

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Lanny Binney, Recreation Supervisor
Eric L. Storrie, CPRP, Recreation Services Manager

DATE: June 2, 2021

**SUBJECT: MONKA SOCCER ACADEMY FC COMMUNITY
SERVICE ORGANIZATION REQUEST**

SUMMARY

On Thursday, February 25, 2021, Steve Monka, President of the Monka Soccer Academy FC (“MSAFC”), sent a completed Community Service Organization (“CSO”) application to the Pleasant Valley Recreation & Park District (“District”) asking for the Board of Directors (“Board”) consideration.

It should be noted that the terms “Community Service Group” and “Community Service Organization” are synonymous and used interchangeably throughout existing District documents.

BACKGROUND

The District is an independent special district formed in January 1962 under the State Public Resource Code of California. The mission of the District is to “provide and maintain a wide-range of quality parks, facilities, and programs focused on leisure, recreational and athletic activities meeting the needs of residents of the District. Facilities will support both organized activities and casual use for all age groups.”

The District manages 28 parks, multiple facilities including a Senior Center, Aquatic Center, Community Center, Freedom Center, and four (4) sports parks. The District is authorized by Ordinance 8 and the General Use Policy to reserve and permit the use of fields, facilities, pavilions, open space, special events, tournaments, etc. (“District Lands”) and is authorized to charge the permit holders fees for these uses.

Priority for reserving of District Lands depends on the classification of the user (Ordinance 8, Section 406). The District has four (4) classifications, with the District receiving priority over all classifications for reserving and use of fields and facilities.

Class 0	-	Pleasant Valley Recreation & Park District (highest priority)
Class I	-	Community Service Organizations
Class II	-	Resident Organization
Class III	-	In-District Resident
Class IV	-	Out-of-District or Non-Resident (lowest priority)

Per the definition in Ordinance 8, a Community Service Organization is defined as: An organization that performs a service for the benefit of the public, is sponsored and approved by the Pleasant Valley Recreation and Park District and must reside within the District boundaries. These activities are not part of the "District" programs/classes. Community Service Organizations (CSOs) are organizations that provide recreation opportunities to the community and are approved as CSOs by the Board of Directors. The District currently recognizes eight (8) CSOs who use various District fields and facilities to host seasonal leagues (practices, games, playoffs), camps, classes, showcases, and tournaments.

Benefits of being a CSO is priority in requesting fields and facilities and reduced rental rates. Fees are subject to the individual group's Memorandum of Understanding (MOU) with the District. Existing CSOs are:

CSO: **Camarillo PONY Baseball Association ("CPBA")**
Year Approved: 1971
Sport: Baseball: Recreational & Competitive
Location(s) of Use: Freedom Park, Bob Kildee Community Park*

CSO: **American Youth Soccer Organization Region 68 ("AYSO")**
Year Approved: 1976
Sport: Soccer: Recreational & Competitive
Location(s) of Use: Pleasant Valley Fields, Bob Kildee Community Park, neighborhood parks

CSO: **Camarillo Youth Basketball Association ("CYBA")**
Year Approved: Late 70s / Early 80s
Sport: Basketball: Recreational
Location(s) of Use: Monte Vista Gym*, Los Colinas Middle School*, Pleasant Valley School of Engineering and Arts*

CSO: **Camarillo Girls Softball Association ("CGSA")**
Year Approved: 1987
Sport: Softball: Recreational & Competitive
Location(s) of Use: Mission Oaks Park, Pleasant Valley Fields

CSO: **Eagles Soccer Club ("Eagles")**
Year Approved: 1992
Sport: Soccer: Recreational & Competitive
Location(s) of Use: Pleasant Valley Fields, Valle Lindo Park (CAPE School)**

CSO: **Pleasant Valley Swim Team ("PVST")**
Year Approved: 1992
Sport: Swim: Recreational & Competitive
Location(s) of Use: Pleasant Valley Aquatic Center, Adolfo Camarillo High School**

CSO: **Camarillo Cosmos Track Club ("Cosmos")**
Year Approved: 2002
Sport: Track & Field: Recreational

Location(s) of Use: Does not use District Land

CSO: **Camarillo Cougars Youth Football Organization (“Cougars”)**

Year Approved: 2008

Sport: Football: Recreational

Location(s) of Use: Pitts Ranch Park, Freedom Park East, Mission Oaks Park

*through the District’s joint-use agreement with Pleasant Valley School District

**through their own agreement with Oxnard Union High School District

ANALYSIS

Upon receiving this request, staff began evaluating the submitted application and had multiple questions about the process:

1. What steps does staff take?
2. What is the approved process to submit a request to become a CSO?
3. Are staff able to approve or reject an application, or only screen it for the Board?
4. Who was the last organization to become a CSO?
5. What do staff and the Board include in analyzing CSO requests?

Policy Statement on Community Service Groups (2004)

In January 2004, the District published a Policy Statement on Community Service Groups. The document states “Organizations, which provide a community recreation program, which might otherwise be provided by the District, will be considered for Community Service Group status” and outlines paperwork items required for approval. The Policy Statement outlines the forms required for staff review:

1. Annual Update Form
2. Financial Statement Form
3. Current By-laws
4. Rosters with addresses
5. Current certificate of Insurance, with PVRPD as additional named insured

The document also requires that “[a]ll District Community Service Groups must have at least 75% of the participants reside within the District boundaries.”

Community Service Organization Application Form (2008)

On October 1, 2008, the Board reviewed and approved a Community Service Group Application Form (Agenda Item 5F) “as a step in the process of becoming a Community Service Group.” According to the staff report, “[i]n the past, staff had organizations seeking Community Service Group status complete the Annual Report and provide a Financial Statement form, by-laws and a roster of participants. The groups were interviewed by staff, but there was no formal application form to prepare for the Board or staff to compile data.”

The form requests the following information:

1. A current copy of organization by-laws

2. The organization must have a governing body
3. The organization must be able to provide non-profit status
4. The organization must provide insurance of a \$1M liability with separate endorsement

The form also outlines day-to-day process items:

5. The organization will request all facilities through the District sports supervisor
6. The organization shall be responsible for their program and fiscal operations
7. Proposed by-law changes will be submitted to the District for review prior to adoption
8. A District staff member will serve as liaison with the organization
9. The District may review organization minutes and financials
10. The District and organization will meet annually
11. The District may ask for year tax returns
12. The District may limit the size of the organization based on facility availability

Although the application form doesn't say what criteria organizations will be judged by in order to earn CSO status, the form does indicate that "[t]he Board of Directors may reject the organization from becoming a Community Service Group based on:

- A) Existing programs already serving community needs
- B) Available facilities"

Board discussion and meeting minutes on this item indicate the process is as follows: "The group will fill out the application; staff will assess the information and bring it to the Board of Directors."

Monka Soccer Academy FC (2015)

MSAFC applied for CSO status in 2015, having submitted all required documents in accordance with the 2008 CSO Application Form, including:

1. A current copy of organization by-laws
2. The organization must have a governing body
3. The organization must be able to provide non-profit status
4. The organization must provide insurance
5. A roster of participants
6. Why the organization wishes to be considered as a Community Service Group
7. Services in which they provide
8. List of facilities they are currently using
9. Is the organization willing and able to contribute financial assistance to the District in an effort to maintain, repair or enhance facilities

According to their submitted application and documents, MSAFC was serving 81.81% residents as 54 of the 65 participants had Camarillo addresses.

District staff denied MSAFC as a Community Service Organization due to "the District recognizing two soccer organizations (a recreational type organization and a more specialized competitive organization)" and MSAFC "representing the same interests as the two existing organizations." This item was not presented to the Board of Directors for consideration or action.

Monka Soccer Academy FC (2021)

MSAFC applied for CSO status on February 25, 2021 having submitted all required documents in accordance with the 2008 CSO Application Form, including:

1. A current copy of organization by-laws
 2. The organization must have a governing body
 3. The organization must be able to provide non-profit status
 4. The organization must provide insurance
 5. A roster of participants (available upon request)
 6. Why the organization wishes to be considered as a Community Service Group
 7. Services in which they provide
 8. List of facilities they are currently using
 9. Is the organization willing and able to contribute financial assistance to the District in an effort to maintain, repair or enhance facilities
-
1. According to their submitted application and documents, MSAFC is serving 83.20% residents as 104 of the 125 participants have Camarillo addresses. Applicant has asked that roster not be attached to application as to protect participant personal information. Administrative note: MSA FC submitted incorrect participant information on the application. It stated 153 participants, but the numbers fluctuate based on registration. They are currently at 125 registered participants.

Items for Consideration and Discussion

District staff discussed the application with Mr. Monka and had follow up questions.

1. Availability of fields or facilities?

MSAFC has indicated they are still planning to use Woodcreek Park and First Baptist Church and will be asking for roughly 2,000 hours annually at Pleasant Valley Fields. The request would be for one (1) zone during the week and one (1) large field and one (1) small field on weekends. They have indicated that Coast Soccer League is flexible with weekend scheduling.

2. Annual contribution?

MSA FC has indicated they are open to contributing annually to the District as a CSO, pending the location and number of hours they would be permitted to use at Pleasant Valley Fields.

3. Existing programs already served?

MSAFC was denied CSO status in 2015 based on existing CSOs serving specific programming areas (AYSO- recreational; Eagles- competitive). Each of these existing CSOs now provide both recreational and competitive soccer leagues. According to the 2019 Annual updates, AYSO had 1200 youth participating in its primary season and Eagles had 650 youth participating. MSA FC has indicated they will continue to offer their instructional, recreation, and club soccer programs.

4. Is MSAFC financially stable?

Per their submitted financial statement, they have an estimated \$149,000 available at the end of the 2021 calendar year. Staff reviewed their tax year 2016, 2017, 2018, and 2019 Form 990s.

Year	Beginning of Year Balance	End of Year Balance
2016	\$74,485	\$86,044
2017	\$86,044	\$115,445
2018	\$115,445	\$151,603
2019	\$151,603	\$136,249

Field/Park Information:

Per Ordinance 8, Sports parks/complexes in the District are defined as the following: Pleasant Valley Fields, Bob Kildee Park, Freedom Park, and Mission Oaks Park. These are complexes of 10 acres or more in size primarily used for competitive activities which through casual or organized participation, provide competition. A neighborhood park means a park generally up to 10 acres in size which serves as a social and recreational focal point for neighborhoods. These parks offer both passive and/or active recreation for the surrounding neighborhood.

Prior to Pleasant Valley Fields opening the District had worked with an Agronomist to determine the number of hours the fields should be used based on soil, environment, and types of activities. At that time (2010), it was recommended that the usage should not exceed 800 hours per zone. The District has been able to stretch the usage for the fields to 1,000 and even 1,100 hours annually by following the turf maintenance schedule including closing the fields for 5 weeks three-times a year (Mid-March – Mid-April, Mid-June – Mid-July, Thanksgiving week – January 1st). While the fields are closed, other necessary maintenance items are addressed as well: verticut, aeration, topsoil, pre-emergent, fertilization as well as rest and recovery. Due to the less-than-ideal soil conditions and the non-potable water, the District installed a fertigation system to assist with soil amendments.

As part of the analysis staff has attached two documents which represents the usage at Pleasant Valley Fields and other sports park field usage from 2016 – 2020 as it relates to Community Service Organization usage. Pleasant Valley Fields Turf Hours Summary (Attachment #7) reflects the annual turf hours used at PV Fields specifically for Years 2016-2017, 2017-2018, 2018-2019 and 2019-2020. The document exhibits the number of hours which was reserved by each organization as well as which specific area was reserved. Pleasant Valley Fields is broken up into the following areas: PV East, Zone 1, Zone 2, Zone 3, Zone 4, Swale, Softball (SB) 1, SB 2 and SB 3. This document reflects that the most used areas year over year are Zones 1 – Zone 4, likely due to these fields having sports lighting and practice/play time being elongated during winter months. The areas with the least amount of use are Softball Fields 1 – 3 which are used for District run programs such as Adult Softball/Kickball.

Sports Field Usage (Attachment #8) reveals the number of hours reserved by each Community Service group at other park (neighborhood park) location(s) throughout the course of a year from 2016 - 2020. This category includes the following neighborhood parks, Woodcreek, Pitts Ranch, Encanto Park, Foothill Park, Heritage, Laurelwood, Lokker, and Woodside.

FISCAL IMPACT

Currently, costs are limited to staff time to prepare this report. Depending on Board direction there could be fiscal impacts based on field allocations, rates charged, and maintenance related items.

RECOMMENDATION

It is recommended the Board consider and provide direction on the Monka Soccer Academy FC Community Service Organization request.

ATTACHMENTS

- 1) 2004 Policy Statement on Community Service Groups (1 page)
- 2) Pleasant Valley Recreation & Park District Community Service Group Application Template (Approved Oct 2008) (4 pages)
- 3) Monka Soccer Academy FC 2015 Community Service Organization Application (18 pages)
- 4) Monka Soccer Academy FC 2015 Community Service Organization Response (1 page)
- 5) Monka Soccer Academy FC 2021 Community Service Organization Application (17 pages)
- 6) Monka Soccer Academy FC 2021 Community Service Organization Response (1 page)
- 7) PVF Turf Hours Summary 2016-2020 (1 page)
- 8) Sports Fields Turf Hours Summary 2016-2020 (1 page)
- 9) MSAFC 2016-2019 Tax Returns (116 pages)



Pleasant Valley Recreation and Park District

1605 E. Burnley St., Camarillo, CA 93010
Phone: (805) 482-1996 FAX: (805) 482-3468
www.pvrpd.org

BOARD OF DIRECTORS
PAUL E. ROCKENSTEIN
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GENERAL MANAGER
JOHN C. WILLIAMSON

Policy Statement on Community Service Groups

Organizations, which provide a community recreation program, which might otherwise be provided by the District, will be considered for Community Service Group status. Annual update forms, current by-laws, financial statements, certificate of insurance and rosters with addresses are required for approval by the District. All District Community Service groups must have at least 75% of the participants reside within the District boundaries.

1. Each Community Service Group will attend the meeting of the Board of Directors of the District following the group's election of officers to present an oral report to the Director's.
2. Each Community Service Group will complete the attached forms and return to District staff prior to the District Board meeting:
 - A. Annual Update form
 - B. Financial Statement Form
 - C. Current By-laws
 - D. Rosters with addresses
 - E. Current certificate of Insurance, with PVRPD as additional named insured.
3. Any Community Service Group failing to turn in completed Financial Statement, Annual Update, or making their scheduled presentation to the Board within a three month period following elections, shall pay fees for category C users until such time as all paperwork is submitted to the District and the presentation is made to the Board of Directors.

1/7/04



PLEASANT VALLEY RECREATION AND PARK DISTRICT COMMUNITY SERVICE GROUP (CSG) APPLICATION FORM

The Pleasant Valley Recreation and Park District Board of Directors may authorize co-sponsorship of a community organization, taking under consideration the following definition:

The requesting organization must be a community based, non-profit organization dedicated to providing youth programs as a benefit to the Camarillo community.

1. A current copy of the organization by-laws.
2. The organization must have a governing body (i.e. board of directors.)
3. The organization must be able to provide non-profit status.
4. The organization must provide District Staff with a Certificate of Insurance with a separate endorsement page for a minimum of one million dollars (\$1,000,000) liability.
5. The organization will request all facilities (Park District and School District) facilities through the Sports Supervisor.
6. The organization shall be responsible for their program and fiscal operations.
7. Proposed by-law changes will be submitted to the District for review prior to adoption.
8. A District staff member will serve as a liaison with the organization.
9. The District may review organization minutes and financial records. Copies of these reports which are reproduced shall be submitted to the staff liaison person.
10. District Staff will annually meet with the Community Service Group and review the Community Service Group Agreement Form (attached). Upon review the president of the organization and the General Manager of the District will sign the agreement.
11. The District may ask for a yearly review of tax returns from the organization.
12. The District may limit the size (participants or teams) of the organization based on facility availability.

The Board of Directors may reject the organization from becoming a Community Service Group based on:

- A) Existing programs already serving community needs
- B) Available Facilities

Adopted October 1, 2008

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
APPLICATION FORM**

Name of Group: _____

Name	Address	Phone:
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Organization President: _____

Organization Vice President: _____

Organization Secretary: _____

Organization Treasurer: _____

Other Organization Officers: _____

1) Purpose of organization: _____

2) Official Governing Body overseeing organization (i.e. AYSO, PONY, ASA, Pop Warner, etc...)

3) Number of Participants in the organization: _____

4) Organization by-laws attached? _____

5) Proof of non-profit status attached? _____

6) Is a copy of current insurance certificate attached? _____

7) Is a roster of participants attached? _____

8) Why does your organization wish to be considered as a Community Service Group?

9) What service does your organization provide to the PVRPD community? _____

10) Please list the facility (or facilities) is/are your organization currently using? _____

11) How often does your organizational board meet? _____

12) When does your organizational board meet? _____

13) Where does your organizational board hold meetings? _____

14) Does your organization have a primary season or is it a year round program?

15) Is your organization willing and able to contribute financial assistance to the District in an effort to maintain, repair or enhance your facility, if one is provided for you? (Circle one) Yes No

16) What system does your organization use in doing back ground checks for coaches and other volunteers?



**PLEASANT VALLEY RECREATION AND PARK DISTRICT
COMMUNITY SERVICE GROUP
FINANCIAL STATEMENT**

Name of Organization: _____

Last year's Financial Statement (actuals)

Proposed Budget

Date of Fiscal Year: _____

Date of Fiscal Year: _____

Beginning Balance: \$ _____
(Include all accounts, i.e savings and CDs)

Beginning Balance: \$ _____
(Include all accounts, i.e savings and CDs)

Revenue:

Registration: \$ _____
Tournaments/Events: \$ _____
Fundraisers: \$ _____
Snack Bar: \$ _____
Interest: \$ _____
Miscellaneous Income: \$ _____
Total Revenue: \$ _____

Revenue:

Registration: \$ _____
Tournaments/Events: \$ _____
Fundraisers: \$ _____
Snack Bar: \$ _____
Interest: \$ _____
Miscellaneous Income: \$ _____
Total Revenue: \$ _____

Expenses:

Admin Expenses: \$ _____
Advertising: \$ _____
Awards: \$ _____
Equipment: \$ _____
Insurance: \$ _____
Licensing/Membership: \$ _____
Maintenance (field/facility): \$ _____
Miscellaneous: \$ _____
Online registration: \$ _____
Paid Staff: \$ _____
Professional Services: \$ _____
Refunds: \$ _____
Rentals: \$ _____
School District: \$ _____
Snack Bar Resale: \$ _____
Supplies: \$ _____
Tournament Entries: \$ _____
Uniforms: \$ _____
Contingency: \$ _____
Total Expense: \$ _____

Expenses:

Admin Expenses: \$ _____
Advertising: \$ _____
Equipment: \$ _____
Equipment: \$ _____
Insurance: \$ _____
Licensing/Membership: \$ _____
Maintenance (field/facility): \$ _____
Miscellaneous: \$ _____
Online registration: \$ _____
Paid Staff: \$ _____
Professional Services: \$ _____
Refunds: \$ _____
Rentals: \$ _____
School District: \$ _____
Snack Bar Resale: \$ _____
Supplies: \$ _____
Tournament Entries: \$ _____
Uniforms: \$ _____
Contingency: \$ _____
Total Expense: \$ _____

Ending Balance: \$ _____

Ending Balance: \$ _____

List Savings/CDs/Investments here:

List Savings/CDs/Investments here:

Savings Account \$ _____
CD Account ___ month \$ _____
CD Account ___ month \$ _____
Investment Account \$ _____
Other Account \$ _____
Total Other Accounts
Checking + other \$ _____

Savings Account \$ _____
CD Account ___ month \$ _____
CD Account ___ month \$ _____
Investment Account \$ _____
Other Account \$ _____
Total Other Accounts
Checking + other \$ _____

APPLICATION FORM

Name of Group: MSA FC

Name Address Phone:

Organization President: Steve Monka 504 Avocado Place, Camarillo 93010 8054324522

Organization Vice President: Elizabeth Brooks 4620 Marissa Way Camarillo 93012 8057540388

Organization Secretary: Sean Gordon 1878 Hobart St. Camarillo 93010 8054058710

Organization Treasurer: Justin Davidson 775 Arneill Rd Camarillo 93010 8054445855

Other Organization Officers: n/a

1) Purpose of organization: MSA FC is a 501(c)(3) non-profit organization dedicated to serving the needs of youth around Camarillo and the world. Integrating sports programs with engaging leadership, MSA FC is available with experienced and dedicated staff members to respond to various talents and interests. Our staff will provide a high level of soccer training, fitness, and promote honest integrity through a serious work ethic.

2) Official Governing Body overseeing organization (i.e. AYSO, PONY, ASA, Pop Warner, etc...)

CalSouth Youth Soccer

3) Number of Participants in the organization: Presently 65 estimated by April 2016 150

4) Organization by-laws attached? Yes

5) Proof of non-profit status attached? Yes

6) Is a copy of current insurance certificate attached? Yes

7) Is a roster of participants attached? Yes

8) Why does your organization wish to be considered as a Community Service Group?

MSA FC desires formal recognition as a Camarillo Community Service Group to continue enriching the lives of youth in Camarillo by providing after school and weekend programs in our community. MSA FC's mission is supported by the following four pillars of youth growth: Health & Well-being, Character Development, Leadership, and Sportsmanship. Inspired by, and in harmony with, these pillars, MSA FC will establish a sustainable program for all participants in the City of Camarillo.

9) What service does your organization provide to the PVRPD community?

MSA FC's four pillars of growth provides youth in the City of Camarillo with a sustainable community program that is aligned with PVPRD's mission statement to provide programs focused on leisure, recreational and athletic activities for residents through the game of soccer. MSA FC's community program is also aligned PVPRD's 5 year Strategic Plan to provide a balance of programs and facilities, addressing demographic changes, organizational

health, and collaborating with partner agencies. With 82% of MSA FC's participants residing in Camarillo, MSA FC believes that its community program will provide another opportunity for children to develop as individuals through competition in team play.

10) Please list the facility (or facilities) is/are your organization currently using? _____

Woodcreek Park (Tierra Linda) & Private Field

11) How often does your organizational board meet? Annually

12) When does your organizational board meet? First week in May of each year

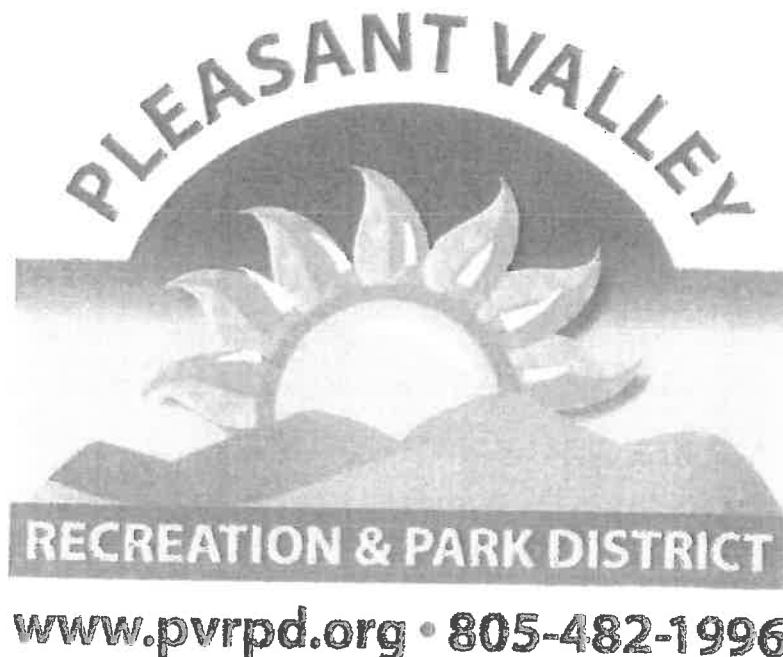
13) Where does your organizational board hold meetings? Corporate Office, 504 Avocado Pl. Camarillo

14) Does your organization have a primary season or is it a year round program? Year round program

15) Is your organization willing and able to contribute financial assistance to the District in an effort to maintain, repair or enhance your facility, if one is provided for you? (Circle one) Yes No

16) What system does your organization use in doing back ground checks for coaches and other volunteers?

LiveScan - California Department of Justice



**PLEASANT VALLEY RECREATION AND PARK DISTRICT
COMMUNITY SERVICE GROUP
FINANCIAL STATEMENT**

Name of Organization: MSA FC

Last year's Financial Statement (actuals)

Proposed Budget

Date of Fiscal Year: n/a _____

Date of Fiscal Year: 12-31-15

Beginning Balance: \$ _____
(Include all accounts, i.e savings and CDs)

Beginning Balance: \$ 0 _____
(Include all accounts, i.e savings and CDs)

Revenue:
Registration: \$ _____
Tournaments/Events: \$ _____
Fundraisers: \$ _____
Snack Bar: \$ _____
Interest: \$ _____
Miscellaneous Income: \$ _____
Total Revenue: \$ _____

Revenue:
Registration: \$157,000
Tournaments/Events: \$ _____
Fundraisers: \$5,000
Snack Bar: \$ _____
Interest: \$ _____
Miscellaneous Income: \$2,500
Total Revenue: \$157,500

Expenses: \$ _____
Admin Expenses: \$ _____
Advertising: \$ _____
Awards: \$ _____
Equipment: \$ _____
Insurance: \$ _____
Licensing/Membership: \$ _____
Maintenance (field/facility): \$ _____
Miscellaneous: \$ _____
Online registration: \$ _____
Paid Staff: \$ _____
Professional Services: \$ _____
Refunds: \$ _____
Rentals: \$ _____
School District: \$ _____
Snack Bar Resale: \$ _____
Supplies: \$ _____
Tournament Entries: \$ _____
Uniforms: \$ _____
Contingency: \$ _____
Total Expense: \$ _____

Expenses: \$ _____
Admin Expenses: \$8,700
Advertising: \$1,300
Equipment: \$4,900
Equipment: \$ _____
Insurance: \$ _____
Licensing/Membership: \$5,105
Maintenance (field/facility): \$23,000
Miscellaneous: \$750
Online registration: \$ _____
Paid Staff: \$ _____
Professional Services: \$97,500
Refunds: \$ _____
Rentals: \$ _____
School District: \$ _____
Snack Bar Resale: \$ _____
Supplies: \$ _____
Tournament Entries: \$ _____
Uniforms: \$15,600
Contingency: \$13,500
Total Expense: \$156,855

Ending Balance: \$ _____

Ending Balance: \$645 _____

List Savings/CDs/Investments here:	List Savings/CDs/Investments here:
Savings Account \$ _____	Savings Account \$13,500 _____
CD Account ___ month \$ _____	CD Account ___ month \$ _____
CD Account ___ month \$ _____	CD Account ___ month \$ _____
Investment Account \$ _____	Investment Account \$ _____
Other Account \$ _____	Other Account \$ _____
Total Other Accounts	Total Other Accounts
Checking + other \$ _____	Checking + other \$ 645 _____

**BYLAWS
OF
LIFE SPORTS MINISTRIES INTERNATIONAL
A CALIFORNIA PUBLIC BENEFIT CORPORATION**

**ARTICLE I
NAME/PURPOSE**

Section 1. NAME

The name of the organization shall be Life Sports Ministries International. It shall be a nonprofit organized in compliance with the laws of the State of California.

Section 2. PURPOSE

The primary objectives and purposes of this corporation shall be to develop Christ centered character through sports education, training, competitive play and Christian outreach by serving the spiritual and emotional needs of youth. Life Sports Ministries International will assemble and train sports teams of all ages to compete in established youth and adult sports associations; focus on training participating athletes in sports fundamentals, skill development, teamwork, sportsmanship, and Christ-centered character development; and conduct Christian outreach locally and abroad to underserved communities that have an interest in partaking in sports activities. Life Sports Ministries is interested in the long-term to establish a sports league that comports with Christian values.

**ARTICLE II
DIRECTORS**

Section 1. BOARD ROLE, SIZE, AND COMPENSATION

The board is responsible for overall policy and direction of the organization, and delegates responsibility of day-to-day operations to the staff and committees. The number of authorized directors of the Corporation shall be fixed from time to time by the Board. The board shall have up to 7, but not fewer than 3 members. The board receives no compensation other than reasonable expenses.

Section 2. TERMS

All board members shall serve one-year terms, but are eligible for re-election. The Founder of Life Sports Ministries International is Steve Monka and he shall have a permanent seat on the Board of Directors until voluntary resignation or death.

Section 3. MEETINGS AND NOTICE

The board shall meet at least annually the first week in May at an agreed upon time and place. An official board meeting requires that each board member have written notice at least two weeks in advance. Notice may be given to each director via mail, fax or e-mail.

Section 4. BOARD ELECTIONS

During the last quarter of each fiscal year of the corporation, the board shall elect directors to replace those whose terms will expire at the end of the fiscal year. The secretary must receive nominations for new members from current board members at least two weeks in advance of a board meeting. These nominations shall be sent out to board members with the regular board

meeting announcement, to be voted upon at the next board meeting. This election shall take place during a regular meeting of the directors, called in accordance with the provisions of these bylaws.

Section 5. ELECTION PROCEDURES

New directors shall be elected by a majority of directors present at such a meeting, provided there is a quorum present. Directors so elected shall serve a term beginning on the first day of the next fiscal year.

Section 6. QUORUM

A majority of the authorized number of Directors shall constitute a quorum for the transaction of business, except to adjourn. All decisions will be by majority vote of those present at a meeting at which a quorum is present. If less than a majority of the directors is present at said meeting, a majority of the directors present may adjourn the meeting on occasion without further notice.

Section 7. OFFICERS AND DUTIES

There shall be four officers of the board, consisting of a president, vice president, secretary and treasurer. Any number of offices may be held by the same person, except that no person serving as the secretary, the treasurer, or the chief financial officer may serve concurrently as the president or chair of the board. Their duties are as follows:

The President has the day-to-day responsibilities for the organization, including carrying out the organization's goals and policies, report on the progress of the organization, and convene regularly scheduled board meetings.

The Vice-President shall preside at meetings of the Board of Directors in the absence of or request of the President. The Vice-President shall perform other duties as requested and assigned by the President, subject to the control of the Board of Directors.

The Secretary shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes to each board member, and assuring that corporate records are maintained.

The Treasurer shall make a report at each board meetings. The treasurer shall assist in the preparation of the budget, and make financial information available to board members and the public.

Section 8. COMPENSATION

The salaries of the officers, if any, shall be fixed from time to time by resolution of the board of directors, and no officer shall be prevented from receiving such salary by reason of the fact that he or she is also a director of the corporation, provided, however, that such compensation paid a director for serving as an officer of this corporation shall only be allowed if permitted under California law. In all cases, any salaries received by officers of this corporation shall be reasonable and given in return for services actually rendered for the corporation which relate to the performance of the charitable or public purposes of this corporation. All officer salaries shall be approved in advance in accordance with this corporation's conflict of interest policy.

Section 9. REMOVAL AND RESIGNATION

Any officer may be removed, either with or without cause, by the board of directors, at any time. Any officer may resign at any time by giving written notice to the board of directors or to the president or secretary of the corporation. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. The above provisions of this Section shall be superseded by any conflicting terms of a contract which has been approved or ratified by the board of directors relating to the employment of any officer of the corporation.

Section 10. PAID STAFF

The Board of Directors may hire such paid staff as they deem proper and necessary for the operations of the Corporation. The powers and duties of the paid staff shall be as assigned or as delegated to be assigned by the Board.

Section 11. VACANCIES

A vacancy or vacancies on the Board of Directors shall be deemed to exist on the occurrence of the following: (i) the death, resignation, or removal of any director; (ii) the declaration by resolution of the Board of Directors of a vacancy in the office of a director who has been declared of unsound mind by an order of court or convicted of a felony or has been found by final order or judgment of any court to have breached a duty under the California Nonprofit Corporation Law.

When a vacancy on the board exists mid-term, the secretary must receive nominations for new members from current members at least two weeks in advance of a board meeting. These nominations shall be sent out to board members with the regular board meeting announcement, to be voted upon at the next board meeting. These vacancies will be filled only to the end of the particular board member's term.

Section 12. RESIGNATION, TERMINATION, AND ABSENCES

Resignation from the board must be in writing and received by the secretary. A board member shall be terminated from the board due to excess absences, more than two unexcused absences from board meetings in a year. A board member may be removed for other reasons by a three-fourth vote of the remaining directors.

Section 13. SPECIAL MEETINGS

Special meetings of the board shall be called upon the request of the chair, or one-third of the board. The secretary shall send out notices of special meetings to each board member at least two weeks in advance.

Section 14. NON-LIABILITY OF DIRECTORS

The Directors shall not be personally liable for the debts, liabilities, or other obligations of the Corporation.

Section 15. REIMBURSEMENT

Directors shall serve without compensation with the exception that expenses incurred in the furtherance of the Corporation's business are allowed to be reimbursed with documentation and prior approval. In addition, Directors serving the organization in any other capacity, such as staff, are allowed to receive compensation therefore.

Section 16. COMMITTEES

The board may create committees as needed, such as fundraising, public relations, data collection, etc. The size, duration, and responsibilities of such committees shall be established by the Board. The board president appoints all committee chairs.

**ARTICLE III
CORPORATE RECORDS & FINANCES**

Section 1. EXECUTION OF INSTRUMENTS

The board of directors, except as otherwise provided in these bylaws, may by resolution authorize any officer or agent of the corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

Section 2. CHECKS AND NOTES

Except as otherwise specifically determined by resolution of the board of directors, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation shall be signed by the treasurer and/or countersigned by the president of the corporation.

Section 3. DEPOSITS

All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the board of directors may select.

Section 4. GIFTS

The board of directors may accept on behalf of the corporation any contribution, gift, bequest, or devise for the charitable or public purposes of this corporation.

Section 5. MAINTENANCE OF CORPORATE RECORDS

The corporation shall keep at its principal office in the State of California:

(a) Minutes of all meetings of directors, committees of the board, and, if this corporation has members, of all meetings of members, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof;

(b) Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains, and losses;

(c) A record of its members, if any, indicating their names and addresses and, if applicable, the class of membership held by each member and the termination date of any membership;

(d) A copy of the corporation's articles of incorporation and bylaws as amended to date, which shall be open to inspection by the members, if any, of the corporation at all reasonable times during office hours.

Section 6. ANNUAL REPORT

The Treasurer shall prepare an annual report; to be furnished no later than 120 days after the close of the fiscal year to all members of the Corporation. The report shall include:

- a. Asset and liabilities of the Corporation
- b. Principal changes in assets and liabilities
- c. Revenue of the Corporation
- d. Expenses of the Corporation

The annual report shall be accompanied by any report thereon of independent accountants, or, if there is no such report, the certificate of an authorized officer of the corporation that such statements were prepared without audit from the books and records of the corporation.

Section 7. INSPECTION OF BOOKS AND RECORDS

All accounting books and records, membership list of the Corporation shall be subject to the inspection of any member at the offices of the Corporation for any purpose reasonably related to the member's interest. The Board may establish reasonable rules with respect to: (i) notice of inspection, (ii) hours and days of the week when inspection may be made and (iii) payment of the cost of reproducing copies of documents requested by the member.

Section 8. FISCAL YEAR OF THE CORPORATION

The fiscal year of the corporation shall begin on the first of January and end on the 31st of December in each year.

ARTICLE IV INDEMNIFICATION

Section 1. INDEMNIFICATION

Every member of the Board of Directors, officer or employee of the Corporation may be indemnified by the corporation against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, officer or employee in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board, officer, or employee of the corporation, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the

event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the corporation. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board, officer or employee is entitled.

ARTICLE V BYLAWS AMENDMENT PROCEDURE

Section 1. AMENDMENTS

Subject to any provision of law applicable to the amendment of bylaws of public benefit nonprofit corporations, these Bylaws, or any of them, may be altered, amended, or repealed and new Bylaws adopted as follows. These Bylaws may be amended when necessary by two-thirds majority of the board of directors. Any amendment to the Bylaws shall become effective immediately upon approval by the members. The Secretary shall certify to adoption of any duly approved amendment to the Bylaws and a copy of the certificate and amendments shall be included in the Corporation's corporate records.

ARTICLE VI CONFLICT OF INTEREST AND COMPENSATION APPROVAL POLICIES

SECTION 1. PURPOSE OF CONFLICT OF INTEREST POLICY

The purpose of this conflict of interest policy is to protect this tax-exempt corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the corporation or any "disqualified person" as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations and which might result in a possible "excess benefit transaction" as defined in Section 4958(c)(1)(A) of the Internal Revenue Code and as amplified by Section 53.4958 of the IRS Regulations. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

SECTION 2. DEFINITIONS

(a) Interested Person.

Any director, principal officer, member of a committee with governing board delegated powers, or any other person who is a "disqualified person" as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations, who has a direct or indirect financial interest, as defined below, is an interested person.

(b) Financial Interest.

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- (1) an ownership or investment interest in any entity with which the corporation has a transaction or arrangement,
- (2) a compensation arrangement with the corporation or with any entity or individual with which the corporation has a transaction or arrangement, or

- (3) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3, paragraph b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

SECTION 3. CONFLICT OF INTEREST AVOIDANCE PRODEDURES

(a) Duty to Disclose.

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

(b) Determining Whether a Conflict of Interest Exists.

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

(c) Procedures for Addressing the Conflict of Interest.

An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

After exercising due diligence, the governing board or committee shall determine whether the corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

(d) Violations of the Conflicts of Interest Policy.

If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

SECTION 4. RECORDS OF BOARD AND BOARD COMMITTEE PROCEEDINGS

The minutes of meetings of the governing board and all committees with board delegated powers shall contain:

- (a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- (b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

SECTION 5. COMPENSATION APPROVAL POLICIES

A voting member of the governing board who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member's compensation.

