

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

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

Due: 06/02/2026

CLUB/ORGANIZATION	South San Francisco Aquatic Club		
PREPARER'S NAME	Dan Jumanan	TITLE	President
ADDRESS	863 Byron Drive		
CITY	South San Francisco	STATE	CA ZIP 94080
PHONE NUMBER	(415) 760-6462	E-MAIL	djumanan.ssfac@gmail.com

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 2025 and December 2025 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.

SOUTH SAN FRANCISCO AQUATIC CLUB 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	<u>Dan Jumanan</u>	TITLE	<u>President</u>
ADDRESS	<u></u>		
CITY	<u>South San Francisco</u>	STATE	<u>CA</u> ZIP <u></u>
PHONE NUMBER	<u></u>	E-MAIL	<u>[REDACTED]</u>
NAME	<u>Joy Veatural</u>	TITLE	<u>Vice-President</u>
ADDRESS	<u></u>		
CITY	<u>South San Francisco</u>	STATE	<u></u> ZIP <u></u>
PHONE NUMBER	<u></u>	E-MAIL	<u>[REDACTED]</u>
NAME	<u>Kristen Pieg</u>	TITLE	<u>Treasurer</u>
ADDRESS	<u></u>		
CITY	<u>South San Francisco</u>	STATE	<u>CA</u> ZIP <u></u>
PHONE NUMBER	<u></u>	E-MAIL	<u>[REDACTED]</u>
NAME	<u>John Zeng</u>	TITLE	<u>Director</u>
ADDRESS	<u></u>		
CITY	<u>San Bruno</u>	STATE	<u>CA</u> ZIP <u></u>
PHONE NUMBER	<u></u>	E-MAIL	<u>[REDACTED]</u>
NAME	<u>Michael Kloefkorn</u>	TITLE	<u>Director</u>
ADDRESS	<u></u>		
CITY	<u>South San Francisco</u>	STATE	<u>CA</u> ZIP <u></u>
PHONE NUMBER	<u></u>	E-MAIL	<u>[REDACTED]</u>
NAME	<u>Jimmy Lam</u>	TITLE	<u>Director</u>
ADDRESS	<u></u>		
CITY	<u>South San Francisco</u>	STATE	<u>CA</u> ZIP <u></u>
PHONE NUMBER	<u></u>	E-MAIL	<u>[REDACTED]</u>
NAME	<u>Catherine Villalobos</u>	TITLE	<u>Director</u>
ADDRESS	<u></u>		
CITY	<u>South San Francisco</u>	STATE	<u>CA</u> ZIP <u></u>
PHONE NUMBER	<u>[REDACTED]</u>	E-MAIL	<u>[REDACTED]</u>

☐ Check if additional officers are listed on a supplemental sheet

Number of Officers: 7

Number of officers who are residents of South San Francisco: 6

Percentage of Officers who are SSF residents: 85.71%

PROGRAM REPORT**I. MEMBERSHIP:**

Total number of members as of 12/31/23:	<u>124</u>
Total number of members as of 12/31/24:	<u>112</u>
Number of members as of 12/31/24 who are South San Francisco residents:	<u>58</u>
Percentage of members as of 12/31/24 that are South San Francisco residents:	<u>51.79%</u>
Net Membership Gains (Losses):	<u>(12)</u>

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

Please describe any membership requirements (100 word limit):

Annual Membership dues (1 fee per family)
 Annual Registration with USA Swimming
 Monthly dues (per swimmer)
 30 hours toward qualified volunteer work
 Timing duty at swim meets your child is registered to compete in

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):

- SSFUSD: event tabling, digital fliers, in-school presentations
 - SSF Community: Event tabling, LPR tabling
 - SSF Community: Marketing w/ Park & Rec (digital & print)
 - Social Media: targeting SSF community
 - Expanded Program offerings: pre-competition group, teens skill development, adult master lap swim
 - Recruit youth that have completed park & rec swim program
 - Scholarship Program: academic athlete commitment
 - Increase younger development group
 - Membership Discounts for SSF residents
 - Incentives for family referrals (membership fee credits)
 - Incentives for Swim Teacher that refer new SSFAC members
 - College Grant Program: for swim athlete grads

Annual Membership Fees/Dues: \$ 165.00

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

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

Credit card (auto-pay)

II. BOARD MEETINGS

Meetings are held other: bi-weekly on the second (2nd) Tuesday

of each month at 07:00 p.m.

Location of meetings: SSF Library

Are meetings open to the public? No Average # of attendees: 6

III. CLUB ACTIVITIES

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

ACTIVITY/TYPE	LOCATION	FREQUENCY (1 x week, etc.) Please indicate season dates, if any.	TOTAL # ACTIVITY MEETINGS PER YEAR	AVG. # MEMBERS ATTENDING (Each Activity)	TOTAL # PARTICIPANTS PER YEAR
Practice	Orange Pool	5 x week	95	100	125
Meet & Greet	Orange Pool	2 per quarter	20		
Practice	San Bruno Pool (SAT)	1 x week	approx 35	55	55
Socials	Varies	5-7 x year	7		
Fundraisers	Orange Pool	2 x year	2	100	100
Team hosted meet	Oceana Pool (Pacifica)	2-3 x year	approx 2	550-600	approx 1200
Away Swim Meets	Varies (usually within Zone 1)	10-15 x year	approx 15	varies	varies

