

FULLERTON ARBORETUM COMMISSION

MINUTES
REGULAR MEETING
March 12, 2014

~~-DRAFT-~~

approved

The 175th meeting of the Fullerton Arboretum Commission was held in the Pavilion classrooms at the Fullerton Arboretum.

Commissioners present: Kay Miller, Frank Mumford, Tony Florentine and Joe Felz

Others present: Gregory Dymont, Director
Charles Kovac, Project Manager, City of Fullerton
Jack Reynolds, Friends President
Chris Barnhill, Living Collections Curator
Anne Thiele, Recorder

Miller called the meeting to order at 3:03 p.m.

PUBLIC COMMENTS:

No public comments.

NEW BUSINESS

1. ***Approve minutes of December 11, 2013 – Miller***

Minutes submitted and approved.

2. Action Item: Elect up to 3 members to represent the Fullerton Arboretum Authority on the Joint Investment Committee (JIC) - Dymont

Dymont said he spoke to Greg Saks, not in attendance today, and Saks is still interested in being a member of the JIC. Mumford and Florentine said they were still interested and Felz said he is also interested.

MSC – Mumford motioned to approve the election of 3 members for the JIC: Greg Saks, Joe Felz and Tony Florentine. Seconded by Florentine and carried.

3. Action Item: Election of Commission Officers - Dymont

Dymont said per the Joint Powers Agreement the Commission needs to elect officers at the first meeting of every calendar year. Dymont said he spoke to Eugene Jones, not in attendance today, and Jones is still interested in being Vice President of the Commission. Miller said she would be willing to continue on as President of the Commission.

MSC – Florentine motioned to approve Miller as Commission President and Jones as Commission Vice President. Seconded by Felz and carried.

4. Presentation: College Town – Felz

Felz introduced Charles Kovac, Project Manager for the City of Fullerton. Kovac showed a PowerPoint presentation showing the years of planning for College Town and explained the impact of closing Nutwood Ave in order to not only make the campus safer for students but incorporate more housing for the student commuters. The University is projected grow to 50k students and Felz said now is the time for the Arboretum to get more involved with College Town plans, have study sessions to figure out the impact on the Arboretum and look for opportunities that will tie the Arboretum to College Town.

An extended presentation can be found on the City of Fullerton's website: <http://www.cityoffullerton.com/civicax/filebank/blobdload.aspx?BlobID=8911>

5. Review 2013-2014 Financial Worksheets – Thiele

Financial Worksheets reviewed page by page. (Exhibit A)

OLD BUSINESS

6. Director's Report – Dymont

Dymont said the lighting project is coming along. Company had been hired to come in and trench the grounds, conduit was then placed and the trenches have been filled in. Some of the light posts are going up today.

Dymont introduce Miguel Macias, Education Manager, to the Commission. Macias graduated from Cal State Fullerton with as a Biology major.

Dymont said the Arboretum has been having a water issue from the faucets at the Visitor Center. Testing has shown high iron content in the water.

Dymont said the current museum exhibit, Seaweed, Salmon & Manzanita Cider, has been doing well with approximately 100 visitors per day, each weekend. This exhibit closes March 23, 2014. The next exhibit, Inside the Arboretum, will feature Arboretum inspired paintings by CSUF art students and opens Sunday, April 6, 2014.

7. Garden Report – Barnhill

Barnhill said his crew has been focusing on the lighting project, working on irrigation and trenching.

8. Friends Report – Reynolds

Reynolds said the Friends gave the Arboretum \$50,000 to help pay for the lighting project and another \$15,000 from an Alcoa grant.

Reynolds said the Monster Tomato sale is now called Veggiepalooza with over 600 varieties of vegetables, including tomato, peppers, herbs etc. all grown at the Arboretum.

OTHER BUSINESS:

None

ADJOURNMENT:

Miller adjourned the meeting at 4:24 p.m.
The next Commission meeting will be held Wednesday, June 11, 2014

Lucinda Williams
Fullerton City Clerk and Secretary for the Fullerton Arboretum Commission

By Anne Thiele
Anne Thiele, Administrative Analyst and
Recording Secretary for the Fullerton Arboretum Commission

2013 – 2014 Financial Worksheets (Exhibit A)

FULLERTON ARBORETUM FINANCIAL WORKSHEETS
2013 - 2014 FY

| REVENUE | BUDGET | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | FY to Date | Remaining | % Received |
|--|----------------|---------------|----------------|----------------|---------------|---------------|----------------|----------------|---------------|---------------|----------|----------|----------|----------------|---------------|-------------|
| CSUF | 291,852 | 24,321 | 24,321 | 24,321 | 24,321 | 24,321 | 24,326 | 24,326 | 29,449 | 24,708 | | | | 224,414 | 67,438 | 77% |
| CSUF In-Kind | 94,501 | 7,875 | 7,875 | 7,875 | 7,875 | 7,875 | 7,875 | 7,875 | 7,875 | 7,875 | | | | 70,876 | 23,625 | 75% |
| Fullerton Successor Agency | 209,208 | | | | 52,032 | | 52,032 | | 52,032 | | | | | 156,095 | 53,113 | 75% |
| Friends of the Fullerton Arboretum | 140,000 | | | | | | 27,014 | 26,730 | | 28,000 | | | | 81,744 | 58,256 | 58% |
| Friends of the Fullerton Arboretum Restricted Donations | | | | | | | | 50,000 | | | | | | 50,000 | | |
| Associated Students | 39,474 | | | | | 13,117 | | | | | | | | 13,117 | 26,357 | 33% |
| Entry Gate Donations | 32,120 | 2,145 | 1,718 | 1,179 | 1,736 | 1,552 | 1,544 | 1,869 | 1,978 | 2,886 | | | | 16,608 | 15,512 | 52% |
| Photo Permits | 5,751 | 465 | 100 | 1,813 | 100 | 200 | 100 | 1,776 | 489 | | | | | 5,043 | 708 | 88% |
| Garden Plots | 3,200 | | | | 1,300 | 300 | | 300 | 300 | 250 | | | | 2,450 | 750 | 77% |
| Other Donations | 4,158 | 155 | 127,167 | 123,855 | 245 | 280 | 230 | 410 | 443 | 3,130 | | | | 255,915 | -251,757 | 6155% |
| CEEP | 10,000 | | | | | | | | | | | | | 0 | 10,000 | 0% |
| JHEEP | 10,000 | | | | | | | | | | | | | 0 | 10,000 | 0% |
| Education Programs | 57,090 | 3,533 | 15,541 | 6,759 | 1,194 | 1,622 | 254 | 9,315 | 861 | 336 | | | | 39,414 | 17,676 | 69% |
| Other Restricted Donations | | 595 | 361 | 3,500 | 2,161 | 113 | 344 | 17,107 | 155 | 5,217 | | | | 29,553 | | |
| TOTAL REVENUE: | 897,354 | 39,089 | 177,082 | 169,302 | 90,964 | 49,380 | 113,720 | 139,707 | 93,583 | 72,402 | 0 | 0 | 0 | 945,229 | 31,679 | 105% |