A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member's compensation.

No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

When approving compensation for directors, officers and employees, contractors, and any other compensation contract or arrangement, in addition to complying with the conflict of interest requirements and policies contained in the preceding and following sections of this article as well as the preceding paragraphs of this section of this article, the board or a duly constituted compensation committee of the board shall also comply with the following additional requirements and procedures:

- (a) the terms of compensation shall be approved by the board or compensation committee prior to the first payment of compensation.
- (b) all members of the board or compensation committee who approve compensation arrangements must not have a conflict of interest with respect to the compensation arrangement as specified in IRS Regulation Section 53.4958-6(c)(iii), which generally requires that each board member or committee member approving a compensation arrangement between this organization and a "disqualified person" (as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations):

1. is not the person who is the subject of compensation arrangement, or a family member of such person;
2. is not in an employment relationship subject to the direction or control of the person who is the subject of compensation arrangement
3. does not receive compensation or other payments subject to approval by the person who is the subject of compensation arrangement
4. has no material financial interest affected by the compensation arrangement; and
5. does not approve a transaction providing economic benefits to the person who is the subject of the compensation arrangement, who in turn has approved or will approve a transaction providing benefits to the board or committee member.

(c) the board or compensation committee shall obtain and rely upon appropriate data as to comparability prior to approving the terms of compensation. Appropriate data may include the following:

1. compensation levels paid by similarly situated organizations, both taxable and tax-exempt, for functionally comparable positions. "Similarly situated" organizations are those of a similar size and purpose and with similar resources
2. the availability of similar services in the geographic area of this organization
3. current compensation surveys compiled by independent firms
4. actual written offers from similar institutions competing for the services of the person who is the subject of the compensation arrangement.

As allowed by IRS Regulation 4958-6, if this organization has average annual gross receipts (including contributions) for its three prior tax years of less than \$1 million, the board or compensation committee will have obtained and relied upon appropriate data as to comparability if it obtains and relies upon data on compensation paid by three comparable organizations in the same or similar communities for similar services.

(d) the terms of compensation and the basis for approving them shall be recorded in written minutes of the meeting of the board or compensation committee that approved the compensation. Such documentation shall include:

1. the terms of the compensation arrangement and the date it was approved
2. the members of the board or compensation committee who were present during debate on the transaction, those who voted on it, and the votes cast by each board or committee member
3. the comparability data obtained and relied upon and how the data was obtained.
4. If the board or compensation committee determines that reasonable compensation for a specific position in this organization or for providing services under any other compensation arrangement with this organization is higher or lower than the range of comparability data obtained, the board or committee shall record in the minutes of the meeting the basis for its determination.
5. If the board or committee makes adjustments to comparability data due to geographic area or other specific conditions, these adjustments and the reasons for them shall be recorded in the minutes of the board or committee meeting.

6. any actions taken with respect to determining if a board or committee member had a conflict of interest with respect to the compensation arrangement, and if so, actions taken to make sure the member with the conflict of interest did not affect or participate in the approval of the transaction (for example, a notation in the records that after a finding of conflict of interest by a member, the member with the conflict of interest was asked to, and did, leave the meeting prior to a discussion of the compensation arrangement and a taking of the votes to approve the arrangement).
7. The minutes of board or committee meetings at which compensation arrangements are approved must be prepared before the later of the date of the next board or committee meeting or 60 days after the final actions of the board or committee are taken with respect to the approval of the compensation arrangements. The minutes must be reviewed and approved by the board and committee as reasonable, accurate, and complete within a reasonable period thereafter, normally prior to or at the next board or committee meeting following final action on the arrangement by the board or committee.

SECTION 6. ANNUAL STATEMENTS

Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- (a) has received a copy of the conflicts of interest policy,
- (b) has read and understands the policy,
- (c) has agreed to comply with the policy, and
- (d) understands the corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

SECTION 7. PERIODIC REVIEWS

To ensure the corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- (a) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's-length bargaining.
- (b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

SECTION 8. USE OF OUTSIDE EXPERTS

When conducting the periodic reviews as provided for in Section 7, the corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

WRITTEN CONSENT OF DIRECTORS ADOPTING BYLAWS

We, the undersigned, are all of the persons acting as the initial directors of Life Sports Ministries International, a California nonprofit corporation, and, pursuant to the authority granted to the directors by these bylaws to take action by unanimous written consent without a meeting, consent to, and hereby do, adopt the foregoing bylaws, consisting of eleven pages, as the bylaws of this corporation.

Dated: 5/16/13

STEPHEN P. MONKA

SP Monka, Director

JUSTIN DAVIDSON

Justin Davidson, Director

SEAN GORDON

Sean Gordon, Director

CERTIFICATE

This is to certify that the foregoing is a true and correct copy of the bylaws of the corporation named in the title thereto and that such bylaws were duly adopted by the board of directors of said corporation on the date set forth below.

Dated: 5/16/2013

SEAN GORDON

Sean Gordon, Secretary

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: AUG 17 2014

LIFE SPORTS MINISTRIES
INTERNATIONAL
504 AVOCADO PL
CAMARILLO, CA 93010

Employer Identification Number:
46-2766806
DLN:
17053158345043
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
March 18, 2013
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947



CERTIFICATE OF LIABILITY INSURANCE

0759

DATE (MM/DD/YYYY)

5/1/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Insurance Services of Georgia, Inc. One Glenlake, Suite 1100 Atlanta, GA 30328	CONTACT NAME:	
	PHONE (A/C, Ho, Ext):	FAX (A/C, No):
www.willis.com	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED California State Soccer Association - South (Cal South Youth) 1029 South Placentia Avenue Fullerton CA 92831	INSURER A:	Philadelphia Indemnity Insurance Company NAIC # 18058
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 24534083

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD / WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Athletic Participant <input checked="" type="checkbox"/> Legal Liab. GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	PHPK1210843	9/1/2014	9/1/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000* PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/PIOP AGG \$ 3,000,000 Abuse & Molestation \$ 1,000,000 Per Occ
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> HIRED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		PHUB468948	9/1/2014	9/1/2015	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

LEAGUE: 0759 LEAGUE NAME: MSA FC ADDRESS: 504 Avocado Place Camarillo Ca 93010

*Med Pay applies for spectators only. Certificate Holder is an additional insured as respects CalSouth Youth sanctioned events only where required.

CERTIFICATE HOLDER

0759

Pleasant Valley Recreation and Park District
Camarillo, California
1605 E. Burnley Street
Camarillo CA 93010

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Terry Michellitch

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ACORD 25 (2014/01)

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CERT NO.: 24534083 Stephen Monka 5/1/2015 3:37:17 PM (PDT) Page 1 of 5
This certificate cancels and supersedes ALL previously issued certificates.

256/567

California State Soccer Association – South
(Cal South Youth)

PI-MANU-1 (01/00)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

Primary and Noncontributory as required by contract

Where required by contract, coverage provided under the PI AS 010 Additional Insured coverage form is Primary and Noncontributory.

Pleasant Valley Recreation and Park District
Camarillo, California
1605 E. Burnley Street
Camarillo CA 93010

All other terms and conditions of this Policy remain unchanged.

Page 1 of 1

California State Soccer Association – South
(Cal South Youth)

POLICY NUMBER: PHPK901253

COMMERCIAL GENERAL LIABILITY
CG 20 11 01 96

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – MANAGERS OR LESSORS OF
PREMISES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

- 1. Designation of Premises (Part Leased to You):
- 2. Name of Person or Organization (Additional Insured):
- 3. Additional Premium:

(If no entry appears above, the information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

- 1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
- 2. Structural alterations, new construction or demolition operations performed by or on behalf of the person or organization shown in the Schedule.

Pleasant Valley Recreation and Park District
Camarillo, California
1605 E. Burnley Street
Camarillo CA 93010



PLEASANT VALLEY RECREATION AND PARK DISTRICT

1605 E. Burnley St., Camarillo, CA 93010
Phone: (805) 482-1996 Fax: (805) 482-3468
www.pvrpd.org

BOARD OF DIRECTORS

Elaine Magner
Mike Mishler
Neal Dixon
Mark Malloy
Robert Kelley

GENERAL MANAGER

MARY OTTEN

June 22, 2015

Steve Monka
MSA FC
504 Avocado Place
Camarillo, CA 93010

Dear Steve,

Thank you for your Community Service Group application. The district is committed to providing a variety of leisure, recreational and athletic activities to our community. The District's Community Service groups range from a variety of youth sports, to a community band, and even a group representing dog owners. In addition to the review of community service group applications, the district considers other factors such as (but not limited to) facility availability, potential scheduling conflicts, duplication of specialized interests, seasons of use, periods of rest, and facility maintenance/repairs, etc.

After review of your application, we see you are asking for the District to consider your soccer club as a community service group. As you are aware, the district already recognizes two soccer organizations (a recreational type organization and a more specialized competitive organization) as community service groups. Due to the MSA FC representing the same interests as the two existing organizations, district staff is denying your application to be a community service group. With that said, you are welcome to continue to rent field space for your club. Our rental application is available online at www.pvrpd.org.

Please feel free to contact me with any questions. If you are not in agreement with this recommendation you are more than welcome to either contact myself or our General Manager Mary Otten.

Amy Stewart
Recreation Services Manager
Pleasant Valley Recreation and Park District

Cc: Mary Otten, General Manager & PVRPD Board of Directors



PLEASANT VALLEY RECREATION AND PARK DISTRICT COMMUNITY SERVICE GROUP (CSG) APPLICATION FORM

The Pleasant Valley Recreation and Park District Board of Directors may authorize co-sponsorship of a community organization, taking under consideration the following definition:

The requesting organization must be a community based, non-profit organization dedicated to providing youth programs as a benefit to the Camarillo community.

1. A current copy of the organization by-laws.
2. The organization must have a governing body (i.e. board of directors.)
3. The organization must be able to provide non-profit status.
4. The organization must provide District Staff with a Certificate of Insurance with a separate endorsement page for a minimum of one million dollars (\$1,000,000) liability.
5. The organization will request all facilities (Park District and School District) facilities through the Sports Supervisor.
6. The organization shall be responsible for their program and fiscal operations.
7. Proposed by-law changes will be submitted to the District for review prior to adoption.
8. A District staff member will serve as a liaison with the organization.
9. The District may review organization minutes and financial records. Copies of these reports which are reproduced shall be submitted to the staff liaison person.
10. District Staff will annually meet with the Community Service Group and review the Community Service Group Agreement Form (attached). Upon review the president of the organization and the General Manager of the District will sign the agreement.
11. The District may ask for a yearly review of tax returns from the organization.
12. The District may limit the size (participants or teams) of the organization based on facility availability.

The Board of Directors may reject the organization from becoming a Community Service Group based on:

- A) Existing programs already serving community needs
- B) Available Facilities

Adopted October 1, 2008

PLEASANT VALLEY RECREATION AND PARK DISTRICT

APPLICATION FORM

Name of Group: MSA FC

Name Address Phone:

Organization President: Steve Monka 504 Avocado Place, Camarillo 93010 8054324522

Organization Vice President: Elizabeth Brooks 4620 Marissa Way Camarillo 93012 8057540388

Organization Secretary: Sean Gordon 3234 SE 68th Ave. Portland, OR 97206 8054058710

Organization Treasurer: Justin Davidson 775 Arneill Rd Camarillo 93010 8054445855

Other Organization Officers: n/a

1) Purpose of organization: MSA FC is a 501(c)(3) non-profit organization dedicated to serving the needs of youth around Camarillo and the world. Integrating sports programs with engaging leadership, MSA FC is available with experienced and dedicated staff members to respond to various talents and interests. Our staff will provide a high level of soccer training, fitness, and promote honest integrity through a serious work ethic.

2) Official Governing Body overseeing organization (i.e. AYSO, PONY, ASA, Pop Warner, etc...)

Cal South Youth Soccer

3) Number of Participants in the organization: Presently 153

4) Organization by-laws attached? Yes

5) Proof of non-profit status attached? Yes

6) Is a copy of current insurance certificate attached? Yes

7) Is a roster of participants attached? Available on Request

8) Why does your organization wish to be considered as a Community Service Group?

MSA FC desires formal recognition as a Camarillo Community Service Group to continue enriching the lives of youth in Camarillo by providing after school and weekend programs in our community. MSA FC's mission is supported by the following four pillars of youth growth: Health & Well-being, Character Development, Leadership, and Sportsmanship. Inspired by, and in harmony with, these pillars, MSA FC will establish a sustainable program for all participants in the City of Camarillo.

9) What service does your organization provide to the PVRPD community?

MSA FC's four pillars of growth provides youth in the City of Camarillo with a sustainable community program that is aligned with PVRPD's mission statement to provide programs focused on leisure, recreational and athletic activities for residents through the game of soccer. MSA FC's community program is also aligned PVRPD's 5 year Strategic Plan to provide a balance of programs and facilities, addressing demographic changes, organizational

health, and collaborating with partner agencies. MSA FC is the only Camarillo based 501(c)3 non-profit organization offering competitive, developmental and united teams to Camarillo and Ventura County families. With more than 70% of MSA FC's participants residing in Camarillo, MSA FC believes that its community program will provide another opportunity for children to develop as individuals through competition in team play.

10) Please list the facility (or facilities) is/are your organization currently using? _____

Private Field & Woodcreek

11) How often does your organizational board meet? Annually

12) When does your organizational board meet? First week in May of each year

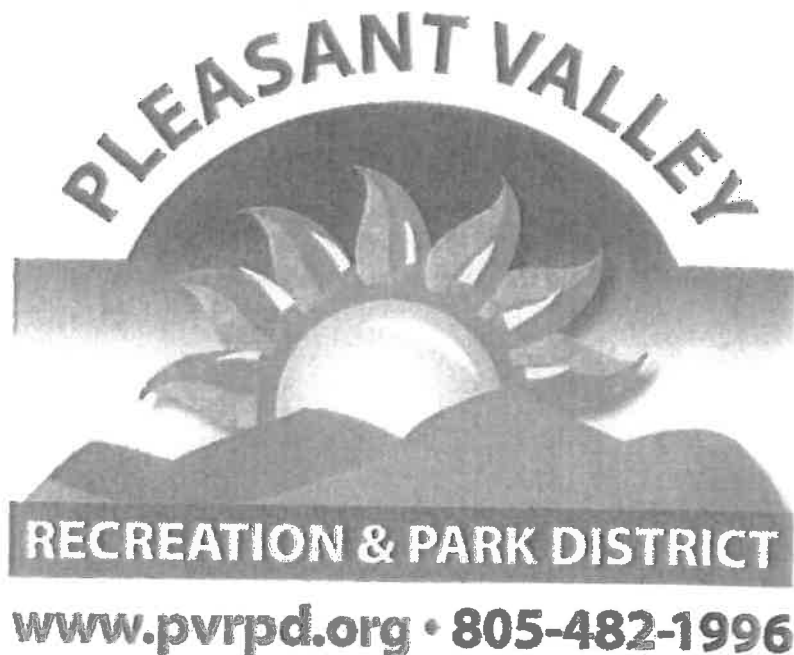
13) Where does your organizational board hold meetings? Corporate Office, 504 Avocado Pl, Camarillo

14) Does your organization have a primary season or is it a year round program? Year round program

15) Is your organization willing and able to contribute financial assistance to the District in an effort to maintain, repair or enhance your facility, if one is provided for you? (Circle one) Yes No

16) What system does your organization use in doing back ground checks for coaches and other volunteers?

LiveScan - California Department of Justice



**PLEASANT VALLEY RECREATION AND PARK DISTRICT
COMMUNITY SERVICE GROUP
FINANCIAL STATEMENT**

Name of Organization: MSA FC

Last year's Financial Statement (actuals)

Proposed Budget

Date of Fiscal Year: 12-31-20

Date of Fiscal Year: 12-31-21

Beginning Balance: \$134,983
(Include all accounts, i.e savings and CDs)

Beginning Balance: \$ 148,719
(Include all accounts, i.e savings and CDs)

Revenue:

Registration: \$171,577
Tournaments/Events: \$
Fundraisers: \$23,667
Snack Bar: \$
Interest: \$
Miscellaneous Income: \$1,386
Total Revenue: \$196,630

Revenue:

Registration: \$187,000
Tournaments/Events: \$
Fundraisers: \$8,000
Snack Bar: \$
Interest: \$
Miscellaneous Income: \$4,000
Total Revenue: \$199,000

Expenses:

Admin Expenses: \$19,124
Advertising: \$1,148
Awards: \$
Equipment: \$
Insurance: \$
Licensing/Membership: \$3,620
Facility/ Field Maint - Private \$15,492
Miscellaneous: \$
Online registration: \$
Paid Staff: Trainers \$105,580
Professional Services: \$24,142
Refunds: \$
Rentals: Woodcreek + Various Others \$9,078
School District: \$
Snack Bar Resale: \$
Supplies: \$
Tournament Entries: \$4,710
Uniforms: \$
Contingency: \$
Total Expense: \$182,894

Expenses:

Admin Expenses: \$12,000
Advertising: \$1,500
Equipment: \$5,000
Equipment: \$
Insurance: \$
Licensing/Membership: \$3,500
Maintenance (field/facility): \$15,000
Miscellaneous: \$
Online registration: \$
Paid Staff: \$110,000
Professional Services: \$30,000
Refunds: \$
Rentals: \$
School District: \$
Snack Bar Resale: \$
Supplies: \$10,000
Tournament Entries: \$7,000
Uniforms: \$
Contingency: \$5,000
Total Expense: \$199,000

Ending Balance: \$148,719

Ending Balance: \$148,719

List Savings/CDs/Investments here:
Savings Account \$95,032
CD Account ___ month \$
CD Account ___ month \$
Investment Account \$
Other Account \$
Total Other Accounts
Checking + other \$148,719

List Savings/CDs/Investments here:
Savings Account \$95,032
CD Account ___ month \$
CD Account ___ month \$
Investment Account \$
Other Account \$
Total Other Accounts
Checking + other \$ 148,719

**BYLAWS
OF
LIFE SPORTS MINISTRIES INTERNATIONAL
A CALIFORNIA PUBLIC BENEFIT CORPORATION**

**ARTICLE I
NAME/PURPOSE**

Section 1. NAME

The name of the organization shall be Life Sports Ministries International. It shall be a nonprofit organized in compliance with the laws of the State of California.

Section 2. PURPOSE

The primary objectives and purposes of this corporation shall be to develop Christ centered character through sports education, training, competitive play and Christian outreach by serving the spiritual and emotional needs of youth. Life Sports Ministries International will assemble and train sports teams of all ages to compete in established youth and adult sports associations; focus on training participating athletes in sports fundamentals, skill development, teamwork, sportsmanship, and Christ-centered character development; and conduct Christian outreach locally and abroad to underserved communities that have an interest in partaking in sports activities. Life Sports Ministries is interested in the long-term to establish a sports league that comports with Christian values.

**ARTICLE II
DIRECTORS**

Section 1. BOARD ROLE, SIZE, AND COMPENSATION

The board is responsible for overall policy and direction of the organization, and delegates responsibility of day-to-day operations to the staff and committees. The number of authorized directors of the Corporation shall be fixed from time to time by the Board. The board shall have up to 7, but not fewer than 3 members. The board receives no compensation other than reasonable expenses.

Section 2. TERMS

All board members shall serve one-year terms, but are eligible for re-election. The Founder of Life Sports Ministries International is Steve Monka and he shall have a permanent seat on the Board of Directors until voluntary resignation or death.

Section 3. MEETINGS AND NOTICE

The board shall meet at least annually the first week in May at an agreed upon time and place. An official board meeting requires that each board member have written notice at least two weeks in advance. Notice may be given to each director via mail, fax or e-mail.

Section 4. BOARD ELECTIONS

During the last quarter of each fiscal year of the corporation, the board shall elect directors to replace those whose terms will expire at the end of the fiscal year. The secretary must receive nominations for new members from current board members at least two weeks in advance of a board meeting. These nominations shall be sent out to board members with the regular board

meeting announcement, to be voted upon at the next board meeting. This election shall take place during a regular meeting of the directors, called in accordance with the provisions of these bylaws.

Section 5. ELECTION PROCEDURES

New directors shall be elected by a majority of directors present at such a meeting, provided there is a quorum present. Directors so elected shall serve a term beginning on the first day of the next fiscal year.

Section 6. QUORUM

A majority of the authorized number of Directors shall constitute a quorum for the transaction of business, except to adjourn. All decisions will be by majority vote of those present at a meeting at which a quorum is present. If less than a majority of the directors is present at said meeting, a majority of the directors present may adjourn the meeting on occasion without further notice.

Section 7. OFFICERS AND DUTIES

There shall be four officers of the board, consisting of a president, vice president, secretary and treasurer. Any number of offices may be held by the same person, except that no person serving as the secretary, the treasurer, or the chief financial officer may serve concurrently as the president or chair of the board. Their duties are as follows:

The President has the day-to-day responsibilities for the organization, including carrying out the organization's goals and policies, report on the progress of the organization, and convene regularly scheduled board meetings.

The Vice-President shall preside at meetings of the Board of Directors in the absence of or request of the President. The Vice-President shall perform other duties as requested and assigned by the President, subject to the control of the Board of Directors.

The Secretary shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes to each board member, and assuring that corporate records are maintained.

The Treasurer shall make a report at each board meetings. The treasurer shall assist in the preparation of the budget, and make financial information available to board members and the public.

Section 8. COMPENSATION

The salaries of the officers, if any, shall be fixed from time to time by resolution of the board of directors, and no officer shall be prevented from receiving such salary by reason of the fact that he or she is also a director of the corporation, provided, however, that such compensation paid a director for serving as an officer of this corporation shall only be allowed if permitted under California law. In all cases, any salaries received by officers of this corporation shall be reasonable and given in return for services actually rendered for the corporation which relate to the performance of the charitable or public purposes of this corporation. All officer salaries shall be approved in advance in accordance with this corporation's conflict of interest policy.

Section 9. REMOVAL AND RESIGNATION

Any officer may be removed, either with or without cause, by the board of directors, at any time. Any officer may resign at any time by giving written notice to the board of directors or to the president or secretary of the corporation. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. The above provisions of this Section shall be superseded by any conflicting terms of a contract which has been approved or ratified by the board of directors relating to the employment of any officer of the corporation.

Section 10. PAID STAFF

The Board of Directors may hire such paid staff as they deem proper and necessary for the operations of the Corporation. The powers and duties of the paid staff shall be as assigned or as delegated to be assigned by the Board.

Section 11. VACANCIES

A vacancy or vacancies on the Board of Directors shall be deemed to exist on the occurrence of the following: (i) the death, resignation, or removal of any director; (ii) the declaration by resolution of the Board of Directors of a vacancy in the office of a director who has been declared of unsound mind by an order of court or convicted of a felony or has been found by final order or judgment of any court to have breached a duty under the California Nonprofit Corporation Law.

When a vacancy on the board exists mid-term, the secretary must receive nominations for new members from current members at least two weeks in advance of a board meeting. These nominations shall be sent out to board members with the regular board meeting announcement, to be voted upon at the next board meeting. These vacancies will be filled only to the end of the particular board member's term.

Section 12. RESIGNATION, TERMINATION, AND ABSENCES

Resignation from the board must be in writing and received by the secretary. A board member shall be terminated from the board due to excess absences, more than two unexcused absences from board meetings in a year. A board member may be removed for other reasons by a three-fourth vote of the remaining directors.

Section 13. SPECIAL MEETINGS

Special meetings of the board shall be called upon the request of the chair, or one-third of the board. The secretary shall send out notices of special meetings to each board member at least two weeks in advance.

Section 14. NON-LIABILITY OF DIRECTORS

The Directors shall not be personally liable for the debts, liabilities, or other obligations of the Corporation.

Section 15. REIMBURSEMENT

Directors shall serve without compensation with the exception that expenses incurred in the furtherance of the Corporation's business are allowed to be reimbursed with documentation and prior approval. In addition, Directors serving the organization in any other capacity, such as staff, are allowed to receive compensation therefore.

Section 16. COMMITTEES

The board may create committees as needed, such as fundraising, public relations, data collection, etc. The size, duration, and responsibilities of such committees shall be established by the Board. The board president appoints all committee chairs.

**ARTICLE III
CORPORATE RECORDS & FINANCES**

Section 1. EXECUTION OF INSTRUMENTS

The board of directors, except as otherwise provided in these bylaws, may by resolution authorize any officer or agent of the corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

Section 2. CHECKS AND NOTES

Except as otherwise specifically determined by resolution of the board of directors, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation shall be signed by the treasurer and/or countersigned by the president of the corporation.

Section 3. DEPOSITS

All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the board of directors may select.

Section 4. GIFTS

The board of directors may accept on behalf of the corporation any contribution, gift, bequest, or devise for the charitable or public purposes of this corporation.

Section 5. MAINTENANCE OF CORPORATE RECORDS

The corporation shall keep at its principal office in the State of California:

(a) Minutes of all meetings of directors, committees of the board, and, if this corporation has members, of all meetings of members, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof;

(b) Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains, and losses;

(c) A record of its members, if any, indicating their names and addresses and, if applicable, the class of membership held by each member and the termination date of any membership;

(d) A copy of the corporation's articles of incorporation and bylaws as amended to date, which shall be open to inspection by the members, if any, of the corporation at all reasonable times during office hours.

Section 6. ANNUAL REPORT

The Treasurer shall prepare an annual report; to be furnished no later than 120 days after the close of the fiscal year to all members of the Corporation. The report shall include:

- a. Asset and liabilities of the Corporation
- b. Principal changes in assets and liabilities
- c. Revenue of the Corporation
- d. Expenses of the Corporation

The annual report shall be accompanied by any report thereon of independent accountants, or, if there is no such report, the certificate of an authorized officer of the corporation that such statements were prepared without audit from the books and records of the corporation.

Section 7. INSPECTION OF BOOKS AND RECORDS

All accounting books and records, membership list of the Corporation shall be subject to the inspection of any member at the offices of the Corporation for any purpose reasonably related to the member's interest. The Board may establish reasonable rules with respect to: (i) notice of inspection, (ii) hours and days of the week when inspection may be made and (iii) payment of the cost of reproducing copies of documents requested by the member.

Section 8. FISCAL YEAR OF THE CORPORATION

The fiscal year of the corporation shall begin on the first of January and end on the 31st of December in each year.

ARTICLE IV INDEMNIFICATION

Section 1. INDEMNIFICATION

Every member of the Board of Directors, officer or employee of the Corporation may be indemnified by the corporation against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, officer or employee in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board, officer, or employee of the corporation, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the

event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the corporation. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board, officer or employee is entitled.

ARTICLE V BYLAWS AMENDMENT PROCEDURE

Section 1. AMENDMENTS

Subject to any provision of law applicable to the amendment of bylaws of public benefit nonprofit corporations, these Bylaws, or any of them, may be altered, amended, or repealed and new Bylaws adopted as follows. These Bylaws may be amended when necessary by two-thirds majority of the board of directors. Any amendment to the Bylaws shall become effective immediately upon approval by the members. The Secretary shall certify to adoption of any duly approved amendment to the Bylaws and a copy of the certificate and amendments shall be included in the Corporation's corporate records.

ARTICLE VI CONFLICT OF INTEREST AND COMPENSATION APPROVAL POLICIES

SECTION 1. PURPOSE OF CONFLICT OF INTEREST POLICY

The purpose of this conflict of interest policy is to protect this tax-exempt corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the corporation or any "disqualified person" as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations and which might result in a possible "excess benefit transaction" as defined in Section 4958(c)(1)(A) of the Internal Revenue Code and as amplified by Section 53.4958 of the IRS Regulations. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

SECTION 2. DEFINITIONS

(a) Interested Person.

Any director, principal officer, member of a committee with governing board delegated powers, or any other person who is a "disqualified person" as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations, who has a direct or indirect financial interest, as defined below, is an interested person.

(b) Financial Interest.

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- (1) an ownership or investment interest in any entity with which the corporation has a transaction or arrangement,
- (2) a compensation arrangement with the corporation or with any entity or individual with which the corporation has a transaction or arrangement, or

- (3) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3, paragraph b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

SECTION 3. CONFLICT OF INTEREST AVOIDANCE PRODEDURES

(a) Duty to Disclose.

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

(b) Determining Whether a Conflict of Interest Exists.

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

(c) Procedures for Addressing the Conflict of Interest.

An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

After exercising due diligence, the governing board or committee shall determine whether the corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

(d) Violations of the Conflicts of Interest Policy.

If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

SECTION 4. RECORDS OF BOARD AND BOARD COMMITTEE PROCEEDINGS

The minutes of meetings of the governing board and all committees with board delegated powers shall contain:

- (a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- (b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

SECTION 5. COMPENSATION APPROVAL POLICIES

A voting member of the governing board who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member's compensation.

A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member's compensation.

No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

When approving compensation for directors, officers and employees, contractors, and any other compensation contract or arrangement, in addition to complying with the conflict of interest requirements and policies contained in the preceding and following sections of this article as well as the preceding paragraphs of this section of this article, the board or a duly constituted compensation committee of the board shall also comply with the following additional requirements and procedures:

- (a) the terms of compensation shall be approved by the board or compensation committee prior to the first payment of compensation.
- (b) all members of the board or compensation committee who approve compensation arrangements must not have a conflict of interest with respect to the compensation arrangement as specified in IRS Regulation Section 53.4958-6(c)(iii), which generally requires that each board member or committee member approving a compensation arrangement between this organization and a "disqualified person" (as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations):

1. is not the person who is the subject of compensation arrangement, or a family member of such person;
2. is not in an employment relationship subject to the direction or control of the person who is the subject of compensation arrangement
3. does not receive compensation or other payments subject to approval by the person who is the subject of compensation arrangement
4. has no material financial interest affected by the compensation arrangement; and
5. does not approve a transaction providing economic benefits to the person who is the subject of the compensation arrangement, who in turn has approved or will approve a transaction providing benefits to the board or committee member.

(c) the board or compensation committee shall obtain and rely upon appropriate data as to comparability prior to approving the terms of compensation. Appropriate data may include the following:

1. compensation levels paid by similarly situated organizations, both taxable and tax-exempt, for functionally comparable positions. "Similarly situated" organizations are those of a similar size and purpose and with similar resources
2. the availability of similar services in the geographic area of this organization
3. current compensation surveys compiled by independent firms
4. actual written offers from similar institutions competing for the services of the person who is the subject of the compensation arrangement.

As allowed by IRS Regulation 4958-6, if this organization has average annual gross receipts (including contributions) for its three prior tax years of less than \$1 million, the board or compensation committee will have obtained and relied upon appropriate data as to comparability if it obtains and relies upon data on compensation paid by three comparable organizations in the same or similar communities for similar services.

(d) the terms of compensation and the basis for approving them shall be recorded in written minutes of the meeting of the board or compensation committee that approved the compensation. Such documentation shall include:

1. the terms of the compensation arrangement and the date it was approved
2. the members of the board or compensation committee who were present during debate on the transaction, those who voted on it, and the votes cast by each board or committee member
3. the comparability data obtained and relied upon and how the data was obtained.
4. If the board or compensation committee determines that reasonable compensation for a specific position in this organization or for providing services under any other compensation arrangement with this organization is higher or lower than the range of comparability data obtained, the board or committee shall record in the minutes of the meeting the basis for its determination.
5. If the board or committee makes adjustments to comparability data due to geographic area or other specific conditions, these adjustments and the reasons for them shall be recorded in the minutes of the board or committee meeting.

6. any actions taken with respect to determining if a board or committee member had a conflict of interest with respect to the compensation arrangement, and if so, actions taken to make sure the member with the conflict of interest did not affect or participate in the approval of the transaction (for example, a notation in the records that after a finding of conflict of interest by a member, the member with the conflict of interest was asked to, and did, leave the meeting prior to a discussion of the compensation arrangement and a taking of the votes to approve the arrangement).
7. The minutes of board or committee meetings at which compensation arrangements are approved must be prepared before the later of the date of the next board or committee meeting or 60 days after the final actions of the board or committee are taken with respect to the approval of the compensation arrangements. The minutes must be reviewed and approved by the board and committee as reasonable, accurate, and complete within a reasonable period thereafter, normally prior to or at the next board or committee meeting following final action on the arrangement by the board or committee.

SECTION 6. ANNUAL STATEMENTS

Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- (a) has received a copy of the conflicts of interest policy,
- (b) has read and understands the policy,
- (c) has agreed to comply with the policy, and
- (d) understands the corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

SECTION 7. PERIODIC REVIEWS

To ensure the corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- (a) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's-length bargaining.
- (b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

SECTION 8. USE OF OUTSIDE EXPERTS

When conducting the periodic reviews as provided for in Section 7, the corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

WRITTEN CONSENT OF DIRECTORS ADOPTING BYLAWS

We, the undersigned, are all of the persons acting as the initial directors of Life Sports Ministries International, a California nonprofit corporation, and, pursuant to the authority granted to the directors by these bylaws to take action by unanimous written consent without a meeting, consent to, and hereby do, adopt the foregoing bylaws, consisting of eleven pages, as the bylaws of this corporation.

Dated: 5/16/13

STEPHEN P. HONKA

SPHonka, Director

JUSTIN DAVIDSON

J. Davidson, Director

SEAN GORDON

S. Gordon, Director

CERTIFICATE

This is to certify that the foregoing is a true and correct copy of the bylaws of the corporation named in the title thereto and that such bylaws were duly adopted by the board of directors of said corporation on the date set forth below.

Dated: 5/16/2013

SEAN GORDON

S. Gordon, Secretary

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **AUG 17 2014**

LIFE SPORTS MINISTRIES
INTERNATIONAL
504 AVOCADO PL
CAMARILLO, CA 93010

Employer Identification Number:
46-2766806
DLN:
17053158345043
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
March 18, 2013
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

275/567

LIFE SPORTS MINISTRIES

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in cursive script that reads "Tamera Riggs". The signature is written in dark ink and is positioned below the word "Sincerely,".

Director, Exempt Organizations

Letter 947



Pleasant Valley Recreation & Park District

1605 E. Burnley St., Camarillo, CA 93010
Phone: (805) 482-1996 Fax: (805) 482-3468 www.pvrpd.org

BOARD OF DIRECTORS
MARK MALLOY
ROBERT KELLEY
ELAINE MAGNER
BEV DRANSFELDT
JORDAN ROBERTS

GENERAL MANAGER
MARY OTTEN

May 17, 2021

Mr. Steve Monka
President, Monka Soccer Academy FC
steve@msafc.com
(805) 432-4522

Mr. Monka,

Thank you for your interest in and application for becoming a Community Service Organization ("CSO") with the Pleasant Valley Recreation & Park District ("District"). After review of your application, the District has determined that it meets all requirements set forth in the Community Service Organization Application Form. This does not constitute approval as a Community Service Organization as that is a Board of Directors ("Board") decision. Your application will be discussed and considered at the June 2, 2021 Board of Directors meeting.

Your attendance at that meeting is requested in the event the Board has any questions of your or your organization. The meeting is held at the City of Camarillo Council Chambers located at 601 Carmen Drive and starts at 6:00pm. The District welcomes you to present for seven (7) minutes on your organization, personnel, accomplishments, or anything else you feel the Board should know about MSA FC. If you have a presentation, please send it to me by Tuesday, June 1, 2021 by 12:00pm.

Please be advised presenting to the Board does not constitute approval and the Board has the authority to "reject the organization from becoming a Community Service Organization based on existing programs already serving community needs and available facilities."

Thank you again for your application. If you have any questions, please contact me.

