the Laguna Woods Civic Support Fund prior to 3 p.m. on the day of the meeting. Written public comments may be read or summarized to the Laguna Woods Civic Support Fund Board of Directors at the meeting, and parties submitting comments should be aware that their email addresses and any information submitted may be disclosed or become a matter of public record. No party should expect privacy of such information.

ABOUT THE LAGUNA WOODS CIVIC SUPPORT FUND

The specific and primary purpose of the Laguna Woods Civic Support Fund is to raise and distribute funds to support programs, projects, and services of the City of Laguna Woods, as well as to function as a “friends of the library” group in support of the Laguna Woods branch of the County of Orange’s public library system.

1. CALL TO ORDER

2. ROLL CALL

Carol Moore, Chair
Ryna Rothberg, Vice Chair
Steve Carpenter

Ed Tao
James Tung
Fran Williams

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS – This is the time and place for members of the public to address the Board of Directors on items *not* appearing on this agenda. Pursuant to state law, the Board of Directors is unable to take action on such items, but may briefly respond, provide references for factual information, request follow-up by staff, or schedule items for consideration at future meetings.

5. CONTRIBUTION FROM THE CHINESE CALLIGRAPHY CLUB

Recommendation: Receive a contribution from the Chinese Calligraphy Club.

6. ADMINISTRATIVE AND FINANCIAL STAFF REPORTS

Recommendation: Receive and file reports from the Chief Executive Officer and the Chief Financial Officer.

7. FISCAL YEAR 2021-22 BUDGET

Recommendation: Adopt a budget for Fiscal Year 2021-22 commencing July 1, 2021 and ending June 30, 2022.

8. FRIENDS OF THE LAGUNA WOODS OC LIBRARY

Recommendation: Provide direction to staff on fundraising to support the City of Laguna Woods’ City Hall/Public Library Project and the Laguna Woods branch of the County of Orange’s public library system.

9. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS

10. ADJOURNMENT

The next regular meeting of the Laguna Woods Civic Support Fund Board of Directors will be at 3:00 p.m. on July 6, 2021 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

Public Comments: Persons wishing to address the Board of Directors are requested to complete and submit a speaker card to staff. Speaker cards are available near the entrance to the meeting location. Persons wishing to address the Board of Directors on an item appearing on this agenda will be called upon at the appropriate time during the item’s consideration. Persons wishing to address the Board of Directors on an item *not* appearing on the agenda will be called upon during the “Public Comments” item. Persons who do not wish to submit a Speaker Card, or who wish to remain anonymous, may indicate their desire to speak from the floor. Speakers are requested, but not required, to identify themselves.

Americans with Disabilities Act (ADA): It is the intention of the Laguna Woods Civic Support Fund to comply with the ADA. If you need assistance to participate in this meeting, please contact either the City of Laguna Woods' City Clerk's Office at (949) 639-0500/TTY (949) 639-0535 or the California Relay Service at (800) 735-2929/TTY (800) 735-2922. The Laguna Woods Civic Support Fund requests at least two business days' notice in order to effectively facilitate the provision of reasonable accommodations.

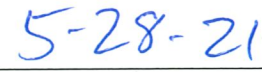
AFFIDAVIT OF POSTING

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF LAGUNA WOODS)

I, Yolie Trippy, Secretary, Laguna Woods Civic Support Fund, hereby certify under penalty of perjury that this agenda was posted at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, California 92637; on the City of Laguna Woods' website (www.cityoflagunawoods.org); and, at other locations designated by Resolution No. 17-30, pursuant to California Government Code Section 54954.2 of the Ralph M. Brown Act.