FULLERTON ARBORETUM FINANCIAL WORKSHEETS
2013 - 2014 FY

| GARDEN EXPENSES | BUDGET | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | FY to Date | Remaining | % Spent |
|-----------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------|----------|----------------|----------------|------------|
| Personnel: | 262,329 | 22,562 | 19,503 | 14,305 | 14,722 | 20,367 | 17,889 | 15,959 | 18,029 | 29,089 | 10,166 | | | 182,591 | 79,738 | 70% |
| Grounds Maintenance | 12,000 | | 665 | 1,095 | | 529 | 484 | | 658 | 81 | | | | 3,512 | 8,488 | 29% |
| Equipment Maintenance | 9,000 | | 1,027 | 113 | 466 | 681 | 1,018 | | | 510 | | | | 3,814 | 5,186 | 42% |
| Equipment Rental & Purchase | 8,116 | | 685 | | | | | 502 | | | | | | 1,187 | 6,929 | 15% |
| Plants & Seeds | 8,050 | | 335 | | | | | | | | | | | 335 | 7,715 | 4% |
| Tree Trimming | 5,000 | | | | | 2,085 | | | | | | | | 2,085 | 2,915 | 42% |
| Supplies | 3,859 | | 201 | 477 | 33 | 86 | 912 | 216 | 35 | | | | | 1,960 | 1,899 | 51% |
| Physical Plant | 6,275 | | | | | | | | | | | | | 0 | 6,275 | 0% |
| Memberships | 2,000 | | | 553 | 100 | | 650 | | 192 | 75 | | | | 1,570 | 430 | 79% |
| Contracts | 2,100 | 49 | 308 | | 70 | | 34 | | | | | | | 461 | 1,639 | 22% |
| Insurance | 8,307 | | 7,940 | 720 | | | | | | | | | | 8,660 | -353 | 104% |
| TOTAL REVENUE: | 327,036 | 22,611 | 30,664 | 17,262 | 15,391 | 23,748 | 20,987 | 16,677 | 18,915 | 29,754 | 10,166 | 0 | 0 | 206,176 | 120,860 | 63% |

FULLERTON ARBORETUM FINANCIAL WORKSHEETS
2013 - 2014 FY

| EDUCATION EXPENSES | BUDGET | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | FY to Date | Remaining | % Spent |
|---|----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------|----------|----------|----------------|---------------|------------|
| Program Manager | 57,882 | 5,154 | 4,438 | 4,239 | 4,374 | 6,661 | 4,557 | 2,211 | 845 | 6,150 | | | | 38,629 | 19,253 | 67% |
| Admin. Assistant | 0 | | | 90 | 342 | 780 | 238 | 243 | 465 | 890 | | | | 3,049 | -3,049 | |
| Museum Exhibit Designer | 12,066 | | | | | | | | 1,355 | | | | | 1,355 | 10,711 | 11% |
| Other Personnel: (Grounds, Reception, Admin. etc) | 74,999 | 6,251 | 6,251 | 6,251 | 6,251 | 6,251 | 6,251 | 6,251 | 6,545 | 6,281 | | | | 56,583 | 18,416 | 75% |
| Total Personnel: | 144,947 | 11,405 | 10,689 | 10,581 | 10,966 | 13,693 | 11,046 | 8,706 | 9,210 | 13,321 | 0 | 0 | 0 | 99,615 | 45,332 | 69% |
| Instruction | 8,000 | 295 | 199 | 195 | 938 | 1,577 | 161 | | 583 | 153 | | | | 4,101 | 3,899 | 51% |
| Marketing/Printing | 2,300 | | 106 | | | | | | | | | | | 106 | 2,194 | 5% |
| Materials/Supplies | 12,000 | 828 | 1,735 | 172 | 375 | 1,067 | 222 | | | | | | | 4,398 | 7,602 | 37% |
| CEEP (+4k in salary) | 6,000 | | 280 | | | 318 | 359 | | 166 | 353 | | | | 1,475 | 4,525 | 25% |
| JHEEP (+4k in salary) | 6,000 | | 280 | | | 134 | 1,156 | | 3,192 | | | | | 4,762 | 1,238 | 79% |
| Museum Materials | 4,274 | | | | | 1,942 | | 3,984 | 4,576 | | | | | 10,501 | -6,227 | 246% |
| Heritage House Maintenance | 800 | | | 312 | | | | | | | | | | 312 | 489 | 39% |
| Memberships | 550 | | | 175 | | | | | 226 | | | | | 401 | 149 | 73% |
| Contracts | 500 | 56 | 55 | 47 | 47 | 34 | 26 | 26 | | | | | | 290 | 210 | 58% |
| Insurance | 8,307 | | 7,940 | 720 | | | | | | | | | | 8,660 | -353 | 104% |
| TOTAL REVENUE: | 193,678 | 12,583 | 21,284 | 12,201 | 12,325 | 18,764 | 12,970 | 12,715 | 17,952 | 13,826 | 0 | 0 | 0 | 134,621 | 59,057 | 70% |