Lanny Binney
Recreation Supervisor
Pleasant Valley Recreation & Park District
ldbinney@pvrpd.org
805-482-1996 x 108

cc:
Karen Roberts
Customer Service Representative Lead / Recording Board Secretary

Mary Otten
General Manager

Eric L. Storrie, CPRP
Recreation Services Manager

Annual Turf Hours Used at PV Fields

Year: 2019-2020										
	PV East	Zone 1	Zone 2	Zone 3	Zone 4	Swale	SB 1	SB 2	SB 3	TOTAL
AYSO	589.50	289.00	111.00	666.00	826.50	215.50	268.00	268.00	217.00	3450.50
AYSO Adult	0.00	33.00	33.00	0.00	0.00	0.00	5.50	5.50	5.50	82.50
Eagles	68.00	1070.50	1070.50	389.00	68.00	408.00	68.00	68.00	129.50	3339.50
Adult Softball	0.00	0.00	0.00	0.00	0.00	0.00	250.00	362.00	76.00	688.00
CGSA Softball	0.00	0.00	0.00	0.00	0.00	0.00	31.50	31.50	31.50	94.50
Rentals	17.50	17.50	17.50	17.50	17.50	17.50	83.00	85.50	108.50	382.00
Total	675.00	1410.00	1232.00	1072.50	912.00	641.00	706.00	820.50	568.00	8037.00
Target Hours	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	
Available Hours	425.00	-310.00	-132.00	27.50	188.00	459.00	394.00	279.50	532.00	

Year: 2018-2019										
	PV East	Zone 1	Zone 2	Zone 3	Zone 4	Swale	SB 1	SB 2	SB 3	TOTAL
AYSO	631.25	246.00	44.00	581.00	786.00	246.00	307.00	327.00	243.00	3411.25
AYSO Adult	0.00	30.25	30.25	22.00	22.00	0.00	7.25	7.25	7.25	126.25
Eagles	96.00	892.50	901.50	96.00	96.00	400.00	96.00	96.00	96.00	2770.00
Adult Softball	0.00	0.00	0.00	0.00	0.00	0.00	225.00	318.00	134.00	677.00
CGSA Softball	0.00	0.00	0.00	0.00	0.00	0.00	106.00	108.00	105.00	319.00
Rentals	0.00	0.00	0.00	0.00	0.00	0.00	88.00	51.50	33.50	173.00
Total	727.25	1168.75	975.75	699.00	904.00	646.00	829.25	907.75	618.75	7476.50
Target Hours	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	
Difference	372.75	-68.75	124.25	401.00	196.00	454.00	270.75	192.25	481.25	

Year: 2017-2018										
	PV East	Zone 1	Zone 2	Zone 3	Zone 4	Swale	SB 1	SB 2	SB 3	TOTAL
AYSO	937.75	356.00	140.00	864.00	1076.50	404.50	290.00	290.00	241.00	4599.75
AYSO Adult	0.00	48.50	5.50	24.25	34.75	0.00	11.00	11.00	11.00	146.00
Eagles	79.00	635.00	858.50	299.00	79.00	210.00	73.00	73.00	130.00	2436.50
Adult Softball	0.00	0.00	0.00	0.00	0.00	0.00	83.00	115.00	33.00	231.00
CGSA Softball	0.00	0.00	0.00	0.00	0.00	0.00	34.00	34.00	34.00	102.00
Rentals	2.25	2.25	2.25	2.25	2.25	2.25	89.75	129.25	121.50	354.00
Total	1019.00	1041.75	1006.25	1189.50	1192.50	616.75	580.75	652.25	570.50	7869.25
Target Hours	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	
Difference	81.00	58.25	93.75	-89.50	-92.50	483.25	519.25	447.75	529.50	

Year: 2016-2017										
	PV East	Zone 1	Zone 2	Zone 3	Zone 4	Swale	SB 1	SB 2	SB 3	TOTAL
AYSO	1113.75	355.50	220.00	725.00	797.50	335.00	358.50	358.50	322.50	4586.25
AYSO Adult	0.00	27.50	0.00	32.50	5.00	0.00	22.50	22.50	22.50	132.50
Eagles	72.00	460.00	655.00	270.00	72.00	403.00	78.00	78.00	78.00	2166.00
Adult Softball	0.00	0.00	0.00	0.00	0.00	0.00	288.00	280.00	109.00	677.00
CGSA Softball	0.00	0.00	0.00	0.00	0.00	0.00	34.00	34.00	34.00	102.00
Rentals	3.00	3.00	3.00	3.00	3.00	3.00	67.25	67.25	48.50	201.00
Total	1188.75	846.00	878.00	1030.50	877.50	741.00	848.25	840.25	614.50	7864.75
Target Hours	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	
Difference	-88.75	254.00	222.00	69.50	222.50	359.00	251.75	259.75	485.50	

Sports Field Usage 2019 - 2020 (July 1 - June 30)

Hours reserved

	AYSO				Adult			Total
	Reg 68	Eagles	CPBA	CGSA	Softball	Cougars	Rentals	
PV Fields	3522.00	3627.50	0.00	94.50	516.00	0.00	380.00	8140.00
Bob Kildee	774.00	0.00	8245.50	0.00	0.00	0.00	68.00	9087.50
Mission Oaks	0.00	0.00	0.00	1676.50	200.00	363.75	317.50	2557.75
Freedom Ballfields	0.00	0.00	7761.00	0.00	0.00	0.00	113.00	7874.00
Freedom East/West	0.00	0.00	0.00	0.00	0.00	132.75	1026.00	1158.75
Community Center	0.00	0.00	0.00	0.00	0.00	21.00	112.00	133.00
Other Parks	1553.00	0.00	0.00	0.00	0.00	110.00	57.00	1720.00
Total Reserve/Used	5,849.00	3,627.50	16,006.50	1,771.00	716.00	627.50	2,073.50	

Sports Field Usage 2018 - 2019 (July 1 - June 30)

Hours reserved

	AYSO				Adult			Total
	Reg 68	Eagles	CPBA	CGSA	Softball	Cougars	Rentals	
PV Fields	3291.25	2370.00	4.00	317.50	676.50	0.00	173.00	6832.25
Bob Kildee	810.00	0.00	9081.00	0.00	0.00	0.00	11.00	9902.00
Mission Oaks	0.00	0.00	0.00	3790.00	330.00	272.75	216.25	4609.00
Freedom Ballfields	0.00	0.00	6041.50	0.00	0.00	0.00	132.75	6174.25
Freedom East/West	0.00	0.00	0.00	0.00	0.00	281.00	1102.00	1383.00
Community Center	0.00	0.00	0.00	0.00	0.00	124.50	568.50	693.00
Other Parks	1509.00	0.00	0.00	0.00	0.00	60.00	0.00	1569.00
Total Reserve/Used	5,610.25	2,370.00	15,126.50	4,107.50	1,006.50	738.25	2,203.50	

Sports Field Usage 2017 - 2018 (July 1 - June 30)

Hours reserved

	AYSO				Adult			Total
	Reg 68	Eagles	CPBA	CGSA	Softball	Cougars	Rentals	
PV Fields	4338.00	2226.50	0.00	102.00	231.00	0.00	354.00	7251.50
Bob Kildee	827.00	0.00	9978.00	0.00	0.00	0.00	9.00	10814.00
Mission Oaks	0.00	0.00	22.50	3087.00	102.00	327.00	322.50	3861.00
Freedom Ballfields	0.00	0.00	6167.50	0.00	0.00	0.00	168.00	6335.50
Freedom East/West	0.00	0.00	0.00	0.00	0.00	260.00	1409.00	1669.00
Community Center	0.00	0.00	18.50	0.00	0.00	59.00	604.00	681.50
Other Parks	873.50	0.00	0.00	0.00	0.00	75.00	0.00	948.50
Total Reserve/Used	6,038.50	2,226.50	16,186.50	3,189.00	333.00	721.00	2,866.50	

Sports Field Usage 2016 - 2017 (July 1 - June 30)

Hours reserved

	AYSO				Adult			Total
	Reg 68	Eagles	CPBA	CGSA	Softball	Cougars	Rentals	
PV Fields	4251.00	1763.00	6.00	102.00	677.00	0.00	196.00	6995.00
Bob Kildee	945.00	0.00	8580.00	0.00	0.00	0.00	13.00	9538.00
Mission Oaks	0.00	0.00	0.00	3263.00	330.00	300.00	571.00	4464.00
Freedom Ballfields	0.00	0.00	5456.00	0.00	0.00	0.00	67.00	5523.00
Freedom East/West	0.00	0.00	0.00	0.00	0.00	203.00	1277.00	1480.00
Community Center	0.00	0.00	0.00	0.00	0.00	12.00	519.00	531.00
Other Parks	1746.50	0.00	0.00	0.00	0.00	48.00	0.00	1794.50
Total Reserve/Used	6942.50	1763.00	14042.00	3365.00	1007.00	563.00	2643.00	

Form 990

Return of Organization Exempt From Income Tax

OMB No 1545-0047

Department of the Treasury Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2016

Do not enter social security numbers on this form as it may be made public Information about Form 990 and its instructions is at www.irs.gov/form990

Open to Public Inspection

A For the 2016 calendar year, or tax year beginning 01-01-2016, and ending 12-31-2016

- B Check if applicable: Address change, Name change, Initial return, Final Return/terminated, Amended return, Application pending

C Name of organization: Life Sports Ministries International. Doing business as: Number and street (or P O box if mail is not delivered to street address): 504 Avocado Place. Room/suite: City or town, state or province, country, and ZIP or foreign postal code: Camarillo, CA 93010

D Employer identification number: 46-2766806. E Telephone number: (805) 432-4522. G Gross receipts \$ 253,360

F Name and address of principal officer: Stephen Monka, 504 Avocado Place, Camarillo, CA 93010

H(a) Is this a group return for subordinates? Yes No. H(b) Are all subordinates included? Yes No. H(c) Group exemption number

I Tax-exempt status: 501(c)(3)

J Website: lifesportsministries.org

K Form of organization: Corporation

L Year of formation: 2013. M State of legal domicile: CA

Part I Summary

1 Briefly describe the organization's mission or most significant activities. The primary objectives and purposes of this corporation shall be to develop Christ centered character through sports education, training, competitive play and Christian outreach by serving the spiritual and emotional needs of youth.

Table with 2 columns: Description (3-7b) and Amount. 3: 4, 4: 4, 5: 0, 6: 0, 7a: 0, 7b: 0

Table with 3 columns: Description (8-19), Prior Year, Current Year. 8: 25,756 / 1,225, 9: 209,860 / 244,399, 10: 0 / 2, 11: 0 / 4,769, 12: 235,616 / 250,395, 13: 0 / 0, 14: 0 / 0, 15: 0 / 0, 16a: 0 / 0, 17: 161,372 / 238,836, 18: 161,372 / 238,836, 19: 74,244 / 11,559

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge

Sign Here: Signature of officer: Stephen Monka, President. Date: 2017-05-11

Paid Preparer Use Only: Preparer's name: Robert L McMannis Jr CPA, Date: Firm's name: Gray Proctor & McMannis CPA's LLP, Firm's EIN: 33-0540999, Phone no: (949) 251-4888

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission To develop Christ-centered character through sports education, training, competitive play and Christian outreach by serving the spiritual and emotional needs of youth

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?
If "Yes," describe these new services on Schedule O
3 Did the organization cease conducting, or make significant changes in how it conducts, any program services?
If "Yes," describe these changes on Schedule O

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported

4a (Code) (Expenses \$ 210,130 including grants of \$ 244,399) (Revenue \$)
Training in sports fundamentals and skill development, teamwork, sportsmanship, and Christ-centered character development, competition in various tournaments

4b (Code) (Expenses \$) (Revenue \$)
including grants of \$)

4c (Code) (Expenses \$) (Revenue \$)
including grants of \$)

4d Other program services (Describe in Schedule O)
(Expenses \$) (Revenue \$)
including grants of \$)

4e Total program service expenses 210,130

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	Yes	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> (see instructions)?		No
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		No
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		No
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>		No
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		No
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		No
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		No
9 Did the organization report an amount in Part X, line 21 for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X, or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		No
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i>		No
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>		No
b Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		No
c Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		No
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>		No
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>		No
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>		No
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>		No
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		No
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>		No
14a Did the organization maintain an office, employees, or agents outside of the United States?		No
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		No
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		No
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		No
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i> (see instructions)		No
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>		No
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		No

Part IV Checklist of Required Schedules (continued)

	Yes	No
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		No
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>		No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>		No
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>		No
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>		No
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		No
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		No
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If "Yes," complete Schedule L, Part II</i>		No
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		No
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions)		
a A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>	Yes	
b A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>	Yes	
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i>	Yes	
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		No
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		No
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		No
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		No
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>		No
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		No
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		No
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		No
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		No
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note. All Form 990 filers are required to complete Schedule O	Yes	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
1a	Enter the number reported in Box 3 of Form 1096 Enter -0- if not applicable		
1b	Enter the number of Forms W-2G included in line 1a Enter -0- if not applicable	/	
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	Yes	
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)		
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?		No
b	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation in Schedule O		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		No
b	If "Yes," enter the name of the foreign country <input type="text"/> See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR)		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		No
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		No
c	If "Yes," to line 5a or 5b, did the organization file Form 8886-T?		
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		No
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
7	Organizations that may receive deductible contributions under section 170(c).		
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		No
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		No
d	If "Yes," indicate the number of Forms 8282 filed during the year		
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		
9a	Did the sponsoring organization make any taxable distributions under section 4966?		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		
10	Section 501(c)(7) organizations. Enter		
a	Initiation fees and capital contributions included on Part VIII, line 12		
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities		
11	Section 501(c)(12) organizations. Enter		
a	Gross income from members or shareholders		
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them)		
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year		
13	Section 501(c)(29) qualified nonprofit health insurance issuers.		
a	Is the organization licensed to issue qualified health plans in more than one state? Note. See the instructions for additional information the organization must report on Schedule O		
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans		
c	Enter the amount of reserves on hand		
14a	Did the organization receive any payments for indoor tanning services during the tax year?		No
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O		

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to lines 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O See instructions

Check if Schedule O contains a response or note to any line in this Part VI

Section A. Governing Body and Management

		Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year		
	If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O		
1b	Enter the number of voting members included in line 1a, above, who are independent		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		No
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors or trustees, or key employees to a management company or other person?		No
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		No
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		No
6	Did the organization have members or stockholders?		No
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		No
7b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		No
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following		
8a	a The governing body?	Yes	
8b	b Each committee with authority to act on behalf of the governing body?	Yes	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O		No

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a	Did the organization have local chapters, branches, or affiliates?		No
10b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	Yes	
11b	Describe in Schedule O the process, if any, used by the organization to review this Form 990		
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13	Yes	
12b	b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	Yes	
12c	c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	Yes	
13	Did the organization have a written whistleblower policy?		No
14	Did the organization have a written document retention and destruction policy?		No
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
15a	a The organization's CEO, Executive Director, or top management official		No
15b	b Other officers or key employees of the organization		No
	If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions)		
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		No
16b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

Section C. Disclosure

- 17** List the States with which a copy of this Form 990 is required to be filed▶ CA
- 18** Section 6104 requires an organization to make its Form 1023 (or 1024 if applicable), 990, and 990-T (501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
 Own website Another's website Upon request Other (explain in Schedule O)
- 19** Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year
- 20** State the name, address, and telephone number of the person who possesses the organization's books and records
 ▶ Stephen Monka 504 Avocado Place Camarillo, CA 93010 (805) 432-4522

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed Report compensation for the calendar year ending with or within the organization's tax year

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation Enter -0- in columns (D), (E), and (F) if no compensation was paid
- List all of the organization's **current** key employees, if any See instructions for definition of "key employee "
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations
- List all of the organization's **former** officers, key employees, or highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations

List persons in the following order individual trustees or directors, institutional trustees, officers, key employees, highest compensated employees, and former such persons

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W- 2/1099-MISC)	(E) Reportable compensation from related organizations (W- 2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional Trustee	Officer	Key employee	Highest compensated employee	Former			
(1) Stephen Monka President	40 00	X		X				0	0	0
(2) Sean Gordon Vice President/Secretary	10 00	X		X				0	0	0
(3) Justin Davidson Treasurer	10 00	X		X				0	0	0
(4) Elizabeth Brookes Vice President	10 00	X		X				0	0	0

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees *(continued)*

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional Trustee	Officer	Key employee	Highest compensated employee	Former			
1b Sub-Total										
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)							0	0	0	

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization ▶ **0**

	Yes	No
3 Did the organization list any former officer, director or trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>		No
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>		No
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>		No

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization Report compensation for the calendar year ending with or within the organization's tax year

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization ▶ **0**

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

		(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a				
	b Membership dues	1b				
	c Fundraising events	1c				
	d Related organizations	1d				
	e Government grants (contributions)	1e				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	1,225			
	g Noncash contributions included in lines 1a-1f \$					
	h Total. Add lines 1a-1f		1,225			
			Business Code			
Program Service Revenue	2a Sports training and co	611620	244,399	244,399		
	b					
	c					
	d					
	e					
	f All other program service revenue					
	g Total. Add lines 2a-2f		244,399			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		2		2	
	4 Income from investment of tax-exempt bond proceeds					
	5 Royalties					
	6a Gross rents	(i) Real	(ii) Personal			
		b Less rental expenses				
		c Rental income or (loss)				
		d Net rental income or (loss)				
	7a Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other			
		b Less cost or other basis and sales expenses				
		c Gain or (loss)				
		d Net gain or (loss)				
	8a Gross income from fundraising events (not including \$ of contributions reported on line 1c) See Part IV, line 18	a	7,734			
	b Less direct expenses	b	2,965			
	c Net income or (loss) from fundraising events		4,769		4,769	
	9a Gross income from gaming activities See Part IV, line 19	a				
b Less direct expenses	b					
c Net income or (loss) from gaming activities						
10a Gross sales of inventory, less returns and allowances	a					
b Less cost of goods sold	b					
c Net income or (loss) from sales of inventory						
11a Miscellaneous Revenue		Business Code				
b						
c						
d All other revenue						
e Total. Add lines 11a-11d						
12 Total revenue. See Instructions		250,395	244,399	0	4,771	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21.				
2 Grants and other assistance to domestic individuals. See Part IV, line 22.				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, line 15 and 16.				
4 Benefits paid to or for members.				
5 Compensation of current officers, directors, trustees, and key employees.				
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B).				
7 Other salaries and wages.				
8 Pension plan accruals and contributions (include section 401 (k) and 403(b) employer contributions).				
9 Other employee benefits.				
10 Payroll taxes.				
11 Fees for services (non-employees)				
a Management	21,588		21,588	
b Legal				
c Accounting	1,200		1,200	
d Lobbying				
e Professional fundraising services. See Part IV, line 17.				
f Investment management fees.				
g Other (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	152,307	152,307		
12 Advertising and promotion.				
13 Office expenses.	551		551	
14 Information technology.				
15 Royalties.				
16 Occupancy.				
17 Travel.				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials.				
19 Conferences, conventions, and meetings.				
20 Interest.				
21 Payments to affiliates.				
22 Depreciation, depletion, and amortization.				
23 Insurance.				
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a Field expenses	53,414	53,414		
b Credit card fees	3,839		3,839	
c Promotion	2,928	2,928		
d Telephone	1,518		1,518	
e All other expenses	1,491	1,481	10	
25 Total functional expenses. Add lines 1 through 24e.	238,836	210,130	28,706	0
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part IX

		(A) Beginning of year		(B) End of year
Assets	1 Cash—non-interest-bearing	74,485	1	86,044
	2 Savings and temporary cash investments		2	
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net		4	
	5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees Complete Part II of Schedule L		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions) Complete Part II of Schedule L		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges		9	
	10a Land, buildings, and equipment cost or other basis Complete Part VI of Schedule D	10a		
	b Less accumulated depreciation	10b		10c
	11 Investments—publicly traded securities		11	
	12 Investments—other securities See Part IV, line 11		12	
	13 Investments—program-related See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets See Part IV, line 11		15	
16 Total assets. Add lines 1 through 15 (must equal line 34)		74,485	16	86,044
Liabilities	17 Accounts payable and accrued expenses		17	
	18 Grants payable		18	
	19 Deferred revenue		19	
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability Complete Part IV of Schedule D		21	
	22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons Complete Part II of Schedule L		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24) Complete Part X of Schedule D		25	
	26 Total liabilities. Add lines 17 through 25		0	26
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.			
	27 Unrestricted net assets		27	
	28 Temporarily restricted net assets		28	
	29 Permanently restricted net assets		29	
	Organizations that do not follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 30 through 34.			
	30 Capital stock or trust principal, or current funds	0	30	0
	31 Paid-in or capital surplus, or land, building or equipment fund	0	31	0
	32 Retained earnings, endowment, accumulated income, or other funds	74,485	32	86,044
33 Total net assets or fund balances	74,485	33	86,044	
34 Total liabilities and net assets/fund balances	74,485	34	86,044	

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)		1	250,395
2	Total expenses (must equal Part IX, column (A), line 25)		2	238,836
3	Revenue less expenses Subtract line 2 from line 1		3	11,559
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))		4	74,485
5	Net unrealized gains (losses) on investments		5	
6	Donated services and use of facilities		6	
7	Investment expenses		7	
8	Prior period adjustments		8	
9	Other changes in net assets or fund balances (explain in Schedule O)		9	0
10	Net assets or fund balances at end of year Combine lines 3 through 9 (must equal Part X, line 33, column (B))		10	86,044

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

	Yes	No
1 Accounting method used to prepare the Form 990 If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual <input type="checkbox"/> Other		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? If 'Yes,' check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		No
b Were the organization's financial statements audited by an independent accountant? If 'Yes,' check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		No
c If "Yes," to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O		
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		No
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits		

Additional Data

Software ID:

Software Version:

EIN: 46-2766806

Name: Life Sports Ministries International

2016

Open to Public Inspection

SCHEDULE A
(Form 990 or 990-EZ)

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Information about Schedule A (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

Department of the Treasury
Internal Revenue Service

Name of the organization
Life Sports Ministries International

Employer identification number

46-2766806

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990 or 990-EZ))
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state _____
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II)
- 8 A community trust described in **section 170(b)(1)(A)(vi)** (Complete Part II)
- 9 An agricultural research organization described in **170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land grant college of agriculture See instructions Enter the name, city, and state of the college or university _____
- 10 An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975 See **section 509(a)(2)**. (Complete Part III)
- 11 An organization organized and operated exclusively to test for public safety See **section 509(a)(4)**.
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s) **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions) **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions) **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization

f Enter the number of supported organizations _____

g Provide the following information about the supported organization(s)

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1- 10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)
 (Complete only if you checked the box on line 5, 7, 8, or 9 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a)2012	(b)2013	(c)2014	(d)2015	(e)2016	(f)Total
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grant")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a)2012	(b)2013	(c)2014	(d)2015	(e)2016	(f)Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income Do not include gain or loss from the sale of capital assets (Explain in Part VI)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc (see instructions)					12	

13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**

Section C. Computation of Public Support Percentage

14 Public support percentage for 2016 (line 6, column (f) divided by line 11, column (f))	14	
15 Public support percentage for 2015 Schedule A, Part II, line 14	15	

16a 33 1/3% support test—2016. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization

b 33 1/3% support test—2015. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization

17a 10%-facts-and-circumstances test—2016. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part VI how the organization meets the "facts-and-circumstances" test The organization qualifies as a publicly supported organization

b 10%-facts-and-circumstances test—2015. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part VI how the organization meets the "facts-and-circumstances" test The organization qualifies as a publicly supported organization

18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a)2012	(b)2013	(c)2014	(d)2015	(e)2016	(f)Total
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants.")				25,756	1,225	26,981
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose				209,860	249,785	459,645
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5				235,616	251,010	486,626
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						0
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						0
c Add lines 7a and 7b						0
8 Public support. (Subtract line 7c from line 6)						486,626

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a)2012	(b)2013	(c)2014	(d)2015	(e)2016	(f)Total
9 Amounts from line 6				235,616	251,010	486,626
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources					2	2
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b					2	2
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income Do not include gain or loss from the sale of capital assets (Explain in Part VI)					4,769	4,769
13 Total support. (Add lines 9, 10c, 11, and 12)				235,616	255,781	491,397

14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here

Section C. Computation of Public Support Percentage

15 Public support percentage for 2016 (line 8, column (f) divided by line 13, column (f))	15	99.030 %
16 Public support percentage from 2015 Schedule A, Part III, line 15	16	100.000 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2016 (line 10c, column (f) divided by line 13, column (f))	17	0 %
18 Investment income percentage from 2015 Schedule A, Part III, line 17	18	

19a 33 1/3% support tests—2016. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization

b 33 1/3% support tests—2015. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3% and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Part IV Supporting Organizations

(Complete only if you checked a box on line 12 of Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer (b) and (c) below.		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in Part VI when and how the organization made the determination.		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in Part VI what controls the organization put in place to ensure such use.		
4a Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes" and if you checked 12a or 12b in Part I, answer (b) and (c) below.		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI , including (i) the names and EIN numbers of the supported organizations added, substituted, or removed, (ii) the reasons for each such action, (iii) the authority under the organization's organizing document authorizing such action, and (iv) how the action was accomplished (such as by amendment to the organizing document).		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in Part VI .		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in Part VI .		
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in Part VI .		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in Part VI .		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer line 10b below.		
b Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
b A family member of a person described in (a) above?		
c A 35% controlled entity of a person described in (a) or (b) above? <i>If "Yes" to a, b, or c, provide detail in Part VI</i>		
11a		
11b		
11c		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? <i>If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i>		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? <i>If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised or controlled the supporting organization.</i>		
1		
2		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <i>If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i>		
1		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization (s) or (ii) serving on the governing body of a supported organization? <i>If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>		
3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.</i>		
1		
2		
3		

Section E. Type III Functionally-Integrated Supporting Organizations

- 1** Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions)
- a** The organization satisfied the Activities Test. Complete line 2 below.
- b** The organization is the parent of each of its supported organizations. Complete line 3 below.
- c** The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).

2 Activities Test **Answer (a) and (b) below.**

	Yes	No
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? <i>If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.</i>		
b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? <i>If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.</i>		
3 Parent of Supported Organizations Answer (a) and (b) below.		
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? <i>Provide details in Part VI.</i>		
b Did the organization exercise a substantial degree of direction over the policies, programs and activities of each of its supported organizations? <i>If "Yes," describe in Part VI the role played by the organization in this regard.</i>		
2a		
2b		
3a		
3b		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

- 1** Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov 20, 1970. See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income

	(A) Prior Year	(B) Current Year (optional)
1 Net short-term capital gain	1	
2 Recoveries of prior-year distributions	2	
3 Other gross income (see instructions)	3	
4 Add lines 1 through 3	4	
5 Depreciation and depletion	5	
6 Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7 Other expenses (see instructions)	7	
8 Adjusted Net Income (subtract lines 5, 6 and 7 from line 4)	8	

Section B - Minimum Asset Amount

	(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year)	1	
a Average monthly value of securities	1a	
b Average monthly cash balances	1b	
c Fair market value of other non-exempt-use assets	1c	
d Total (add lines 1a, 1b, and 1c)	1d	
e Discount claimed for blockage or other factors (explain in detail in Part VI)		
2 Acquisition indebtedness applicable to non-exempt use assets	2	
3 Subtract line 2 from line 1d	3	
4 Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions)	4	
5 Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6 Multiply line 5 by .035	6	
7 Recoveries of prior-year distributions	7	
8 Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount

		Current Year
1 Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2 Enter 85% of line 1	2	
3 Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4 Enter greater of line 2 or line 3	4	
5 Income tax imposed in prior year	5	
6 Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions)	6	

7 Check here if the current year is the organization's first as a non-functionally-integrated Type III supporting organization (see instructions)

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI) See instructions	
7 Total annual distributions. Add lines 1 through 6	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI) See instructions	
9 Distributable amount for 2016 from Section C, line 6	
10 Line 8 amount divided by Line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2016	(iii) Distributable Amount for 2016
1 Distributable amount for 2016 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2016 (reasonable cause required--see instructions)			
3 Excess distributions carryover, if any, to 2016			
a			
b			
c From 2013.			
d From 2014.			
e From 2015.			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2016 distributable amount			
i Carryover from 2011 not applied (see instructions)			
j Remainder Subtract lines 3g, 3h, and 3i from 3f			
4 Distributions for 2016 from Section D, line 7			
\$			
a Applied to underdistributions of prior years			
b Applied to 2016 distributable amount			
c Remainder Subtract lines 4a and 4b from 4			
5 Remaining underdistributions for years prior to 2016, if any Subtract lines 3g and 4a from line 2 (if amount greater than zero, see instructions)			
6 Remaining underdistributions for 2016 Subtract lines 3h and 4b from line 1 (if amount greater than zero, see instructions)			
7 Excess distributions carryover to 2017. Add lines 3j and 4c			
8 Breakdown of line 7			
a			
b Excess from 2013.			
c Excess from 2014.			
d Excess from 2015.			
e Excess from 2016.			

Part VI

Supplemental Information.

Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a and 3b; Part V, line 1; Part V, Section B, line 1e; Part V Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions).

Facts And Circumstances Test

Part IV Business Transactions Involving Interested Persons.

Complete if the organization answered "Yes" on Form 990, Part IV, line 28a, 28b, or 28c.

(a) Name of interested person	(b) Relationship between interested person and the organization	(c) Amount of transaction	(d) Description of transaction	(e) Sharing of organization's revenues?	
				Yes	No
(1) Stephen Monka	Director	12,095	Payment for coaching fees		No
(2) Compass Pointe	Company owned by director of organization	21,408	Payment for administrative and accounting costs		No
(3) Monka Soccer Academy	Company run by son of director	52,409	Payment for coaching for sports team, MSA FC		No

Part V Supplemental Information

Provide additional information for responses to questions on Schedule L (see instructions)

Return Reference	Explanation

SCHEDULE O
(Form 990 or 990-EZ)

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.
▶ Attach to Form 990 or 990-EZ.

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

2016

Open to Public Inspection

Department of the Treasury

Internal Revenue Service

Name of the organization

Life Sports Ministries International

Employer identification number

46-2766806

990 Schedule O, Supplemental Information

Return Reference	Explanation
Form 990, Part VI, Section B, line 11b	Draft copy of Form 990 was circulated to the Board members and approved as of May 11, 2017

990 Schedule O, Supplemental Information

Return Reference	Explanation
Form 990, Part VI, Section B, line 12c	Potential conflicts are discussed and documented at annual meetings, at which time any issues are discussed and resolved

990 Schedule O, Supplemental Information

Return Reference	Explanation
Form 990, Part VI, Section C, line 19	Information is available to the public upon request

990 Schedule O, Supplemental Information

Return Reference	Explanation
Form 990, Part IX, line 11g	Coaching fees 112,544 Management and general expenses 0 Fundra ising expenses 0 Total expenses 112,544 League, tournament, and referee fees Program se rvice expenses 39,763 Management and general expenses 0 Fundraising expenses 0 Total ex penses 39,763

Form **990**
 Department of the Treasury
 Internal Revenue Service

Return of Organization Exempt From Income Tax
 Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)
 Do not enter social security numbers on this form as it may be made public
 Information about Form 990 and its instructions is at www.irs.gov/form990

OMB No 1545-0047
2017
 Open to Public Inspection

A For the 2017 calendar year, or tax year beginning 01-01-2017, and ending 12-31-2017

- B** Check if applicable:
 Address change
 Name change
 Initial return
 Final return/terminated
 Amended return
 Application pending

C Name of organization: Life Sports Ministries International
 Doing business as:
 Number and street (or P O box if mail is not delivered to street address) Room/suite: 504 Avocado Place
 City or town, state or province, country, and ZIP or foreign postal code: Camarillo, CA 93010

D Employer identification number: 46-2766806
E Telephone number: (805) 432-4522
G Gross receipts \$ 290,927

F Name and address of principal officer:
 Stephen Monka
 504 Avocado Place
 Camarillo, CA 93010

H(a) Is this a group return for subordinates? Yes No
H(b) Are all subordinates included? Yes No
 If "No," attach a list (see instructions)
H(c) Group exemption number ▶

I Tax-exempt status: 501(c)(3) 501(c) () ◀ (insert no) 4947(a)(1) or 527

J Website: ▶ lifesportsministries.org

K Form of organization: Corporation Trust Association Other ▶

L Year of formation: 2013 **M** State of legal domicile: CA

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities The primary objectives and purposes of this corporation shall be to develop Christ centered character through sports education, training, competitive play and Christian outreach by serving the spiritual and emotional needs of youth Significant activities include instruction in sports fundamentals, skill development, teamwork, sportsmanship, and Chrst-centered character development, training and competition in established sports leagues, and Christian outreach locally and abroad via sports training		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	4
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	4
	5 Total number of individuals employed in calendar year 2017 (Part V, line 2a)	5	0
	6 Total number of volunteers (estimate if necessary)	6	0
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
	b Net unrelated business taxable income from Form 990-T, line 34	7b	0
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g)	1,225	1,917
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	244,399	286,869
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	2	4
	12 Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	4,769	-19
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	250,395	288,771
	14 Benefits paid to or for members (Part IX, column (A), line 4)	0	0
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	0	0
	16a Professional fundraising fees (Part IX, column (A), line 11e)	0	0
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ 0		
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	0	0
	18 Total expenses Add lines 13-17 (must equal Part IX, column (A), line 25)	238,836	259,370
19 Revenue less expenses Subtract line 18 from line 12	238,836	259,370	
Net Assets or Fund Balances		11,559	29,401
	20 Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21 Total liabilities (Part X, line 26)	86,044	115,445
	22 Net assets or fund balances Subtract line 21 from line 20	0	0
		86,044	115,445

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge

Sign Here
 Signature of officer: _____ Date: 2018-05-14
 Stephen Monka President
 Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name Robert L McMannis Jr CPA	Preparer's signature Robert L McMannis Jr CPA	Date	Check <input type="checkbox"/> if self-employed	PTIN P00021443
Firm's name ▶ Gray Proctor & McMannis CPA's LLP	Firm's EIN ▶ 33-0540999		Phone no (949) 251-4868	
Firm's address ▶ 3991 MacArthur Blvd 240 Newport Beach, CA 92660				

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No

Part III Statement of Program Service Accomplishments

1 Briefly describe the organization's mission To develop Christ-centered character through sports education, training, competitive play and Christian outreach by serving the spiritual and emotional needs of youth

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? No

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? No

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported

4a (Code) (Expenses \$ 218,504 including grants of \$ 286,869)

4b (Code) (Expenses \$ including grants of \$)

4c (Code) (Expenses \$ including grants of \$)

4d Other program services (Describe in Schedule O) (Expenses \$ including grants of \$)

4e Total program service expenses 218,504

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	Yes	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> (see instructions)?		No
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		No
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		No
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>		No
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		No
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		No
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		No
9 Did the organization report an amount in Part X, line 21 for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X, or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		No
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i>		No
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>		No
b Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		No
c Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		No
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>		No
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>		No
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>		No
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>		No
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		No
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>		No
14a Did the organization maintain an office, employees, or agents outside of the United States?		No
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		No
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		No
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		No
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i> (see instructions)		No
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>		No
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		No

Part IV Checklist of Required Schedules (continued)

	Yes	No
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		No
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>		No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>		No
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>		No
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>		No
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		No
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		No
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If "Yes," complete Schedule L, Part II</i>		No
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		No
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions)		
a A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>	Yes	
b A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>	Yes	
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i>	Yes	
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		No
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		No
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		No
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		No
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>		No
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		No
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		No
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		No
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		No
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note. All Form 990 filers are required to complete Schedule O	Yes	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
1a	Enter the number reported in Box 3 of Form 1096 Enter -0- if not applicable	11	
1b	Enter the number of Forms W-2G included in line 1a Enter -0- if not applicable	0	
1c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	0	
2b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)		
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?		No
3b	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation in Schedule O		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		No
b	If "Yes," enter the name of the foreign country <input type="text"/> See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR)		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		No
5b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		No
5c	If "Yes," to line 5a or 5b, did the organization file Form 8886-T?		
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		No
6b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
7	Organizations that may receive deductible contributions under section 170(c).		
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		No
7b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		
7c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		No
7d	If "Yes," indicate the number of Forms 8282 filed during the year		
7e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		
7f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		
7g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		
7h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		
9a	Did the sponsoring organization make any taxable distributions under section 4966?		
9b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		
10	Section 501(c)(7) organizations. Enter		
10a	Initiation fees and capital contributions included on Part VIII, line 12		
10b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities		
11	Section 501(c)(12) organizations. Enter		
11a	Gross income from members or shareholders		
11b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them)		
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?		
12b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year		
13	Section 501(c)(29) qualified nonprofit health insurance issuers.		
13a	Is the organization licensed to issue qualified health plans in more than one state? Note. See the instructions for additional information the organization must report on Schedule O		
13b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans		
13c	Enter the amount of reserves on hand		
14a	Did the organization receive any payments for indoor tanning services during the tax year?		No
14b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O		

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to lines 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O See instructions

Check if Schedule O contains a response or note to any line in this Part VI [X]

Section A. Governing Body and Management

Table with 4 columns: Question, Line Number, Yes, No. Rows include: 1a (Voting members), 1b (Independent members), 2 (Family/Business relationships), 3 (Management delegation), 4 (Governing documents), 5 (Asset diversion), 6 (Members/stockholders), 7a (Power to elect), 7b (Governance decisions), 8 (Meetings documentation), 9 (Officer reachability).

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

Table with 4 columns: Question, Line Number, Yes, No. Rows include: 10a (Local chapters), 10b (Policies consistency), 11a (Form 990 distribution), 11b (Review process), 12a (Conflict of interest policy), 12b (Disclosure requirements), 12c (Policy enforcement), 13 (Whistleblower policy), 14 (Document retention), 15 (Compensation review), 15a (CEO review), 15b (Other officers review), 16a (Joint venture investment), 16b (Joint venture policy).