YOLIE TRIPPY, Secretary



Date

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CHIEF FINANCIAL OFFICER'S REPORT
April 2021

Balance Sheet
as of April 30, 2021

Assets:

Checking - US Bank	\$	4,438.43	
		4,438.43	
Total Assets	\$		4,438.43

Liabilities and Fund Balance:

Liabilities:

Accounts Payable	\$	-	
		-	
Total Liabilities			-

Fund Balance:

Restricted - Dog Park		-	
Restricted - Library		2,654.47	
Assigned - Administrative Support		1,783.96	
		4,438.43	
Total Fund Balance			4,438.43

	\$	4,438.43
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**Revenues, Expenditures and Changes in Fund Balance -
Budget vs Actual**

for the period July 1, 2020 through April 30, 2021
(84% of Fiscal Year Elapsed)

	Budget	Actual	Actual % of Budget
Revenues:			
R1 Donations Restricted - Friends of the Library	\$ 10,000.00	\$ 272.00	2.7%
R2 Donations Restricted - Friends of the Dog Park	10,000.00	500.00	5.0%
R3 Donations Unrestricted	-	-	0.0%
R4 Fundraising	-	-	0.0%
R5 Grant Funding	-	-	0.0%
R6 Miscellaneous - City Support, Interest, Other	15.00	0.62	4.1%
Total Revenues	<u>20,015.00</u>	<u>772.62</u>	3.9%
Expenditures:			
E1 Contract Services	575.00	96.00	16.7%
E2 Corporate Fees	200.00	-	0.0%
E3 Information Technology	500.00	128.20	25.6%
E4 Supplies and Printing	250.00	-	0.0%
E5 Supportive Contributions - Library	12,383.00	-	0.0%
E6 Supportive Contributions - Friends of the Dog Park	10,000.00	3,355.05	33.6%
E7 Miscellaneous	500.00	-	0.0%
Total Expenditures	<u>24,408.00</u>	<u>3,579.25</u>	14.7%
Net Change in Fund Balance	(4,393.00)	(2,806.63)	63.9%
Beginning Fund Balance	<u>7,245.06</u>	<u>7,245.06</u>	
Ending Fund Balance	<u>\$ 2,852.06</u>	<u>\$ 4,438.43</u>	155.6%

**LAGUNA WOODS CIVIC SUPPORT FUND
FISCAL YEAR 2021-22 BUDGET**

<u>Beginning Fund Balance</u>	June 30, 2021 - Projected Beginning Fund Balance	\$ 5,438
<u>Revenues - Estimated*</u>	<u>General Description</u>	
R1 Donations - Restricted	Friends of the Library - Contributions from individuals and businesses	\$ 10,000
R2 Donations - Restricted	Friends of the Dog Park - Contributions from individuals and businesses	\$ 10,000
R3 Donations - Unrestricted	Civic Support Fund, No Specific Designation - Contribution from individuals and businesses	\$ -
R4 Fundraising	Funds from special events, may be unrestricted or restricted	\$ -
R5 Grant Funding	Monies applied for and received from government and private giving programs	\$ -
R6 Miscellaneous	All other revenue, including support from City of Laguna Woods and bank interest	\$ 15
	TOTAL	\$ 20,015
<u>Expenditures - Projected**</u>	<u>General Description</u>	PROPOSED
E1 Contract Services	Accounting, graphic design, legal, and other professional services (excluding information technology)	\$ 575
E2 Corporate Fees	Monies paid to maintain corporate and charitable status (e.g., IRS, CA Attorney General)	\$ 200
E3 Information Technology	Domain name registration, email service, website hosting/design, and related professional services	\$ 500
E4 Supplies and Printing	Letterhead, envelopes, flyers, and other purchases or reproductions (excluding equipment)	\$ 250
E5 Supportive Contributions	Friends of the Library - Expenditures from restricted contributions for programs, projects, etc.	\$ 12,383
E6 Supportive Contributions	Friends of the Dog Park - Expenditures from restricted contributions for programs, projects, etc.	\$ 10,000
E7 Miscellaneous	All other expenditures, including bank fees	\$ 500
	TOTAL	\$ 24,408
	REVENUES OVER / (UNDER EXPENDITURES)	\$ (4,393)
 <u>Unappropriated Fund Balance</u>	 June 30, 2022 - Projected Ending Fund Balance	 \$ 1,045

* The Chief Executive Officer may decrease revenue estimates to reflect economic change during the fiscal year and may reduce expenditure appropriations as a method of fiscal control.

** The Chief Executive Officer is authorized to transfer appropriations and make adjustments within and between expenditure accounts, provided that there is no increase in overall appropriations and such transfers are not between restricted and unrestricted funds. Appropriations from unappropriated fund balance must be approved by the Board of Directors.