| ADMINISTRATIVE EXPENSES | BUDGET | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | FY to Date | Remaining | % Spent |
|----------------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------|----------|----------|----------------|----------------|------------|
| Personnel: | 256,737 | 16,366 | 16,378 | 16,034 | 16,116 | 17,723 | 16,117 | 16,259 | 20,892 | 18,517 | | | | 154,402 | 102,335 | 60% |
| Telephones | 1,500 | 103 | 88 | 115 | 100 | 105 | 59 | 128 | 118 | 187 | | | | 1,004 | 496 | 67% |
| Postage | 240 | 3 | 12 | 0 | 7 | 3 | 1 | 0 | 9 | 9 | | | | 43 | 197 | 18% |
| Supplies | 2,500 | | | | | 483 | 156 | | | 81 | | | | 720 | 1,780 | 29% |
| Reprographics | 480 | 95 | | | | | | | | | | | | 95 | 385 | 20% |
| Physical Plant | 4,880 | | | | | | | | | | | | | 0 | 4,880 | 0% |
| Copier | 720 | 56 | 55 | 47 | 52 | 39 | 39 | 112 | 51 | 57 | | | | 506 | 214 | 70% |
| Airrowhead Water | 600 | 49 | | | 47 | | 34 | 18 | | | | | | 148 | 452 | 25% |
| Audit | 3,675 | | | | 3,675 | | | | | | | | | 3,675 | 0 | 100% |
| Insurance | 8,307 | | 7,940 | 720 | | | | | | | | | | 8,660 | -353 | 104% |
| Equipment & Repair & Maintenance | 2,500 | | | | | | | | | | | | | 0 | 2,500 | 0% |
| TOTAL REVENUE: | 282,139 | 16,672 | 24,472 | 16,916 | 19,996 | 18,353 | 16,405 | 16,518 | 21,069 | 18,851 | 0 | 0 | 0 | 169,252 | 112,887 | 60% |

FULLERTON ARBORETUM FINANCIAL WORKSHEETS
2013 - 2014 FY

| RESTRICTED EXPENSES | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | FY to Date |
|-----------------------|------------|----------|--------------|---------------|--------------|----------|------------|--------------|----------|----------|----------|----------|---------------|
| Memorial Benches | | | | | 2,114 | | | | | | | | 2,114 |
| Memorial Plaques | 196 | | | 199 | | | | | | | | | 395 |
| Bee Hives | 222 | | 12 | | | | | | | | | | 234 |
| Lighting Project | | | | 69,747 | | | 710 | 4,767 | | | | | 75,224 |
| Tuff Shed | | | | 1,710 | | | | | | | | | 1,710 |
| Trikes | | | 1,159 | | | | | | | | | | 1,159 |
| | | | | | | | | | | | | | 0 |
| | | | | | | | | | | | | | 0 |
| | | | | | | | | | | | | | 0 |
| | | | | | | | | | | | | | 0 |
| TOTAL EXPENSE: | 419 | 0 | 1,171 | 71,655 | 2,114 | 0 | 710 | 4,767 | 0 | 0 | 0 | 0 | 80,835 |

FULLERTON ARBORETUM FINANCIAL WORKSHEETS
2013 - 2014 FY

| IN-KIND EXPENSES | BUDGET | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | FY to Date | Remaining | % Spent |
|-------------------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------|----------|---------------|---------------|------------|
| Administrative In-Kind | 22,735 | 1,895 | 1,895 | 1,895 | 1,895 | 1,895 | 1,895 | 1,895 | 1,895 | 1,895 | 1,895 | | | 18,950 | 3,785 | 83% |
| Administrative Benefits | 10,739 | 895 | 895 | 895 | 895 | 895 | 895 | 895 | 895 | 895 | 895 | | | 8,950 | 1,789 | 83% |
| Accountant In-Kind | 8,754 | 730 | 730 | 730 | 730 | 730 | 730 | 730 | 730 | 730 | 730 | | | 7,300 | 1,454 | 83% |
| Accountant Benefits | 4,135 | 345 | 345 | 345 | 345 | 345 | 345 | 345 | 345 | 345 | 345 | | | 3,450 | 685 | 83% |
| Public Safety In-Kind | 8,918 | 743 | 743 | 743 | 743 | 743 | 743 | 743 | 743 | 743 | 743 | | | 7,430 | 1,488 | 83% |
| Public Safety Benefits | 4,212 | 351 | 351 | 351 | 351 | 351 | 351 | 351 | 351 | 351 | 351 | | | 3,510 | 702 | 83% |
| Custodial In-Kind | 2,388 | 199 | 199 | 199 | 199 | 199 | 199 | 199 | 199 | 199 | 199 | | | 1,990 | 398 | 83% |
| Custodial Benefits | 1,128 | 94 | 94 | 94 | 94 | 94 | 94 | 94 | 94 | 94 | 94 | | | 940 | 188 | 83% |
| Utilities | 31,492 | 2,624 | 2,624 | 2,624 | 2,624 | 2,624 | 2,624 | 2,624 | 2,624 | 2,624 | 2,624 | | | 26,240 | 5,252 | 83% |
| TOTAL IN-KIND: | 94,501 | 7,876 | 7,876 | 7,876 | 7,876 | 7,876 | 7,876 | 7,876 | 7,876 | 7,876 | 7,876 | 0 | 0 | 78,760 | 15,741 | 83% |

| | | | | | | | | | | | | | | | | |
|----------------------------|----------------|---------------|---------------|---------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|----------|----------|----------------|----------------|------------|
| TOTAL ALL EXPENSES: | 897,354 | 60,161 | 84,297 | 55,426 | 127,244 | 70,855 | 58,238 | 54,495 | 70,578 | 70,308 | 18,042 | 0 | 0 | 669,644 | 227,710 | 75% |
|----------------------------|----------------|---------------|---------------|---------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|----------|----------|----------------|----------------|------------|