Section C. Disclosure

- 17 List the States with which a copy of this Form 990 is required to be filed CA
18 Section 6104 requires an organization to make its Form 1023 (or 1024 if applicable), 990, and 990-T (501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply. [] Own website [] Another's website [X] Upon request [] Other (explain in Schedule O)
19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year
20 State the name, address, and telephone number of the person who possesses the organization's books and records Stephen Monka 504 Avocado Place Camarillo, CA 93010 (805) 432-4522

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

		(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a				
	b Membership dues	1b				
	c Fundraising events	1c				
	d Related organizations	1d				
	e Government grants (contributions)	1e				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	1,917			
	g Noncash contributions included in lines 1a-1f \$					
	h Total. Add lines 1a-1f		1,917			
			Business Code			
Program Service Revenue	2a Sports training and co	611620	286,869	286,869		
	b					
	c					
	d					
	e					
	f All other program service revenue					
	g Total. Add lines 2a-2f		286,869			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		4		4	
	4 Income from investment of tax-exempt bond proceeds					
	5 Royalties					
	6a Gross rents	(i) Real				
		(ii) Personal				
		b Less rental expenses				
		c Rental income or (loss)				
	d Net rental income or (loss)					
	7a Gross amount from sales of assets other than inventory	(i) Securities				
		(ii) Other				
		b Less cost or other basis and sales expenses				
		c Gain or (loss)				
	d Net gain or (loss)					
	8a Gross income from fundraising events (not including \$ of contributions reported on line 1c) See Part IV, line 18	a		2,137		
		b Less direct expenses	b	2,156		
c Net income or (loss) from fundraising events			-19		-19	
9a Gross income from gaming activities See Part IV, line 19	a					
	b Less direct expenses	b				
	c Net income or (loss) from gaming activities					
10a Gross sales of inventory, less returns and allowances	a					
	b Less cost of goods sold	b				
	c Net income or (loss) from sales of inventory					
Miscellaneous Revenue		Business Code				
11a						
	b					
	c					
d All other revenue						
e Total. Add lines 11a-11d						
12 Total revenue. See Instructions		288,771	286,869	0	-15	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments See Part IV, line 21				
2 Grants and other assistance to domestic individuals See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals See Part IV, line 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages				
8 Pension plan accruals and contributions (include section 401 (k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (non-employees)				
a Management	27,225		27,225	
b Legal				
c Accounting	750		750	
d Lobbying				
e Professional fundraising services See Part IV, line 17				
f Investment management fees				
g Other (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O)	177,660	177,660		
12 Advertising and promotion				
13 Office expenses	3,495		3,495	
14 Information technology				
15 Royalties				
16 Occupancy				
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization				
23 Insurance				
24 Other expenses Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O)				
a Field expenses	40,834	40,834		
b Credit card fees	4,152		4,152	
c Telephone	3,186		3,186	
d Promotion	2,058		2,058	
e All other expenses	10	10		
25 Total functional expenses. Add lines 1 through 24e	259,370	218,504	40,866	0
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part IX

		(A) Beginning of year		(B) End of year
Assets	1 Cash-non-interest-bearing	86,044	1	115,445
	2 Savings and temporary cash investments		2	
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net		4	
	5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees Complete Part II of Schedule L		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions) Complete Part II of Schedule L		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges		9	
	10a Land, buildings, and equipment cost or other basis Complete Part VI of Schedule D	10a		
	b Less accumulated depreciation	10b		10c
	11 Investments—publicly traded securities		11	
	12 Investments—other securities See Part IV, line 11		12	
	13 Investments—program-related See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets See Part IV, line 11		15	
16 Total assets. Add lines 1 through 15 (must equal line 34)		86,044	16	115,445
Liabilities	17 Accounts payable and accrued expenses		17	
	18 Grants payable		18	
	19 Deferred revenue		19	
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability Complete Part IV of Schedule D		21	
	22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons Complete Part II of Schedule L		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24) Complete Part X of Schedule D		25	
	26 Total liabilities. Add lines 17 through 25		0	26
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.			
	27 Unrestricted net assets		27	
	28 Temporarily restricted net assets		28	
	29 Permanently restricted net assets		29	
	Organizations that do not follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 30 through 34.			
	30 Capital stock or trust principal, or current funds	0	30	0
	31 Paid-in or capital surplus, or land, building or equipment fund	0	31	0
	32 Retained earnings, endowment, accumulated income, or other funds	86,044	32	115,445
33 Total net assets or fund balances	86,044	33	115,445	
34 Total liabilities and net assets/fund balances	86,044	34	115,445	

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

Table with 10 rows and 2 columns: Description and Amount. Includes Total revenue, Total expenses, Revenue less expenses, Net assets or fund balances at beginning of year, Net unrealized gains (losses) on investments, Donated services and use of facilities, Investment expenses, Prior period adjustments, Other changes in net assets or fund balances, and Net assets or fund balances at end of year.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

Table with 3 columns: Question, Yes, No. Contains questions 1, 2a, 2b, 2c, 3a, and 3b regarding accounting methods, financial statement audits, and oversight processes.

Additional Data

Software ID:

Software Version:

EIN: 46-2766806

Name: Life Sports Ministries International

Form 990 (2017)

Form 990, Part III, Line 4a:

Training in sports fundamentals and skill development, teamwork, sportsmanship, and Christ-centered character development, competition in various tournaments

SCHEDULE A
(Form 990 or 990-EZ)

Public Charity Status and Public Support

OMB No 1545-0047

2017

Open to Public Inspection

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Information about Schedule A (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

Department of the Treasury
Internal Revenue Service

Name of the organization
Life Sports Ministries International

Employer identification number

46-2766806

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in section 170(b)(1)(A)(i).
- 2 A school described in section 170(b)(1)(A)(ii). (Attach Schedule E (Form 990 or 990-EZ))
- 3 A hospital or a cooperative hospital service organization described in section 170(b)(1)(A)(iii).
- 4 A medical research organization operated in conjunction with a hospital described in section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state _____
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in section 170(b)(1)(A)(iv). (Complete Part II)
- 6 A federal, state, or local government or governmental unit described in section 170(b)(1)(A)(v).
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in section 170(b)(1)(A)(vi). (Complete Part II)
- 8 A community trust described in section 170(b)(1)(A)(vi) (Complete Part II)
- 9 An agricultural research organization described in 170(b)(1)(A)(ix) operated in conjunction with a land-grant college or university or a non-land grant college of agriculture See instructions Enter the name, city, and state of the college or university _____
- 10 An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975 See section 509(a)(2). (Complete Part III)
- 11 An organization organized and operated exclusively to test for public safety See section 509(a)(4).
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See section 509(a)(3). Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s) **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions) **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions) **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization
 - f Enter the number of supported organizations _____
 - g Provide the following information about the supported organization(s)

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1- 10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv), 170(b)(1)(A)(vi), and 170(b)(1)(A)(ix)

(Complete only if you checked the box on line 5, 7, 8, or 9 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grant.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income Do not include gain or loss from the sale of capital assets (Explain in Part VI)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc (see instructions)					12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2017 (line 6, column (f) divided by line 11, column (f))	14	
15 Public support percentage for 2016 Schedule A, Part II, line 14	15	
16a 33 1/3% support test—2017. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
b 33 1/3% support test—2016. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
17a 10%-facts-and-circumstances test—2017. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test The organization qualifies as a publicly supported organization <input type="checkbox"/>		
b 10%-facts-and-circumstances test—2016. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test The organization qualifies as a publicly supported organization <input type="checkbox"/>		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions <input type="checkbox"/>		

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants")			25,756	1,225	1,917	28,898
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose			209,860	249,785	286,869	746,514
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5			235,616	251,010	288,786	775,412
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						0
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						0
c Add lines 7a and 7b						0
8 Public support. (Subtract line 7c from line 6)						775,412

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
9 Amounts from line 6			235,616	251,010	288,786	775,412
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources				2	4	6
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b				2	4	6
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income Do not include gain or loss from the sale of capital assets (Explain in Part VI)				4,769	-19	4,750
13 Total support. (Add lines 9, 10c, 11, and 12)			235,616	255,781	288,771	780,168

14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶

Section C. Computation of Public Support Percentage

15 Public support percentage for 2017 (line 8, column (f) divided by line 13, column (f))	15	99.390 %
16 Public support percentage from 2016 Schedule A, Part III, line 15	16	99.030 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2017 (line 10c, column (f) divided by line 13, column (f))	17	0 %
18 Investment income percentage from 2016 Schedule A, Part III, line 17	18	

19a 33 1/3% support tests—2017. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ▶

b 33 1/3% support tests—2016. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3% and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ▶

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ▶

Part IV Supporting Organizations

(Complete only if you checked a box on line 12 of Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer (b) and (c) below.		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in Part VI when and how the organization made the determination.		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in Part VI what controls the organization put in place to ensure such use.		
4a Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes" and if you checked 12a or 12b in Part I, answer (b) and (c) below.		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI , including (i) the names and EIN numbers of the supported organizations added, substituted, or removed, (ii) the reasons for each such action, (iii) the authority under the organization's organizing document authorizing such action, and (iv) how the action was accomplished (such as by amendment to the organizing document).		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in Part VI .		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in Part VI .		
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in Part VI .		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in Part VI .		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer line 10b below.		
b Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
b A family member of a person described in (a) above?		
c A 35% controlled entity of a person described in (a) or (b) above? <i>If "Yes" to a, b, or c, provide detail in Part VI</i>		
	11a	
	11b	
	11c	

Section B. Type I Supporting Organizations

	Yes	No
1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? <i>If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i>		
	1	
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? <i>If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised or controlled the supporting organization.</i>		
	2	

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <i>If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i>		
	1	

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
	1	
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization (s) or (ii) serving on the governing body of a supported organization? <i>If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>		
	2	
3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.</i>		
	3	

Section E. Type III Functionally-Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions)		
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below		
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below		
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions)		
2 Activities Test. Answer (a) and (b) below.		
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? <i>If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.</i>	Yes	No
	2a	
b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? <i>If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.</i>		
	2b	
3 Parent of Supported Organizations. Answer (a) and (b) below.		
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? <i>Provide details in Part VI.</i>		
	3a	
b Did the organization exercise a substantial degree of direction over the policies, programs and activities of each of its supported organizations? <i>If "Yes," describe in Part VI the role played by the organization in this regard.</i>		
	3b	

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov 20, 1970 (explain in Part VI) **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E

Section A - Adjusted Net Income

	(A) Prior Year	(B) Current Year (optional)
1 Net short-term capital gain	1	
2 Recoveries of prior-year distributions	2	
3 Other gross income (see instructions)	3	
4 Add lines 1 through 3	4	
5 Depreciation and depletion	5	
6 Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7 Other expenses (see instructions)	7	
8 Adjusted Net Income (subtract lines 5, 6 and 7 from line 4)	8	

Section B - Minimum Asset Amount

	(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year)	1	
a Average monthly value of securities	1a	
b Average monthly cash balances	1b	
c Fair market value of other non-exempt-use assets	1c	
d Total (add lines 1a, 1b, and 1c)	1d	
e Discount claimed for blockage or other factors (explain in detail in Part VI)		
2 Acquisition indebtedness applicable to non-exempt use assets	2	
3 Subtract line 2 from line 1d	3	
4 Cash deemed held for exempt use Enter 1-1/2% of line 3 (for greater amount, see instructions)	4	
5 Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6 Multiply line 5 by 035	6	
7 Recoveries of prior-year distributions	7	
8 Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount

	Current Year
1 Adjusted net income for prior year (from Section A, line 8, Column A)	1
2 Enter 85% of line 1	2
3 Minimum asset amount for prior year (from Section B, line 8, Column A)	3
4 Enter greater of line 2 or line 3	4
5 Income tax imposed in prior year	5
6 Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions)	6

7 Check here if the current year is the organization's first as a non-functionally-integrated Type III supporting organization (see instructions)

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI) See instructions	
7 Total annual distributions. Add lines 1 through 6	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI) See instructions	
9 Distributable amount for 2017 from Section C, line 6	
10 Line 8 amount divided by Line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2017	(iii) Distributable Amount for 2017
1 Distributable amount for 2017 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2017 (reasonable cause required-- explain in Part VI) See instructions			
3 Excess distributions carryover, if any, to 2017			
a			
b From 2013.			
c From 2014.			
d From 2015.			
e From 2016.			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2017 distributable amount			
i Carryover from 2012 not applied (see instructions)			
j Remainder Subtract lines 3g, 3h, and 3i from 3f			
4 Distributions for 2017 from Section D, line 7			
\$			
a Applied to underdistributions of prior years			
b Applied to 2017 distributable amount			
c Remainder Subtract lines 4a and 4b from 4			
5 Remaining underdistributions for years prior to 2017, if any Subtract lines 3g and 4a from line 2 If the amount is greater than zero, explain in Part VI See instructions			
6 Remaining underdistributions for 2017 Subtract lines 3h and 4b from line 1 If the amount is greater than zero, explain in Part VI See instructions			
7 Excess distributions carryover to 2018. Add lines 3j and 4c			
8 Breakdown of line 7			
a Excess from 2013.			
b Excess from 2014.			
c Excess from 2015.			
d Excess from 2016.			
e Excess from 2017.			

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10, Part II, line 17a or 17b, Part III, line 12, Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c, Part IV, Section B, lines 1 and 2, Part IV, Section C, line 1, Part IV, Section D, lines 2 and 3, Part IV, Section E, lines 1c, 2a, 2b, 3a and 3b, Part V, line 1, Part V, Section B, line 1e, Part V Section D, lines 5, 6, and 8, and Part V, Section E, lines 2, 5, and 6 Also complete this part for any additional information (See instructions)

Facts And Circumstances Test

Schedule L (Form 990 or 990-EZ)

Transactions with Interested Persons

Complete if the organization answered "Yes" on Form 990, Part IV, lines 25a, 25b, 26, 27, 28a, 28b, or 28c, or Form 990-EZ, Part V, line 38a or 40b. Attach to Form 990 or Form 990-EZ. Information about Schedule L (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

2017

Department of the Treasury Internal Revenue Service

Open to Public Inspection

Name of the organization Life Sports Ministries International

Employer identification number 46-2766806

Part I Excess Benefit Transactions (section 501(c)(3), section 501(c)(4), and 501(c)(29) organizations only) Complete if the organization answered "Yes" on Form 990, Part IV, line 25a or 25b, or Form 990-EZ, Part V, line 40b

Table with 4 main columns: (a) Name of disqualified person, (b) Relationship between disqualified person and organization, (c) Description of transaction, (d) Corrected? (Yes/No)

2 Enter the amount of tax incurred by organization managers or disqualified persons during the year under section 4958

3 Enter the amount of tax, if any, on line 2, above, reimbursed by the organization

Part II Loans to and/or From Interested Persons.

Complete if the organization answered "Yes" on Form 990-EZ, Part V, line 38a, or Form 990, Part IV, line 26, or if the organization reported an amount on Form 990, Part X, line 5, 6, or 22

Table with 7 main columns: (a) Name of interested person, (b) Relationship with organization, (c) Purpose of loan, (d) Loan to or from the organization?, (e) Original principal amount, (f) Balance due, (g) In default?, (h) Approved by board or committee?, (i) Written agreement?

Total

Part III Grants or Assistance Benefiting Interested Persons.

Complete if the organization answered "Yes" on Form 990, Part IV, line 27.

Table with 5 main columns: (a) Name of interested person, (b) Relationship between interested person and the organization, (c) Amount of assistance, (d) Type of assistance, (e) Purpose of assistance

Part IV Business Transactions Involving Interested Persons.

Complete if the organization answered "Yes" on Form 990, Part IV, line 28a, 28b, or 28c.

(a) Name of interested person	(b) Relationship between interested person and the organization	(c) Amount of transaction	(d) Description of transaction	(e) Sharing of organization's revenues?	
				Yes	No
(1) Stephen Monka	Director	22,600	Payment for coaching fees		No
(2) Compass Pointe	Company owned by director of organization	27,000	Payment for administrative and accounting costs		No
(3) Monka Soccer Academy	Company run by son of director	64,380	Payment for coaching for sports team, MSA FC		No

Part V Supplemental Information

Provide additional information for responses to questions on Schedule L (see instructions)

Return Reference	Explanation

efile GRAPHIC print - DO NOT PROCESS As Filed Data - DLN: 93493134103208

OMB No 1545-0047

SCHEDULE O (Form 990 or 990-EZ)

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

- ▶ Attach to Form 990 or 990-EZ.
- ▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

2017

Open to Public Inspection

Department of the Treasury

Internal Revenue Service

Name of the organization
Life Sports Ministries International

Employer identification number

46-2766806

990 Schedule O, Supplemental Information

Return Reference	Explanation
Form 990, Part VI, Section B, line 11b	Draft copy of Form 990 was circulated to the Board members and approved as of May 11, 2018

990 Schedule O, Supplemental Information

Return Reference	Explanation
Form 990, Part VI, Section B, line 12c	Potential conflicts are discussed and documented at annual meetings, at which time any issues are discussed and resolved

990 Schedule O, Supplemental Information

Return Reference	Explanation
Form 990, Part VI, Section C, line 19	Information is available to the public upon request

990 Schedule O, Supplemental Information

Return Reference	Explanation
Form 990, Part IX, line 11g	Coaching fees Program service expenses 133,940 Management and general expenses 0 Fundraising expenses 0 Total expenses 133,940 League, tournament, and referee fees Program service expenses 43,720 Management and general expenses 0 Fundraising expenses 0 Total expenses 43,720

Form 990

Return of Organization Exempt From Income Tax

OMB No 1545-0047

Department of the Treasury Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)
Do not enter social security numbers on this form as it may be made public
Go to www.irs.gov/Form990 for instructions and the latest information.

2018

Open to Public Inspection

A For the 2019 calendar year, or tax year beginning 01-01-2018, and ending 12-31-2018

- B Check if applicable
Address change
Name change
Initial return
Final return/terminated
Amended return
Application pending

C Name of organization: Life Sports Ministries International
Doing business as
Number and street (or P O box if mail is not delivered to street address): 504 Avocado Place
Room/suite
City or town, state or province, country, and ZIP or foreign postal code: Camarillo, CA 93010

D Employer identification number: 46-2766806

E Telephone number: (805) 432-4522

G Gross receipts \$ 322,118

F Name and address of principal officer: Stephen Monka, 504 Avocado Place, Camarillo, CA 93010

H(a) Is this a group return for subordinates? Yes No
H(b) Are all subordinates included? Yes No

I Tax-exempt status: 501(c)(3)

If "No," attach a list (see instructions)

H(c) Group exemption number

J Website: Lifesportsministries.org

K Form of organization: Corporation

L Year of formation: 2013

M State of legal domicile: CA

Part I Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities
The primary objectives and purposes of this corporation shall be to develop Christ centered character through sports education, training, competitive play and Christian outreach by serving the spiritual and emotional needs of youth Significant activities include instruction in sports fundamentals, skill development, teamwork, sportsmanship, and Christ-centered character development, training and competition in established sports leagues, and Christian outreach locally and abroad via sports training

Table with 2 columns: Line number, Amount. Rows 2-7b detailing organizational statistics and revenue.

Revenue

Table with 3 columns: Line number, Prior Year, Current Year. Rows 8-12 detailing revenue breakdown.

Expenses

Table with 3 columns: Line number, Prior Year, Current Year. Rows 13-19 detailing expense breakdown.

Net Assets or Fund Balances

Table with 3 columns: Line number, Beginning of Current Year, End of Year. Rows 20-22 detailing net assets and fund balances.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge

Sign Here: Signature of officer: Stephen Monka, President. Date: 2019-09-10

Paid Preparer Use Only: Preparer's name: Gray Proctor & McMannis CPA's LLP, Firm's EIN: 33-0540999

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No
For Paperwork Reduction Act Notice, see the separate instructions. Cat No 11282Y Form 990 (2018)

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission To develop Christ-centered character through sports education, training, competitive play and Christian outreach by serving the spiritual and emotional needs of youth

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? Yes No

If "Yes," describe these new services on Schedule O Yes No

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? Yes No

If "Yes," describe these changes on Schedule O Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported

4a (Code) (Expenses \$ 226,571 including grants of \$) (Revenue \$ 303,250) See Additional Data

4b (Code) (Expenses \$) (Revenue \$) including grants of \$

4c (Code) (Expenses \$) (Revenue \$) including grants of \$

4d Other program services (Describe in Schedule O) (Expenses \$) (Revenue \$) including grants of \$

4e Total program service expenses 226,571

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A <input checked="" type="checkbox"/>	Yes	
2 Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?		No
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		No
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II		No
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III		No
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I <input checked="" type="checkbox"/>		No
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II <input checked="" type="checkbox"/>		No
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III <input checked="" type="checkbox"/>		No
9 Did the organization report an amount in Part X, line 21 for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X, or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV <input checked="" type="checkbox"/>		No
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If "Yes," complete Schedule D, Part V <input checked="" type="checkbox"/>		No
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI <input checked="" type="checkbox"/>		No
b Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII <input checked="" type="checkbox"/>		No
c Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII <input checked="" type="checkbox"/>		No
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX <input checked="" type="checkbox"/>		No
e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X <input checked="" type="checkbox"/>	Yes	
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X <input checked="" type="checkbox"/>		No
12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII <input checked="" type="checkbox"/>		No
b Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional <input checked="" type="checkbox"/>		No
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		No
14a Did the organization maintain an office, employees, or agents outside of the United States?		No
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV		No
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV		No
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV		No
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I (see instructions)		No
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II		No
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III		No
20a Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H		No
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II		No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III		No

Part IV Checklist of Required Schedules (continued)

		Yes	No
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>	23	No
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>	24a	No
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b	
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c	
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d	
25a	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>	25a	No
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>	25b	No
26	Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If "Yes," complete Schedule L, Part II</i>	26	No
27	Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>	27	No
28	Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions)		
a	A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>	28a	Yes
b	A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>	28b	Yes
c	An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i>	28c	Yes
29	Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>	29	No
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>	30	No
31	Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>	31	No
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>	32	No
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>	33	No
34	Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>	34	No
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a	No
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>	35b	
36	Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>	36	No
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>	37	No
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note. All Form 990 filers are required to complete Schedule O	38	Yes

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable	1a	11
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable	1b	0
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c	

2a Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a	0
b If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	2b	
3a Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a	No
b If "Yes," has it filed a Form 990-T for this year?If "No" to line 3b, provide an explanation in Schedule O	3b	
4a At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a	No
b If "Yes," enter the name of the foreign country ▶ _____ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR)	4b	
5a Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a	No
b Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b	No
c If "Yes," to line 5a or 5b, did the organization file Form 8886-T?	5c	
6a Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a	No
b If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b	
7 Organizations that may receive deductible contributions under section 170(c).		
a Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a	No
b If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b	
c Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c	No
d If "Yes," indicate the number of Forms 8282 filed during the year	7d	
e Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e	
f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f	
g If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g	
h If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h	
8 Sponsoring organizations maintaining donor advised funds.		
Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8	
9a Did the sponsoring organization make any taxable distributions under section 4966?	9a	
b Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b	
10 Section 501(c)(7) organizations. Enter		
a Initiation fees and capital contributions included on Part VIII, line 12	10a	
b Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b	
11 Section 501(c)(12) organizations. Enter		
a Gross income from members or shareholders	11a	
b Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them)	11b	
12a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?		
b If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b	
13 Section 501(c)(29) qualified nonprofit health insurance issuers.		
a Is the organization licensed to issue qualified health plans in more than one state? Note. See the instructions for additional information the organization must report on Schedule O	13a	
b Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b	
c Enter the amount of reserves on hand	13c	
14a Did the organization receive any payments for indoor tanning services during the tax year?	14a	No
b If "Yes," has it filed a Form 720 to report these payments?If "No," provide an explanation in Schedule O	14b	
15 Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N	15	No
16 Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O	16	No

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to lines 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O See instructions Check if Schedule O contains a response or note to any line in this Part VI



Section A. Governing Body and Management

Table with columns for question number, description, and Yes/No responses. Includes questions 1a, 1b, 2, 3, 4, 5, 6, 7a, 7b, 8a, 8b, and 9.

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

Table with columns for question number, description, and Yes/No responses. Includes questions 10a, 10b, 11a, 11b, 12a, 12b, 12c, 13, 14, 15a, 15b, 16a, and 16b.

Section C. Disclosure

- 17 List the States with which a copy of this Form 990 is required to be filed CA
18 Section 6104 requires an organization to make its Form 1023 (or 1024-A if applicable), 990, and 990-T (501(c)(3)s only) available for public inspection Indicate how you made these available Check all that apply
19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year
20 State the name, address, and telephone number of the person who possesses the organization's books and records

Part VIII **Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII

		(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a			
	b Membership dues	1b			
	c Fundraising events	1c			
	d Related organizations	1d			
	e Government grants (contributions)	1e			
	f All other contributions, gifts, grants, and similar amounts not included above	1f	4,814		
	g Noncash contributions included in lines 1a - 1f \$				
	h Total. Add lines 1a-1f		4,814		

Program Service Revenue		Business Code			
2a	Sports training and co	611620	303,250	303,250	
b					
c					
d					
e					
f	All other program service revenue				
g Total.	Add lines 2a-2f		303,250		

Other Revenue	3	Investment income (including dividends, interest, and other similar amounts)		7			7
	4	Income from investment of tax-exempt bond proceeds					
	5	Royalties					
	6a	(i) Real					
		(ii) Personal					
	b	Less rental expenses					
	c	Rental income or (loss)					
	d	Net rental income or (loss)					
	7a	(i) Securities					
		(ii) Other					
	b	Less cost or other basis and sales expenses					
	c	Gain or (loss)					
d	Net gain or (loss)						
8a	Gross income from fundraising events (not including \$ of contributions reported on line 1c) See Part IV, line 18	a	14,047				
b	Less direct expenses	b	5,939				
c	Net income or (loss) from fundraising events		8,108			8,108	
9a	Gross income from gaming activities See Part IV, line 19	a					
b	Less direct expenses	b					
c	Net income or (loss) from gaming activities						
10a	Gross sales of inventory, less returns and allowances	a					
b	Less cost of goods sold	b					
c	Net income or (loss) from sales of inventory						
11a	Miscellaneous Revenue		Business Code				
	b						
	c						
	d	All other revenue					
e Total.	Add lines 11a-11d						
12 Total revenue.	See Instructions		316,179	303,250	0	8,115	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21.				
2 Grants and other assistance to domestic individuals. See Part IV, line 22.				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, line 15 and 16.				
4 Benefits paid to or for members.				
5 Compensation of current officers, directors, trustees, and key employees.				
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B).				
7 Other salaries and wages.				
8 Pension plan accruals and contributions (include section 401 (k) and 403(b) employer contributions).				
9 Other employee benefits.				
10 Payroll taxes.				
11 Fees for services (non-employees)				
a Management	34,008		34,008	
b Legal				
c Accounting	775		775	
d Lobbying				
e Professional fundraising services. See Part IV, line 17.				
f Investment management fees.				
g Other (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	198,469	198,469		
12 Advertising and promotion.				
13 Office expenses.	6,377		6,377	
14 Information technology.				
15 Royalties.				
16 Occupancy.				
17 Travel.				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials.				
19 Conferences, conventions, and meetings.				
20 Interest.				
21 Payments to affiliates.				
22 Depreciation, depletion, and amortization.				
23 Insurance.				
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a Field expenses	28,092	28,092		
b Telephone	8,938		8,938	
c Credit card fees	4,999		4,999	
d Promotion	2,332		2,332	
e All other expenses	10	10		
25 Total functional expenses. Add lines 1 through 24e.	284,000	226,571	57,429	0
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720).				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part IX

		(A) Beginning of year		(B) End of year
Assets	1 Cash-non-interest-bearing	115,445	1	151,603
	2 Savings and temporary cash investments		2	
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net		4	
	5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees Complete Part II of Schedule L		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions) Complete Part II of Schedule L		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges		9	
	10a Land, buildings, and equipment cost or other basis Complete Part VI of Schedule D	10a		
	b Less accumulated depreciation	10b		10c
	11 Investments—publicly traded securities		11	
	12 Investments—other securities See Part IV, line 11		12	
	13 Investments—program-related See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets See Part IV, line 11		15	
16 Total assets. Add lines 1 through 15 (must equal line 34)		115,445	16	151,603
Liabilities	17 Accounts payable and accrued expenses		17	
	18 Grants payable		18	
	19 Deferred revenue		19	
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability Complete Part IV of Schedule D		21	
	22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons Complete Part II of Schedule L		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17 - 24) Complete Part X of Schedule D	0	25	3,979
	26 Total liabilities. Add lines 17 through 25	0	26	3,979
Net Assets or Fund Balances	27 Organizations that follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34. Unrestricted net assets		27	
	28 Temporarily restricted net assets		28	
	29 Permanently restricted net assets		29	
	30 Organizations that do not follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 30 through 34. Capital stock or trust principal, or current funds	0	30	0
	31 Paid-in or capital surplus, or land, building or equipment fund	0	31	0
	32 Retained earnings, endowment, accumulated income, or other funds	115,445	32	147,624
	33 Total net assets or fund balances	115,445	33	147,624
	34 Total liabilities and net assets/fund balances	115,445	34	151,603

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)		1	316,179
2	Total expenses (must equal Part IX, column (A), line 25)		2	284,000
3	Revenue less expenses Subtract line 2 from line 1		3	32,179
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))		4	115,445
5	Net unrealized gains (losses) on investments		5	
6	Donated services and use of facilities		6	
7	Investment expenses		7	
8	Prior period adjustments		8	
9	Other changes in net assets or fund balances (explain in Schedule O)		9	0
10	Net assets or fund balances at end of year Combine lines 3 through 9 (must equal Part X, line 33, column (B))		10	147,624

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

1 Accounting method used to prepare the Form 990 Cash Accrual Other
 If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O _____

2a Were the organization's financial statements compiled or reviewed by an independent accountant?
 If 'Yes,' check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both

Separate basis Consolidated basis Both consolidated and separate basis

2b Were the organization's financial statements audited by an independent accountant?
 If 'Yes,' check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both

Separate basis Consolidated basis Both consolidated and separate basis

2c If "Yes," to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?
 If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O _____

3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?

3b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits

	Yes	No
2a		No
2b		No
2c		
3a		No
3b		

Additional Data

Software ID:

Software Version:

EIN: 46-2766806

Name: Life Sports Ministries International

Form 990 (2018)

Form 990, Part III, Line 4a:

Training in sports fundamentals and skill development, teamwork, sportsmanship, and Christ-centered character development, competition in various tournaments

SCHEDULE A
(Form 990 or 990-EZ)

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No 1545-0047

2018

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Name of the organization
Life Sports Ministries International

Employer identification number

46-2766806

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is (For lines 1 through 12, check only one box)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990 or 990-EZ))
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state _____
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II)
- 8 A community trust described in **section 170(b)(1)(A)(vi)** (Complete Part II)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land grant college of agriculture See instructions Enter the name, city, and state of the college or university _____
- 10 An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975 See **section 509(a)(2)**. (Complete Part III)
- 11 An organization organized and operated exclusively to test for public safety See **section 509(a)(4)**.
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s) **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions) **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions) **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization
- f Enter the number of supported organizations _____
- g Provide the following information about the supported organization(s) _____

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1- 10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv), 170(b)(1)(A)(vi), and 170(b)(1)(A)(ix)

(Complete only if you checked the box on line 5, 7, 8, or 9 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grant.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc (see instructions)					12	

13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶

Section C. Computation of Public Support Percentage

14 Public support percentage for 2018 (line 6, column (f) divided by line 11, column (f))	14	
15 Public support percentage for 2017 Schedule A, Part II, line 14	15	

16a 33 1/3% support test—2018. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶

b 33 1/3% support test—2017. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶

17a 10%-facts-and-circumstances test—2018. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part VI how the organization meets the "facts-and-circumstances" test The organization qualifies as a publicly supported organization ▶

b 10%-facts-and-circumstances test—2017. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part VI how the organization meets the "facts-and-circumstances" test The organization qualifies as a publicly supported organization ▶

18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ▶

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants.")		25,756	1,225	1,917	4,814	33,712
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose		209,860	249,785	286,869	303,250	1,049,764
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5		235,616	251,010	288,786	308,064	1,083,476
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						0
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						0
c Add lines 7a and 7b						0
8 Public support. (Subtract line 7c from line 6)						1,083,476

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
9 Amounts from line 6		235,616	251,010	288,786	308,064	1,083,476
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources			2	4		6
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b			2	4		6
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income Do not include gain or loss from the sale of capital assets (Explain in Part VI)			4,769	-19	8,108	12,858
13 Total support. (Add lines 9, 10c, 11, and 12)		235,616	255,781	288,771	316,172	1,096,340
14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here ▶ <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2018 (line 8, column (f) divided by line 13, column (f))	15	98 830 %
16 Public support percentage from 2017 Schedule A, Part III, line 15	16	99 390 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2018 (line 10c, column (f) divided by line 13, column (f))	17	0 %
18 Investment income percentage from 2017 Schedule A, Part III, line 17	18	

19a 33 1/3% support tests—2018. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization ▶

b 33 1/3% support tests—2017. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3% and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization ▶

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ▶

Part IV Supporting Organizations

(Complete only if you checked a box on line 12 of Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

		Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer (b) and (c) below.		
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in Part VI when and how the organization made the determination.		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in Part VI what controls the organization put in place to ensure such use.		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes" and if you checked 12a or 12b in Part I, answer (b) and (c) below.		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI , including (i) the names and EIN numbers of the supported organizations added, substituted, or removed, (ii) the reasons for each such action, (iii) the authority under the organization's organizing document authorizing such action, and (iv) how the action was accomplished (such as by amendment to the organizing document).		
b	Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c	Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in Part VI .		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in Part VI .		
b	Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in Part VI .		
c	Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in Part VI .		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer line 10b below.		
b	Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
b A family member of a person described in (a) above?		
c A 35% controlled entity of a person described in (a) or (b) above? <i>If "Yes" to a, b, or c, provide detail in Part VI</i>		
	11a	
	11b	
	11c	

Section B. Type I Supporting Organizations

	Yes	No
1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? <i>If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i>		
	1	
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? <i>If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised or controlled the supporting organization.</i>		
	2	

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <i>If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i>		
	1	

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
	1	
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? <i>If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>		
	2	
3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.</i>		
	3	

Section E. Type III Functionally-Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions)			
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.			
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.			
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).			
2 Activities Test. Answer (a) and (b) below.			
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? <i>If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.</i>		Yes	No
	2a		
b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? <i>If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.</i>			
	2b		
3 Parent of Supported Organizations. Answer (a) and (b) below.			
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? <i>Provide details in Part VI.</i>			
	3a		
b Did the organization exercise a substantial degree of direction over the policies, programs and activities of each of its supported organizations? <i>If "Yes," describe in Part VI the role played by the organization in this regard.</i>			
	3b		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI) **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E

Section A - Adjusted Net Income

	(A) Prior Year	(B) Current Year (optional)
1 Net short-term capital gain	1	
2 Recoveries of prior-year distributions	2	
3 Other gross income (see instructions)	3	
4 Add lines 1 through 3	4	
5 Depreciation and depletion	5	
6 Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7 Other expenses (see instructions)	7	
8 Adjusted Net Income (subtract lines 5, 6 and 7 from line 4)	8	

Section B - Minimum Asset Amount

	(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year)	1	
a Average monthly value of securities	1a	
b Average monthly cash balances	1b	
c Fair market value of other non-exempt-use assets	1c	
d Total (add lines 1a, 1b, and 1c)	1d	

e Discount claimed for blockage or other factors (explain in detail in Part VI)

2 Acquisition indebtedness applicable to non-exempt use assets	2	
3 Subtract line 2 from line 1d	3	
4 Cash deemed held for exempt use Enter 1-1/2% of line 3 (for greater amount, see instructions)	4	
5 Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6 Multiply line 5 by 035	6	
7 Recoveries of prior-year distributions	7	
8 Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount

	Current Year
1 Adjusted net income for prior year (from Section A, line 8, Column A)	1
2 Enter 85% of line 1	2
3 Minimum asset amount for prior year (from Section B, line 8, Column A)	3
4 Enter greater of line 2 or line 3	4
5 Income tax imposed in prior year	5
6 Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions)	6

Check here if the current year is the organization's first as a non-functionally-integrated Type III supporting organization (see instructions)

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI) See instructions	
7 Total annual distributions. Add lines 1 through 6	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI) See instructions	
9 Distributable amount for 2018 from Section C, line 6	
10 Line 8 amount divided by Line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2018	(iii) Distributable Amount for 2018
1 Distributable amount for 2018 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2018 (reasonable cause required-- explain in Part VI) See instructions			
3 Excess distributions carryover, if any, to 2018			
a From 2013.			
b From 2014.			
c From 2015.			
d From 2016.			
e From 2017.			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2018 distributable amount			
i Carryover from 2013 not applied (see instructions)			
j Remainder Subtract lines 3g, 3h, and 3i from 3f			
4 Distributions for 2018 from Section D, line 7			
a Applied to underdistributions of prior years			
b Applied to 2018 distributable amount			
c Remainder Subtract lines 4a and 4b from 4			
5 Remaining underdistributions for years prior to 2018, if any Subtract lines 3g and 4a from line 2 If the amount is greater than zero, explain in Part VI See instructions			
6 Remaining underdistributions for 2018 Subtract lines 3h and 4b from line 1 If the amount is greater than zero, explain in Part VI See instructions			
7 Excess distributions carryover to 2019. Add lines 3j and 4c			
8 Breakdown of line 7			
a Excess from 2014.			
b Excess from 2015.			
c Excess from 2016.			
d Excess from 2017.			
e Excess from 2018.			

Additional Data

Software ID:

Software Version:

EIN: 46-2766806

Name: Life Sports Ministries International

Schedule A (Form 990 or 990-EZ) 2018

Page 8

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10, Part II, line 17a or 17b, Part III, line 12, Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c, Part IV, Section B, lines 1 and 2, Part IV, Section C, line 1, Part IV, Section D, lines 2 and 3, Part IV, Section E, lines 1c, 2a, 2b, 3a and 3b, Part V, line 1, Part V, Section B, line 1e, Part V Section D, lines 5, 6, and 8, and Part V, Section E, lines 2, 5, and 6 Also complete this part for any additional information (See instructions)

Facts And Circumstances Test

SCHEDULE D (Form 990)

Supplemental Financial Statements

OMB No 1545-0047

2018

Open to Public Inspection

Complete if the organization answered "Yes," on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b. Attach to Form 990. Go to www.irs.gov/Form990 for the latest information.

