

**CITY OF SOUTH SAN FRANCISCO
PARKS AND RECREATION DEPARTMENT**

**NON-PROFIT GROUP CO-SPONSORSHIP
ANNUAL RENEWAL REPORT FOR YEAR**

Due: 05/23/2025

CLUB/ORGANIZATION	Historical Society of South San Francisco, Inc.		
PREPARER'S NAME	Julie Chimenti	TITLE	Treasurer
ADDRESS	80 Chestnut Avenue		
CITY	South San Francisco	STATE	CA ZIP 94080
PHONE NUMBER	(650) 829-3825	E-MAIL	info@ssfhistory.org

Please review the list of required documents and return them with your completed application:

- ☐ Current Officers Roster (page 2)
- ☐ Program Report (pages 3-4)
- ☐ Financial Statement (pages 5-7) or attach (must include all revenues & expenditures and match Beginning & Ending balances from Bank Statements)
 - ☐ Copies of January 2024 and December 2024 Bank Statements, attach
- ☐ Statement of Compliance with Co-Sponsorship Agreement (page 8)
- ☐ Current Certificate of General Liability Insurance, attach
 - ☐ Supplemental Self-Insured Retention (SIR) Questionnaire, attach
 - ☐ City of South San Francisco must be listed as additionally insured, attach
- ☐ Current Certificate of Workers Compensation Insurance or Statement of Waiver (if no employees), attach
- ☐ Co-Sponsored Permit Fee, attach
- ☐ Current Membership Roster (Must include addresses for all participants), attach
- ☒ Copy of Organization's Bylaws, attach

All non-profit organizations must file appropriate tax returns in accordance with the law. Please note that the City may audit your records and you would be required to comply with our requests to produce relevant documents.

Historical Society of South San Francisco, Inc.

OFFICERS ROSTER

To be submitted with annual renewal and whenever officers change. An officer includes executive officer positions, board of directors, trustees, agents, or other leadership roles with control or substantial influence over the organization's policies or operations as may be designated by the organization bylaws.

NAME John Penna TITLE President ☐
 ADDRESS ☐
 CITY SSF STATE CA ZIP 94080
 PHONE NUMBER ☐ E-MAIL ☐

NAME Rich Garbarino TITLE Vice-President ☐
 ADDRESS ☐
 CITY SSF STATE CA ZIP 94080
 PHONE NUMBER ☐ E-MAIL ☐

NAME Ginny Tilton TITLE Vice-President ☐
 ADDRESS ☐
 CITY SSF STATE CA ZIP 94080
 PHONE NUMBER ☐ E-MAIL ☐

NAME Julie Chimenti TITLE Treasurer ☐
 ADDRESS ☐
 CITY SSF STATE CA ZIP 94080
 PHONE NUMBER ☐ E-MAIL ☐

NAME Denise Fernekes TITLE Secretary ☐
 ADDRESS ☐
 CITY SSF STATE CA ZIP 94080
 PHONE NUMBER ☐ E-MAIL ☐

NAME Donna Smith TITLE Secretary ☐
 ADDRESS ☐
 CITY SSF STATE CA ZIP 94080
 PHONE NUMBER ☐ E-MAIL ☐

NAME Lynn Boldenweck TITLE Director ☐
 ADDRESS ☐
 CITY SSF STATE CA ZIP 94080
 PHONE NUMBER ☐ E-MAIL ☐

☐ Check if additional officers are listed on a supplemental sheet

Number of Officers: 9

Number of officers who are residents of South San Francisco: 9

Percentage of Officers who are SSF residents: 100%

Historical Society of South San Francisco, Inc.

REPORT FOR YEAR ENDING 12/31/2024

PROGRAM REPORT**I. MEMBERSHIP:**

Total number of members as of 12/31/23:	<u>200</u>
Total number of members as of 12/31/24:	<u>197</u>
Number of members as of 12/31/24 who are South San Francisco residents:	<u>128</u>
Percentage of members as of 12/31/24 that are South San Francisco residents:	<u>65%</u>
Net Membership Gains (Losses):	<u>(3)</u>

Staff reserves the right to request additional documentation from the membership as verification of residency.

Please describe any membership requirements (100 word limit):

Membership, which runs on a calendar basis and expires annually on December 31st, is open to anyone who pays an annual fee of \$15/person or \$20/family.

If your membership or officers is less than 51% South San Francisco residents, please describe efforts you have made or plan to make to increase the ratio (250 word limit):

N/A

Annual Membership Fees/Dues: _____

Form(s) of Payment accepted: Cash or Check ☐

Describe how fees are collected (auto-pay, in person, mail) and reported:

Members can mail or drop off their payment to the Society's office at 80 Chestnut Avenue.

II. BOARD MEETINGS

Meetings are held monthly ☐ on the third (3rd) ☐ Monday ☐

of _____ at 07:00 p.m.