| Vendor/Transaction | Jul-13 | Aug-13 | Sep-13 | Oct-13 | Nov-13 | Dec-13 | Jan-14 | Feb-14 | Mar-14 | Apr-14 | May-14 | Jun-14 | Totals |
|-------------------------|---------------------|----------------------|---------------------|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------|---------------|---------------|---------------------|
| 2012 - 13 C/F | \$744,738.00 | | | | | | | | | | | | \$744,738.00 |
| Encumbrance | \$74,965.17 | (\$12,377.37) | \$52,347.80 | (\$60,771.60) | (\$5,637.00) | | \$13,760.02 | (\$2,816.05) | \$6,745.81 | | | | \$66,216.78 |
| Credit Card Fees | \$1.25 | \$1.25 | \$1.25 | \$1.25 | \$1.25 | | \$0.75 | \$0.63 | \$0.63 | | | | \$8.26 |
| IOU Deposits | \$80.00 | \$80.00 | \$80.00 | \$80.00 | \$80.00 | \$80.00 | \$80.00 | \$80.00 | \$80.00 | | | | \$720.00 |
| IOUs to Friends | | | | | | | | | | | | | \$0.00 |
| Restricted Deposits | | | \$6,050.00 | \$2,000.00 | | \$45.00 | \$1,450.00 | | \$5,000.00 | | | | \$14,500.00 |
| Restricted Expenses | | \$418.50 | \$12.20 | \$70,020.92 | | | | \$1,313.62 | | | | | \$71,810.24 |
| Entry Gate Deposits | | \$3,170.00 | \$2,599.00 | \$237.00 | \$3,380.00 | \$1,014.00 | \$1,815.00 | \$2,928.50 | \$2,319.00 | | | | \$17,462.50 |
| Chaparral Deposits | | | | | | \$12,014.42 | \$11,729.54 | | | | | | \$23,743.96 |
| Friends Contribution | | | | | | \$15,000.00 | \$15,000.00 | | | | | | \$30,000.00 |
| Friends Lighting Proj | | | | | | \$65,000.00 | \$65,000.00 | | | | | | \$65,000.00 |
| Insurance | | \$23,820.60 | \$2,159.00 | | | | | | | | | | \$25,979.60 |
| Audit | | | | \$3,750.00 | | | | | | | | | \$3,750.00 |
| Farm Deposits | \$595.20 | \$361.00 | \$1,150.45 | \$160.80 | | \$344.16 | \$506.88 | \$52.03 | \$104.78 | | | | \$3,275.30 |
| Garden Deposits | \$75.00 | \$127,086.50 | \$120,075.00 | \$165.00 | \$200.00 | \$22.00 | \$330.00 | \$320.00 | \$30,075.00 | | | | \$278,348.50 |
| Garden Expenses | | \$1,665.58 | | | \$2,766.00 | \$796.56 | | | \$509.66 | | | | \$5,737.80 |
| ASI Deposits | | \$13,117.00 | | | | | | | | | | | \$13,117.00 |
| Student Payroll | | \$3,821.62 | \$5,580.76 | \$4,301.48 | \$0.00 | \$0.00 | \$2,900.00 | \$2,816.00 | \$5,940.00 | \$0.00 | \$0.00 | \$0.00 | \$25,359.86 |
| Museum Deposits | | | | | \$113.00 | | | \$103.00 | \$112.00 | | | | \$328.00 |
| Museum Expenses | \$0.00 | \$0.00 | \$311.50 | \$0.00 | \$1,941.77 | \$0.00 | \$3,983.60 | \$604.56 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$6,841.43 |
| Education Deposits | | | | | | | | | | | | | \$0.00 |
| Education Expenses | | | | | | | | | | | | | \$0.00 |
| Non-Gift Deposits | | | | | \$921.00 | \$108.00 | \$1,479.49 | | | | | | \$2,508.49 |
| Total Donations: | \$750.20 | \$130,697.50 | \$129,954.45 | \$2,642.80 | \$3,773.00 | \$28,474.58 | \$30,911.42 | \$3,483.53 | \$37,690.78 | \$0.00 | \$0.00 | \$0.00 | \$368,378.26 |
| Total Deposits: | \$750.20 | \$143,814.50 | \$129,954.45 | \$2,642.80 | \$4,694.00 | \$28,582.58 | \$97,390.91 | \$3,483.53 | \$37,690.78 | \$0.00 | \$0.00 | \$0.00 | \$449,003.75 |
| Total Expenses: | \$1.25 | \$29,727.55 | \$8,064.71 | \$78,073.65 | \$4,709.02 | \$841.56 | \$6,884.35 | \$4,734.81 | \$6,450.29 | \$0.00 | \$0.00 | \$0.00 | \$139,487.19 |
| Encumbrance: | \$74,965.17 | (\$12,377.37) | \$52,347.80 | (\$60,771.60) | (\$5,637.00) | \$0.00 | \$13,760.02 | (\$2,816.05) | \$6,745.81 | \$0.00 | \$0.00 | \$0.00 | \$66,216.78 |
| Balance: | \$670,521.78 | \$796,986.10 | \$866,528.04 | \$851,868.79 | \$857,490.77 | \$885,231.79 | \$961,978.33 | \$963,543.10 | \$988,037.78 | \$0.00 | \$0.00 | \$0.00 | \$988,037.78 |