Department of the Treasury Internal Revenue Service

Name of the organization Life Sports Ministries International

Employer identification number 46-2766806

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

Table with 2 columns: (a) Donor advised funds, (b) Funds and other accounts. Rows include: 1 Total number at end of year, 2 Aggregate value of contributions to (during year), 3 Aggregate value of grants from (during year), 4 Aggregate value at end of year, 5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? (Yes/No), 6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? (Yes/No)

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

Form for Part II Conservation Easements. Includes questions 1-9 regarding purpose of easements, monitoring, and reporting. Includes a table for 'Held at the End of the Year' with rows 2a, 2b, 2c, 2d.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets. Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

Form for Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets. Includes questions 1a, 1b, 2 regarding reporting requirements for art and historical treasures.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

- 3** Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply)
- a** Public exhibition
 - b** Scholarly research
 - c** Preservation for future generations
 - d** Loan or exchange programs
 - e** Other
- 4** Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII
- 5** During the year, did the organization solicit or receive donations of art, historical treasures or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a** Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No
- b** If "Yes," explain the arrangement in Part XIII and complete the following table
- | | Amount |
|--|-----------|
| c Beginning balance | 1c |
| d Additions during the year | 1d |
| e Distributions during the year | 1e |
| f Ending balance | 1f |
- 2a** Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? . . . Yes No
- b** If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided in Part XIII

Part V Endowment Funds. Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

- 2** Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as
- a** Board designated or quasi-endowment ▶
 - b** Permanent endowment ▶
 - c** Temporarily restricted endowment ▶
- The percentages on lines 2a, 2b, and 2c should equal 100%
- 3a** Are there endowment funds not in the possession of the organization that are held and administered for the organization by
- | | | |
|--|-----|----|
| (i) unrelated organizations | Yes | No |
| (ii) related organizations | | |
- b** If "Yes" on 3a(ii), are the related organizations listed as required on Schedule R?
- 4** Describe in Part XIII the intended uses of the organization's endowment funds

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment				
e Other				

Total. Add lines 1a through 1e (Column (d) must equal Form 990, Part X, column (B), line 10(c)) . . . ▶ 0

Part VII Investments—Other Securities. Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Column (b) must equal Form 990, Part X, col (B) line 12)		

Part VIII Investments—Program Related. Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Column (b) must equal Form 990, Part X, col (B) line 13)		

Part IX Other Assets. Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col (B) line 15)	

Part X Other Liabilities. Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
Credit card payable	3,979
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col (B) line 25)	

2. Liability for uncertain tax positions In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740) Check here if the text of the footnote has been provided in Part XIII

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return

Complete if the organization answered 'Yes' on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements		1
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12		
a	Net unrealized gains (losses) on investments	2a	
b	Donated services and use of facilities	2b	
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIII)	2d	
e	Add lines 2a through 2d		2e
3	Subtract line 2e from line 1		3
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII)	4b	
c	Add lines 4a and 4b		4c
5	Total revenue Add lines 3 and 4c . (This must equal Form 990, Part I, line 12)		5

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered 'Yes' on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		1
2	Amounts included on line 1 but not on Form 990, Part IX, line 25		
a	Donated services and use of facilities	2a	
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIII)	2d	
e	Add lines 2a through 2d		2e
3	Subtract line 2e from line 1		3
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII)	4b	
c	Add lines 4a and 4b		4c
5	Total expenses Add lines 3 and 4c . (This must equal Form 990, Part I, line 18)		5

Part XIII Supplemental Information

Provide the descriptions required for Part II, lines 3, 5, and 9, Part III, lines 1a and 4, Part IV, lines 1b and 2b, Part V, line 4, Part X, line 2, Part XI, lines 2d and 4b, and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

Return Reference	Explanation

Part XIII Supplemental Information (continued)

Return Reference	Explanation
------------------	-------------

Schedule L (Form 990 or 990-EZ)

Transactions with Interested Persons

OMB No 1545-0047

Complete if the organization answered "Yes" on Form 990, Part IV, lines 25a, 25b, 26, 27, 28a, 28b, or 28c, or Form 990-EZ, Part V, line 38a or 40b. Attach to Form 990 or Form 990-EZ. Go to www.irs.gov/Form990 for the latest information.

2018

Open to Public Inspection

Department of the Treasury Internal Revenue Service

Name of the organization Life Sports Ministries International

Employer identification number

46-2766806

Part I Excess Benefit Transactions (section 501(c)(3), section 501(c)(4), and 501(c)(29) organizations only)

Complete if the organization answered "Yes" on Form 990, Part IV, line 25a or 25b, or Form 990-EZ, Part V, line 40b

Table with 4 main columns: (a) Name of disqualified person, (b) Relationship between disqualified person and organization, (c) Description of transaction, (d) Corrected? (Yes/No)

2 Enter the amount of tax incurred by organization managers or disqualified persons during the year under section 4958

3 Enter the amount of tax, if any, on line 2, above, reimbursed by the organization

Part II Loans to and/or From Interested Persons.

Complete if the organization answered "Yes" on Form 990-EZ, Part V, line 38a, or Form 990, Part IV, line 26, or if the organization reported an amount on Form 990, Part X, line 5, 6, or 22

Table with 9 main columns: (a) Name of interested person, (b) Relationship with organization, (c) Purpose of loan, (d) Loan to or from the organization (To/From), (e) Original principal amount, (f) Balance due, (g) In default? (Yes/No), (h) Approved by board or committee? (Yes/No), (i) Written agreement? (Yes/No)

Part III Grants or Assistance Benefiting Interested Persons.

Complete if the organization answered "Yes" on Form 990, Part IV, line 27.

Table with 5 main columns: (a) Name of interested person, (b) Relationship between interested person and the organization, (c) Amount of assistance, (d) Type of assistance, (e) Purpose of assistance

Part IV Business Transactions Involving Interested Persons.

Complete if the organization answered "Yes" on Form 990, Part IV, line 28a, 28b, or 28c.

(a) Name of interested person	(b) Relationship between interested person and the organization	(c) Amount of transaction	(d) Description of transaction	(e) Sharing of organization's revenues?	
				Yes	No
(1) Stephen Monka	Director		Payment for coaching fees		No
(2) Compass Pointe	Company owned by director of organization		Payment for administrative and accounting costs		No
(3) Monka Soccer Academy	Company run by son of director		Payment for coaching for sports team, MSA FC		No

Part V Supplemental Information

Provide additional information for responses to questions on Schedule L (see instructions)

Return Reference	Explanation

efile GRAPHIC print - DO NOT PROCESS As Filed Data - DLN: 93493263012119

OMB No 1545-0047

2018

Open to Public Inspection

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

- ▶ Attach to Form 990 or 990-EZ.
- ▶ Go to www.irs.gov/Form990 for the latest information.

Department of the Treasury
Internal Revenue Service
Name of the organization
Life Sports Ministries International

Employer identification number
46-2766806

990 Schedule O, Supplemental Information

Return Reference	Explanation
Form 990, Part VI, Section B, line 11b	Draft copy of Form 990 was circulated to the Board members and approved as of August 28, 2019

990 Schedule O, Supplemental Information

Return Reference	Explanation
Form 990, Part VI, Section B, line 12c	Potential conflicts are discussed and documented at annual meetings, at which time any issues are discussed and resolved

990 Schedule O, Supplemental Information

Return Reference	Explanation
Form 990, Part VI, Section C, line 19	Information is available to the public upon request

990 Schedule O, Supplemental Information

Return Reference	Explanation
Form 990, Part IX, line 11g	Coaching fees Program service expenses 144,378 Management and general expenses 0 Fundraising expenses 0 Total expenses 144,378 League, tournament, and referee fees Program service expenses 54,091 Management and general expenses 0 Fundraising expenses 0 Total expenses 54,091

Form **990**
Department of the Treasury Internal Revenue Service

Return of Organization Exempt From Income Tax

OMB No. 1545-0047
2019
Open to Public Inspection

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)
▶ Do not enter social security numbers on this form as it may be made public.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

A For the 2019 calendar year, or tax year beginning 01-01-2019 , and ending 12-31-2019

- B** Check if applicable:
- Address change
 - Name change
 - Initial return
 - Final return/terminated
 - Amended return
 - Application pending

C Name of organization
Life Sports Ministries International

Doing business as

Number and street (or P.O. box if mail is not delivered to street address) Room/suite
504 Avocado Place

City or town, state or province, country, and ZIP or foreign postal code
Camarillo, CA 93010

D Employer identification number
46-2766806

E Telephone number
(805) 432-4522

G Gross receipts \$ 257,343

F Name and address of principal officer:
Stephen Monka
504 Avocado Place
Camarillo, CA 93010

H(a) Is this a group return for subordinates? Yes No

H(b) Are all subordinates included? Yes No
If "No," attach a list. (see instructions)

H(c) Group exemption number ▶

I Tax-exempt status: 501(c)(3) 501(c) () ◀ (insert no.) 4947(a)(1) or 527

J Website: ▶ lifesportsministries.org

K Form of organization: Corporation Trust Association Other ▶

L Year of formation: 2013 **M** State of legal domicile: CA

Part I Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities:
The primary objectives and purposes of this corporation shall be to develop Christ centered character through sports education, training, competitive play and Christian outreach by serving the spiritual and emotional needs of youth. Significant activities include instruction in sports fundamentals, skill development, teamwork, sportsmanship, and Christ-centered character development; training and competition in established sports leagues, and Christian outreach locally and abroad via sports training.

2 Check this box if the organization discontinued its operations or disposed of more than 25% of its net assets.

3 Number of voting members of the governing body (Part VI, line 1a) **3** **4**

4 Number of independent voting members of the governing body (Part VI, line 1b) **4** **4**

5 Total number of individuals employed in calendar year 2019 (Part V, line 2a) **5** **0**

6 Total number of volunteers (estimate if necessary) **6** **0**

7a Total unrelated business revenue from Part VIII, column (C), line 12 **7a** **0**

b Net unrelated business taxable income from Form 990-T, line 39 **7b** **0**

Revenue

Expenses

Net Assets or Fund Balances

	Prior Year	Current Year
8 Contributions and grants (Part VIII, line 1h)	4,814	4,633
9 Program service revenue (Part VIII, line 2g)	303,250	237,566
10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	7	9
11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	8,108	9,615
12 Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	316,179	251,823
13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)	0	0
14 Benefits paid to or for members (Part IX, column (A), line 4)	0	0
15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	0	0
16a Professional fundraising fees (Part IX, column (A), line 11e)	0	0
b Total fundraising expenses (Part IX, column (D), line 25) ▶ 0		
17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	284,000	263,198
18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	284,000	263,198
19 Revenue less expenses. Subtract line 18 from line 12	32,179	-11,375
	Beginning of Current Year	End of Year
20 Total assets (Part X, line 16)	151,603	136,249
21 Total liabilities (Part X, line 26)	3,979	0
22 Net assets or fund balances. Subtract line 21 from line 20	147,624	136,249

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer _____ Date 2020-06-29
Stephen Monka President
Type or print name and title _____

Paid Preparer Use Only

Print/Type preparer's name _____ Preparer's signature _____ Date _____
Check if self-employed PTIN P00021443
Firm's name ▶ Gray Proctor & McMannis CPA's LLP Firm's EIN ▶ 33-0540999
Firm's address ▶ 3991 MacArthur Blvd 240 Phone no. (949) 251-4888
Newport Beach, CA 92660

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No
For Paperwork Reduction Act Notice, see the separate instructions. Cat. No. 11282Y Form 990 (2019)

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission:
To develop Christ-centered character through sports education, training, competitive play and Christian outreach by serving the spiritual and emotional needs of youth.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? Yes No

If "Yes," describe these new services on Schedule O.
3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? Yes No

If "Yes," describe these changes on Schedule O.
4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 206,955 including grants of \$) (Revenue \$ 237,566)
See Additional Data





4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services (Describe in Schedule O.)
(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses 206,955

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i> 	1 Yes	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> (see instructions)?	2	No
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>	3	No
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>	4	No
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>	5	No
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>	6	No
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>	7	No
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>	8	No
9 Did the organization report an amount in Part X, line 21 for escrow or custodial account liability; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>	9	No
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi endowments? <i>If "Yes," complete Schedule D, Part V</i>	10	No
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	11a	No
b Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>	11b	No
c Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>	11c	No
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>	11d	No
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	11e	No
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>	11f	No
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	12a	No
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>	12b	No
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>	13	No
14a Did the organization maintain an office, employees, or agents outside of the United States?	14a	No
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>	14b	No
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>	15	No
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>	16	No
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i> (see instructions) 	17	No
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i> 	18 Yes	
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i> 	19	No
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>	20a	No
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b	
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>	21	No

Part IV Checklist of Required Schedules (continued)

Table with 3 columns: Question, Yes, No. Rows 22-38 covering various organizational requirements and tax-exempt bond issues.

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V []

Table with 3 columns: Question, Yes, No. Rows 1a-1c regarding Form 1096, Forms W-2G, and backup withholding rules.

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

Form with 16 main sections (2a-16) containing various questions and sub-sections (a-e) regarding employee reporting, foreign accounts, tax shelter transactions, charitable contributions, and organizational compliance. Includes a grid for 'Yes/No' responses.

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to lines 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI



Section A. Governing Body and Management

Table with columns for line numbers (1a, 1b, 2, 3, 4, 5, 6, 7a, 7b, 8a, 8b, 9) and columns for Yes/No responses. Includes questions about voting members, family relationships, management delegation, and documentation.

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

Table with columns for line numbers (10a, 10b, 11a, 11b, 12a, 12b, 12c, 13, 14, 15a, 15b, 16a, 16b) and columns for Yes/No responses. Includes questions about local chapters, conflict of interest policies, whistleblower policies, and compensation reviews.

Section C. Disclosure

- 17 List the states with which a copy of this Form 990 is required to be filed: CA
18 Section 6104 requires an organization to make its Form 1023 (or 1024-A if applicable), 990, and 990-T (501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
20 State the name, address, and telephone number of the person who possesses the organization's books and records: Stephen Monka 504 Avocado Place Camarillo, CA 93010 (805) 432-4522

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
 - List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
 - List the organization's five **current** highest compensated employees (other than an officer, director, trustee or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
 - List all of the organization's **former** officers, key employees, or highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
 - List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.
- See instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional Trustee	Officer	Key employee	Highest compensated employee	Former			
(1) Stephen Monka President	40.00	X		X				0	0	0
(2) Sean Gordon Vice President/Secretary	10.00	X		X				0	0	0
(3) Justin Davidson Treasurer	10.00	X		X				0	0	0
(4) Elizabeth Brookes Vice President	10.00	X		X				0	0	0

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional Trustee	Officer	Key employee	Highest compensated employee	Former			
1b Sub-Total										
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)							0	0	0	

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization ▶ **0**

	Yes	No
3 Did the organization list any former officer, director or trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>		No
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>		No
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>		No

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization ▶ **0**

Part VIII **Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a				
	b Membership dues	1b				
	c Fundraising events	1c				
	d Related organizations	1d				
	e Government grants (contributions)	1e				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	4,633			
	g Noncash contributions included in lines 1a - 1f:\$	1g				
	h Total. Add lines 1a-1f			4,633		
Program Service Revenue	2a Sports training and co	Business Code 611620	237,566	237,566		
	b					
	c					
	d					
	e					
	f All other program service revenue.					
	g Total. Add lines 2a-2f.		237,566			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		9			9
	4 Income from investment of tax-exempt bond proceeds					
	5 Royalties					
	6a Gross rents	(i) Real				
		(ii) Personal				
		b Less: rental expenses	6b			
		c Rental income or (loss)	6c			
	d Net rental income or (loss)					
	7a Gross amount from sales of assets other than inventory	(i) Securities				
		(ii) Other				
		b Less: cost or other basis and sales expenses	7b			
		c Gain or (loss)	7c			
	d Net gain or (loss)					
	8a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18		8a	15,135		
		b Less: direct expenses	8b	5,520		
c Net income or (loss) from fundraising events			9,615		9,615	
9a Gross income from gaming activities. See Part IV, line 19		9a				
	b Less: direct expenses	9b				
	c Net income or (loss) from gaming activities					
10a Gross sales of inventory, less returns and allowances		10a				
	b Less: cost of goods sold	10b				
	c Net income or (loss) from sales of inventory					
Miscellaneous Revenue		Business Code				
11a						
b						
c						
d All other revenue						
e Total. Add lines 11a-11d						
12 Total revenue. See instructions			251,823	237,566	0	9,624

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16.				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages				
8 Pension plan accruals and contributions (include section 401 (k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (non-employees):				
a Management	34,009		34,009	
b Legal				
c Accounting	850		850	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O)	173,929	173,929		
12 Advertising and promotion				
13 Office expenses	8,251		8,251	
14 Information technology				
15 Royalties				
16 Occupancy				
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization				
23 Insurance				
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a Field expenses	33,016	33,016		
b Telephone	7,045		7,045	
c Credit card fees	4,878		4,878	
d Promotion	1,210		1,210	
e All other expenses	10	10		
25 Total functional expenses. Add lines 1 through 24e	263,198	206,955	56,243	0
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720).				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part IX

		(A) Beginning of year		(B) End of year
Assets	1 Cash-non-interest-bearing	151,603	1	136,249
	2 Savings and temporary cash investments		2	
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net		4	
	5 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges		9	
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a		
	b Less: accumulated depreciation	10b		10c
	11 Investments—publicly traded securities		11	
	12 Investments—other securities. See Part IV, line 11		12	
	13 Investments—program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11		15	
16 Total assets. Add lines 1 through 15 (must equal line 34)		151,603	16	136,249
Liabilities	17 Accounts payable and accrued expenses		17	
	18 Grants payable		18	
	19 Deferred revenue		19	
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17 - 24). Complete Part X of Schedule D	3,979	25	0
	26 Total liabilities. Add lines 17 through 25	3,979	26	0
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions		27	
	28 Net assets with donor restrictions		28	
	Organizations that do not follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds	0	29	0
	30 Paid-in or capital surplus, or land, building or equipment fund	0	30	0
	31 Retained earnings, endowment, accumulated income, or other funds	147,624	31	136,249
	32 Total net assets or fund balances	147,624	32	136,249
33 Total liabilities and net assets/fund balances	151,603	33	136,249	

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	251,823
2	Total expenses (must equal Part IX, column (A), line 25)	263,198
3	Revenue less expenses. Subtract line 2 from line 1	-11,375
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	147,624
5	Net unrealized gains (losses) on investments	
6	Donated services and use of facilities	
7	Investment expenses	
8	Prior period adjustments	
9	Other changes in net assets or fund balances (explain in Schedule O)	0
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	136,249

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

1	Accounting method used to prepare the Form 990: If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.	<input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual <input type="checkbox"/> Other			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both:	<input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	2a		No
b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:	<input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	2b		No
c	If "Yes," to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.		2c		
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		3a		No
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.		3b		

Additional Data

Software ID:

Software Version:

EIN: 46-2766806

Name: Life Sports Ministries International

Form 990 (2019)

Form 990, Part III, Line 4a:

Training in sports fundamentals and skill development, teamwork, sportsmanship, and Christ-centered character development; competition in various tournaments.

SCHEDULE A (Form 990 or 990EZ)

Public Charity Status and Public Support
Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2019

Open to Public Inspection

Department of the Treasury Internal Revenue Service

Name of the organization Life Sports Ministries International

Employer identification number

46-2766806

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in section 170(b)(1)(A)(i).
2 A school described in section 170(b)(1)(A)(ii).
3 A hospital or a cooperative hospital service organization described in section 170(b)(1)(A)(iii).
4 A medical research organization operated in conjunction with a hospital described in section 170(b)(1)(A)(iii).
5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in section 170(b)(1)(A)(iv).
6 A federal, state, or local government or governmental unit described in section 170(b)(1)(A)(v).
7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in section 170(b)(1)(A)(vi).
8 A community trust described in section 170(b)(1)(A)(vi).
9 An agricultural research organization described in 170(b)(1)(A)(ix) operated in conjunction with a land-grant college or university or a non-land grant college of agriculture.
10 An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions...
11 An organization organized and operated exclusively to test for public safety.
12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations...
a Type I. A supporting organization operated, supervised, or controlled by its supported organization(s)...
b Type II. A supporting organization supervised or controlled in connection with its supported organization(s)...
c Type III functionally integrated. A supporting organization operated in connection with, and functionally integrated with, its supported organization(s)...
d Type III non-functionally integrated. A supporting organization operated in connection with its supported organization(s) that is not functionally integrated...
e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
f Enter the number of supported organizations
g Provide the following information about the supported organization(s).

Table with 6 columns: (i) Name of supported organization, (ii) EIN, (iii) Type of organization, (iv) Is the organization listed in your governing document?, (v) Amount of monetary support, (vi) Amount of other support. Includes a Total row.

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization failed to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grant.") . . .						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf. . . .						
3 The value of services or facilities furnished by a governmental unit to the organization without charge..						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f). . .						
6 Public support. Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
7 Amounts from line 4. . .						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources. . . .						
9 Net income from unrelated business activities, whether or not the business is regularly carried on. .						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.). . .						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2019 (line 6, column (f) divided by line 11, column (f))	14	
15 Public support percentage for 2018 Schedule A, Part II, line 14	15	
16a 33 1/3% support test—2019. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 33 1/3% support test—2018. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
17a 10%-facts-and-circumstances test—2019. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 10%-facts-and-circumstances test—2018. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions		<input type="checkbox"/>

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") . . .	25,756	1,225	1,917	4,814	4,633	38,345
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose . . .	209,860	249,785	286,869	303,250	237,566	1,287,330
3 Gross receipts from activities that are not an unrelated trade or business under section 513 . . .						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf. . .						
5 The value of services or facilities furnished by a governmental unit to the organization without charge . . .						
6 Total. Add lines 1 through 5 . . .	235,616	251,010	288,786	308,064	242,199	1,325,675
7a Amounts included on lines 1, 2, and 3 received from disqualified persons . . .						0
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year. . .						0
c Add lines 7a and 7b. . .						0
8 Public support. (Subtract line 7c from line 6.) . . .						1,325,675

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
9 Amounts from line 6. . .	235,616	251,010	288,786	308,064	242,199	1,325,675
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources. . .		2	4		9	15
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975. . .						
c Add lines 10a and 10b. . .		2	4		9	15
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on. . .						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) . . .		4,769	-19	8,108	9,615	22,473
13 Total support. (Add lines 9, 10c, 11, and 12.) . . .	235,616	255,781	288,771	316,172	251,823	1,348,163
14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here. ▶ <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2019 (line 8, column (f) divided by line 13, column (f))	15	98.330 %
16 Public support percentage from 2018 Schedule A, Part III, line 15	16	98.830 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2019 (line 10c, column (f) divided by line 13, column (f))	17	0 %
18 Investment income percentage from 2018 Schedule A, Part III, line 17	18	

19a 33 1/3% support tests—2019. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization ▶

b 33 1/3% support tests—2018. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3% and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization ▶

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ▶

Part IV Supporting Organizations

(Complete only if you checked a box on line 12 of Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer (b) and (c) below.		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in Part VI when and how the organization made the determination.		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in Part VI what controls the organization put in place to ensure such use.		
4a Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes" and if you checked 12a or 12b in Part I, answer (b) and (c) below.		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI , including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in Part VI .		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ) .		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in Part VI .		
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in Part VI .		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in Part VI .		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer line 10b below.		
b Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings).		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
b A family member of a person described in (a) above?		
c A 35% controlled entity of a person described in (a) or (b) above? <i>If "Yes" to a, b, or c, provide detail in Part VI.</i>		
	11a	
	11b	
	11c	

Section B. Type I Supporting Organizations

	Yes	No
1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? <i>If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i>		
	1	
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? <i>If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised or controlled the supporting organization.</i>		
	2	

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <i>If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i>		
	1	

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
	1	
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization (s) or (ii) serving on the governing body of a supported organization? <i>If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>		
	2	
3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.</i>		
	3	

Section E. Type III Functionally-Integrated Supporting Organizations

- 1** Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions):
- a** The organization satisfied the Activities Test. Complete **line 2** below.
 - b** The organization is the parent of each of its supported organizations. Complete **line 3** below.
 - c** The organization supported a governmental entity. Describe in **Part VI** how you supported a government entity (see instructions)

2 Activities Test. **Answer (a) and (b) below.**

- a** Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? *If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.*
- b** Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? *If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.*

3 Parent of Supported Organizations. **Answer (a) and (b) below.**

- a** Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? *Provide details in Part VI.*
- b** Did the organization exercise a substantial degree of direction over the policies, programs and activities of each of its supported organizations? *If "Yes," describe in Part VI the role played by the organization in this regard.*

	Yes	No
	2a	
	2b	
	3a	
	3b	

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

<input type="checkbox"/> Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.				
Section A - Adjusted Net Income				
1	Net short-term capital gain	1	(A) Prior Year	(B) Current Year (optional)
2	Recoveries of prior-year distributions	2		
3	Other gross income (see instructions)	3		
4	Add lines 1 through 3	4		
5	Depreciation and depletion	5		
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6		
7	Other expenses (see instructions)	7		
8	Adjusted Net Income (subtract lines 5, 6 and 7 from line 4)	8		
Section B - Minimum Asset Amount			(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):	1		
a	Average monthly value of securities	1a		
b	Average monthly cash balances	1b		
c	Fair market value of other non-exempt-use assets	1c		
d	Total (add lines 1a, 1b, and 1c)	1d		
e	Discount claimed for blockage or other factors (explain in detail in Part VI):			
2	Acquisition indebtedness applicable to non-exempt use assets	2		
3	Subtract line 2 from line 1d	3		
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	4		
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5		
6	Multiply line 5 by .035	6		
7	Recoveries of prior-year distributions	7		
8	Minimum Asset Amount (add line 7 to line 6)	8		
Section C - Distributable Amount				Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1		
2	Enter 85% of line 1	2		
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3		
4	Enter greater of line 2 or line 3	4		
5	Income tax imposed in prior year	5		
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions)	6		
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally-integrated Type III supporting organization (see instructions)			

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI). See instructions	
7 Total annual distributions. Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions	
9 Distributable amount for 2019 from Section C, line 6	
10 Line 8 amount divided by Line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2019	(iii) Distributable Amount for 2019
1 Distributable amount for 2019 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2019 (reasonable cause required-- explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2019:			
a From 2014.			
b From 2015.			
c From 2016.			
d From 2017.			
e From 2018.			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2019 distributable amount			
i Carryover from 2014 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2019 from Section D, line 7:			
\$			
a Applied to underdistributions of prior years			
b Applied to 2019 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2019, if any. Subtract lines 3g and 4a from line 2. If the amount is greater than zero, explain in Part VI . See instructions.			
6 Remaining underdistributions for 2019. Subtract lines 3h and 4b from line 1. If the amount is greater than zero, explain in Part VI . See instructions.			
7 Excess distributions carryover to 2020. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2015.			
b Excess from 2016.			
c Excess from 2017.			
d Excess from 2018.			
e Excess from 2019.			

Additional Data

Software ID:

Software Version:

EIN: 46-2766806

Name: Life Sports Ministries International

Schedule A (Form 990 or 990-EZ) 2019

Page 8

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a and 3b; Part V, line 1; Part V, Section B, line 1e; Part V Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions).

Facts And Circumstances Test

SCHEDULE G (Form 990 or 990-EZ)

Supplemental Information Regarding Fundraising or Gaming Activities

OMB No. 1545-0047

2019

Open to Public Inspection

Complete if the organization answered "Yes" on Form 990, Part IV, lines 17, 18, or 19, or if the organization entered more than \$15,000 on Form 990-EZ, line 6a.

Attach to Form 990 or Form 990-EZ.

Go to www.irs.gov/Form990 for instructions and the latest information.

Department of the Treasury Internal Revenue Service

Name of the organization Life Sports Ministries International

Employer identification number

46-2766806

Part I Fundraising Activities. Complete if the organization answered "Yes" on Form 990, Part IV, line 17. Form 990-EZ filers are not required to complete this part.

1 Indicate whether the organization raised funds through any of the following activities. Check all that apply.

- a Mail solicitations
b Internet and email solicitations
c Phone solicitations
d In-person solicitations
e Solicitation of non-government grants
f Solicitation of government grants
g Special fundraising events

2a Did the organization have a written or oral agreement with any individual (including officers, directors, trustees or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services?
b If "Yes," list the 10 highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least \$5,000 by the organization.

Table with 6 columns: (i) Name and address of individual or entity (fundraiser), (ii) Activity, (iii) Did fundraiser have custody or control of contributions?, (iv) Gross receipts from activity, (v) Amount paid to (or retained by) fundraiser listed in col. (i), (vi) Amount paid to (or retained by) organization.

3 List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.

Part II Fundraising Events. Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

Revenue	(a) Event #1	(b) Event #2	(c) Other events	(d) Total events
	<u>Strawberry Festival</u> (event type)	<u>PD & SA Dinner & Raffle</u> (event type)	(total number)	(add col. (a) through col. (c))
1 Gross receipts	2,760	12,375		15,135
2 Less: Contributions				
3 Gross income (line 1 minus line 2)	2,760	12,375		15,135
4 Cash prizes				
5 Noncash prizes		1,655		1,655
6 Rent/facility costs	1,050			1,050
7 Food and beverages		1,844		1,844
8 Entertainment		221		221
9 Other direct expenses	50	700		750
10 Direct expense summary. Add lines 4 through 9 in column (d)				5,520
11 Net income summary. Subtract line 10 from line 3, column (d)				9,615

Part III Gaming. Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

Revenue	(a) Bingo	(b) Pull tabs/Instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col.(a) through col.(c))
1 Gross revenue				
2 Cash prizes				
3 Noncash prizes				
4 Rent/facility costs				
5 Other direct expenses				
6 Volunteer labor	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	
7 Direct expense summary. Add lines 2 through 5 in column (d)				
8 Net gaming income summary. Subtract line 7 from line 1, column (d).				

9 Enter the state(s) in which the organization conducts gaming activities: _____
a Is the organization licensed to conduct gaming activities in each of these states? Yes No
b If "No," explain: _____

10a Were any of the organization's gaming licenses revoked, suspended or terminated during the tax year? Yes No
b If "Yes," explain: _____

- 11 Does the organization conduct gaming activities with nonmembers? Yes No
- 12 Is the organization a grantor, beneficiary or trustee of a trust or a member of a partnership or other entity formed to administer charitable gaming? Yes No
- 13 Indicate the percentage of gaming activity conducted in:

a The organization's facility	13a	%
b An outside facility	13b	%
- 14 Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name ▶ _____

Address ▶ _____

- 15a Does the organization have a contract with a third party from whom the organization receives gaming revenue? Yes No
- b If "Yes," enter the amount of gaming revenue received by the organization ▶ \$ _____ and the amount of gaming revenue retained by the third party ▶ \$ _____.
- c If "Yes," enter name and address of the third party:

Name ▶ _____

Address ▶ _____

16 Gaming manager information:
 Name ▶ _____

Gaming manager compensation ▶ \$ _____

Description of services provided ▶ _____

Director/officer Employee Independent contractor

- 17 Mandatory distributions:
 - a Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license? Yes No
 - b Enter the amount of distributions required under state law distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ▶ \$ _____

Part IV Supplemental Information. Provide the explanations required by Part I, line 2b, columns (iii) and (v); and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also provide any additional information. See instructions.

Return Reference	Explanation

Schedule L
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

OMB No. 1545-0047

2019

Open to Public Inspection

Transactions with Interested Persons
 Complete if the organization answered "Yes" on Form 990, Part IV, lines 25a, 25b, 26, 27, 28a, 28b, or 28c, or Form 990-EZ, Part V, line 38a or 40b.
 Attach to Form 990 or Form 990-EZ.
 Go to www.irs.gov/Form990 for instructions and the latest information.

Name of the organization
Life Sports Ministries International

Employer identification number
46-2766806

Part I Excess Benefit Transactions (section 501(c)(3), section 501(c)(4), and section 501(c)(29) organizations only).
Complete if the organization answered "Yes" on Form 990, Part IV, line 25a or 25b, or Form 990-EZ, Part V, line 40b.

1	(a) Name of disqualified person	(b) Relationship between disqualified person and organization	(c) Description of transaction	(d) Corrected?	
				Yes	No

- 2 Enter the amount of tax incurred by the organization managers or disqualified persons during the year under section 4958. \$
- 3 Enter the amount of tax, if any, on line 2, above, reimbursed by the organization \$

Part II Loans to and/or From Interested Persons.
Complete if the organization answered "Yes" on Form 990-EZ, Part V, line 38a, or Form 990, Part IV, line 26; or if the organization reported an amount on Form 990, Part X, line 5, 6, or 22

(a) Name of interested person	(b) Relationship with organization	(c) Purpose of loan	(d) Loan to or from the organization?		(e) Original principal amount	(f) Balance due	(g) In default?		(h) Approved by board or committee?		(i) Written agreement?	
			To	From			Yes	No	Yes	No	Yes	No
Total												

Part III Grants or Assistance Benefiting Interested Persons.
Complete if the organization answered "Yes" on Form 990, Part IV, line 27.

(a) Name of interested person	(b) Relationship between interested person and the organization	(c) Amount of assistance	(d) Type of assistance	(e) Purpose of assistance

Part IV Business Transactions Involving Interested Persons.

Complete if the organization answered "Yes" on Form 990, Part IV, line 28a, 28b, or 28c.

(a) Name of interested person	(b) Relationship between interested person and the organization	(c) Amount of transaction	(d) Description of transaction	(e) Sharing of organization's revenues?	
				Yes	No
(1) Stephen Monka	Director	24,490	Payment for coaching fees.		No
(2) Compass Pointe	Company owned by director of organization	34,009	Payment for administrative and accounting costs.		No
(3) Monka Soccer Academy	Company run by son of director.	55,810	Payment for coaching for sports team, MSA FC.		No

Part V Supplemental Information

Provide additional information for responses to questions on Schedule L (see instructions).

Return Reference	Explanation

2019

Open to Public Inspection

SCHEDULE O
(Form 990 or 990-EZ)

Supplemental Information to Form 990 or 990-EZ
 Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.
 ▶ Attach to Form 990 or 990-EZ.
 ▶ Go to www.irs.gov/Form990 for the latest information.

Department of the Treasury
 Internal Revenue Service
 Life Sports Ministries International

Employer identification number
 46-2766806

990 Schedule O, Supplemental Information

Return Reference	Explanation
Form 990, Part VI, Section B, line 11b	Draft copy of Form 990 was circulated to the Board members and approved as of Jne 25, 2020.

990 Schedule O, Supplemental Information

Return Reference	Explanation
Form 990, Part VI, Section B, line 12c	Potential conflicts are discussed and documented at annual meetings, at which time any issues are discussed and resolved.

990 Schedule O, Supplemental Information

Return Reference	Explanation
Form 990, Part VI, Section C, line 19	Information is available to the public upon request.

990 Schedule O, Supplemental Information

Return Reference	Explanation
Form 990, Part IX, line 11g	Coaching fees: Program service expenses 138,028. Management and general expenses 0. Fundraising expenses 0. Total expenses 138,028. League, tournament, and referee fees: Program service expenses 35,901. Management and general expenses 0. Fundraising expenses 0. Total expenses 35,901.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Leonore Young, Administrative Services Manager

DATE: June 2, 2021

**SUBJECT: CONSIDERATION AND APPROVAL OF PRELIMINARY
FISCAL YEAR 2021-2022 BUDGETS FOR THE
GENERAL FUND, THE ASSESSMENT DISTRICT FUND
AND QUIMBY FEE FUND**

SUMMARY

Every year staff brings a budget before the Board of Directors requesting the Board to approve the next fiscal year's budget. Staff is asking the Board to approve FY 2021-2022 General Fund, Assessment District and Quimby budgets for the Pleasant Valley Recreation and Park District.

BACKGROUND

On April 24th and May 12th, 2021, Pleasant Valley Recreation and Park District held public workshops for the proposed Fiscal Year 2021-2022 budgets. At the conclusion of the two workshops, the budget totals are as follows: \$8,286,641 in expenses for the General Fund budget, \$1,149,496 in expenses for the Assessment District Budget, \$1,400,000 in capital expense for the Quimby Fund and \$693,880 in Capital Expense (Fund 10). The public received notice of these workshops through the posting of agendas.

The proposed operating budgets for FY 2021-2022 strive to continue to move the Pleasant Valley Recreation and Park District along the path of fiscal sustainability, including but not limited to recovery from the COVID-19 pandemic which began in March 2020 and is still on going, yet not as restrictive.

In March 2020, the COVID-19 crisis was declared in Ventura County, which had a large impact on District finances. The District was forced to cancel classes, programs, and events which in turn effected the revenues the District brought in for the remainder of FY19-20. In FY20-21 the District's classes, programming and events continued to be closed due to COVID-19 or were opened with limitation dependent on the "Tier" (the measurement of COVID-19 spread). The County of Ventura is slowly moving toward less restrictive "Tiers" which in turn allows for the District to open classes, programming, and events within limits and/or guidelines. Keeping in mind we are still in a pandemic, staff reviewed prior years revenue earnings and used 75% of those revenue numbers for FY21-22 revenue.

The General Fund budget as presented is balanced with an excess of \$28,066 in the general fund. The introduction of the preliminary budgets as well as the workshops has allowed the Board and the public an opportunity to review and provide additional comments before adoption of the budgets on July 7, 2021.

The Assessment District budget is balanced at \$1,209,804 in revenue with \$1,118,687 in personnel and services and supplies. This equates to revenue exceeding expense by a total of \$60,308.

The Quimby Fees Funds has a revenue budget of \$35,013 for interest earnings and an expense budget of \$1,400,000 for capital improvement projects.

ANALYSIS

FUND 10

Changes to the District Wide budget include:

Revenue-Fund 10

Revenue	April 24 th Workshop	May 12 th Wrap-Up	June 2 nd Approval
Property Tax	\$7,112,192	\$7,301,919	\$7,301,919

Expenses-Fund 10

Expense	April 24 th Workshop	May 12 th Wrap-Up	June 2 nd Approval
Personnel	\$2,351,188	\$2,454,232	\$2,470,564

The Changes to Personnel are:

- Fill Grounds I
- Fill Grounds II
- Reclass Recreation Coordinator to Development Analyst
- Increase Recreation Specialist (Part-Time Year-Round) to Recreation Specialist (Full-Time)

Expense	April 24 th Workshop	May 12 th Wrap-Up	June 2 nd Approval
Services and Supplies	\$3,495,465	\$3,498,241	\$3,498,241

The Changes to Services and Supplies are:

- Professional Services – Removed Translator
- Increase in Uniform Allowance – Uniform Shirts for staffing needs
- Employee Morale

Capital Improvement Program (CIP)

For the General Fund CIP there are a total of eleven projects for FY21-22:

Capital	April 24 th Workshop	May 12 th Wrap-Up	June 2 nd Approval
Capital	\$483,880	\$703,880	\$693,880

The Changes to Capital are:

- Remove Room #7 Virtual Meeting Room (AB339)
- ECAA Loan (Lighting Project)
- Senior Center Carpet
- Senior Center Upgrade to Sound Board

The below table list of the projects for Fund 10 Capital for FY21-22:

Project	Budgeted Cost
Mission Oaks Parking Lot Patch/Slurry	\$ 100,000
Springville Lower Parking Lot Patch/Slurry	\$ 80,000
Motor Fleet – Replace One Vehicle	\$ 35,000
Conference Room HVAC	\$ 15,000
Tennis Courts LED Lighting – Mission Oaks, Bob Kildee and Valle Lindo	\$140,000
Pool Vacuum	\$ 6,000
ECAA Loan (Lighting Projects)	\$190,000
Senior Center Carpet	\$15,000
Senior Center Upgrade to Sound Board	\$15,000
Bingo Console Replacement	\$15,000
American with Disabilities Act Transition Plan	\$82,880

The below listed project is carry-over Capital projects from FY20-21 and will continue into the FY21-22 budget.

