

COOPERATING ASSOCIATION ANNUAL REPORT

Report Year: 2017

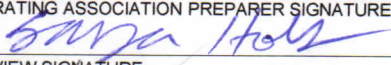
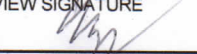
All cooperating associations must submit a DPR 973, Cooperating Association Annual Report, for the previous calendar year. Complete Parts I through V. Submit completed reports and attachments to the Cooperating Association Liaison (CAL). The CAL may attach explanatory comments if desired. The CAL will forward the entire report to the Cooperating Associations Program Manager, Interpretation and Education Division, **no later than May 31st of each year.**

PART I. ASSOCIATION INFORMATION			
ASSOCIATION NAME Fort Ross Conservancy			
ADDRESS (Street or P.O. Box) 19005 Coast Hwy One			CITY/STATE/ZIP CODE Jenner, CA 95450
ASSN. BUSINESS PHONE NO. (707) 847-3437	ASSN. BUSINESS FAX NO. ()	ASSN. BUSINESS E-MAIL ADDRESS info@fortross.org	ASSN. WEBSITE ADDRESS www.fortross.org
NUMBER OF BOARD MEMBERS 9	NUMBER OF MEMBERS/DONORS 260	NUMBER ON MAILING LIST 3,500	
ASSOCIATION CONTACT PERSON Sarjan Holt		TITLE Operations Manager	
ASSN. CONTACT PHONE NO. (707) 847-3437	ASSN. CONTACT FAX NO. ()	ASSN. CONTACT E-MAIL ADDRESS sarjanh@fortross.org	
CAL'S NAME Damien Jones	CAL'S PHONE NO. (707) 875-3907	CAL'S FAX NO. ()	CAL'S E-MAIL ADDRESS Damien.Jones@parks.ca.gov

PART II. PROGRAM SERVICES SUMMARY	
Note: To provide a more complete explanation of items checked below attach a separate sheet. Enter the item number and provide a brief description of the types of funding, support or revenue generation.	
This past year the association supported California State Parks (CSP) by funding: <i>(Check all that apply)</i>	
<input checked="" type="checkbox"/> 1. Staff who presented interpretive programs <input checked="" type="checkbox"/> 2. Regular interpretive tours and programs <input checked="" type="checkbox"/> 3. Publications design and/or production (e.g., maps, books, pamphlets, etc.) <input type="checkbox"/> 4. CSP exhibits/equipment (e.g., development, maintenance, purchase, updating, etc.) <input type="checkbox"/> 5. CSP facility construction and capital development (e.g., visitor center development)	<input checked="" type="checkbox"/> 6. Special interpretive events/tours/programs (e.g., workshops, seminars, living history, environmental living, etc.) <input checked="" type="checkbox"/> 7. CSP habitat and resource management (e.g., restoration, exotic plant removal, litter cleanup, trail work, etc.) <input checked="" type="checkbox"/> 8. Training for interpretive park staff or volunteers (e.g., supplies, registration fees, tools, etc.) <input checked="" type="checkbox"/> 9. Other: <u>Marine Ecology Program</u>

This past year the association generated revenue to support CSP by: <i>(Check all that apply)</i>	
<input checked="" type="checkbox"/> 10. Providing interpretive and educational materials/services for sale <input checked="" type="checkbox"/> 11. Applying for or securing grants <input checked="" type="checkbox"/> 12. Soliciting corporate donations for interpretive and educational projects and programs <input checked="" type="checkbox"/> 13. Conducting fundraising events and programs <input checked="" type="checkbox"/> 14. Planning and conducting general membership or other specific campaigns <input type="checkbox"/> 15. Providing non-interpretive and non-educational and materials/services for sale <input checked="" type="checkbox"/> 16. Providing firewood for sale <input checked="" type="checkbox"/> 17. Selling materials and/or services in <u>2</u> park unit(s) <input checked="" type="checkbox"/> 18. Other: <u>Funding Youth Education Programs</u>	

PART III: ATTACHMENTS TO REPORT	
Board of Directors Roster: Attach a list of names of current board members and those that will begin serving on the board in the coming months.	
Certificate of Insurance: Have the insurance carrier complete an ACORD form and attach to this report. For details, visit: http://www.parks.ca.gov/default.asp?page_id=22337 and click on the link under "Exhibit D."	
Bylaws and Articles of Incorporation: If there were changes to either the association bylaws or articles of incorporation, attach a copy of the revised document.	