| EDUCATION EXPENSES | BUDGET | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | FY to Date | Remaining | % Spent |
|---|----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|----------|----------|----------|----------------|---------------|------------|
| Program Manager | 57,882 | 5,154 | 4,438 | 4,239 | 4,374 | 6,661 | 4,557 | 2,211 | 845 | | | | | 32,479 | 25,403 | 56% |
| Admin. Assistant | 0 | | | 90 | 342 | 780 | 238 | 243 | 465 | | | | | 2,159 | -2,159 | |
| Museum Exhibit Designer | 12,066 | | | | | | | 1,355 | 1,742 | | | | | 3,096 | 8,970 | 26% |
| Other Personnel: (Grounds, Reception, Admin. etc) | 74,999 | 6,251 | 6,251 | 6,251 | 6,251 | 6,251 | 6,251 | 6,251 | 6,545 | 6,281 | | | | 56,583 | 18,416 | 75% |
| Total Personnel: | 144,947 | 11,405 | 10,689 | 10,581 | 10,966 | 13,693 | 11,046 | 10,060 | 9,596 | 6,281 | 0 | 0 | 0 | 94,317 | 50,630 | 65% |
| Instruction | 8,000 | 295 | 199 | 195 | 938 | 1,577 | 161 | | 583 | | | | | 3,948 | 4,052 | 49% |
| Marketing/Printing | 2,300 | | 106 | | | | | | | | | | | 106 | 2,194 | 5% |
| Materials/Supplies | 12,000 | 828 | 1,735 | 172 | 375 | 1,067 | 222 | | | | | | | 4,398 | 7,602 | 37% |
| CEEP (+4k in salary) | 6,000 | | 280 | | | 318 | 359 | 166 | | | | | | 1,123 | 4,877 | 19% |
| JHEEP (+4k in salary) | 6,000 | | 280 | | | 134 | 1,156 | 2,927 | | | | | | 4,497 | 1,503 | 75% |
| Museum Materials | 4,274 | | | | | 1,942 | | 3,984 | 2,971 | | | | | 8,897 | -4,623 | 208% |
| Heritage House Maintenance | 800 | | | 312 | | | | | | | | | | 312 | 489 | 39% |
| Memberships | 550 | | | 175 | | | | | 226 | | | | | 401 | 149 | 73% |
| Contracts | 500 | 56 | 55 | 47 | 47 | 34 | 26 | 26 | | | | | | 290 | 210 | 58% |
| Insurance | 8,307 | | 7,940 | 720 | | | | | | | | | | 8,660 | -353 | 104% |
| TOTAL REVENUE: | 193,678 | 12,583 | 21,284 | 12,201 | 12,325 | 18,764 | 12,970 | 17,162 | 13,377 | 6,281 | 0 | 0 | 0 | 126,948 | 66,730 | 66% |

| Vendor/Transaction | Jul-13 | Aug-13 | Sep-13 | Oct-13 | Nov-13 | Dec-13 | Jan-14 | Feb-14 | Mar-14 | Apr-14 | May-14 | Jun-14 | Totals |
|-------------------------|---------------------|----------------------|---------------------|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------|---------------|---------------|---------------------|
| 2012 - 13 C/F | \$744,738.00 | | | | | | | | | | | | \$744,738.00 |
| Encumbrance | \$74,965.17 | (\$12,377.37) | \$52,347.80 | (\$60,771.60) | (\$5,637.00) | | \$13,760.02 | (\$2,816.05) | \$6,745.81 | | | | \$66,216.78 |
| Credit Card Fees | \$1.25 | \$1.25 | \$1.25 | \$1.25 | \$1.25 | | \$0.75 | \$0.63 | \$0.63 | | | | \$8.26 |
| IOU Deposits | \$80.00 | \$80.00 | \$80.00 | \$80.00 | \$80.00 | \$80.00 | \$80.00 | \$80.00 | \$80.00 | | | | \$720.00 |
| IOUs to Friends | | | | | | | \$1,450.00 | | | | | | \$0.00 |
| Restricted Deposits | | | \$6,050.00 | \$2,000.00 | | | | | \$5,000.00 | | | | \$14,500.00 |
| Restricted Expenses | | \$418.50 | \$12.20 | \$70,020.92 | | \$45.00 | | \$1,313.62 | | | | | \$71,810.24 |
| Entry Gate Deposits | | \$3,170.00 | \$2,599.00 | \$237.00 | \$3,380.00 | \$1,014.00 | \$1,815.00 | \$2,928.50 | \$2,319.00 | | | | \$17,462.50 |
| Chaparral Deposits | | | | | | \$12,014.42 | \$11,729.54 | | | | | | \$23,743.96 |
| Friends Contribution | | | | | | \$15,000.00 | \$15,000.00 | | | | | | \$30,000.00 |
| Friends Lighting Proj | | | | | | \$65,000.00 | \$65,000.00 | | | | | | \$65,000.00 |
| Insurance | | \$23,820.60 | \$2,159.00 | | | | | | | | | | \$25,979.60 |
| Audit | | | | \$3,750.00 | | | | | | | | | \$3,750.00 |
| Farm Deposits | \$595.20 | \$361.00 | \$1,150.45 | \$160.80 | | \$344.16 | \$506.88 | \$52.03 | \$104.78 | | | | \$3,275.30 |
| Garden Deposits | \$75.00 | \$127,086.50 | \$120,075.00 | \$165.00 | \$200.00 | \$22.00 | \$330.00 | \$320.00 | \$30,075.00 | | | | \$278,348.50 |
| Garden Expenses | | \$1,665.58 | | | \$2,766.00 | \$796.56 | | | \$509.66 | | | | \$5,737.80 |
| ASI Deposits | | \$13,117.00 | | | | | \$2,900.00 | \$2,816.00 | \$5,940.00 | | | \$0.00 | \$13,117.00 |
| Student Payroll | | \$3,821.62 | \$5,580.76 | \$4,301.48 | | \$0.00 | | | | \$0.00 | | \$0.00 | \$25,359.86 |
| Museum Deposits | | | | | \$113.00 | | | \$103.00 | \$112.00 | | | | \$328.00 |
| Museum Expenses | \$0.00 | \$0.00 | \$311.50 | \$0.00 | \$1,941.77 | \$0.00 | \$3,983.60 | \$604.56 | \$0.00 | \$0.00 | | | \$6,841.43 |
| Education Deposits | | | | | | | | | | | | | \$0.00 |
| Education Expenses | | | | | | | | | | | | | \$0.00 |
| Non-Gift Deposits | | | | | \$921.00 | \$108.00 | \$1,479.49 | | | | | | \$2,508.49 |
| Total Donations: | \$750.20 | \$130,697.50 | \$129,954.45 | \$2,642.80 | \$3,773.00 | \$28,474.56 | \$30,911.42 | \$3,483.53 | \$37,690.78 | \$0.00 | \$0.00 | \$0.00 | \$368,378.26 |
| Total Deposits: | \$750.20 | \$143,814.50 | \$129,954.45 | \$2,642.80 | \$4,694.00 | \$28,582.58 | \$97,390.91 | \$3,483.53 | \$37,690.78 | \$0.00 | \$0.00 | \$0.00 | \$449,003.75 |
| Total Expenses: | \$1.25 | \$29,727.55 | \$8,064.71 | \$78,073.65 | \$4,709.02 | \$841.56 | \$6,884.35 | \$4,734.81 | \$6,450.29 | \$0.00 | \$0.00 | \$0.00 | \$139,487.19 |
| Encumbrance: | \$74,965.17 | (\$12,377.37) | \$52,347.80 | (\$60,771.60) | (\$5,637.00) | \$0.00 | \$13,760.02 | (\$2,816.05) | \$6,745.81 | \$0.00 | \$0.00 | \$0.00 | \$66,216.78 |
| Balance: | \$670,521.78 | \$796,986.10 | \$866,528.04 | \$851,868.79 | \$857,490.77 | \$885,231.79 | \$961,978.33 | \$963,543.10 | \$988,037.78 | \$0.00 | \$0.00 | \$0.00 | \$988,037.78 |