Project Name	Budget	Amount Expensed FY20-21	Balance Available
Inflatable System (Recreation)	\$5,500	\$0	\$5,500

FUND 20

Fund 20 - Assessment District

The analysis for Fund 20 (Assessment District) is as follows:

- No changes from April 24th Budget Workshop or May 12th Budget Wrap-Up
- Balanced budget with an excess of \$60,308
- Revenue has increased \$24,347 due to 2.25% increase in Assessment Tax
- Personnel has increased \$4,058
- Services and Supplies has decreased \$34,225 due to a one-time reduction in the Contract Landscaping Services Contract

FUND 30

Fund 30 – Quimby Fees

Fund 30 (Quimby Fees) is a fee that is received from developers in lieu of land and may only be used for developing new parks/recreation facilities or rehabilitating existing neighborhood or Community Park/Recreational Facilities. The District does not budget for Park In-Lieu Fees but does budget for interest earnings. The District budgeted \$35,013 in interest earnings, taking into consideration the balances that are in the Ventura County Pool and Pacific Western Bank.

The following project is planned for FY 2021-2022 and the project will be paid with Quimby Funds:

Project Name	Budgeted Cost
Pickleball Sports Complex	\$1,400,000

The below listed projects are carry-over Quimby projects from FY20-21 and will continue into the FY21-22 budget.

Project Name	Budget	Amount Expensed FY20-21	Balance Available
Community Center Kitchen	\$250,000	\$16,032	\$233,968
Arneill Ranch Renovation	\$1,100,000	\$78,592	\$1,021,408

FISCAL IMPACT

Approval of the Preliminary FY 2021-2022 Budget will allow staff to proceed with the development of the Final 2021-2022 Budgets for review and adoption at the July 7, 2021 Board meeting. There is no fiscal impact associated with this action.

RECOMMENDATION

It is recommended that the Board approve Preliminary Fiscal Year 2021-2022 Budgets.

ATTACHMENT

- 1) FY 2021-2022 Preliminary Budgets Summary Sheets
 - a. Fund 10 (3 pages)
 - b. Recreation Department (2 pages)
 - c. Department 000 (1 page)
 - d. Department 301 (1 page)
 - e. Department 310 (1 page)
 - f. Department 320 (1 page)
 - g. Department 370 (1 page)
 - h. Department 410 (2 pages)
 - i. Department 503 (1 page)
 - j. Department 505 (2 pages)
 - k. Department 520 (1 page)
 - l. Fund 20 Assessment District (1 page)
 - m. Fund 30 Park Dedication Fees (1 page)

Pleasant Valley Recreation & Park District

FY2021-2022 Budget

Fund 10

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested 4/24/2021	Proposed 5/12/2021	Approved 6/2/2021
Revenue						
5110	Tax Apport - Cur Year Secured	\$ (6,646,617.87)	\$ (6,481,869.00)	\$ (7,112,192.00)	\$ (7,301,920.00)	\$ (7,301,920.00)
5120	Tax Apport - Cur Year Unsec	\$ (119,602.19)	\$ -	\$ -	\$ -	\$ -
5130	Tax Apport - Prior Year Sec	\$ (59,155.18)	\$ -	\$ -	\$ -	\$ -
5140	Tax Apport - Prior Year Unsec	\$ (6,461.99)	\$ -	\$ -	\$ -	\$ -
5150	Tax Deeded Sales	\$ (902.59)	\$ -	\$ -	\$ -	\$ -
5210	Cur Supplemental Pass Thru	\$ (101,107.97)	\$ -	\$ -	\$ -	\$ -
5230	HOPTR	\$ (45,412.27)	\$ -	\$ -	\$ -	\$ -
5240	Supplemental Assessment Roll	\$ (103.08)	\$ -	\$ -	\$ -	\$ -
5310	Interest Earnings	\$ (88,902.77)	\$ (20,635.00)	\$ (14,928.00)	\$ (14,928.00)	\$ (14,928.00)
5320	MBS Interest Earnings	\$ 533.67	\$ -	\$ -	\$ -	\$ -
5460	Dividends - CAPRI Prior Years	\$ (11,709.00)	\$ -	\$ -	\$ -	\$ -
5465	Hill Fire 2018	\$ (149,919.63)	\$ (219,884.00)	\$ -	\$ -	\$ -
5506	Park Patrol Citations	\$ (3,842.95)	\$ (1,900.00)	\$ (2,200.00)	\$ (2,200.00)	\$ (2,200.00)
5510	Contract Classes-Public Fees	\$ (143,251.67)	\$ (41,698.00)	\$ (68,380.00)	\$ (68,380.00)	\$ (68,380.00)
5511	Public Fees	\$ (230,780.35)	\$ (20,000.00)	\$ (244,121.00)	\$ (244,121.00)	\$ (244,121.00)
5520	Public Fees-Entry Fees	\$ (28,076.76)	\$ (2,000.00)	\$ (25,840.00)	\$ (25,840.00)	\$ (25,840.00)
5525	Vending Concessions	\$ (2,525.50)	\$ -	\$ (2,500.00)	\$ (2,500.00)	\$ (2,500.00)
5530	Rental	\$ (319,257.10)	\$ (100,900.00)	\$ (261,412.00)	\$ (261,412.00)	\$ (261,412.00)
5535	Cell Tower Revenue	\$ (94,725.79)	\$ (91,704.00)	\$ (91,704.00)	\$ (91,704.00)	\$ (91,704.00)
5540	Parking Fees	\$ (9,455.71)	\$ (6,261.00)	\$ (7,012.00)	\$ (7,012.00)	\$ (7,012.00)
5550	Dues	\$ 50.00	\$ -	\$ -	\$ -	\$ -
5555	Activity Guide Revenue	\$ (25,010.00)	\$ -	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)
5558	Sponsorships/Donations	\$ (4,950.00)	\$ -	\$ (1,000.00)	\$ (1,000.00)	\$ (1,000.00)
5563	Staffing Cost Recovery	\$ (21,966.06)	\$ (7,500.00)	\$ (29,110.00)	\$ (29,110.00)	\$ (29,110.00)
5564	Special Event Permits	\$ (403.00)	\$ -	\$ -	\$ -	\$ -
5565	Gain/(Loss) LAIF Investments	\$ 11,561.08	\$ -	\$ -	\$ -	\$ -
5566	Security Services Recovery	\$ (2,250.00)	\$ -	\$ -	\$ -	\$ -
5570	Contributions	\$ (94,777.00)	\$ (36,000.00)	\$ (72,000.00)	\$ (72,000.00)	\$ (72,000.00)
5573	Grants	\$ (3,024.65)	\$ -	\$ -	\$ -	\$ -
5575	Other Misc Revenue	\$ (65,285.52)	\$ (20,082.00)	\$ (54,880.00)	\$ (54,880.00)	\$ (54,880.00)
5576	Credit Card Processing Fee	\$ (726.03)	\$ -	\$ -	\$ -	\$ -
5580	Cash Over/Under	\$ (146.00)	\$ -	\$ -	\$ -	\$ -
5585	Incentive Income	\$ (2,958.60)	\$ (800.00)	\$ (2,700.00)	\$ (2,700.00)	\$ (2,700.00)
5590	CARES ACT Reimb SUI	\$ (8,978.00)	\$ -	\$ -	\$ -	\$ -
5600	Reimbursement - ROPS	\$ (309,187.20)	\$ (313,000.00)	\$ (125,000.00)	\$ (125,000.00)	\$ (125,000.00)
5605	Reimb-Needs Assessment/LPA	\$ (75,482.17)	\$ -	\$ -	\$ -	\$ -
Revenue		\$ (8,664,809.85)	\$ (7,364,233.00)	\$ (8,124,979.00)	\$ (8,314,707.00)	\$ (8,314,707.00)
Personnel						
6100	Full Time Salaries	\$ 2,343,327.06	\$ 2,331,694.00	\$ 2,351,188.00	\$ 2,454,232.00	\$ 2,470,564.00
6101	Overtime Salaries	\$ 25,536.88	\$ 15,490.00	\$ 23,594.00	\$ 23,594.00	\$ 23,594.00
6105	Car Allowance	\$ 10,799.62	\$ 10,800.00	\$ 10,800.00	\$ 10,800.00	\$ 10,800.00
6108	Cell Phone Allowance	\$ 16,563.00	\$ 14,610.00	\$ 13,560.00	\$ 14,640.00	\$ 15,420.00
6110	Part-Time Salaries	\$ 417,890.34	\$ 232,516.00	\$ 479,525.00	\$ 479,525.00	\$ 479,525.00
6120	Retirement	\$ 384,984.81	\$ 404,671.00	\$ 410,040.00	\$ 428,554.00	\$ 431,068.00
6121	457 Pension	\$ 6,870.68	\$ 7,445.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
6125	Deferred Compensation	\$ -	\$ 4,615.00	\$ 4,752.00	\$ 4,752.00	\$ 4,752.00
6130	Employee Insurance	\$ 239,112.65	\$ 303,622.00	\$ 313,242.00	\$ 336,993.00	\$ 337,929.00
6131	Med Ins. - Board/Retirees	\$ (264.30)	\$ -	\$ -	\$ -	\$ -
6140	Workers Compensation	\$ 177,907.82	\$ 141,014.00	\$ 175,468.00	\$ 187,751.00	\$ 186,560.00
6150	Unemployment Insurance	\$ 9,611.00	\$ 53,400.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
6160	Loan - Pension Obligation	\$ 11,848.86	\$ 255,742.00	\$ 264,218.00	\$ 264,218.00	\$ 264,218.00
6161	OPEB Expense	\$ -	\$ -	\$ -	\$ -	\$ -
6170	PERS Unfunded Liability	\$ 349,318.00	\$ 434,065.00	\$ 516,970.00	\$ 516,970.00	\$ 516,970.00
Personnel		\$ 3,993,506.42	\$ 4,210,684.00	\$ 4,610,357.00	\$ 4,769,029.00	\$ 4,788,400.00
Services and Supplies						
6210	Telephone/Internet	\$ 18,170.82	\$ 16,596.00	\$ 21,008.00	\$ 21,008.00	\$ 21,008.00
6220	Internet Services	\$ 35,879.07	\$ 27,135.00	\$ 36,862.00	\$ 36,862.00	\$ 36,862.00
6230	IT Infrastructure	\$ 1,068.20	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
6240	Computer Hardware/Software	\$ 12,096.85	\$ 10,040.00	\$ 12,050.00	\$ 12,050.00	\$ 12,050.00
6310	Pool Chemicals	\$ 2,902.82	\$ 7,250.00	\$ 8,250.00	\$ 8,250.00	\$ 8,250.00
6320	Janitorial Supplies	\$ 31,568.10	\$ 52,400.00	\$ 48,408.00	\$ 48,408.00	\$ 48,408.00
6321	COVID - Supplies	\$ 42,996.73	\$ 5,100.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00
6322	COVID-Camp	\$ 34.23	\$ -	\$ -	\$ -	\$ -
6330	Kitchen Supplies	\$ 352.26	\$ -	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00
6340	Food Supplies	\$ 2,624.88	\$ -	\$ 14,745.00	\$ 14,745.00	\$ 14,745.00
6350	Water Maint & Service	\$ 1,079.82	\$ 1,239.00	\$ 1,265.00	\$ 1,265.00	\$ 1,265.00
6360	Laundry/Wash Service	\$ 181.00	\$ 480.00	\$ 1,130.00	\$ 1,130.00	\$ 1,130.00
6380	Medical Supplies	\$ 192.34	\$ -	\$ -	\$ -	\$ -
6410	Insurance Liability	\$ 142,201.00	\$ 209,311.00	\$ 228,892.00	\$ 228,892.00	\$ 228,892.00

Pleasant Valley Recreation & Park District

FY2021-2022 Budget

Fund 10

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested 4/24/2021	Proposed 5/12/2021	Approved 6/2/2021
6500	Equipment Maintenance	\$ -	\$ -	\$ 900.00	\$ 900.00	\$ 900.00
6510	Fuel	\$ 44,813.46	\$ 50,400.00	\$ 51,600.00	\$ 51,600.00	\$ 51,600.00
6520	Vehicle Maintenance	\$ 20,633.93	\$ 34,400.00	\$ 35,400.00	\$ 35,400.00	\$ 35,400.00
6610	Building Repair	\$ 72,627.96	\$ 83,000.00	\$ 88,000.00	\$ 88,000.00	\$ 88,000.00
6620	HVAC	\$ 2,382.00	\$ 8,820.00	\$ 8,820.00	\$ 8,820.00	\$ 8,820.00
6630	Playground Maintenance	\$ 21,333.27	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
6640	Hill Fire 2018	\$ 368,974.05	\$ -	\$ -	\$ -	\$ -
6705	Turf Removal	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
6710	Grounds Maintenance	\$ 76,655.81	\$ 86,220.00	\$ 86,220.00	\$ 86,220.00	\$ 86,220.00
6719	Tree Care	\$ 27,972.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
6725	Park Signage (Branding)	\$ 6,895.75	\$ -	\$ -	\$ -	\$ -
6730	Contracted Pest Control	\$ 820.00	\$ 3,000.00	\$ 2,520.00	\$ 2,520.00	\$ 2,520.00
6740	Rubbish & Refuse	\$ 74,832.28	\$ 77,006.00	\$ 79,346.00	\$ 79,346.00	\$ 79,346.00
6750	Vandalism/Theft	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
6810	Memberships	\$ 12,977.89	\$ 13,696.00	\$ 14,435.00	\$ 14,435.00	\$ 14,435.00
6910	Office Supplies	\$ 15,357.50	\$ 15,885.00	\$ 13,709.00	\$ 13,709.00	\$ 13,709.00
6920	Postage Expense	\$ 12,535.66	\$ 2,250.00	\$ 12,700.00	\$ 12,700.00	\$ 12,700.00
6930	Advertising Expense	\$ 2,865.90	\$ 6,240.00	\$ 2,490.00	\$ 2,490.00	\$ 2,490.00
6940	Printing Charges	\$ 12,912.67	\$ 13,338.00	\$ 14,123.00	\$ 14,123.00	\$ 14,123.00
6950	ActiveNet Charges	\$ 40,734.09	\$ 52,542.00	\$ 47,732.00	\$ 47,732.00	\$ 47,732.00
6960	Approp Redev/Collection Fees	\$ 541,195.76	\$ 481,576.00	\$ 545,454.00	\$ 545,454.00	\$ 545,454.00
6980	Minor Furn Fixture & Equip	\$ 1,122.61	\$ 1,134.00	\$ 1,137.00	\$ 1,137.00	\$ 1,137.00
6990	Comp Hardware/Software Exp	\$ 14.99	\$ -	\$ -	\$ -	\$ -
7010	Fingerprint Fees (HR)	\$ 1,275.00	\$ 2,060.00	\$ 2,640.00	\$ 2,640.00	\$ 2,640.00
7020	Fire & Safety Insp Fees	\$ 3,311.95	\$ 2,975.00	\$ 4,150.00	\$ 4,150.00	\$ 4,150.00
7030	Permit & Licensing Fees	\$ 3,911.07	\$ 3,650.00	\$ 6,350.00	\$ 6,350.00	\$ 6,350.00
7040	State License Fee	\$ 852.50	\$ 800.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7100	Professional Services	\$ 3,384.13	\$ 7,000.00	\$ 68,224.00	\$ 67,000.00	\$ 67,000.00
7110	Legal Services	\$ 92,445.94	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
7115	Typeset and Print Services	\$ 27,804.57	\$ -	\$ 24,300.00	\$ 24,300.00	\$ 24,300.00
7120	Instructor Services	\$ 92,938.95	\$ 57,138.00	\$ 69,303.00	\$ 69,303.00	\$ 69,303.00
7125	PERS Admin Fees	\$ 2,048.02	\$ 2,110.00	\$ 2,128.00	\$ 2,128.00	\$ 2,128.00
7130	Audit Services	\$ 14,260.00	\$ 20,175.00	\$ 20,275.00	\$ 20,275.00	\$ 20,275.00
7140	Medical & Health Svcs (HR)	\$ 4,402.50	\$ 4,000.00	\$ 11,170.00	\$ 11,170.00	\$ 11,170.00
7150	Security Services	\$ 5,289.96	\$ 3,200.00	\$ 4,647.00	\$ 4,647.00	\$ 4,647.00
7160	Entertainment Services	\$ 420.00	\$ 1,000.00	\$ 6,400.00	\$ 6,400.00	\$ 6,400.00
7180	Business Services	\$ 70,310.14	\$ 88,614.00	\$ 75,160.00	\$ 75,160.00	\$ 75,160.00
7185	Conversion Adjustment	\$ (52,050.17)	\$ -	\$ -	\$ -	\$ -
7190	Umpire/Referee Services	\$ 919.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
7210	Subscriptions	\$ 1,748.77	\$ 3,524.00	\$ 3,723.00	\$ 3,723.00	\$ 3,723.00
7310	Rents & Leases - Equip	\$ 19,472.96	\$ 11,200.00	\$ 31,500.00	\$ 31,500.00	\$ 31,500.00
7320	Bldg/Field Leases & Rental	\$ 60.00	\$ -	\$ 60.00	\$ 60.00	\$ 60.00
7410	Event Supplies	\$ 3,986.39	\$ 780.00	\$ 1,830.00	\$ 1,830.00	\$ 1,830.00
7420	Supplies	\$ 10,035.57	\$ -	\$ 9,900.00	\$ 9,900.00	\$ 9,900.00
7430	Bingo Supplies	\$ 5,748.58	\$ 600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
7440	Sporting Goods	\$ 4,106.08	\$ 1,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
7450	Arts and Craft Supplies	\$ 587.13	\$ -	\$ 3,375.00	\$ 3,375.00	\$ 3,375.00
7460	Training Supplies	\$ 764.36	\$ 1,600.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
7500	Small Tools	\$ 3,134.18	\$ 5,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
7510	Safety Supplies	\$ 4,493.40	\$ 1,260.00	\$ 2,550.00	\$ 2,550.00	\$ 2,550.00
7610	Uniform Allowance	\$ 8,513.98	\$ 3,250.00	\$ 10,070.00	\$ 11,070.00	\$ 11,070.00
7620	Safety Clothing	\$ 2,439.24	\$ 4,544.00	\$ 4,764.00	\$ 4,764.00	\$ 4,764.00
7700	Transportation and Travel	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
7710	Conference&Seminar Staff	\$ 18,717.06	\$ 7,564.00	\$ 24,896.00	\$ 24,896.00	\$ 24,896.00
7715	Conference&Seminar Board	\$ 545.00	\$ 2,575.00	\$ 4,450.00	\$ 4,450.00	\$ 4,450.00
7720	Conference&Seminar Travel Exp	\$ 6,075.56	\$ 2,071.00	\$ 14,718.00	\$ 14,718.00	\$ 14,718.00
7725	Out of Town Travel Board	\$ 846.72	\$ 3,231.00	\$ 2,420.00	\$ 2,420.00	\$ 2,420.00
7730	Private Vehicle Mileage	\$ 1,101.70	\$ 1,684.00	\$ 2,392.00	\$ 2,392.00	\$ 2,392.00
7750	Buses/Excursions	\$ 4,336.94	\$ -	\$ 17,400.00	\$ 17,400.00	\$ 17,400.00
7760	Tuition/Book Reimbursement	\$ 1,268.75	\$ -	\$ -	\$ -	\$ -
7810	Utilities - Gas	\$ 21,381.07	\$ 29,715.00	\$ 30,414.00	\$ 30,414.00	\$ 30,414.00
7820	Utilities - Water	\$ 722,082.86	\$ 865,373.00	\$ 899,999.00	\$ 899,999.00	\$ 899,999.00
7830	Utilities - Electric	\$ 163,120.77	\$ 170,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
7840	Airport Assessment Exp	\$ 14,235.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00
7910	Awards and Certificates	\$ 12,666.67	\$ 2,610.00	\$ 15,406.00	\$ 15,406.00	\$ 15,406.00
7920	Meals for Staff Training	\$ 2,464.80	\$ 3,560.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
7930	Employee Morale	\$ 1,170.72	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
7950	COP Debt - PV Fields	\$ 235,099.74	\$ 229,760.00	\$ 223,760.00	\$ 223,760.00	\$ 223,760.00
7970	Reserve Vehicle Fleet	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
7971	Reserve Computer Fleet	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -
7973	Reserve Dry Period	\$ 90,000.00	\$ -	\$ 36,645.00	\$ 36,645.00	\$ 36,645.00
7975	Reserve Repair/Oper/Admin	\$ 20,000.00	\$ 150,000.00	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00

Pleasant Valley Recreation & Park District

FY2021-2022 Budget

Fund 10

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested 4/24/2021	Proposed 5/12/2021	Approved 6/2/2021
8112	Admin Fee/CC Refund 2020	\$ 97,473.32	\$ 12,000.00	\$ -	\$ -	\$ -
Services and Supplies		\$ 3,413,206.58	\$ 3,146,181.00	\$ 3,495,465.00	\$ 3,498,241.00	\$ 3,498,241.00
Capital						
8400	Capital	\$ -	\$ -	\$ 448,880.00	\$ 668,880.00	\$ 658,880.00
8420	Equip/Facility Replacement	\$ 33,880.88	\$ 30,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
8422	Sr/Community Rec Facility	\$ 7,270.00	\$ -	\$ -	\$ -	\$ -
8456	Mtr Enclosur-Encnt,Fhill,Adolf	\$ 7,872.15	\$ -	\$ -	\$ -	\$ -
8458	Pitts Ranch Park Pavilion	\$ 29,256.49	\$ -	\$ -	\$ -	\$ -
8463	LPA Architects-CC/Gym/Sr Ctr	\$ 50,760.16	\$ -	\$ -	\$ -	\$ -
8464	Arnell Ranch Park Renovation	\$ 30,779.13	\$ -	\$ -	\$ -	\$ -
8465	Lamps/Pole Replacement at M.O.	\$ 12,538.62	\$ -	\$ -	\$ -	\$ -
8466	L.E.D. Light SpringvilleTennis	\$ 16,845.63	\$ -	\$ -	\$ -	\$ -
8467	Charter Oaks Irrigation-Trees	\$ 4,360.58	\$ -	\$ -	\$ -	\$ -
8468	Community Center Marquee	\$ 41,447.61	\$ 8,552.39	\$ -	\$ -	\$ -
8470	PVAC Pool Heater	\$ 23,930.00	\$ -	\$ -	\$ -	\$ -
8471	Cam Grove Play Equipment	\$ 33,270.80	\$ -	\$ -	\$ -	\$ -
8472	Freedom Park ParkingLot&Skyway	\$ 239,671.66	\$ -	\$ -	\$ -	\$ -
8473	P.V. Fields Painting II	\$ 13,690.00	\$ -	\$ -	\$ -	\$ -
8474	Switches and Servers	\$ -	\$ 30,772.00	\$ -	\$ -	\$ -
8475	Turf Grinder	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -
8476	Pitts Ranch BB Crt Repaint	\$ -	\$ 8,000.00	\$ -	\$ -	\$ -
8477	PV Fields Painting West End	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -
8479	Inflatable System	\$ -	\$ 5,500.00	\$ -	\$ -	\$ -
8481	HVAC Administration Bldg	\$ -	\$ 14,520.00	\$ -	\$ -	\$ -
8482	HVAC for Room #6	\$ -	\$ 11,965.00	\$ -	\$ -	\$ -
Capital		\$ 545,573.71	\$ 139,309.39	\$ 483,880.00	\$ 703,880.00	\$ 693,880.00
Revenue Total		\$ (8,664,809.85)	\$ (7,364,233.00)	\$ (8,124,979.00)	\$ (8,314,707.00)	\$ (8,314,707.00)
Expense Total		\$ 7,406,713.00	\$ 7,356,865.00	\$ 8,105,822.00	\$ 8,267,270.00	\$ 8,286,641.00
Grand Total		\$ (1,258,096.85)	\$ (7,368.00)	\$ (19,157.00)	\$ (47,437.00)	\$ (28,066.00)
Expense and Capital		\$ 7,952,286.71	\$ 7,496,174.39	\$ 8,589,702.00	\$ 8,971,150.00	\$ 8,980,521.00

**Pleasant Valley Recreation & Park District
FY2021-2022 Budget
Recreation Wrap-Up**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested 4/24/2021	Proposed 5/12/2021	Approved 6/2/2021
Revenue						
5510	Contract Classes-Public Fees	\$ (142,041.67)	\$ (41,698.00)	\$ (68,380.00)	\$ (68,380.00)	\$ (68,380.00)
5511	Public Fees	\$ (230,780.35)	\$ (20,000.00)	\$ (244,121.00)	\$ (244,121.00)	\$ (244,121.00)
5520	Public Fees-Entry Fees	\$ (28,076.76)	\$ (2,000.00)	\$ (25,840.00)	\$ (25,840.00)	\$ (25,840.00)
5525	Vending Concessions	\$ (2,525.50)	\$ -	\$ (2,500.00)	\$ (2,500.00)	\$ (2,500.00)
5530	Rental	\$ (113,331.53)	\$ (32,900.00)	\$ (105,220.00)	\$ (105,220.00)	\$ (105,220.00)
5555	Activity Guide Revenue	\$ (25,010.00)	\$ -	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)
5558	Sponsorships/Donations	\$ (4,950.00)	\$ -	\$ (1,000.00)	\$ (1,000.00)	\$ (1,000.00)
5563	Staffing Cost Recovery	\$ (20,733.06)	\$ (7,500.00)	\$ (11,110.00)	\$ (11,110.00)	\$ (11,110.00)
5564	Special Event Permits	\$ (403.00)	\$ -	\$ -	\$ -	\$ -
5570	Contributions	\$ (24,777.00)	\$ -	\$ -	\$ -	\$ -
5573	Grants	\$ (24.65)	\$ -	\$ -	\$ -	\$ -
5575	Other Misc Revenue	\$ (2,079.31)	\$ -	\$ -	\$ -	\$ -
Revenue		\$ (594,732.83)	\$ (104,098.00)	\$ (468,171.00)	\$ (468,171.00)	\$ (468,171.00)
Personnel						
6100	Full Time Salaries	\$ 538,109.92	\$ 516,076.00	\$ 496,109.00	\$ 496,109.00	\$ 453,457.00
6101	Overtime Salaries	\$ 3,922.71	\$ -	\$ -	\$ -	\$ -
6108	Cell Phone Allowance	\$ 4,460.00	\$ 2,310.00	\$ 2,340.00	\$ 2,340.00	\$ 2,340.00
6110	Part-Time Salaries	\$ 290,084.65	\$ 75,892.00	\$ 294,729.00	\$ 294,729.00	\$ 294,729.00
6120	Retirement	\$ 88,303.42	\$ 87,418.00	\$ 83,690.00	\$ 83,690.00	\$ 77,163.00
6121	457 Pension	\$ 5,824.64	\$ -	\$ -	\$ -	\$ -
6130	Employee Insurance	\$ 29,885.86	\$ 32,644.00	\$ 54,518.00	\$ 54,518.00	\$ 40,722.00
6140	Workers Compensation	\$ 26,447.20	\$ 14,026.00	\$ 20,177.00	\$ 20,177.00	\$ 19,089.00
Personnel		\$ 987,038.40	\$ 728,366.00	\$ 951,563.00	\$ 951,563.00	\$ 887,500.00
Services and Supplies						
6321	COVID-19	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ 500.00
6322	COVID-Camp	\$ 34.23	\$ -	\$ -	\$ -	\$ -
6330	Kitchen Supplies	\$ 352.26	\$ -	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00
6340	Food Supplies	\$ 2,624.88	\$ -	\$ 13,745.00	\$ 13,745.00	\$ 13,745.00
6360	Laundry/Wash Service	\$ 181.00	\$ 300.00	\$ 950.00	\$ 950.00	\$ 950.00
6380	Medical Supplies	\$ 192.34	\$ -	\$ -	\$ -	\$ -
6500	Equipment Maintenance	\$ -	\$ -	\$ 900.00	\$ 900.00	\$ 900.00
6610	Building Repair	\$ 2,250.00	\$ -	\$ -	\$ -	\$ -
6810	Memberships	\$ 602.63	\$ 125.00	\$ 145.00	\$ 145.00	\$ 145.00
6910	Office Supplies	\$ 4,088.03	\$ 550.00	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00
6920	Postage Expense	\$ 10,403.14	\$ -	\$ 11,200.00	\$ 11,200.00	\$ 11,200.00
6930	Advertising Expense	\$ 1,860.90	\$ -	\$ -	\$ -	\$ -
7020	Fire & Safety Insp Fees	\$ 302.36	\$ -	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00
7030	Permit & Licensing Fees	\$ -	\$ 850.00	\$ 3,550.00	\$ 3,550.00	\$ 3,550.00
7100	Professional Services	\$ 2,300.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7115	Typeset and Print Services	\$ 27,804.57	\$ -	\$ 24,300.00	\$ 24,300.00	\$ 24,300.00
7120	Instructor Services	\$ 92,563.95	\$ 54,838.00	\$ 67,503.00	\$ 67,503.00	\$ 67,503.00
7140	Medical & Health Svcs (HR)	\$ 1,850.00	\$ -	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00
7150	Security Services	\$ 250.00	\$ -	\$ 1,150.00	\$ 1,150.00	\$ 1,150.00
7160	Entertainment Services	\$ 420.00	\$ -	\$ 5,400.00	\$ 5,400.00	\$ 5,400.00
7180	Business Services	\$ 12,523.81	\$ 2,000.00	\$ 11,920.00	\$ 11,920.00	\$ 11,920.00
7190	Umpire/Referee Services	\$ 919.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
7210	Subscriptions	\$ -	\$ -	\$ 175.00	\$ 175.00	\$ 175.00
7310	Rents & Leases - Equip	\$ -	\$ -	\$ 18,300.00	\$ 18,300.00	\$ 18,300.00
7320	Bldg/Field Leases & Rental	\$ -	\$ -	\$ 60.00	\$ 60.00	\$ 60.00
7410	Event Supplies	\$ 646.43	\$ 360.00	\$ 1,410.00	\$ 1,410.00	\$ 1,410.00
7420	Supplies	\$ 10,035.57	\$ -	\$ 9,900.00	\$ 9,900.00	\$ 9,900.00
7430	Bingo Supplies	\$ 5,748.58	\$ 600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
7440	Sporting Goods	\$ 436.16	\$ -	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
7450	Arts and Craft Supplies	\$ 9,743.41	\$ -	\$ 3,375.00	\$ 3,375.00	\$ 3,375.00
7460	Training Supplies	\$ 60.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7510	Safety Supplies	\$ 3,932.45	\$ 500.00	\$ 1,650.00	\$ 1,650.00	\$ 1,650.00
7610	Uniform Allowance	\$ 4,609.72	\$ 100.00	\$ 1,560.00	\$ 2,560.00	\$ 2,560.00
7700	Transportation and Travel	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
7710	Conference&Seminar Staff	\$ 8,758.73	\$ -	\$ 7,670.00	\$ 7,670.00	\$ 7,670.00
7720	Conference&Seminar Travel Exp	\$ 3,248.00	\$ -	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
7730	Private Vehicle Mileage	\$ 542.74	\$ 708.00	\$ 1,416.00	\$ 1,416.00	\$ 1,416.00
7750	Buses/Excursions	\$ 4,336.94	\$ -	\$ 17,400.00	\$ 17,400.00	\$ 17,400.00
7910	Awards and Certificates	\$ 11,982.41	\$ 1,700.00	\$ 14,876.00	\$ 14,876.00	\$ 14,876.00
7930	Employee Morale	\$ 25.00	\$ -	\$ -	\$ -	\$ -
8112	Sponsorship Refund 2020	\$ 61,376.01	\$ 10,860.00	\$ -	\$ -	\$ -
Services and Supplies		\$ 287,005.25	\$ 74,491.00	\$ 247,255.00	\$ 248,255.00	\$ 248,255.00

Pleasant Valley Recreation & Park District
FY2021-2022 Budget
Recreation Wrap-Up

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested 4/24/2021	Proposed 5/12/2021	Approved 6/2/2021
Capital						
8400	Capital	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
8401	LWCF Grant	\$ -	\$ -	\$ -	\$ -	\$ -
8402	NRPA Grant	\$ -	\$ -	\$ -	\$ -	\$ -
8420	Equip/Facility Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
8479	Inflatable System	\$ -	\$ 5,500.00	\$ -	\$ -	\$ -
Capital		\$ -	\$ 5,500.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Revenue Total		\$ (594,732.83)	\$ (104,098.00)	\$ (468,171.00)	\$ (468,171.00)	\$ (468,171.00)
Expense Total		\$ 1,274,043.65	\$ 802,857.00	\$ 1,198,818.00	\$ 1,199,818.00	\$ 1,135,755.00
Grand Total		\$ 681,848.32	\$ 704,259.00	\$ 730,647.00	\$ 731,647.00	\$ 667,584.00
Expense and Capital		\$ 1,274,043.65	\$ 808,357.00	\$ 1,213,818.00	\$ 1,214,818.00	\$ 1,150,755.00

Pleasant Valley Recreation & Park District
FY2021-2022 Budget
District Wide (000)

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested 4/24/2021	Proposed 5/12/2021	Approved 6/2/2021
Revenue						
5110	Tax Apport - Cur Year Secured	\$ (6,646,617.87)	\$ (6,481,869.00)	\$ (7,112,192.00)	\$ (7,301,920.00)	\$ (7,301,920.00)
5120	Tax Apport - Cur Year Unsec	\$ (119,602.19)	\$ -	\$ -	\$ -	\$ -
5130	Tax Apport - Prior Year Sec	\$ (59,155.18)	\$ -	\$ -	\$ -	\$ -
5140	Tax Apport - Prior Year Unsec	\$ (6,461.99)	\$ -	\$ -	\$ -	\$ -
5150	Tax Deeded Sales	\$ (902.59)	\$ -	\$ -	\$ -	\$ -
5210	Cur Supplemental Pass Thru	\$ (101,107.97)	\$ -	\$ -	\$ -	\$ -
5230	HOPTR	\$ (45,412.27)	\$ -	\$ -	\$ -	\$ -
5240	Supplemental Assessment Roll	\$ (103.08)	\$ -	\$ -	\$ -	\$ -
5310	Interest Earnings	\$ (88,902.77)	\$ (20,635.00)	\$ (14,928.00)	\$ (14,928.00)	\$ (14,928.00)
5320	MBS Interest Earnings	\$ 533.67	\$ -	\$ -	\$ -	\$ -
5460	Dividends - CAPRI Prior Years	\$ (11,709.00)	\$ -	\$ -	\$ -	\$ -
5530	Rental	\$ (116.00)	\$ -	\$ -	\$ -	\$ -
5575	Other Misc Revenue	\$ (275.61)	\$ -	\$ -	\$ -	\$ -
5585	Incentive Income	\$ (2,723.00)	\$ (500.00)	\$ (2,400.00)	\$ (2,400.00)	\$ (2,400.00)
5600	Reimbursement - ROPS	\$ (309,187.20)	\$ (313,000.00)	\$ (125,000.00)	\$ (125,000.00)	\$ (125,000.00)
5900	Conversion Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue		\$ (7,391,743.05)	\$ (6,816,004.00)	\$ (7,254,520.00)	\$ (7,444,248.00)	\$ (7,444,248.00)
Services and Supplies						
7950	COP Debt - PV Fields	\$ 235,099.74	\$ 229,760.00	\$ 223,760.00	\$ 223,760.00	\$ 223,760.00
Services and Supplies		\$ 235,099.74	\$ 229,760.00	\$ 223,760.00	\$ 223,760.00	\$ 223,760.00
Revenue Total		\$ (7,391,743.05)	\$ (6,816,004.00)	\$ (7,254,520.00)	\$ (7,444,248.00)	\$ (7,444,248.00)
Expense Total		\$ 235,099.74	\$ 229,760.00	\$ 223,760.00	\$ 223,760.00	\$ 223,760.00
Grand Total		\$ (7,156,643.31)	\$ (6,586,244.00)	\$ (7,030,760.00)	\$ (7,220,488.00)	\$ (7,220,488.00)