COOPERATING ASSOCIATION PREPARER SIGNATURE 	PRINTED NAME Sarjan Holt	PHONE NUMBER (707) 847-3437	DATE PREPARED 5/4/2018
CAL REVIEW SIGNATURE 	DISTRICT Fortuna Member's Club	PHONE NUMBER (707) 875-3907	DATE REVIEWED 5/9/18

PART IV. ANNUAL STATEMENT OF SALES INCOME

Pursuant to the PRC 513 Implementation Guidelines (available at http://www.parks.ca.gov/?page_id=22338), this form provides sales detail and is the basis for certain figures entered in Part V, Financial Summary. It is not used to record fundraising campaigns, donations, special events or other income that is not from sales. (Note: Fundraising is entered in Part V, Lines 9, 10 and 11).

If the association sells only interpretive and educational (I & E) materials or services at all park units where it generates income, summarize sales income for all park units on a single Part IV, Annual Statement of Sales Income, sheet.

If the association sells firewood and/or non-interpretive or non-educational materials or services at any of the park units where it generates sales income, complete a separate Annual Statement of Sales Income sheet for each park unit. Additional sheets for reporting sales at individual park units are located at the end of this workbook. Round numbers to the nearest dollar (For example: \$201.26 becomes \$201, but \$201.56 becomes \$202).

ASSOCIATION NAME Fort Ross Conservancy	REPORT YEAR 2017
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PARK UNIT NAME	<input type="checkbox"/> N/A.	Only I & E sales occurred at parks served by this association; all sales figures are recorded on this sheet.
Fort Ross State Historic Park		

LINE NO.	INTERPRETIVE AND EDUCATIONAL SALES	
	Materials	
1.	Gross Sales - Materials	\$119,709
2.	Returns and Refunds	
3.	Cost of Goods Sold	\$66,707
4.	Gross Profit or (Loss) from Sales of Materials [subtract lines 2 + 3 from line 1]	\$53,002
	Services	
5.	Gross Sales - Services	
6.	Returns and Refunds	
7.	Cost of Services Sold	
8.	Gross Profit or (Loss) from Sales of Services [subtract lines 6 + 7 from line 5]	
	Total Interpretive and Educational Materials and Services	
9.	Total Gross Sales [add lines 1 + 5]	\$119,709
10.	Total Returns and COGs [add lines 2 + 3 + 6 + 7]	\$66,707
11.	Total Gross Profit or (Loss) for Interpretive Materials & Services [add lines 4 + 8]	\$53,002
LINE NO.	NON-INTERPRETIVE AND NON-EDUCATIONAL SALES	
	Materials	
12.	Gross Sales - Materials	
13.	Returns & Refunds	
14.	Cost of Goods Sold	
15.	Gross Profit or (Loss) from Sales of Materials [subtract lines 13 + 14 from line 12]	
	Services	
16.	Gross Sales - Services	
17.	Returns & Refunds	
18.	Cost of Services Sold	
19.	Gross Profit or (Loss) from Sales of Services [subtract lines 17 + 18 from line 16]	
	Total Non-Interpretive and Non-Educational Materials and Services	
20.	Total Gross Sales [add lines 12+16]	
21.	Total Returns and COGs [add lines 13 + 14 + 17 + 18]	
22.	Total Gross Profit or (Loss) for Non-Interpretive Materials & Services [add lines 15 + 19]	
LINE NO.	FIREWOOD SALES	
23.	Gross Sales – Firewood	\$3,598
24.	Refunds/Returned/Damaged Firewood	
25.	Cost of Goods Sold	\$2,058
26.	Gross Profit or (Loss) from Sales of Firewood [subtract lines 24 + 25 from line 23]	\$1,540
LINE NO.	TOTAL SALES SUMMARY FOR ALL MATERIALS AND SERVICES	
27.	Total Gross Sales [add lines 9+20+23]	\$123,307
28.	Total Cost of Goods/Services + Returns/Refunds [add lines 10 + 21 + 24 + 25]	\$68,765
29.	Total Net Profits or (Losses) for All Materials & Services [add lines 11 + 22 + 26]	\$54,542

PART V. FINANCIAL STATEMENT

*Round numbers to the nearest dollar (For example: \$201.26 becomes \$201, but \$201.56 becomes \$202).
See additional instructions on Page 4.*