Revised 6-4-14

| ALL FUNDS: | CSUF | University Administration | Fullerton Successor Agency | Friends | ASI | Entry | Photos | Garden Plots | Other Donations | Mysun Foundation - Education | Education Programs | Total Budget |
|-----------------------------|---------|---------------------------|----------------------------|---------|--------|--------|--------|--------------|-----------------|------------------------------|--------------------|--------------|
| Total Personnel - All Funds | 296,491 | 63,008 | 176,949 | 51,658 | 39,426 | 6,000 | 2,500 | 0 | 13,440 | 17,000 | 47,355 | 713,827 |
| Total O & E - All Funds | 0 | 31,493 | 27,900 | 73,342 | 0 | 19,300 | 3,500 | 2,800 | 0 | 22,000 | 5,000 | 185,335 |
| Total Budget - All Funds | 296,491 | 94,501 | 204,849 | 125,000 | 39,426 | 25,300 | 6,000 | 2,800 | 13,440 | 39,000 | 52,355 | 899,162 |

| | | | | | | | | | | | | |
|---|---------|--------|---------|---------|--------|--------|-------|-------|-------|--------|--------|---------|
| Last Year's Budget (FY 13-14) - All Funds | 290,470 | 94,501 | 204,849 | 140,000 | 39,426 | 32,120 | 5,751 | 3,200 | 4,158 | 10,000 | 57,090 | 881,565 |
|---|---------|--------|---------|---------|--------|--------|-------|-------|-------|--------|--------|---------|

| FUND: GARDEN | CSUF | University Administration | Fullerton Successor Agency | Friends | ASI | Entry | Photos | Garden Plots | Other Donations | Mysun Foundation | Education Programs | Total Budget |
|--|--------|---------------------------|----------------------------|---------|--------|-------|--------|--------------|-----------------|------------------|--------------------|--------------|
| Personnel: | | | | | | | | | | | | |
| Curator of Living Collections | 82,095 | | | | | | | | | | | 82,095 |
| Advanced Gardener (Chaparral @ \$16.50 hr) - Salary & Benefits | | | | 51,658 | | | | | | | | 51,658 |
| Advanced Gardener - Salary & Benefits | | | 56,355 | | | | | | | | | 56,355 |
| Nursery Manager/Gardener Salary & Benefits @ 50% | | | 28,487 | | | | | | | | | 28,487 |
| Grounds/Bldg Maintenance - 32 hrs x \$16 per hr. | | | 33,629 | | | | | | | | | 33,629 |
| Weekend, Holidays & Spring Evening Hours | | | 9,560 | | | | | | | | | 9,560 |
| Student Assistants | | | | | 32,676 | | | | | | | 32,676 |
| Total Personnel: | 82,095 | 0 | 128,031 | 51,658 | 32,676 | 0 | 0 | 0 | 0 | 0 | 0 | 294,460 |
| Supplies & Services: | | | | | | | | | | | | |
| Supplies | | | | 2,500 | | | 1,000 | | | | | 3,500 |
| Plants and seeds | | | | 10,000 | | | | 1,300 | | | | 11,300 |
| Tree pruning | | | 1,000 | 3,500 | | 1,000 | | 1,000 | | | | 6,500 |
| Physical Plant | | | | 1,500 | | 1,000 | | | | | | 2,500 |
| Total Supplies & Services: | 0 | 0 | 1,000 | 17,500 | 0 | 2,000 | 1,000 | 2,300 | 0 | 0 | 0 | 23,800 |
| Total Insurance (Comm'l. Liability/ D&O Liability): | | | | 5,600 | | | | | | | | 5,600 |
| Total Memberships: | | | | 1,500 | | | | | | | | 1,500 |
| Total Landscape maintenance: | | | | 11,000 | | | | | | | | 11,000 |
| Total Equipment Rental: | | | | 1,000 | | | | | | | | 1,000 |
| Total Equipment Purchase: | | | | 3,000 | | | | | | | | 3,000 |
| Total Equipment Repair & Maintenance: | | | | 3,295 | | | | 500 | | | | 3,795 |
| Total Personnel - Garden | 82,095 | | 128,031 | 51,658 | 32,676 | 0 | 0 | 0 | 0 | 0 | 0 | 294,460 |
| Total O & E - Garden | 0 | 0 | 1,000 | 42,895 | 0 | 2,000 | 1,000 | 2,800 | 0 | 0 | 0 | 49,695 |
| Total Budget - Garden | 82,095 | 0 | 129,031 | 94,553 | 32,676 | 2,000 | 1,000 | 2,800 | 0 | 0 | 0 | 344,155 |

