

**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	San Mateo County Athletic Club		
PREPARER'S NAME	Brian Mansell	TITLE	President
ADDRESS			
CITY			
PHONE NUMBER			

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.

PROGRAM REPORT

I. MEMBERSHIP:

Total number of members as of 12/31/23:	<u>154</u>
Total number of members as of 12/31/24:	<u>158</u>
Number of members as of 12/31/24 who are South San Francisco residents:	<u>96</u>
Percentage of members as of 12/31/24 that are South San Francisco residents:	<u>60.75%</u>
Net Membership Gains (Losses):	<u>4</u> XXXXXX

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

Please describe any membership requirements (100 word limit):

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):

Annual Membership Fees/Dues: _____

Form(s) of Payment accepted: Cash, Check or Credit Card CC

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

online/credit card payment

II. BOARD MEETINGS

Meetings are held monthly on the First (1) Friday
~~every other month~~ ~~second (2nd)~~ ~~Sunday~~
 of each month at 6pm p.m.
 Location of meetings: 533 Airport Blvd., Suite 419, Burlingame, CA 94010
 Are meetings open to the public? No ~~yes~~ Average # of attendees: 5

A: Describe the **on-going** activities put on by your organization for the membership in a calendar year:

[illegible]

FINANCIAL STATEMENT

INCOME/REVENUE:

CONTRIBUTIONS, gifts, grants

<u>SOURCE</u>	<u>FORM</u>	<u>AMOUNT</u>
Ex.: Amateur Athletic Foundation	Grant	500.00
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL CONTRIBUTIONS, gifts, grants **A**

PROGRAM revenue

Ex.: Registration Fees	Annual	900.00
_____	BYGA	440,042.29
_____	_____	_____
_____	_____	_____

TOTAL PROGRAM revenue 440,042.29 **B**

MEMBERSHIP fees/dues

Ex.: Membership Dues	Monthly	300.00
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL MEMBERSHIP fees/dues **C**

Inventory/Concession Sales

Gross Receipts: Gross Receipts: Gross Profit from Sales: **D**

SPECIAL EVENTS/fundraisers (net profit)

07/04/2018	Independence Day Picnic Fundraiser	800.00
_____	GotSport Tournaments	158,100.00
_____	_____	_____
_____	_____	_____

TOTAL SPECIAL EVENTS/fundraisers 158,100.00 **E**

OTHER (please describe)

Ex. Money Market Interest	Income	13.75
_____	_____	_____
_____	_____	_____

TOTAL OTHER **F**TOTAL REVENUE \$ 598,142.29 **G**

SAN MATEO COUNTY ATHLETIC CLUB

REPORT FOR YEAR ENDING 12/31/2024

OPERATING EXPENSES:

	AMOUNT
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	216,535.00
Pension plan contributions	
Other employee benefits	
Payroll taxes	
Professional fundraising fees	
Accounting fees	9,060.00
Legal fees	71,209.98
Supplies	18,621.36
Telephone	1,123.27
Postage and shipping	
Occupancy/Rental	51,321.45
Equipment rental and maintenance	
Printing and publications	
Travel	18,806.02
Conferences, conventions, and meetings	
Interest	7,663.50
Depreciation, depletion, etc. (attach schedule)	
Advertising	18.58
Bank Charges	3,006.52
Registration Fees Paid	
Equipment/Supplies	17,211.90
Promotion	
Subcontractors	76,890.92
Team Clothing, etc.	
Repairs & Maintenance	129.00
Value of Inventory	
Liability Insurance	10,453.96
Other (itemize):	
Auto	10,842.03
Other business expenses	14,792.42
Outside Services	67,524.77
Tax and Licenses	3,160.37
TOTAL	\$ 598,371.05

H

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

	CHANGES	BALANCE
① Beginning Balance (01/01/2024).....		<u>\$ 5,385.64</u>
CONTRIBUTIONS, gifts, grants	<u>A</u>	
PROGRAM revenue	<u>440,042.29 B</u>	
MEMBERSHIP fees/dues	<u>C</u>	
Gross Profit from Sales	<u>D</u>	
SPECIAL EVENTS/fundraisers	<u>158,100.00 E</u>	
OTHER	<u>F</u>	
SUBTOTAL of REVENUE	<u>\$ 598,142.29 G</u>	
	SUBTOTAL	<u>\$ 603,527.93</u>
	Total Liabilities Paid	<u>\$ 598,371.05 H</u>
② Ending Balance (12/31/2024)		<u>\$ 5,156.88</u>

☐ 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.


 Marina Martinez (Aug 6, 2025 21:43:02 PDT)

Treasurer

08/06/2025

Date

President 

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

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: SAN MATEO COUNTY ATHLETIC CLUB

Signature: 

Print Name: Brian Mansell

Title: President






Att 1 Co-Sponsor Annual Renewal Application SMC Athletics (1) (1)

Final Audit Report

2025-08-07

Created:	2025-08-07
By:	Patty Gomez (ssfsoccer1@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAsDWm8Xx521ilXokAxfVmqoc8AxFuo_fg

"Att 1 Co-Sponsor Annual Renewal Application SMC Athletics (1) (1)" History

-  Document created by Patty Gomez (ssfsoccer1@gmail.com)
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-  Document emailed to Marina Martinez (msmartinez68@sbcglobal.net) for signature
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-  Document e-signed by Marina Martinez (msmartinez68@sbcglobal.net)
Signature Date: 2025-08-07 - 4:43:02 AM GMT - Time Source: server
-  Agreement completed.
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