**Pleasant Valley Recreation & Park District
FY2021-2022 Budget
Aquatics (301)**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested 4/24/2021	Proposed 5/12/2021	Approved 6/2/2021
Revenue						
5510	Contract Classes-Public Fees	\$ (6,307.75)	\$ (3,327.00)	\$ (14,286.00)	\$ (14,286.00)	\$ (14,286.00)
5511	Public Fees	\$ (73,214.89)	\$ (14,735.00)	\$ (80,421.00)	\$ (80,421.00)	\$ (80,421.00)
5520	Public Fees-Entry Fees	\$ (28,076.76)	\$ (2,000.00)	\$ (25,840.00)	\$ (25,840.00)	\$ (25,840.00)
5525	Vending Concessions	\$ -	\$ -	\$ (1,250.00)	\$ (1,250.00)	\$ (1,250.00)
5530	Rental	\$ (7,215.75)	\$ (3,240.00)	\$ (11,455.00)	\$ (11,455.00)	\$ (11,455.00)
5563	Staffing Cost Recovery	\$ (5,338.75)	\$ -	\$ (7,480.00)	\$ (7,480.00)	\$ (7,480.00)
Revenue		\$ (120,153.90)	\$ (23,302.00)	\$ (140,732.00)	\$ (140,732.00)	\$ (140,732.00)
Personnel						
6100	Full Time Salaries	\$ 71,913.92	\$ 77,700.00	\$ 72,195.00	\$ 72,195.00	\$ 72,195.00
6101	Overtime Salaries	\$ 711.33	\$ -	\$ -	\$ -	\$ -
6108	Cell Phone Allowance	\$ 780.00	\$ 780.00	\$ 780.00	\$ 780.00	\$ 780.00
6110	Part-Time Salaries	\$ 157,408.71	\$ 75,892.00	\$ 200,948.00	\$ 200,948.00	\$ 200,948.00
6120	Retirement	\$ 12,899.67	\$ 14,607.00	\$ 13,976.00	\$ 13,976.00	\$ 13,976.00
6130	Employee Insurance	\$ 974.76	\$ 16,255.00	\$ 17,821.00	\$ 17,821.00	\$ 17,821.00
6140	Workers Compensation	\$ 11,794.37	\$ 6,316.00	\$ 6,938.00	\$ 6,938.00	\$ 6,938.00
Personnel		\$ 256,482.76	\$ 191,550.00	\$ 312,658.00	\$ 312,658.00	\$ 312,658.00
Services and Supplies						
6321	COVID-19			\$ 500.00	\$ 500.00	\$ 500.00
6500	Equipment Maintenance	\$ -	\$ -	\$ 900.00	\$ 900.00	\$ 900.00
6910	Office Supplies	\$ 109.08	\$ -	\$ -	\$ -	\$ -
7115	Typeset and Print Services	\$ -	\$ -	\$ 300.00	\$ 300.00	\$ 300.00
7120	Instructor Services	\$ 4,555.20	\$ 6,253.00	\$ 9,286.00	\$ 9,286.00	\$ 9,286.00
7180	Business Services	\$ 474.74	\$ 600.00	\$ 620.00	\$ 620.00	\$ 620.00
7410	Event Supplies	\$ 646.43	\$ 360.00	\$ 1,410.00	\$ 1,410.00	\$ 1,410.00
7460	Training Supplies	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7510	Safety Supplies	\$ 3,501.48	\$ 500.00	\$ 1,650.00	\$ 1,650.00	\$ 1,650.00
7610	Uniform Allowance	\$ 272.53	\$ 100.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7710	Conference&Seminar Staff	\$ 547.90	\$ -	\$ -	\$ -	\$ -
7730	Private Vehicle Mileage	\$ 125.84	\$ -	\$ -	\$ -	\$ -
7910	Awards and Certificates	\$ 2,550.00	\$ 1,700.00	\$ 2,525.00	\$ 2,525.00	\$ 2,525.00
8112	Staffing Cost Refund 2020	\$ 3,622.50	\$ 10,260.00	\$ -	\$ -	\$ -
Services and Supplies		\$ 16,405.70	\$ 20,773.00	\$ 19,191.00	\$ 19,191.00	\$ 19,191.00
Revenue Total		\$ (120,153.90)	\$ (23,302.00)	\$ (140,732.00)	\$ (140,732.00)	\$ (140,732.00)
Expense Total		\$ 272,888.46	\$ 212,323.00	\$ 331,849.00	\$ 331,849.00	\$ 331,849.00
Grand Total		\$ 152,734.56	\$ 189,021.00	\$ 191,117.00	\$ 191,117.00	\$ 191,117.00

Pleasant Valley Recreation & Park District
FY2021-2022 Budget
Sports (310)

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested 4/24/2021	Proposed 5/12/2021	Approved 6/2/2021
Revenue						
5510	Contract Classes-Public Fees	\$ (50.00)	\$ -	\$ -	\$ -	\$ -
5511	Public Fees	\$ (46,590.00)	\$ (5,265.00)	\$ (65,445.00)	\$ (65,445.00)	\$ (65,445.00)
5530	Rental	\$ (103,052.78)	\$ (29,660.00)	\$ (93,765.00)	\$ (93,765.00)	\$ (93,765.00)
5563	Staffing Cost Recovery	\$ (2,632.50)	\$ -	\$ (2,380.00)	\$ (2,380.00)	\$ (2,380.00)
Revenue		\$ (152,325.28)	\$ (34,925.00)	\$ (161,590.00)	\$ (161,590.00)	\$ (161,590.00)
Personnel						
6100	Full Time Salaries	\$ 59,780.45	\$ 81,375.00	\$ 84,696.00	\$ 84,696.00	\$ 93,814.00
6101	Overtime Salaries	\$ 0.55	\$ -	\$ -	\$ -	\$ -
6108	Cell Phone Allowance	\$ 878.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 390.00
6110	Part-Time Salaries	\$ 15,393.55	\$ -	\$ 19,691.00	\$ 19,691.00	\$ 19,691.00
6120	Retirement	\$ 10,918.55	\$ 14,390.00	\$ 15,046.00	\$ 15,046.00	\$ 16,408.00
6121	457 Pension	\$ -	\$ -	\$ -	\$ -	\$ -
6130	Employee Insurance	\$ 2,710.00	\$ 4,688.00	\$ 6,717.00	\$ 6,717.00	\$ 7,325.00
6140	Workers Compensation	\$ 1,649.96	\$ 2,156.00	\$ 2,651.00	\$ 2,651.00	\$ 2,878.00
Personnel		\$ 91,331.06	\$ 102,999.00	\$ 129,191.00	\$ 129,191.00	\$ 140,506.00
Services and Supplies						
6610	Building Repair	\$ 2,250.00	\$ -	\$ -	\$ -	\$ -
6810	Memberships	\$ 150.00	\$ -	\$ 20.00	\$ 20.00	\$ 20.00
6910	Office Supplies	\$ 25.90	\$ -	\$ -	\$ -	\$ -
7180	Business Services	\$ 1,949.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00
7190	Umpire/Referee Services	\$ 919.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
7310	Rents & Leases - Equip	\$ 4,522.54	\$ -	\$ 8,800.00	\$ 8,800.00	\$ 8,800.00
7440	Sporting Goods	\$ 1,714.50	\$ -	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
7510	Safety Supplies	\$ 44.78	\$ -	\$ -	\$ -	\$ -
7730	Private Vehicle Mileage	\$ 120.52	\$ -	\$ -	\$ -	\$ -
7910	Awards and Certificates	\$ 8,001.79	\$ -	\$ 11,126.00	\$ 11,126.00	\$ 11,126.00
8112	Classes Refund 2020	\$ 25,027.40	\$ -	\$ -	\$ -	\$ -
Services and Supplies		\$ 44,725.43	\$ 1,400.00	\$ 26,446.00	\$ 26,446.00	\$ 26,446.00
Revenue Total		\$ (152,325.28)	\$ (34,925.00)	\$ (161,590.00)	\$ (161,590.00)	\$ (161,590.00)
Expense Total		\$ 136,056.49	\$ 104,399.00	\$ 155,637.00	\$ 155,637.00	\$ 166,952.00
Grand Total		\$ (16,268.79)	\$ 69,474.00	\$ (5,953.00)	\$ (5,953.00)	\$ 5,362.00

Pleasant Valley Recreation & Park District
FY2021-2022 Budget
Camps/Classes/Community Partnerships (320)

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested 4/24/2021	Proposed 5/12/2021	Approved 6/2/2021
Revenue						
5510	Contract Classes-Public Fees	\$ (120,203.22)	\$ (38,371.00)	\$ (54,094.00)	\$ (54,094.00)	\$ (54,094.00)
5511	Public Fees	\$ (63,159.82)	\$ -	\$ (34,110.00)	\$ (34,110.00)	\$ (34,110.00)
5563	Staffing Cost Recovery	\$ -	\$ (7,500.00)	\$ -	\$ -	\$ -
Revenue		\$ (183,363.04)	\$ (45,871.00)	\$ (88,204.00)	\$ (88,204.00)	\$ (88,204.00)
Personnel						
6100	Full Time Salaries	\$ 72,822.95	\$ 69,964.00	\$ 51,770.00	\$ 51,770.00	\$ -
6101	Overtime Salaries	\$ 402.91	\$ -	\$ -	\$ -	\$ -
6108	Cell Phone Allowance	\$ 752.00	\$ -	\$ -	\$ -	\$ -
6110	Part-Time Salaries	\$ 60,080.77	\$ -	\$ 40,950.00	\$ 40,950.00	\$ 40,950.00
6120	Retirement	\$ 12,642.75	\$ 8,529.00	\$ 8,483.00	\$ 8,483.00	\$ 594.00
6121	457 Pension	\$ 5,824.64	\$ -	\$ -	\$ -	\$ -
6130	Employee Insurance	\$ 2,061.36	\$ 700.00	\$ 14,404.00	\$ 14,404.00	\$ -
6140	Workers Compensation	\$ 4,453.93	\$ 2,957.00	\$ 2,355.00	\$ 2,355.00	\$ 1,040.00
Personnel		\$ 159,041.31	\$ 82,150.00	\$ 117,962.00	\$ 117,962.00	\$ 42,584.00
Services and Supplies						
6322	COVID-Camp	\$ 34.23	\$ -	\$ -	\$ -	\$ -
6340	Food Supplies	\$ 17.49	\$ -	\$ 795.00	\$ 795.00	\$ 795.00
6380	Medical Supplies	\$ 192.34	\$ -	\$ -	\$ -	\$ -
6810	Memberships	\$ 277.63	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00
6910	Office Supplies	\$ 200.06	\$ -	\$ -	\$ -	\$ -
7120	Instructor Services	\$ 79,081.14	\$ 48,585.00	\$ 58,217.00	\$ 58,217.00	\$ 58,217.00
7180	Business Services	\$ 3,578.30	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
7420	Supplies	\$ 212.78	\$ -	\$ -	\$ -	\$ -
7440	Sporting Goods	\$ 25.87	\$ -	\$ -	\$ -	\$ -
7450	Arts and Craft Supplies	\$ 547.40	\$ -	\$ 3,375.00	\$ 3,375.00	\$ 3,375.00
7460	Training Supplies	\$ 210.00	\$ -	\$ -	\$ -	\$ -
7510	Safety Supplies	\$ 29.69	\$ -	\$ -	\$ -	\$ -
7730	Private Vehicle Mileage	\$ 37.12	\$ -	\$ -	\$ -	\$ -
7750	Buses/Excursions	\$ 3,736.94	\$ -	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00
7930	Employee Morale	\$ 25.00	\$ -	\$ -	\$ -	\$ -
8112	Classes Refund 2020	\$ 12,263.92	\$ 600.00	\$ -	\$ -	\$ -
Services and Supplies		\$ 100,469.91	\$ 49,310.00	\$ 65,412.00	\$ 65,412.00	\$ 65,412.00
Capital						
8479	Inflatable System	\$ -	\$ 5,500.00	\$ -	\$ -	\$ -
Capital		\$ -	\$ 5,500.00	\$ -	\$ -	\$ -
Revenue Total		\$ (183,363.04)	\$ (45,871.00)	\$ (88,204.00)	\$ (88,204.00)	\$ (88,204.00)
Expense Total		\$ 259,511.22	\$ 131,460.00	\$ 183,374.00	\$ 183,374.00	\$ 107,996.00
Grand Total		\$ 76,148.18	\$ 91,089.00	\$ 95,170.00	\$ 95,170.00	\$ 19,792.00
Expense and Capital		\$ 259,511.22	\$ 136,960.00	\$ 183,374.00	\$ 183,374.00	\$ 107,996.00

Pleasant Valley Recreation & Park District
FY2021-2022 Budget
Senior Services (370)

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested 4/24/2021	Proposed 5/12/2021	Approved 6/2/2021
Revenue						
5510	Contract Classes-Public Fees	\$ (15,428.70)	\$ -	\$ -	\$ -	\$ -
5511	Public Fees	\$ (20,131.00)	\$ -	\$ (36,350.00)	\$ (36,350.00)	\$ (36,350.00)
5525	Vending Concessions	\$ (2,525.50)	\$ -	\$ (1,250.00)	\$ (1,250.00)	\$ (1,250.00)
5530	Rental	\$ (3,063.00)	\$ -	\$ -	\$ -	\$ -
5570	Contributions	\$ (1,277.00)	\$ -	\$ -	\$ -	\$ -
5575	Other Misc Revenue	\$ (1,854.31)	\$ -	\$ -	\$ -	\$ -
Revenue		\$ (44,279.51)	\$ -	\$ (37,600.00)	\$ (37,600.00)	\$ (37,600.00)
Personnel						
6100	Full Time Salaries	\$ 90,929.23	\$ 85,757.00	\$ 89,452.00	\$ 89,452.00	\$ 89,452.00
6101	Overtime Salaries	\$ 31.99	\$ -	\$ -	\$ -	\$ -
6108	Cell Phone Allowance	\$ 892.00	\$ 360.00	\$ 390.00	\$ 390.00	\$ 390.00
6110	Part-Time Salaries	\$ 21,948.89	\$ -	\$ 20,010.00	\$ 20,010.00	\$ 20,010.00
6120	Retirement	\$ 15,589.37	\$ 15,146.00	\$ 15,760.00	\$ 15,760.00	\$ 15,760.00
6130	Employee Insurance	\$ 1,578.28	\$ 895.00	\$ 913.00	\$ 913.00	\$ 913.00
6140	Workers Compensation	\$ 2,680.03	\$ 2,402.00	\$ 2,870.00	\$ 2,870.00	\$ 2,870.00
Personnel		\$ 133,649.79	\$ 104,560.00	\$ 129,395.00	\$ 129,395.00	\$ 129,395.00
Services and Supplies						
6330	Kitchen Supplies	\$ 244.74	\$ -	\$ 900.00	\$ 900.00	\$ 900.00
6340	Food Supplies	\$ 508.25	\$ -	\$ 10,950.00	\$ 10,950.00	\$ 10,950.00
6910	Office Supplies	\$ 247.61	\$ -	\$ -	\$ -	\$ -
7030	Permit & Licensing Fees	\$ -	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00
7120	Instructor Services	\$ 8,927.61	\$ -	\$ -	\$ -	\$ -
7210	Subscriptions	\$ 436.16	\$ -	\$ 175.00	\$ 175.00	\$ 175.00
7420	Supplies	\$ 7.57	\$ -	\$ -	\$ -	\$ -
7430	Bingo Supplies	\$ 5,748.58	\$ 600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
7450	Arts and Craft Supplies	\$ 39.73	\$ -	\$ -	\$ -	\$ -
7510	Safety Supplies	\$ 260.00	\$ -	\$ -	\$ -	\$ -
7730	Private Vehicle Mileage	\$ 11.60	\$ -	\$ -	\$ -	\$ -
7750	Buses/Excursions	\$ 600.00	\$ -	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00
7910	Awards and Certificates	\$ -	\$ -	\$ 25.00	\$ 25.00	\$ 25.00
8112	Classes Refund 2020	\$ 2,163.29	\$ -	\$ -	\$ -	\$ -
Services and Supplies		\$ 19,195.14	\$ 1,300.00	\$ 32,350.00	\$ 32,350.00	\$ 32,350.00
Capital						
8400	Capital	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Capital		\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Revenue Total		\$ (44,279.51)	\$ -	\$ (37,600.00)	\$ (37,600.00)	\$ (37,600.00)
Expense Total		\$ 152,844.93	\$ 105,860.00	\$ 161,745.00	\$ 161,745.00	\$ 161,745.00
Grand Total		\$ 108,565.42	\$ 105,860.00	\$ 124,145.00	\$ 124,145.00	\$ 124,145.00
Expense and Capital		\$ 152,844.93	\$ 105,860.00	\$ 176,745.00	\$ 176,745.00	\$ 176,745.00

Pleasant Valley Recreation & Park District
FY2021-2022 Budget
Parks (410)

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved
7920	Meals for Staff Training	\$ 187.42	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Services and Supplies		\$ 1,744,578.80	\$ 1,598,483.00	\$ 1,695,345.00	\$ 1,695,345.00	\$ 1,695,345.00
Capital						
8400	Capital	\$ -	\$ -	\$ 341,000.00	\$ 561,000.00	\$ 561,000.00
8420	Equip/Facility Replacement	\$ 33,880.88	\$ 30,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
8422	Sr/Community Rec Facility	\$ 7,270.00	\$ -	\$ -	\$ -	\$ -
8456	Mtr Enclosur-Encnt,Fhill,Adolf	\$ 7,872.15	\$ -	\$ -	\$ -	\$ -
8458	Pitts Ranch Park Pavilion	\$ 29,256.49	\$ -	\$ -	\$ -	\$ -
8463	LPA Architects-CC/Gym/Sr Ctr	\$ 50,760.16	\$ -	\$ -	\$ -	\$ -
8464	Arneill Ranch Park Renovation	\$ 30,779.13	\$ -	\$ -	\$ -	\$ -
8465	Lamps/Pole Replacement at M.O.	\$ 12,538.62	\$ -	\$ -	\$ -	\$ -
8466	L.E.D. Light SpringvileTennis	\$ 16,845.63	\$ -	\$ -	\$ -	\$ -
8467	Charter Oaks Irrigation-Trees	\$ 4,360.58	\$ -	\$ -	\$ -	\$ -
8468	Community Center Marquee	\$ 41,447.61	\$ 8,552.39	\$ -	\$ -	\$ -
8470	PVAC Pool Heater	\$ 23,930.00	\$ -	\$ -	\$ -	\$ -
8471	Cam Grove Play Equipment	\$ 33,270.80	\$ -	\$ -	\$ -	\$ -
8472	Freedom Park ParkingLot&Skyway	\$ 239,671.66	\$ -	\$ -	\$ -	\$ -
8473	P.V. Fields Painting II	\$ 13,690.00	\$ -	\$ -	\$ -	\$ -
8475	Turf Grinder	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -
8476	Pitts Ranch BB Crt Repaint	\$ -	\$ 8,000.00	\$ -	\$ -	\$ -
8477	PV Fields Painting West End	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -
8481	HVAC Administration Bldg	\$ -	\$ 14,520.00	\$ -	\$ -	\$ -
8482	HVAC for Room #6	\$ -	\$ 11,965.00	\$ -	\$ -	\$ -
Capital		\$ 545,573.71	\$ 103,037.39	\$ 376,000.00	\$ 596,000.00	\$ 596,000.00
Revenue Total		\$ (568,391.11)	\$ (439,174.00)	\$ (346,333.00)	\$ (346,333.00)	\$ (346,333.00)
Expense Total		\$ 3,474,475.63	\$ 3,368,650.00	\$ 3,508,057.00	\$ 3,665,960.00	\$ 3,665,960.00
Grand Total		\$ 2,906,084.52	\$ 2,929,476.00	\$ 3,161,724.00	\$ 3,319,627.00	\$ 3,319,627.00
Expense and Capital		\$ 4,020,049.34	\$ 3,471,687.39	\$ 3,884,057.00	\$ 4,261,960.00	\$ 4,261,960.00

**Pleasant Valley Recreation & Park District
FY2021-2022 Budget
Rec Admin/Marketing/Special Events (503)**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested 4/24/2021	Proposed 5/12/2021	Approved 6/2/2021
Revenue						
5510	Contract Classes-Public Fees	\$ (52.00)	\$ -	\$ -	\$ -	\$ -
5511	Public Fees	\$ (27,684.64)	\$ -	\$ (27,795.00)	\$ (27,795.00)	\$ (27,795.00)
5555	Activity Guide Revenue	\$ (25,010.00)	\$ -	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)
5558	Sponsorships/Donations	\$ (4,950.00)	\$ -	\$ (1,000.00)	\$ (1,000.00)	\$ (1,000.00)
5563	Staffing Cost Recovery	\$ (12,761.81)	\$ -	\$ (1,250.00)	\$ (1,250.00)	\$ (1,250.00)
5564	Special Event Permits	\$ (403.00)	\$ -	\$ -	\$ -	\$ -
5570	Contributions	\$ (23,500.00)	\$ -	\$ -	\$ -	\$ -
5573	Grants	\$ (24.65)	\$ -	\$ -	\$ -	\$ -
5575	Other Misc Revenue	\$ (225.00)	\$ -	\$ -	\$ -	\$ -
Revenue		\$ (94,611.10)	\$ -	\$ (40,045.00)	\$ (40,045.00)	\$ (40,045.00)
Personnel						
6100	Full Time Salaries	\$ 242,663.37	\$ 201,280.00	\$ 197,996.00	\$ 197,996.00	\$ 197,996.00
6101	Overtime Salaries	\$ 2,775.93	\$ -	\$ -	\$ -	\$ -
6105	Car Allowance	\$ -	\$ -	\$ -	\$ -	\$ -
6108	Cell Phone Allowance	\$ 1,158.00	\$ 780.00	\$ 780.00	\$ 780.00	\$ 780.00
6110	Part-Time Salaries	\$ 35,252.73	\$ -	\$ 13,130.00	\$ 13,130.00	\$ 13,130.00
6120	Retirement	\$ 36,253.08	\$ 34,746.00	\$ 30,425.00	\$ 30,425.00	\$ 30,425.00
6121	457 Pension	\$ -	\$ -	\$ -	\$ -	\$ -
6130	Employee Insurance	\$ 22,561.46	\$ 10,106.00	\$ 14,663.00	\$ 14,663.00	\$ 14,663.00
6140	Workers Compensation	\$ 5,868.91	\$ 195.00	\$ 5,363.00	\$ 5,363.00	\$ 5,363.00
6150	Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
6160	Loan - Pension Obligation	\$ -	\$ -	\$ -	\$ -	\$ -
6161	OPEB Expense	\$ -	\$ -	\$ -	\$ -	\$ -
6170	PERS Unfunded Liability	\$ -	\$ -	\$ -	\$ -	\$ -
Personnel		\$ 346,533.48	\$ 247,107.00	\$ 262,357.00	\$ 262,357.00	\$ 262,357.00
Services and Supplies						
6330	Kitchen Supplies	\$ 107.52	\$ -	\$ 350.00	\$ 350.00	\$ 350.00
6340	Food Supplies	\$ 2,099.14	\$ -	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
6360	Laundry/Wash Service	\$ 181.00	\$ 300.00	\$ 950.00	\$ 950.00	\$ 950.00
6810	Memberships	\$ 175.00	\$ -	\$ -	\$ -	\$ -
6910	Office Supplies	\$ 3,505.38	\$ 550.00	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00
6920	Postage Expense	\$ 10,403.14	\$ -	\$ 11,200.00	\$ 11,200.00	\$ 11,200.00
6930	Advertising Expense	\$ 1,860.90	\$ -	\$ -	\$ -	\$ -
7020	Fire & Safety Insp Fees	\$ 302.36	\$ -	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00
7030	Permit & Licensing Fees	\$ -	\$ 150.00	\$ 2,850.00	\$ 2,850.00	\$ 2,850.00
7100	Professional Services	\$ 2,300.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7115	Typeset and Print Services	\$ 27,804.57	\$ -	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00
7140	Medical & Health Svcs (HR)	\$ 1,850.00	\$ -	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00
7150	Security Services	\$ 250.00	\$ -	\$ 1,150.00	\$ 1,150.00	\$ 1,150.00
7160	Entertainment Services	\$ 420.00	\$ -	\$ 5,400.00	\$ 5,400.00	\$ 5,400.00
7180	Business Services	\$ 6,521.77	\$ -	\$ 8,400.00	\$ 8,400.00	\$ 8,400.00
7310	Rents & Leases - Equip	\$ 5,220.87	\$ -	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00
7320	Bldg/Field Leases & Rental	\$ 60.00	\$ -	\$ 60.00	\$ 60.00	\$ 60.00
7420	Supplies	\$ 9,815.22	\$ -	\$ 9,900.00	\$ 9,900.00	\$ 9,900.00
7510	Safety Supplies	\$ 96.50	\$ -	\$ -	\$ -	\$ -
7610	Uniform Allowance	\$ 4,337.19	\$ -	\$ 560.00	\$ 1,560.00	\$ 1,560.00
7700	Transportation and Travel	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
7710	Conference&Seminar Staff	\$ 8,210.83	\$ -	\$ 7,670.00	\$ 7,670.00	\$ 7,670.00
7720	Conference&Seminar Travel Exp	\$ 3,248.00	\$ -	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
7730	Private Vehicle Mileage	\$ 247.66	\$ 708.00	\$ 1,416.00	\$ 1,416.00	\$ 1,416.00
7910	Awards and Certificates	\$ 1,430.62	\$ -	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
8112	Sponsorship Refund 2020	\$ 18,298.90	\$ -	\$ -	\$ -	\$ -
Services and Supplies		\$ 108,746.57	\$ 1,708.00	\$ 103,856.00	\$ 104,856.00	\$ 104,856.00
Revenue Total		\$ (94,611.10)	\$ -	\$ (40,045.00)	\$ (40,045.00)	\$ (40,045.00)
Expense Total		\$ 455,280.05	\$ 248,815.00	\$ 366,213.00	\$ 367,213.00	\$ 367,213.00
Grand Total		\$ 360,668.95	\$ 248,815.00	\$ 326,168.00	\$ 327,168.00	\$ 327,168.00

Pleasant Valley Recreation & Park District
FY2021-2022 Budget
Administration (505)

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested 4/24/2021	Proposed 5/12/2021	Approved 6/2/2021
Revenue						
5565	Gain/(Loss) LAIF Investments	\$ 11,561.08	\$ -	\$ -	\$ -	\$ -
5575	Other Misc Revenue	\$ (33,171.74)	\$ (4,957.00)	\$ (37,955.00)	\$ (37,955.00)	\$ (37,955.00)
5576	Credit Card Processing Fee	\$ (726.03)	\$ -	\$ -	\$ -	\$ -
5580	Cash Over/Under	\$ (146.00)	\$ -	\$ -	\$ -	\$ -
5590	CARES ACT Reimb SUI	\$ (8,978.00)	\$ -	\$ -	\$ -	\$ -
5605	Reimb-Needs Assessment/LPA	\$ (75,482.17)	\$ -	\$ -	\$ -	\$ -
Revenue		\$ (106,942.86)	\$ (4,957.00)	\$ (37,955.00)	\$ (37,955.00)	\$ (37,955.00)
Personnel						
6100	Full Time Salaries	\$ 672,144.04	\$ 675,072.00	\$ 710,845.00	\$ 710,845.00	\$ 769,334.00
6101	Overtime Salaries	\$ 2,720.28	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
6105	Car Allowance	\$ 5,999.76	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
6108	Cell Phone Allowance	\$ 3,068.00	\$ 3,120.00	\$ 3,120.00	\$ 3,120.00	\$ 3,705.00
6110	Part-Time Salaries	\$ 23,133.04	\$ 37,800.00	\$ 33,075.00	\$ 33,075.00	\$ 33,075.00
6120	Retirement	\$ 104,625.87	\$ 112,904.00	\$ 118,693.00	\$ 118,693.00	\$ 127,645.00
6121	457 Pension	\$ -	\$ 7,445.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
6125	Deferred Compensation	\$ -	\$ 4,615.00	\$ 4,752.00	\$ 4,752.00	\$ 4,752.00
6130	Employee Insurance	\$ 73,009.59	\$ 84,193.00	\$ 97,133.00	\$ 97,133.00	\$ 111,783.00
6140	Workers Compensation	\$ 6,139.79	\$ 7,098.00	\$ 7,561.00	\$ 7,561.00	\$ 7,824.00
6150	Unemployment Insurance	\$ 9,611.00	\$ 53,400.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
6160	Loan - Pension Obligation	\$ 11,848.86	\$ 256,742.00	\$ 264,218.00	\$ 264,218.00	\$ 264,218.00
6170	PERS Unfunded Liability	\$ 349,318.00	\$ 434,065.00	\$ 516,970.00	\$ 516,970.00	\$ 516,970.00
Personnel		\$ 1,261,618.23	\$ 1,684,954.00	\$ 1,811,867.00	\$ 1,811,867.00	\$ 1,894,806.00
Services and Supplies						
6210	Telephone/Internet	\$ 17,195.13	\$ 14,316.00	\$ 18,728.00	\$ 18,728.00	\$ 18,728.00
6220	Internet Services	\$ 35,879.07	\$ 27,135.00	\$ 36,862.00	\$ 36,862.00	\$ 36,862.00
6230	IT Infrastructure	\$ 1,068.20	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
6240	Computer Hardware/Software	\$ 12,096.85	\$ 10,040.00	\$ 12,050.00	\$ 12,050.00	\$ 12,050.00
6321	COVID - Supplies	\$ 2,620.25	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
6350	Water Maint & Service	\$ 877.16	\$ 759.00	\$ 785.00	\$ 785.00	\$ 785.00
6410	Insurance Liability	\$ 142,201.00	\$ 209,311.00	\$ 228,892.00	\$ 228,892.00	\$ 228,892.00
6725	Park Signage (Branding)	\$ 6,895.75	\$ -	\$ -	\$ -	\$ -
6810	Memberships	\$ 12,194.00	\$ 13,021.00	\$ 13,740.00	\$ 13,740.00	\$ 13,740.00
6910	Office Supplies	\$ 9,246.18	\$ 15,075.00	\$ 11,159.00	\$ 11,159.00	\$ 11,159.00
6920	Postage Expense	\$ 2,132.52	\$ 2,250.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
6930	Advertising Expense	\$ 1,005.00	\$ 1,740.00	\$ 1,740.00	\$ 1,740.00	\$ 1,740.00
6940	Printing Charges	\$ 12,054.42	\$ 12,438.00	\$ 13,223.00	\$ 13,223.00	\$ 13,223.00
6950	ActiveNet Charges	\$ 40,734.09	\$ 52,542.00	\$ 47,732.00	\$ 47,732.00	\$ 47,732.00
6960	Approp Redev/Collection Fees	\$ 541,195.76	\$ 481,576.00	\$ 545,454.00	\$ 545,454.00	\$ 545,454.00
6980	Minor Furn Fixture & Equip	\$ 1,122.61	\$ 1,134.00	\$ 1,137.00	\$ 1,137.00	\$ 1,137.00
6990	Comp Hardware/Software Exp	\$ 14.99	\$ -	\$ -	\$ -	\$ -
7010	Fingerprint Fees (HR)	\$ 1,275.00	\$ 2,060.00	\$ 2,640.00	\$ 2,640.00	\$ 2,640.00
7100	Professional Services	\$ 1,084.13	\$ 7,000.00	\$ 67,224.00	\$ 66,000.00	\$ 66,000.00
7110	Legal Services	\$ 92,445.94	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
7120	Instructor Services	\$ -	\$ 500.00	\$ -	\$ -	\$ -
7125	PERS Admin Fees	\$ 2,048.02	\$ 2,110.00	\$ 2,128.00	\$ 2,128.00	\$ 2,128.00
7130	Audit Services	\$ 14,260.00	\$ 20,175.00	\$ 20,275.00	\$ 20,275.00	\$ 20,275.00
7140	Medical & Health Svcs (HR)	\$ 2,552.50	\$ 4,000.00	\$ 4,920.00	\$ 4,920.00	\$ 4,920.00
7150	Security Services	\$ 4,634.96	\$ 2,700.00	\$ 2,747.00	\$ 2,747.00	\$ 2,747.00
7180	Business Services	\$ 54,130.62	\$ 82,814.00	\$ 59,440.00	\$ 59,440.00	\$ 59,440.00
7210	Subscriptions	\$ 1,312.61	\$ 3,044.00	\$ 3,068.00	\$ 3,068.00	\$ 3,068.00
7460	Training Supplies	\$ 554.36	\$ 600.00	\$ 800.00	\$ 800.00	\$ 800.00
7510	Safety Supplies	\$ 487.37	\$ 760.00	\$ 300.00	\$ 300.00	\$ 300.00
7610	Uniform Allowance	\$ -	\$ 250.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7710	Conference&Seminar Staff	\$ 7,885.00	\$ 5,114.00	\$ 13,026.00	\$ 13,026.00	\$ 13,026.00
7715	Conference&Seminar Board	\$ 545.00	\$ 2,575.00	\$ 4,450.00	\$ 4,450.00	\$ 4,450.00
7720	Conference&Seminar Travel Exp	\$ 2,827.56	\$ 2,071.00	\$ 6,244.00	\$ 6,244.00	\$ 6,244.00
7725	Out of Town Travel Board	\$ 846.72	\$ 3,231.00	\$ 2,420.00	\$ 2,420.00	\$ 2,420.00
7730	Private Vehicle Mileage	\$ 558.96	\$ 901.00	\$ 901.00	\$ 901.00	\$ 901.00
7910	Awards and Certificates	\$ 670.85	\$ 910.00	\$ 530.00	\$ 530.00	\$ 530.00
7920	Meals for Staff Training	\$ 2,277.38	\$ 3,060.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
7930	Employee Morale	\$ 1,145.72	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
7970	Reserve Vehicle Fleet	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
7971	Reserve Computer Fleet	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -
7973	Reserve Dry Period	\$ 90,000.00	\$ -	\$ 36,645.00	\$ 36,645.00	\$ 36,645.00
7975	Reserve Repair/Oper/Admin	\$ 20,000.00	\$ 150,000.00	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00
8112	Admin Fee/CC Refund 2020	\$ 3,721.06	\$ 560.00	\$ -	\$ -	\$ -
Services and Supplies		\$ 1,158,796.74	\$ 1,232,872.00	\$ 1,321,860.00	\$ 1,323,636.00	\$ 1,323,636.00

**Pleasant Valley Recreation & Park District
 FY2021-2022 Budget
 Administration (505)**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested 4/24/2021	Proposed 5/12/2021	Approved 6/2/2021
Capital						
8400	Capital	\$ -	\$ -	\$ 92,880.00	\$ 92,880.00	\$ 82,880.00
8474	Switches and Servers	\$ -	\$ 30,772.00	\$ -	\$ -	\$ -
Capital		\$ -	\$ 30,772.00	\$ 92,880.00	\$ 92,880.00	\$ 82,880.00
Revenue Total		\$ (106,942.86)	\$ (4,957.00)	\$ (37,955.00)	\$ (37,955.00)	\$ (37,955.00)
Expense Total		\$ 2,420,414.97	\$ 2,917,826.00	\$ 3,133,727.00	\$ 3,135,503.00	\$ 3,218,442.00
Grand Total		\$ 2,313,472.11	\$ 2,912,869.00	\$ 3,095,772.00	\$ 3,097,548.00	\$ 3,180,487.00
Expense and Capital		\$ 2,420,414.97	\$ 2,948,598.00	\$ 3,226,607.00	\$ 3,228,383.00	\$ 3,301,322.00

Pleasant Valley Recreation & Park District
FY2021-2022 Budget
Grants (520)

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested 4/24/2021	Proposed 5/12/2021	Approved 6/2/2021
Revenue						
5563	Staffing Cost Recovery	\$ -	\$ -	\$ (18,000.00)	\$ (18,000.00)	\$ (18,000.00)
5573	Grants	\$ (3,000.00)	\$ -	\$ -	\$ -	\$ -
Revenue		\$ (3,000.00)	\$ -	\$ (18,000.00)	\$ (18,000.00)	\$ (18,000.00)
Personnel						
Expense						
6100	Full Time Salaries	\$ 12,575.53	\$ 21,864.00	\$ 23,459.00	\$ 23,459.00	\$ 23,954.00
6108	Cell Phone	\$ -	\$ -	\$ -	\$ -	\$ 195.00
6110	Part-Time Salaries	\$ 256.00	\$ -	\$ 1,740.00	\$ 1,740.00	\$ 1,740.00
6120	Retirement	\$ 1,820.94	\$ 3,363.00	\$ 3,575.00	\$ 3,575.00	\$ 3,664.00
6130	Employee Insurance	\$ 312.73	\$ 1,444.00	\$ 4,801.00	\$ 5,570.00	\$ 5,652.00
6140	Workers Compensation	\$ 252.06	\$ 526.00	\$ 640.00	\$ 640.00	\$ 274.00
Personnel		\$ 15,217.26	\$ 27,197.00	\$ 34,215.00	\$ 34,984.00	\$ 35,479.00
Services and Supplies						
6340	Food Supplies	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
6930	Advertising Expense	\$ -	\$ 4,500.00	\$ 750.00	\$ 750.00	\$ 750.00
7030	Permit & Licensing Fees	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
7120	Instructor Services	\$ 375.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
7160	Entertainment Services	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7180	Business Services	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
7310	Rents & Leases - Equip	\$ -	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
7410	Event Supplies	\$ 3,339.96	\$ 420.00	\$ 420.00	\$ 420.00	\$ 420.00
7610	Uniform Allowance	\$ 1,147.51	\$ -	\$ -	\$ -	\$ -
7730	Private Vehicle Mileage	\$ -	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
Services and Supplies		\$ 4,862.47	\$ 9,995.00	\$ 7,245.00	\$ 7,245.00	\$ 7,245.00
Revenue Total		\$ (3,000.00)	\$ -	\$ (18,000.00)	\$ (18,000.00)	\$ (18,000.00)
Expense Total		\$ 20,079.73	\$ 37,192.00	\$ 41,460.00	\$ 42,229.00	\$ 42,724.00
Grand Total		\$ 17,079.73	\$ 37,192.00	\$ 23,460.00	\$ 24,229.00	\$ 24,724.00

Pleasant Valley Recreation & Park District
FY2021-2022 Budget
Assessment District (470) Fund 20