Fullerton Arboretum Education Budget 2014 - 2015

-Draft-

| FUND: EDUCATION | CSUF | University Administration | Fullerton Successor Agency | Friends | ASI | Entry | Photo Permits | Garden Plots | Other Donations | Mysun Foundation | Education Programs | Total Budget |
|---|----------|---------------------------|----------------------------|--------------|--------------|--------------|---------------|--------------|-----------------|------------------|--------------------|----------------|
| Personnel: | | | | | | | | | | | | |
| Education Manager | | | | | | | | | | 9,000 | 47,355 | 56,355 |
| Student Assistant @ 15 hrs wk x \$10 hr | | | | | 6,750 | | | | | | | 6,750 |
| Admin Assist. @ 13 hrs wk x \$10 hr. | | | | | | | | | | 8,000 | | 8,000 |
| Total Personnel: | 0 | 0 | 0 | 0 | 6,750 | 0 | 0 | 0 | 0 | 17,000 | 47,355 | 71,105 |
| Expenses - Adult Classes | | | | | | | | | | | | |
| Lecturers/Teachers | | | 9,000 | | | | | | | | | 9,000 |
| Instruction Materials & Supplies | | | | | | 2,500 | 2,500 | | | | 5,000 | 10,000 |
| Marketing, Postage & Printing | | | | 1,000 | | | | | | | | 1,000 |
| Total Class Expenses: | 0 | 0 | 9,000 | 1,000 | 0 | 2,500 | 2,500 | 0 | 0 | 0 | 5,000 | 20,000 |
| Expenses - Children's Classes : | | | | | | | | | | | | |
| Lecturers/Teachers | | | 850 | | | | | | | | | 850 |
| Instruction Materials & Supplies | | | 750 | 750 | | | | | | | | 1,500 |
| Marketing, Postage & Printing | | | | 1,000 | | | | | | | | 1,000 |
| Total Class Expenses: | 0 | 0 | 1,600 | 1,750 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,350 |
| CEEP - Services & Materials: | | | | | | | | | | | | |
| Bus Transportation | | | | | | | | | | 6,300 | | 6,300 |
| Student Stipends | | | | | | | | | | 2,500 | | 2,500 |
| Instruction Materials | | | | | | | | | | 1,000 | | 1,000 |
| Live Scans | | | | | | | | | | 600 | | 600 |
| Total CEEP Expenses: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10,400 | 0 | 10,400 |
| JHEEP - Services & Materials: | | | | | | | | | | | | |
| Bus Transportation | | | | | | | | | | 3,200 | | 3,200 |
| Substitute Teachers | | | | | | | | | | 3,000 | | 3,000 |
| Student Stipends | | | | | | | | | | 2,500 | | 2,500 |
| Instruction Materials | | | | | | | | | | 1,100 | | 1,100 |
| Live Scans | | | | | | | | | | 300 | | 300 |
| Materials/Activities Development | | | | | | | | | | 1,500 | | 1,500 |
| Total JHEEP Expenses: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 11,600 | 0 | 11,600 |
| Total Insurance (Comm'l. Liability/ D&O Liability): | | | | 5,600 | | | | | | | | 5,600 |
| Total Personnel - Education | 0 | 0 | 0 | 0 | 6,750 | 0 | 0 | 0 | 0 | 17,000 | 47,355 | 71,105 |
| Total O & E - Education | 0 | 0 | 10,600 | 8,350 | 0 | 2,500 | 2,500 | 0 | 0 | 22,000 | 5,000 | 50,950 |
| Total Budget - Other Exp. | 0 | 0 | 10,600 | 8,350 | 6,750 | 2,500 | 2,500 | 0 | 0 | 39,000 | 52,355 | 122,055 |

Fullerton Arboretum Administration
 Budget 2014 - 2015
 -Draft-

| FUND: ADMINISTRATION | CSUF | University Administration | Fullerton Successor Agency | Friends | A. S. I. | Entry | Photos | Garden Plots | Other Donations | Mysun Foundation | Education Programs | Total Budget |
|---|----------------|---------------------------|----------------------------|--------------|----------|--------------|--------------|--------------|-----------------|------------------|--------------------|----------------|
| Personnel: | | | | | | | | | | | | |
| Director | 142,079 | | | | | | | | | | | 142,079 |
| Admin. Operations Analyst | 72,318 | | | | | | | | | | | 72,318 |
| Development Assistant | | 9,504 | | | | | | | | | | 9,504 |
| Receptionists | | | 32,054 | | | 6,000 | 2,500 | | | | | 40,554 |
| Admin Assist | | | | | | | | | 13,440 | | | |
| Total Personnel: | 214,397 | | 41,558 | 0 | 0 | 6,000 | 2,500 | 0 | 13,440 | 0 | 0 | 264,455 |
| Communications: | | | | | | | | | | | | |
| Postage | | | | 240 | | | | | | | | 240 |
| Telephone & Cell Phones | | | | 1,500 | | | | | | | | 1,500 |
| Total Communications: | 0 | | 0 | 1,740 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,740 |
| Total Insurance (Comm'l. Liability - D&O Liability): | 0 | | 0 | 5,600 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,600 |
| Contracts: | | | | | | | | | | | | |
| Audit | | | 3800 | | | | | | | | | 3,800 |
| Arrowhead | | | 1,000 | | | 300 | | | | | | 1,300 |
| Total Contracts: | 0 | | 4800 | 0 | 0 | 300 | 0 | 0 | 0 | 0 | 0 | 5,100 |
| Total Supplies: | 0 | | 0 | 0 | 0 | 2,500 | 0 | 0 | 0 | 0 | 0 | 2,500 |
| Services: | | | | | | | | | | | | |
| Physical Plant | | | 800 | 1,000 | | | | | | | | 1,800 |
| Duplicating, printing, Repro. | | | 1200 | | | | | | | | | 1,200 |
| Total Services: | 0 | | 2,000 | 1,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,000 |
| Total Equip., Repair & Maintenance: | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Personnel - Admin. | 214,397 | | 41,558 | 0 | 0 | 6,000 | 2,500 | 0 | 13,440 | 0 | 0 | 277,895 |
| Total O & E - Admin. | 0 | | 6,800 | 8,340 | 0 | 2,800 | 0 | 0 | 0 | 0 | 0 | 17,940 |
| Total Budget - Admin. | 214,397 | | 48,358 | 8,340 | 0 | 8,800 | 2,500 | 0 | 13,440 | 0 | 0 | 295,835 |