Location of meetings: 80 Chestnut Avenue, SSF, CA 94080

Are meetings open to the public? Yes ☐ Average # of attendees: 15

FINANCIAL STATEMENT

INCOME/REVENUE:

CONTRIBUTIONS, gifts, grants

<u>SOURCE</u>	<u>FORM</u>	<u>AMOUNT</u>
Ex.: Amateur Athletic Foundation	Grant	500.00
Donations	Public	13,185.35

TOTAL CONTRIBUTIONS, gifts, grants 13,185.35 **A**

PROGRAM revenue

Ex.: Registration Fees	Annual	900.00
N/A		

TOTAL PROGRAM revenue — **B**

MEMBERSHIP fees/dues

MEMBERSHIP Fees/dues		
Ex.: Membership Dues	Monthly	300.00
Dues	Annual	3,760.00

TOTAL MEMBERSHIP fees/dues 3,760.00 **C**

Inventory/Concession Sales

Gross Receipts:	Boutique	9,186.00
Gross Receipts:	Description	

Gross Profit from Sales: 9,186.00 **D**

SPECIAL EVENTS/fundraisers (net profit)

07/04/2018	Independence Day Picnic Fundraiser	800.00
	Banquet	8,100.00
	Bazaar	2,958.30
	Tea	8,440.00

TOTAL SPECIAL EVENTS/fundraisers	19,498.30	E
----------------------------------	-----------	---

OTHER (please describe)

Ex. Money Market Interest	Income	13.75
Interest		2,444.22
Miscellaneous		240.00

TOTAL OTHER	2,684.22	F
-------------	----------	---

TOTAL REVENUE 48,313.87 **G**

Historical Society of South San Francisco, Inc.

REPORT FOR YEAR ENDING 12/31/2024

OPERATING EXPENSES:

	<u>AMOUNT</u>
Grants and allocations (attach schedule)	_____
Cash \$	_____
Non-cash \$	_____
Specific assistance to individuals (attach schedule)	_____
Benefits paid to or for members (attach schedule)	_____
Compensation of officers, directors, etc.	_____
Other salaries and wages	_____
Pension plan contributions	_____
Other employee benefits	_____
Payroll taxes	_____
Professional fundraising fees	_____
Accounting fees	_____
Legal fees	_____
Supplies	10,265.93
Telephone	_____
Postage and shipping	437.92
Occupancy/Rental	5,701.40
Equipment rental and maintenance	_____
Printing and publications	3,195.22
Travel	_____
Conferences, conventions, and meetings	_____
Interest	_____
Depreciation, depletion, etc. (attach schedule)	_____
Advertising	_____
Bank Charges	40.00
Registration Fees Paid	_____
Equipment/Supplies	402.58
Promotion	_____
Subcontractors	_____
Team Clothing, etc.	_____
Repairs & Maintenance	1,104.95
Value of Inventory	_____
Liability Insurance	3,121.00
Other (itemize):	
Hospitality	725.98
Permits	881.50
Taxes	1,815.58
TOTAL	27,692.06 H

Historical Society of South San Francisco, Inc.

REPORT FOR YEAR ENDING 12/31/2024

STATEMENT OF EQUITY **For the Year ending 12/31/2024**

	CHANGES	BALANCE
① Beginning Balance (01/01/2024).....		\$ 168,479.61
CONTRIBUTIONS, gifts, grants	13,185.35 A	
PROGRAM revenue	— B	
MEMBERSHIP fees/dues	3,760.00 C	
Gross Profit from Sales	9,186.00 D	
SPECIAL EVENTS/fundraisers	19,498.30 E	
OTHER	2,684.22 F	
SUBTOTAL of REVENUE	48,313.87 G	
	SUBTOTAL	\$ 216,793.48
	Total Liabilities Paid	27,692.06 H
② Ending Balance (12/31/2024).....		\$ 189,101.42

☒ I certify that this report and the attached Financial Statement(s) are correct and true, and agree to a review of the records of the club by a representative of the City of South San Francisco, if requested.

Julie J. Ellett
Treasurer

[Signature]
President

MAY 23, 2025
Date

I understand that I, or an organization representative, shall attend the Parks and Recreation Commission meeting for the month our organization is agenized for renewal.

The date for this meeting is June 17, 2025

Historical Society of South San Francisco, Inc.

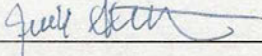
REPORT FOR YEAR ENDING 12/31/2024

CO-SPONSORSHIP ANNUAL STATEMENT OF COMPLIANCE

I (we) have reviewed the executed Co-Sponsorship Agreement and hereby certify that the Organization remains in compliance with all obligations under the Co-Sponsorship Agreement.

I (we) certify that the information provided in to the City is accurate. I acknowledge that I will promptly provide the City with any changes from what was originally provided in the Application for Co-Sponsorship. I hereby acknowledge that any material misrepresentations will result in immediate termination of the Co-Sponsorship Agreement and any related privileges.

Club/Organization Name: Historical Society of South San Francisco, Inc.

Signature: 

Print Name: Julie Chimenti

Title: Treasurer