B: Describe the **one-time** events put on by your organization for the membership in a calendar year:

ACTIVITY	DATE(S)	LOCATION	# ATTENDING	
			Members	Others
Team Picnic	8/9/26	Orange Park & Orange Pool		
Holiday Party	12/15/26	SSF Banquet Hall		
Clovis Age Group Champi	3/10/26	Clovis, CA		

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: SOUTH SAN FRANCISCO AQUATIC CLUB

Signature: Dan Jumanan

Print Name: Dan Jumanan

Title: President

SOUTH SAN FRANCISCO AQUATIC CLUB (SSFAC)

FINANCIAL STATEMENT REPORT FOR YEAR ENDING 12/31/2025

Reconciled across Operating Checking, Fundraising Checking, and Reserve Savings

INCOME / REVENUE

CATEGORY	SOURCE	AMOUNT
A. Contributions, Gifts, Grants	Donations	\$1,285.31
B. Program Revenue	Host Meet Revenue	\$43,367.22
C. Membership Fees / Dues	Monthly Membership Dues and Registration Fees	\$259,801.13
D. Inventory / Concession Sales	Vending Machine Revenue	\$140.06
E. Special Events / Fundraisers	Aquathon Donations and Fundraising Deposits	\$13,323.92
F. Other Revenue	Miscellaneous deposits, equipment refunds, and Reserve Savings interest	\$2,950.58
TOTAL REVENUE (G)		\$320,868.22

Revenue note: Other Revenue includes \$2.35 of interest earned in the Reserve Savings account during 2025.

OPERATING EXPENSES

EXPENSE CATEGORY	AMOUNT
Grants and Allocations	\$0.00
Specific Assistance to Individuals	\$0.00
Benefits Paid to or for Members	\$0.00
Compensation of Officers, Directors, etc.	\$0.00
Other Salaries and Wages	\$82,286.88
Pension Plan Contributions	\$763.98
Other Employee Benefits	\$0.00
Payroll Taxes	\$29,678.24
Professional Fundraising Fees	\$0.00
Accounting Fees	\$0.00
Legal Fees	\$0.00
Supplies	\$0.00
Telephone / Mobile Wi-Fi	\$612.36
Postage and Shipping	\$397.51
Occupancy / Rental (Pool, Lifeguard and Storage)	\$44,597.68
Equipment Rental and Maintenance	\$422.36
Travel	\$3,623.31
Conferences, Conventions and Meetings	\$902.33
Interest	\$0.00
Depreciation, Depletion, etc.	\$0.00
Advertising	\$0.00
Bank Charges	\$726.90
Registration Fees Paid	\$40,225.55
Equipment / Supplies	\$15,706.88
Subcontractors	\$22,005.22
Value of Inventory	\$800.00
Liability Insurance	\$8,381.44
Software & Technology Services	\$2,042.38
*Host Meet Expenses	\$22,266.94
General Event Expenses	\$6,328.42
Team Social Events	\$1,287.98
Uncategorized / Review Needed	\$8.00
Net Snack Bar Refunds / Returns	\$4.00
TOTAL OPERATING EXPENSES (H)	\$283,068.36

***Host Meet Expenses note:** SSFAC hosts USA Swimming-sanctioned competitions that provide competitive opportunities for SSFAC swimmers and visiting athletes. These costs include facility rental, timing systems, meet management software, awards, officials support, hospitality, equipment, and other operational costs necessary to conduct the events safely and effectively.

STATEMENT OF EQUITY

Beginning Balance (01/01/2025)

Account	Balance
Operating Checking Account	\$108,941.06
Fundraising Checking Account	\$12,689.57
Reserve Savings Account	\$23,516.14
TOTAL BEGINNING BALANCE	\$145,146.77

Operating Activity

Total Revenue (G)	\$320,868.22
Total Operating Expenses (H)	(\$283,068.36)
Increase in Net Assets During 2025	\$37,799.86

Ending Balance (12/31/2025)

Account	Balance
Operating Checking Account	\$133,414.65
Fundraising Checking Account	\$26,013.49
Reserve Savings Account	\$23,518.49
TOTAL ENDING BALANCE	\$182,946.63

$$\text{\$145,146.77} + \text{\$37,799.86} = \text{\$182,946.63}$$

SUPPLEMENTAL NOTE

South San Francisco Aquatic Club maintains three financial accounts:

- Operating Checking Account
- Fundraising Checking Account
- Reserve Savings Account

The beginning and ending balances above reflect the combined balances of all three organizational accounts. Transfers between the accounts are internal cash movements and are excluded from revenue and operating expenses. Revenue and expense amounts were compiled from the Club's categorized 2025 Profit and Loss master workbook and reconciled against the December 31, 2024 and December 31, 2025 bank statements for all three accounts.

The reconciled statement reflects total 2025 revenue of \$320,868.22, total operating expenses of \$283,068.36, and an increase in net assets of \$37,799.86.

CERTIFICATION

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.



TREASURER



PRESIDENT

June 1, 2026

DATE