Fullerton Arboretum Museum Budget 2014 - 2015
-Draft-

| FUND: MUSEUMS | CSUF | University Administration | Fullerton Successor Agency | Friends | ASI | Entry | Photo Permits | Garden Plots | Other Donations | Mysun Foundation | Education Programs | Total Budget |
|--|----------|---------------------------|----------------------------|---------------|----------|---------------|---------------|--------------|-----------------|------------------|--------------------|---------------|
| OCANHM Personnel: | | | | | | | | | | | | |
| Exhibit Designer @ \$20 per hr. - 8 weeks | | | 7,360 | | | | | | | | | 7,360 |
| Total Personnel: | 0 | | 7,360 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7,360 |
| Expenses OCANHM: | | | | | | | | | | | | |
| Exhibit Envoy x 2 | | | 5,000 | | | 5,000 | | | | | | 10,000 |
| Delivery | | | 1,500 | | | 1,500 | | | | | | 3,000 |
| Materials & Supplies | | | 2,500 | 750 | | 4,000 | | | | | | 7,250 |
| Marketing, Postage & Printing | | | 500 | | | 500 | | | | | | 1,000 |
| Memberships | | | | 680 | | | | | | | | 680 |
| Insurance (Comm'l. Liability/ D&O Liability) | | | | 5,600 | | | | | | | | 5,600 |
| Physical Plant | | | | | | 1,000 | | | | | | 1,000 |
| Total OCANHM Expenses: | 0 | | 9,500 | 7,030 | 0 | 12,000 | 0 | 0 | 0 | 0 | 0 | 21,250 |
| Expenses - Heritage House : | | | | | | | | | | | | |
| Materials & Supplies | | | | 250 | | | | | | | | 250 |
| Memberships | | | | 227 | | | | | | | | 227 |
| Termite Inspection | | | | 350 | | | | | | | | 350 |
| Insurance (Comm'l. Liability/ D&O Liability) | | | | 5,600 | | | | | | | | 5,600 |
| Physical Plant | | | | 300 | | | | | | | | 300 |
| Total Heritage House Expenses: | 0 | | 0 | 6,727 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6,727 |
| Total Personnel - Museums | 0 | 0 | 7,360 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7,360 |
| Total O & E - Museums | 0 | 0 | 9,500 | 13,757 | 0 | 12,000 | 0 | 0 | 0 | 0 | 0 | 35,257 |
| Total Budget - Museums | 0 | 0 | 16,860 | 13,757 | 0 | 12,000 | 0 | 0 | 0 | 0 | 0 | 42,617 |

Fullerton Arboretum
Budget 2014 - 2015
-Draft-

| FUND: OTHER EXPENSES | CSUF | University Administration | Fullerton Successor Agency | Friends | ASI | Entry | Photos | Garden Plots | Other Donations | Mysun Foundation | Education Programs | Total Budget |
|---------------------------------------|----------|---------------------------|----------------------------|----------|----------|----------|----------|--------------|-----------------|------------------|--------------------|---------------|
| Personnel: | | | | | | | | | | | | |
| Administrative In-Kind | | 22,735 | | | | | | | | | | 22,735 |
| Administrative Benefits | | 10,739 | | | | | | | | | | 10,739 |
| Accountant In-Kind | | 8,754 | | | | | | | | | | 8,754 |
| Accountant Benefits | | 4,135 | | | | | | | | | | 4,135 |
| Public Safety In-Kind | | 8,918 | | | | | | | | | | 8,918 |
| Public Safety Benefits | | 4,212 | | | | | | | | | | 4,212 |
| Custodial In-Kind | | 2,388 | | | | | | | | | | 2,388 |
| Custodial Benefits | | 1,128 | | | | | | | | | | 1,128 |
| Total Personnel: | 0 | 63,008 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 63,008 |
| Total Utilities: | 0 | 31,493 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 92,542 |
| Total Personnel - Other Exp. | 0 | 63,008 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 63,008 |
| Total O E & E - Other Exp. | 0 | 31,493 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 31,493 |
| Total Budget - Other Exp. | 0 | 94,501 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 94,501 |

| | | | | | | | | | | | | |
|-------------------------------------|----------------|---------------|----------------|----------------|---------------|---------------|--------------|--------------|---------------|---------------|---------------|----------------|
| Total All Funds: Personnel | 296,491 | 63,008 | 176,949 | 51,658 | 39,426 | 6,000 | 2,500 | 0 | 13,440 | 17,000 | 47,355 | 713,827 |
| Total All Funds: O E & E | 0 | 31,493 | 27,900 | 73,342 | 0 | 19,300 | 3,500 | 2,800 | 0 | 22,000 | 5,000 | 185,335 |
| Total All Funds: Budget | 296,491 | 94,501 | 204,849 | 125,000 | 39,426 | 25,300 | 6,000 | 2,800 | 13,440 | 39,000 | 52,355 | 899,162 |