ASSOCIATION NAME <p align="center">Fort Ross Conservancy</p>	REPORT YEAR <p align="center">2017</p>
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Income

1. Contributions, gifts, grants, cash donations	(1)	<u>\$289,977</u>		
2. In-kind (non-cash) donations <i>(Describe in Item 30)</i>	(2)	<u> </u>		
3. Total contributions and donations			(3)	<u>\$289,977</u>
4. Membership dues			(4)	<u>\$2,922</u>
5. Interest/investment income			(5)	<u>\$36,718</u>
6. Total gross sales (excluding fundraising)	(6)	<u>\$159,696</u>		
7. Total cost of goods/services + returns/refunds	(7)	<u>(\$88,546)</u>		
8. Net profits (or losses) for all materials and services			(8)	<u>\$71,150</u>
9. Fundraising event income	(9)	<u> </u>		
10. Fundraising event costs	(10)	<u>()</u>		
11. Net profit (or loss)			(11)	<u> </u>
12. Other income <i>(Describe in Item 30)</i>			(12)	<u>\$129,855</u>
13. Adjusted Gross Income or Total Revenue			(13)	<u>\$530,622</u>
14. Total Gross Income				(14) <u>\$619,168</u>

Expenses

15. Grants and donations to Ca St Pks (CSP)	(15)	<u> </u>		
16. Interpretive program support	(16)	<u>\$243,782</u>		
17. Other CSP program support <i>(Describe in Item 30)</i>	(17)	<u>\$191,414</u>		
18. Total contributions to CSP			(18)	<u>\$435,196</u>
19. Management and general			(19)	<u>\$65,327</u>
20. Total Expenses			(20)	<u>\$500,523</u>
21. Excess (or deficit) for the year				(21) <u>\$30,099</u>

Net Assets or Fund Balance

22. Total assets	(22)	<u>\$782,918</u>		
23. Total liabilities			(23)	<u>\$35,782</u>
24. Unrestricted net assets/fund balances	(24)	<u>\$652,760</u>		
25. Temporarily restricted net assets/fund balances	(25)	<u>\$94,376</u>		
26. Permanently restricted net assets/fund balances	(26)	<u> </u>		
27. Total Net Assets or Fund Balances			(27)	<u>\$747,136</u>
28. Total Liabilities (line 23) + Net Assets/Fund Balances (line 27)			(28)	<u>\$782,918</u>

Financial Statement Notes

29. The association has established or is establishing an endowment program. Yes No
30. Explain below any unusual financial occurrence and other income and/or expenses. Reference the Item No. in your explanation. If more space is needed, attach additional sheets.
- Line 12 Other Income - Program income from Marine Ecology Proram and the Environmental Living Program, and from interpretive envents - Fort Ross Festival and Harvest Festival

Financial Statement Instructions

The table below describes what to enter for each item in Part V, Financial Statement. Some items on the Financial Statement may correspond with the line numbers on the IRS 990 or IRS 990EZ. The Financial Statement is designed to be completed electronically. IRS reporting requirements may be downloaded at <http://www.irs.gov/charities/article/0,,id=201398,00.html>. Round numbers to the nearest dollar (For example: \$201.26 becomes \$201, but \$201.56 becomes \$202).

LINE NO.	INSTRUCTIONS
1.	Total income from contributions, gifts, grants and monetary donations.
2.	Total value of "in-kind" (non-monetary) donations and describe in line 30.
3.	Add line 1 + line 2.
4.	Total income from membership dues.
5.	Total income from interest and investment income.
6.	Total income from sales of inventory from Part IV, line 27. (If there are firewood and/or non-I&E sales, enter the sum of Part IV, line 27 for all park units.)
7.	Wholesale cost of items (including shipping) that were sold from Part IV, line 28 -- How much did it cost to provide the goods/services to be sold? (If there are firewood and/or non-I&E sales, enter the sum of Part IV, line 28 for all park units.)
8.	Subtract line 7 from line 6.
9.	Total income from fundraising activities such as dinners, raffles and any other events that request a donation or require a ticket purchase for entry or participation. Fundraising activities primarily maximize profits and generate income; interpretation is secondary.
10.	Costs incurred in presenting the fundraising activities and events.
11.	Subtract line 10 from line 9.
12.	Total of other income from all sources not covered by lines 1-11. Briefly describe the type of income, if any, in line 30.
13.	Add lines 3 + 4 + 5 + 8 + 11 + 12.
14.	Add lines 3 + 4 + 5 + 6 + 9 + 12.
15.	Amount of interpretive monetary donations and grants to state parks via contingent fund or reimbursable accounts.
16.	Other monetary expenses associated with supporting the interpretive programs for state parks. This includes interpretive program support, payments to outside contractors, interpretive events and seminars for the public, training for volunteers and staff, and interpretive publications.
17.	Total for other (non-monetary) support to state parks not in lines 15 or 16. Describe in line 30.
18.	Add lines 15 + 16 + 17.
19.	Total expenses for management and general expenses associated with soliciting direct public support in line 1. Include association salaries, accounting services, insurance, postage, phone and other administrative general fundraising expenses. (Note: Expenses from special events, raffles, etc., are recorded in line 10.)
20.	Add lines 18 + 19.
21.	Subtract line 20 from line 13.
22.	Total assets at end of year.
23.	Total liabilities at the end of the year. Include any "sales tax owed."
24.	Net funds and assets that may be liquidated without restriction.
25.	Net funds and assets that may have time or purpose restrictions, but may eventually be liquidated.
26.	Net funds and assets that must be preserved, or may not be sold, or are permanently restricted for a specific purpose such as endowments, etc.
27.	Add lines 24 + 25 + 26.
28.	Add Total Liabilities (line 23) + Net Assets/Fund Balances (line 27). Sum should equal Total Assets (line 22).
29.	Check the appropriate box to indicate if the association is establishing or has established an endowment.
30.	Describe any unusual financial occurrences and/or items needing further explanation.

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ASSOCIATION NAME Fort Ross Conservancy	REPORT YEAR 2017
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PARK UNIT NAME N/A. Only I & E sales occurred at parks served by this association; all sales figures are recorded on this sheet.

Salt Point State Park

LINE NO.	INTERPRETIVE AND EDUCATIONAL SALES	
	Materials	
1.	Gross Sales - Materials	\$2,151
2.	Returns and Refunds	
3.	Cost of Goods Sold	\$1,121
4.	Gross Profit or (Loss) from Sales of Materials [subtract lines 2 + 3 from line 1]	\$1,030
	Services	
5.	Gross Sales - Services	
6.	Returns and Refunds	
7.	Cost of Services Sold	
8.	Gross Profit or (Loss) from Sales of Services [subtract lines 6 + 7 from line 5]	
	Total Interpretive and Educational Materials and Services	
9.	Total Gross Sales [add lines 1 + 5]	\$2,151
10.	Total Returns and COGs [add lines 2 + 3 + 6 + 7]	\$1,121
11.	Total Gross Profit or (Loss) for Interpretive Materials & Services [add lines 4 + 8]	\$1,030
LINE NO.	NON-INTERPRETIVE AND NON-EDUCATIONAL SALES	
	Materials	
12.	Gross Sales - Materials	
13.	Returns & Refunds	
14.	Cost of Goods Sold	
15.	Gross Profit or (Loss) from Sales of Materials [subtract lines 13 + 14 from line 12]	
	Services	
16.	Gross Sales - Services	
17.	Returns & Refunds	
18.	Cost of Services Sold	
19.	Gross Profit or (Loss) from Sales of Services [subtract lines 17 + 18 from line 16]	
	Total Non-Interpretive and Non-Educational Materials and Services	
20.	Total Gross Sales [add lines 12+16]	
21.	Total Returns and COGs [add lines 13 + 14 + 17 + 18]	
22.	Total Gross Profit or (Loss) for Non-Interpretive Materials & Services [add lines 15 + 19]	
LINE NO.	FIREWOOD SALES	
23.	Gross Sales – Firewood	\$34,238
24.	Refunds/Returned/Damaged Firewood	
25.	Cost of Goods Sold	\$18,660
26.	Gross Profit or (Loss) from Sales of Firewood [subtract lines 24 + 25 from line 23]	\$15,578
LINE NO.	TOTAL SALES SUMMARY FOR ALL MATERIALS AND SERVICES	
27.	Total Gross Sales [add lines 9+20+23]	\$36,389
28.	Total Cost of Goods/Services + Returns/Refunds [add lines 10 + 21 + 24 + 25]	\$19,781
29.	Total Net Profits or (Losses) for All Materials & Services [add lines 11 + 22 + 26]	\$16,608