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested 4/24/2021	Proposed 5/12/2021	Approved 6/2/2021
Revenue						
5110	Tax Apport - Cur Year Secured	\$ (19,298.78)	\$ -	\$ -	\$ -	\$ -
5130	Tax Apport - Prior Year Sec	\$ (283.45)	\$ -	\$ -	\$ -	\$ -
5310	Interest Earnings	\$ (1,112.08)	\$ (500.00)	\$ (238.00)	\$ (238.00)	\$ (238.00)
5320	MBS Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ -
5400	Park Dedication Fees	\$ -	\$ -	\$ -	\$ -	\$ -
5460	Dividends - CAPRI Prior Years	\$ -	\$ -	\$ -	\$ -	\$ -
5500	Assessment Revenue	\$ (1,132,490.14)	\$ (1,184,957.00)	\$ (1,209,566.00)	\$ (1,209,566.00)	\$ (1,209,566.00)
Revenue		\$ (1,153,184.45)	\$ (1,185,457.00)	\$ (1,209,804.00)	\$ (1,209,804.00)	\$ (1,209,804.00)
Personnel						
6100	Full Time Salaries	\$ 21,304.88	\$ 18,262.00	\$ 20,831.00	\$ 20,831.00	\$ 20,831.00
6108	Cell Phone Allowance	\$ -	\$ -	\$ 178.00	\$ 178.00	\$ 178.00
6120	Retirement	\$ 3,881.80	\$ 3,130.00	\$ 3,568.00	\$ 3,568.00	\$ 3,568.00
6130	Employee Insurance	\$ 3,100.63	\$ 3,606.00	\$ 3,749.00	\$ 3,749.00	\$ 3,749.00
6140	Workers Compensation	\$ 3,281.24	\$ 1,753.00	\$ 2,483.00	\$ 2,483.00	\$ 2,483.00
Personnel		\$ 31,568.55	\$ 26,751.00	\$ 30,809.00	\$ 30,809.00	\$ 30,809.00
Services and Supplies						
6709	Incidental Costs - Assess	\$ 18,414.72	\$ 34,256.00	\$ 19,444.00	\$ 19,444.00	\$ 19,444.00
6710	Grounds Maintenance	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
6719	Tree Care	\$ 46,625.00	\$ 67,500.00	\$ 67,500.00	\$ 67,500.00	\$ 67,500.00
6720	Contracted LS Services	\$ 494,186.43	\$ 505,036.00	\$ 465,913.00	\$ 465,913.00	\$ 465,913.00
6722	Park Amenities - Assess	\$ 14,122.56	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00
6950	ActiveNet Charges	\$ -	\$ 60.00	\$ 70.00	\$ 70.00	\$ 70.00
6960	Approp Redev/Collection Fees	\$ 1,614.95	\$ 3,000.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
7950	COP Debt - PV Fields	\$ 242,434.38	\$ 525,560.00	\$ 529,760.00	\$ 529,760.00	\$ 529,760.00
8200	Land Improvements	\$ -	\$ -	\$ -	\$ -	\$ -
8300	Structures & Improvements	\$ -	\$ -	\$ -	\$ -	\$ -
8400	Capital	\$ -	\$ -	\$ -	\$ -	\$ -
8401	LWCF Grant	\$ -	\$ -	\$ -	\$ -	\$ -
8402	NRPA Grant	\$ -	\$ -	\$ -	\$ -	\$ -
8420	Equip/Facility Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
Services and Supplies		\$ 817,398.04	\$ 1,152,912.00	\$ 1,118,687.00	\$ 1,118,687.00	\$ 1,118,687.00
Revenue Total		\$ (1,153,184.45)	\$ (1,185,457.00)	\$ (1,209,804.00)	\$ (1,209,804.00)	\$ (1,209,804.00)
Expense Total		\$ 848,966.59	\$ 1,179,663.00	\$ 1,149,496.00	\$ 1,149,496.00	\$ 1,149,496.00
Grand Total		\$ (304,217.86)	\$ (5,794.00)	\$ (60,308.00)	\$ (60,308.00)	\$ (60,308.00)

Pleasant Valley Recreation & Park District

FY2021-2022 Budget

Quimby Funds (480) Fund 30

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested 4/24/2021	Requested 5/12/2021	Approved 6/2/2021
Revenue						
5310	Interest Earnings	\$ (122,044.52)	\$ (38,800.00)	\$ (35,013.00)	\$ (35,013.00)	\$ (35,013.00)
5320	MBS Interest Earnings	\$ (9,670.14)	\$ -	\$ -	\$ -	\$ -
5400	Park Dedication Fees	\$ (1,356,700.46)	\$ -	\$ -	\$ -	\$ -
Revenue		\$ (1,488,415.12)	\$ (38,800.00)	\$ (35,013.00)	\$ (35,013.00)	\$ (35,013.00)
Services and Supplies						
6930	Advertising Expense	\$ -	\$ -	\$ -	\$ -	\$ -
6950	ActiveNet Charges	\$ 119.00	\$ -	\$ -	\$ -	\$ -
8111	Refunds	\$ 238,883.01	\$ -	\$ -	\$ -	\$ -
Services and Supplies		\$ 239,002.01	\$ -	\$ -	\$ -	\$ -
Capital						
8400	Capital	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 1,400,000.00
8444	Valle Lindo Restroom/Pavilion	\$ 342,732.61	\$ -	\$ -	\$ -	\$ -
8459	Freedom Baseball Fields	\$ 41,232.23	\$ -	\$ -	\$ -	\$ -
8460	Mel Vincent Park Restrooms	\$ 59,438.15	\$ -	\$ -	\$ -	\$ -
8464	Arnell Ranch Park Renovation	\$ -	\$ 1,100,000.00	\$ -	\$ -	\$ -
8469	PVAC Restroom & Shower	\$ 612,087.61	\$ 84,401.39	\$ -	\$ -	\$ -
8475	Turf Grinder	\$ 91.97	\$ -	\$ -	\$ -	\$ -
8478	Fertilizer Injector System	\$ -	\$ 60,000.00	\$ -	\$ -	\$ -
8480	Community Center Kitchen	\$ -	\$ 250,000.00	\$ -	\$ -	\$ -
Capital		\$ 1,055,582.57	\$ 1,494,401.39	\$ 1,400,000.00	\$ 1,400,000.00	\$ 1,400,000.00
Revenue Total		\$ (1,488,415.12)	\$ (38,800.00)	\$ (35,013.00)	\$ (35,013.00)	\$ (35,013.00)
Expense Total		\$ 239,002.01	\$ -	\$ -	\$ -	\$ -
Grand Total		\$ (1,249,413.11)	\$ (38,800.00)	\$ (35,013.00)	\$ (35,013.00)	\$ (35,013.00)
Expense and Capital		\$ 1,294,584.58	\$ 1,494,401.39	\$ 1,400,000.00	\$ 1,400,000.00	\$ 1,400,000.00

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Anthony Miller, Administrative Analyst

DATE: June 2, 2021

**SUBJECT: CONSIDERATION AND SELECTION OF DISTRICT
RECREATION MANAGEMENT SYSTEM VENDOR**

SUMMARY

Pleasant Valley Recreation & Park District (“District”) has been under contract with Active Network for the ActiveNet Recreation Management System since October 2005. Since that initial contract was signed, the pricing terms have seen some minor changes, but the overall contract has remained the same. It is very unusual for the District to maintain any agreement for longer than five years without review. While ActiveNet has provided a good platform for the District to advertise its classes and programs, it has become apparent that it is not as competitive on pricing or features as other platforms. Preliminary research has shown that the District may be paying between \$10,000 to \$15,000 more with Active than the District would with competing platforms. Subsequently, the Board approved an RFP to seek proposals from vendors to potentially replace the ActiveNet system. After substantial research and thorough review by a broad group of staff, the SmartRec RMS platform by Amilia Enterprises Inc. is being recommended for selection.

BACKGROUND

In 2005, the District transitioned to ActiveNet from RecWare, another Recreation Management System (RMS) Software as a service provider (later purchased by Active Network). This transition involved transferring much of the facility data present in RecWare as well as creating new forms and facilities within ActiveNet. Throughout the past fifteen years, the primary functions of ActiveNet have not changed. The District uses the platform to manage some recreation programming and cash receipting. Additionally, the platform does have robust reporting and facility management features which staff have used extensively for research purposes.

In early 2019, District staff analyzed fees and expenses during the budget process and realized that ActiveNet fees were higher than anticipated. It was discovered that due to the transaction-based fee model, the better the District did in programming and reservation fees, the more the company charged to provide their services. Many competitors to Active Network have moved away from this model because it drives transactions off the platform. Case in point, the District has also moved some transactions off of ActiveNet to avoid the transaction fees that wouldn’t exist with other platforms. While this saves the District money, it prevents the District from being able to fully report on program statistics because the records do not reside in the platform. After further discussions with the primary users of ActiveNet, it was discovered that due to the long-term nature

of the District’s relationship with Active, many issues have compounded over time, making the platform cumbersome and difficult to train new users on.

In February, the Board approved a RFP to solicit proposals for an RMS system. Staff received proposals from six vendors - CivicPlus, PerfectMind, SmartRec, Capturepoint, Active, and RecDesk. Initial reviews of the proposals included District “power users” of ActiveNet and evaluated the proposals against the expected base services listed within the RFP. Two proposals (SmartRec and PerfectMind) were selected for further review and a group of ten staff were presented demonstrations of the platforms.

ANALYSIS

In determining which platform to recommend to the Board, staff initially evaluated the proposals based on how thoroughly they addressed the “Expected Base Services” within the RFP. This initial group did not consider cost as a primary factor in determining the quality of the proposal response. The following table generally outlines staff’s impression of how well each proposal addressed each service. It was noted during the evaluation process that while some of these platforms may have been capable of performing most of the tasks listed and they were noted as a “✓”, their proposals were either too generic or unspecific to call the vendor in for demonstrations.

<u>Expected Base Services</u>	<u>PerfectMind</u>	<u>SmartRec</u>	<u>Active</u>	<u>Capturepoint</u>	<u>CivicPlus</u>	<u>RecDesk</u>
POS/Cash						
Receipting/Accounts Receivable AND/OR Integration with Springbook Accounting Software (Accela)	✓	✓	✓	✓	✓	✓
Program Duplication	✓	✓	x	✓	✓	✓
Field Lighting Integration	✓	✓/x	x	✓	x	✓
Data Imports/Exports	✓	✓	x	✓	✓	✓/x
Training – Virtual/In-Person	✓	✓	✓	✓	✓	✓
Customer Discounting and Payment Plans	✓	✓	✓	✓	✓	✓
Web or App Based Portal	Web	Web/App	Web	Web	Web/App	Web
Data Analytics/Reporting	✓	✓	✓	✓/x	✓	✓
“Contactless” Reservation/Registration	✓	✓	✓	✓	✓	✓
League Management	✓/x	✓/x	x	✓/x	✓	✓
Facility Management	✓	✓	✓	✓	✓	✓
Work Order Capability/Productive Parks Integration	x	✓	x	✓/x	x	x
Mass Alert System	✓	✓	x	x	✓	✓
Volunteer Management (OPTIONAL)	✓	✓/x	x	x	x	x
Timecard Management (OPTIONAL)	✓	✓/x	x	✓/x	x	✓

Although every proposal received included an explanation on almost every item in the expected base service list, some proposals did a much more thorough job than others explaining how those services would be performed. For example, while RecDesk's proposal was concise, it failed to elaborate beyond a simple "Yes/No" answer format even though the RFP specifically asked for further information. Thus, the quality of the initial proposals determined which vendors staff selected for product demonstrations. The proposals judged to be the most complete were from SmartRec and PerfectMind. Specifically, beginning on page 27 of the SmartRec proposal, each individual service was addressed in terms relevant to staff and the platform. The same was true with the PerfectMind proposal, beginning on page 32. Critically, both proposals fully explored the RFP requirements and clearly relayed how the platform addressed each item.

Between March 17th and May 10th SmartRec and PerfectMind representatives were invited to give two demonstrations each, answer a pre-demonstration questionnaire and were each interviewed by management staff. Management staff questions primarily revolved around the administrative management of the systems and demonstrations to staff were evaluated on how well they addressed the following categories and their sub-points with their presentations:

- Integration
 - o Does the software work with other platforms? Lighting, accounting, workorders, leagues, etc.
- User Interface
 - o How easy does this look to use?
 - o How many menus/clicks needed to perform a simple task?
 - o Interface simple/complicated?
 - o Website integration? Does it look natural or clunky?
- Reporting
 - o Are reports complex to create?
 - o Custom reporting possible?
- Reservations and Classes
 - o Customer experience streamlined?
 - o Staff able to copy classes?
 - o Simple process for instructors?
 - o Facility management/creation simple?
- Finance
 - o Customer/Staff financial transactions clear?
 - o Fees/Refunds covered?
 - o Clear Accounting features?
- Clarity and Responsiveness
 - o How well do they respond to questions?
 - o Flexible with the presentation?
- Optional Items
 - o Is timecard/volunteer management covered by the platform?

Initial demonstrations were performed "blind" with the presenters not having any knowledge of the specific criteria being looked for. This was done specifically to show how well the platform could speak for itself as District staff asked questions to guide the process. Second demonstrations were guided with specific points gathered from the first round to help focus in on specific items staff felt required further explanation. After the demonstration phase was complete, staff met and

discussed the strengths and weaknesses of each platform. Overall, staff consistently rated SmartRec higher than PerfectMind however there were still some concerns aired during the debrief. It was noted that SmartRec provided a more streamlined experience with a focus on maximizing the District's ecommerce capability but fell short in areas like managing contract instructors and staff/volunteer time management tools. Whereas PerfectMind provided a very robust solution with unique staff management features and an overall well-rounded solution but with caveats regarding the way user fees are managed within the system and concerns about the overall presentation of the platform to the consumer. Lastly, cost was considered.

Vendor	Year 1	Year 2	Year 3
SmartRec	\$39,588 + Hardware	\$24,588	\$24,588
PerfectMind	\$45,000 + Hardware	\$28,250	Unknown

Both vendors have multiple options for payment processing which will be charged in addition to the above prices. However, unlike with ActiveNet, these charges can be passed through to the registrant and in both vendors cases, are substantially lower than the 3.6% + \$.0.25 processing fee with Active.

Both platforms provided a very similar approach to RMS solutions, however, as staff generally rated SmartRec as the preferred platform, the following analysis of the platform features focuses on SmartRec. Based on the platform demonstrations, the District could see major process improvements and subsequent improvements to its bottom-line with a new RMS. Specifically, SmartRec boasts a 70% to 90% online registration rate, which is much higher than the District's current registration rate, particularly for facility reservations (all are currently performed in person or over the phone). Getting the District closer to those rates could save front-line staff an anticipated 1 to 1.5 hours per day. SmartRec aims to achieve those rates through a mobile first ecommerce approach which places the District's constituents front and center. This is apparent in what was reviewed as a very smooth integration between the SmartRec platform and the websites of the provided references. Discounting, subscriptions, memberships, and billing are almost entirely automated processes with communication to the customer able to be customized to the District's standards. An additional feature which staff found to be very compelling, was the unification between staff and consumer interfaces. Essentially, staff can replicate what the consumer sees so that they are able to either perform actions for the consumer quickly or walk them through the process in a manner which is both easy to understand and easy to implement. Finally, SmartRec fully supports the cost recovery methodology of accounting for facilities and programming. It includes, at no cost to the District, the ability to measure the District's cost recovery for every program and facility set up within the system and given the proper metrics.

An item specifically called out in the RFP was integration. Here it was apparent that while both platforms could integrate with different systems to a certain extent, the SmartRec platform was clearly designed to support integration with other systems. Relevant to the District's interests, systems such as Productive Parks, Constant Contact, Privit (health records), and MySkillChart (customer skills, i.e. swimming skill levels etc.), are all able to be directly connected to the SmartRec system which will reflect the information specific to those programs in their related areas. For example, Productive Parks allows the District to track when facilities are offline for maintenance or other work. This will automatically be reflected in the scheduling system in

SmartRec, preventing facilities from being double-booked, even from two different “booking sources” and substantially reducing the amount of paper schedules that would need to be printed for staff. These tools are anticipated to provide the District with substantial opportunities to grow, especially regarding activity/facility tracking and research all while increasing front-line staff efficiency.

The SmartRec proposed contract structure is for a term of three years. PerfectMind did not provide pricing past year two but typically signs contracts for three-to-five-year terms, as does SmartRec. The District’s contract with Active requires a 90 notice, which will allow a small amount of overlap with both PerfectMind or SmartRec’s proposed 90 day roll-out timeline which should allow for any troubleshooting necessary prior to the end of ActiveNet’s service.

Due to SmartRec having an overall lower cost, staff’s evaluation of the platform’s features, and the ability to generally match PerfectMind point for point, staff is recommending SmartRec to the Board for selection.

ALTERNATIVES

The Board may choose to not take the recommended action on this item. The alternative actions available are:

- Select PerfectMind over SmartRec as the District’s RMS provider. This contract will cost the District \$5,012 more in the first year and \$3,662 for the following year at least. Staff does not recommend this action however as the platform falls short in a key category when compared to SmartRec, the user interface.

FISCAL IMPACT

There is no fiscal impact specifically associated with this action; however, upon the General Manager signing a contract the initial fees will likely be invoiced immediately. This is anticipated to be \$15,000 for SmartRec with \$24,588 amortized over twelve months (\$2,049) and billed monthly.

RECOMMENDATION

It is recommended that the Board approve and authorize the General Manager to enter a three-year agreement with Amilia Enterprises for the implementation and use of the SmartRec Recreation Management System.

ATTACHMENTS

- 1) SmartRec Proposal (64 pages)
- 2) PerfectMind Proposal (73 pages)

SmartRec Proposal

Response to RFP – Recreation Management System Provider

Prepared for:

Pleasant Valley Recreation and Park District

Amilia

1751 Rue Richardson #3.105

Montreal, Quebec, H3K 1G6

www.smartrec.com

William Owens

Sales Executive

William.owens@amilia.com

514-974-5243

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Letter of Transmittal

SmartRec by Amilia
1751 Richardson St., Suite 3.105
Montreal, QC, Canada
Phone: 1 (877) 343-0004

March 4th, 2021

We are pleased to offer Pleasant Valley Recreation and Park District our SaaS software solution in response to the Recreation Management System Provider RFP. We are confident that we will provide the District with a best-in-class solution, utilizing state-of-the-art technology, with premium service to allow you to serve your residents and members with greater efficiency while optimizing internal operations.

We would appreciate the opportunity to show you how SmartRec can meet and exceed your recreation management needs with a demonstration of our solution. Thank you for your consideration.

Sincerely,

William Owens
Sales Executive
William.Owens@amilia.com
514-974-5243



Executive summary

In 2009, former venture capitalist Francois Gaouette came to the realization that the sports and recreation industry was disorganized and disconnected. In a world where e-commerce has become a must in retail, mobile traffic is growing exponentially, technology is reshaping entire industries, and payments are now done online - the multi-billion-dollar sports and recreation industry has been left behind. Inspired by the opportunity in front of him, he created Amilia, envisioning “The Amazon of Activities” – a central platform where people can access all activities around them, and organizations can help their communities thrive and flourish.

The Amilia vision is to unleash the potential of communities by bridging their connection to activities. Our mission is focused on empowering public and privately owned organizations to strengthen their connection to their community by providing them with the tools and support to better manage their business.

This proposal provides a technical overview of the cutting-edge services that Amilia's SmartRec solution can bring to the Pleasant Valley Recreation and Park District to modernize and future-proof the District's delivery of parks and recreation services. We've partnered with industry leaders to design and develop the best software solution for Parks and Recreation organizations making it easy for residents (and non-residents) and members to search for, register, pay, and participate in your District's offerings.

Here's how we help them **drive community engagement**:

Increased online registration

Our partner organizations typically experience 70% – 90% online registration.

Increased customer satisfaction

Our software is simple and intuitive to use, providing optimal user experiences, which results in increased sales and more staff time to focus on key operations.

Additional Revenue Opportunities

With streamlined online registration for programming, memberships, and facility bookings, organizations have been able to add to their core offerings and grow revenue.

Modern Software Management

We do not restrict access to, or charge, for our API. This allows organizations to manage their technology stack efficiently.



Proposed Scope of Services

Selling Online:

As outlined in the introduction, SmartRec is a turnkey SaaS solution designed to help drive community engagement by making it easy for your residents to search for, register to, pay for, and participate in all your offerings.

This means the Pleasant Valley Recreation and Park District is fully equipped to sell any and all types of offerings online. SmartRec is equipped to sell/take/administer:

- **Activities** of any type (camp, childcare, yoga, league sports, etc.) directly to the public online or in-person by an admin from any internet enabled device.
 - SmartRec allows for configuration flexibility to help the District create and manage any type of activity/service to residents/non-residents and/or members/non-members. An activity can be configured to be sold as a session (any offering where someone signs up for all instances of the offering) or drop-in (where the offering happens on a recurring basis and end users select the instances they want to join).
- **Memberships** either individual, family, and/or corporate directly to the public online or in-person by an admin from any internet enabled device.
 - SmartRec's dedicated member management module is integrated with activity registration (in case of 'members only' pricings and/or required memberships to register) and access management (for tracking facility access & drop off/pick up).
 - Memberships can be created with fixed date, day, week, month, year, or perpetual terms. Perpetual memberships (ex: Netflix memberships) have the added benefit of completely automating the billing and renewal process which result in increased member retention and overall sales growth.
- **Facility rentals/contracts** either directly to the public (public facing rentals) or managed by an admin (ex: Minor Baseball 2020 Season Contract).
 - SmartRec's facility management module has a facility calendar that tracks all booking types (class/booking/other/etc.) and lists them on a calendar. The calendar can be easily filtered by specific locations and availabilities/conflicts are highlighted when an admin is trying to add a new booking of any type.
 - Reservations and bookings can be completed by an admin at any time either by clients requesting a booking via the public calendar that shows if a facility is available or not or in-person/over the phone.
 - The reservation/booking module allows for custom/extra fees to be added as well as different pricing schemes with exceptions to the pricing scheme based on the time of day/year.
 - Public facing rentals allow clients to search online for and book facilities (ex: pavilion) according to the Pleasant Valley Recreation and Park District's parameters (ex: minimum booking time, facility hours, fill out a form etc.) without the direct involvement of an admin.
- **Merchandise** either as a sole item to be sold or bundled with a program/membership sale.
 - The SmartRec online store allows you to create merchandise items (ex: jerseys, balls, etc.), create variants (ex: small, medium, large), and track inventory and SKU's and sell them during the registration process. These can also be associated with memberships and/or sold separately. SmartRec can also (if necessary) add fees for shipping/pick up and track orders.
 - SmartRec also offers the concept of merchandise as a service. This allows for bundling offerings like camp with bussing and/or before/after care.
 - All associated sales are reflected in financial reports and relevant activity reports.



- **Online forms/waivers**
 - SmartRec offers industry leading forms/waivers that are integrated into the checkout process. Forms/waivers are fully customizable and contextual based on what the resident is registering to. For example, a camp may have a different form than a swimming lesson or facility booking – SmartRec will show only the correct form questions for the resident to fill out during check out.

Benefits to Residents

A key benefit of SmartRec’s robust ability to easily sell offerings to the public and easily manage them behind the scenes is the improved ability to serve the public. Key areas SmartRec supports providing an improved resident experience are:

- Customer journey mapping and intuitive search and website integration to make it easy for residents and members to find what they are looking for.
- Mobile first - Allowing residents to engage with the Pleasant Valley Recreation and Park District via a mobile device for all interactions.
- Mobile App for:
 - Schedule tracking
 - Digital membership cards
 - Quick link to payment method update
- Smart account creation allowing residents to seamlessly create accounts on the fly during check out
- Increased autonomy by allowing (at the discretion of and according to the rules of the District):
 - Client class/pass/membership cancellations
 - Automated cancellation and switch of classes
 - Automated refunds via the Mobile App
 - Automated punch card cancellation
 - Digital membership card via the App
 - Automatic notifications for:
 - Pass renewal
 - Failed payments
 - Online calendars via the user account or App
 - Ability to update payment method online

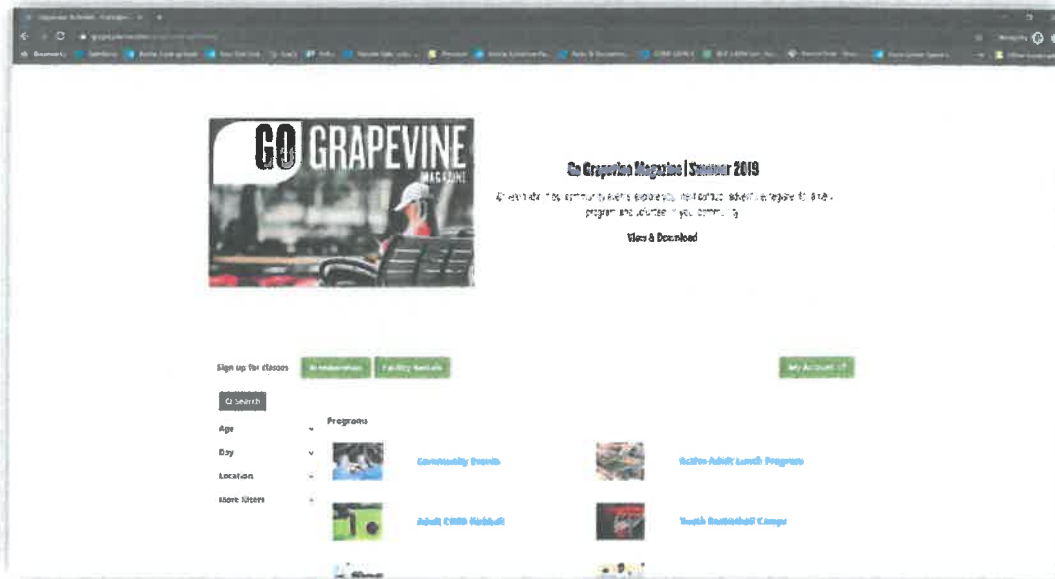
Customer Journey Mapping & Website Integration

The most crucial part to reimagining how the Pleasant Valley Recreation and Park District serves the public is to understand that registration does not start when a client enters the registration software. Registration starts when a resident has a need and starts to research options. It is the organization’s job to ensure they are engaging with residents and members where they are – online. SmartRec supports this by ensuring that the buying process is as seamless as possible with its industry leading and robust website integration and search tools.

SmartRec allows its customers to integrate the 'Store' into their website to ensure their residents have a streamlined online registration experience. Integration options include embedding the store using an iframe onto website pages and/or using the API to display information in any format the customer wants before driving residents to specific pages in the store (ex: Camp – the Pleasant Valley Recreation and Park District's website calls SmartRec’s API to display all camp data on a landing page or in the online version of the rec book and when a resident clicks 'register' they are directed to a District webpage with the SmartRec store embedded by an iframe and open to the camp section of your offerings).



Here is an example of the iframe embedded in the website of Grapevine TX:



Going Mobile First & Being Client Friendly

SmartRec is optimized and responsive on all mobile devices. In 2019, Our organization's clients processed 55% of all registrations via a mobile device. All offerings can be added to a shopping cart and residents can browse and add to cart across the website before checking out.

SmartRec allows residents to preview activities and save ones that interest them to a Wish List and 'add to cart' at a later date. This drastically improves the user experience for residents with multiple children during shot-gun registration periods with popular activities (ex: camps) where first come are first served. All activities that are saved to the wish list are flagged on the admin dashboard for tracking.

Because the SmartRec online store allows you to create merchandise items (ex: jerseys, pucks, etc.), create variants (ex: small, medium, large), and track inventory and SKUs and sell them during the registration process, it is very simple to clarify fees and/or bundle fees into an activity registration. It also aids in adding complexity to the registration process while providing a streamlined registration experience ex: Soccer costs \$100 per season and there is a 1-time annual registration fee per child along with a mandatory jersey purchase and an option to add cleats and soccer balls. SmartRec can easily manage and report this level of complexity. As noted previously, SmartRec can also (if necessary) add fees for shipping/pick up and track orders.

SmartRec's dedicated drop-in (booking) module allows drop-in classes to reside on a dynamic calendar that can be filtered by the resident to determine which class they are interested in. Additional functionality includes integration with multi-passes (digital punch cards), and the ability to set registration limits (how far in advance and how close to the start of a drop in a resident can register).

Birthday parties can also be managed in SmartRec using our Booking Calendar. Admins create the days/times that the birthday parties are offered and associate the facility/room/location that it will happen in and schedule the staff that will monitor them. SmartRec automatically reserves the facility/room/location for a birthday party (while maintaining the ability of an admin to override specific instances if necessary). SmartRec can handle a broad spectrum of variance from the core offering, including, but not limited to:



1. Base price with the ability to add a deposit based on theme or some other variable.
2. Upselling –
 - a. By Merchandise – party bags, pizza, clown etc.
 - b. By Service
 - c. By Party Variable (in the form of a question):
 - i. Theme
 - ii. Attendees

Making Admins More Efficient

In addition to an enhanced ability to sell offerings to the public effectively, SmartRec is also able to provide sophisticated tools to administrators to help them manage the complex operational needs and business rules of a District. Core features are:

- Facilities
 - The facility calendar tracks all bookings types (class/booking/other/etc.) and lists them on a calendar. The calendar can be easily filtered by specific locations and availabilities/conflicts are highlighted when an admin is trying to add a new booking of any type.
 - Facilities are automatically booking when activities/programs/classes are configured, and staff can easily manage conflicts.
- Automatic Member Rates via the Discounts Module
 - SmartRec allows the District to offer an unlimited number of member rates for anything offered via the 'Store', additionally, member rates can be configured for any combination of services and managed dynamically. For example – a member can be offered 10% off classes and \$20 off facility bookings, SmartRec will automatically calculate the discount at check out.
 - Member rates can be scheduled in advance as well as set to automatically expire.
- Resident
 - Residents in SmartRec live inside the community segments module. Additionally, if the District has any partnerships or shared facility agreements - multiple resident lists can be easily managed (ex: Pleasant Valley may have an arrangement with a neighboring town/district/city to share facilities.) This can also be leveraged to get a granular understanding of segments of the District itself. Lastly, SmartRec can offer any resident segment discounts of any section of the catalogue in whatever format is convenient to the District.
- Automatic, subscription billing and saved credit card on file:
 - SmartRec allows residents to save credit cards on file. Once saved, residents can use them to complete a transaction more rapidly by selecting to use this saved payment method during the checkout. Residents can also request an admin to charge their card on file when purchasing something in person or over the phone. Lastly, admins can also use the credit card on file feature to clear invoices from an account or accounts, this is called Mass Charging.
 - SmartRec allows for any activity/membership/merchandise item/multi-pass to be paid for via installment plan. Plans are 100% automated and extremely flexible. An administrator can offer any combination of schedule (ex: pay in full, monthly, bi-weekly etc.) all for the same offering for the client to select during the registration process. Additionally, deposits can be taken at time of purchase or at a pre-determined date in the future. Any failed payments are automatically reported to the administrator and resident.
 - Subscription billing allows a resident to sign up for OR be signed up for a class or membership with a never ending and automated billing cycle (ex: Netflix).



- **Payment Action Center**
 - The Payment Action Center makes it easy to stay on top of transactions and expiring credit cards that require your attention. Specifically, the payment action center allows you to quickly re-try or dismiss any failed transactions. With the click of a button the admin can re-try the failed transaction. Additionally, failed refunds can be retried. Transactions automatically disappear from the *Payment Action Center* once the issue is resolved. If the transaction or refund fails a second time, it will reappear in the Payment action center.\
 - The Expiring credit card section allows you to stay on top of expiring cards linked to planned payments. This this view an admin can click on any of the account owners listed contact them and remind them to update their credit card information.

- **Scholarships**
 - Providing scholarship revenue to families and understanding how much of an invoice is paid by the scholarship fund is crucial.

- **Access Management**
 - With our Access Management module, a member can use the Amilia App, a member card, a key fob type device or be manually checked in to a facility (member drop-in) or to a class (member check in). Additionally, for class-based activities, the resident can be checked out and the responsible person tracked. This is especially valuable for childcare and camps. Additionally, members/attendees can be blocked or flagged for any reason you may want to indicate in the system. This means the member's app/card will not let them through an access point and staff are notified.
 - Passes can be tied to access points in the facility and access history can be reported on.

- **Discounts**
 - SmartRec offers a robust discount module. Discounts can be global or specific, time bound or open ended, and can have other restrictions/conditions attached to them (ex: you must be a certain age to qualify). This module allows organizations to standardize pricing and create business rules for the software to follow based upon client behavior. The calculations are all automatic and are determined at check out.

- **Cost Recovery**
 - SmartRec's cost recovery module helps agencies by providing **cost recovery analysis in near real-time**. This allows agencies to better manage complex resource allocation decisions, understand their financials, make accurate data driven decisions in response to the needs of the market, ensure their offerings are correctly subsidized, and their long-term goals are being met.
 - SmartRec provides cost recovery calculations by tracking sales in real-time versus the true cost of an offering. All tracked metrics include:
 - Cost Recovery goals
 - Direct & indirect costs
 - Facility square footage and utilization in relation to services offered
 - Staff costs
 - Costs associated with the duration of the offering
 - Integrating and automating all data is a key differentiator as amalgamating and organizing this data is extremely challenging for an agency to do manually.

- Reporting is integrated into the software offering in all modules.

- **Accounting**
 - SmartRec offers accrual or cash accounting configurations and everything sold and/or invoiced must be associated with a GL account.
 - SmartRec offers canned financial reports that generate to excel and/or .csv for day-to-day operations.



- SmartRec also offers journal entry reporting and summary of account reporting to excel.
- Contact Tracing
 - SmartRec offers an Access Management module that allows admins track who entered the facility and when in order to facilitate contact tracing.
 - SmartRec also offers the ability to manage facility capacity through online sign ups.
- POS
 - SmartRec offers a fully functional POS system out of the box. Admins can sell anything, anywhere, and from any device to residents.
 - Our POS module or Fast Check Out is designed for high traffic areas where traditional workflows create logistical challenges. For example, concessions and/or day swim fee collection at the pool.
 - SmartRec also offers a fully integrated payment terminal and the ability to sync SmartRec with most standard receipt printers.
- Custom invoices
 - In addition to items that can be sold online, SmartRec has the ability for an admin to create and attach custom invoices/credits to an account individually or en masse according to need.
- Mobile App
 - Staff can download a mobile app to track their schedule, review their roster, take attendance, and receive critical information about their attendees (ex: medical information).
- Community Segments
 - Build sustainability and create superior community programs for your residents and visitors.
 - Define and validate addresses with pinpoint accuracy to create segments that allow you to be strategic about resource allocation, partnerships, marketing, and budgeting.
 - Identify and target residents vs non-residents.
 - Provide specialized pricing for defined community segments.
 - Visualize segments with heatmaps
 - Ensure every dollar spent maximizes social impact with reporting by segment.
- Staff
 - Assign staff to programming, track pay rates, filter according to specialty and much more.
- Cancellation Policies
 - Organizations can create cancellation policies that allow front line staff to issue cancellation, credits, and even refunds according to organizational guidelines.
 - Offer the ability for residents to cancel their own programming (according to organizational guidelines) directly from the Amilia mobile app. This allows for a drastic reduction in the time spent managing cancellations, program switches, and refunds.
- Contracts
 - Create contracts with organizations to rent out facilities.
- CRM
 - SmartRec offers an integrated CRM where client records are housed. Admins have autonomy to review accounts, add purchases, cancel/refund items, audit/review account history/information and contact history. Additionally, admins can filter the database and build custom customer lists for management.



Unlocking Your Data & Maintaining Focus on Core Offerings

Amilia believes that access to data is critical for any organization to thrive. As a result of this, SmartRec offers robust Web Hook and API infrastructure free of charge to all clients in order to allow for an integrated technology stack.

Using our state-of-the-art API and Web Hook capabilities and ability to rapidly expose new end points, it is technically possible for all data to be exposed and pulled from SmartRec into a 3rd party solution via 1 of 3 options:

Native Integration:

- What is it?
 - A native integration is an integration between technologies that is managed by your software vendor(s). These integration costs are included in your fees. Examples of this in SmartRec include but are not limited to our integrations with Google Ads, Constant Contact, QuickBooks, and Facebook Marketing.
- Why/how is this determined?
 - SmartRec evaluates a potential native integration by determining the current or potential value to our customer base and whether or not the integration is generic – meaning: the integration allows each customer to configure both technologies to their own needs without requiring any custom work on the integration.

Third Party Integration:

- What is it?
 - Many technologies require data to be fetched from other sources to properly work (ex: business intelligence and/or dashboarding solutions) and as such offer simplified direct integrations controlled by the software vendor with tools built into their solution. The actual integration is usually managed as a professional service or flat fee with the actual cost based on the sophistication of the 2nd technology.
- Why/how is this determined?
 - A software with this capability will find SmartRec the easiest solution in the market to work with as our API is state of the art, public, and all end-points are documented.

Integration via middleware:

- What is it?
 - An integration via middleware uses a 3rd party bridging technology (middleware) to manage the sharing of data between 2 independent technologies. This is valuable because the middleware handles all the security and infrastructure that is required to maintain a stable integration between technologies. This is an inexpensive, secure, and standardized practice for an organization to connect the technologies they use.
- Why/how is this determined?
 - This is typically determined as a best practice when the integration requirement isn't standardized (meaning the integration can be reused) and/or the client wants to interface with a technology on a timeline that doesn't fit the timeline of their vendor. This is also preferable if the client wants to maintain full control of the integration.

Examples of native integrations Amilia has completed and released via the App Store are:

- Privit
 - Health and records management, digital signatures, and incident management.
- Constant Contact integration



- Provides the ability to send filtered lists automatically to constant contact for marketing campaigns.
- Sport Easy integration
 - Compliments our league management offering by helping leagues better support teams. This integration is similar to what TeamSnap offers.
- Facebook Ads integration
 - Provides real time data to Facebook Advertisements about District residents who have seen marketing campaigns on Facebook and converted inside SmartRec.
- Google Analytics integration
 - Provides real time data to Google Analytics about traffic inside of SmartRec, including conversion data. Additionally, this provides a full picture of the customer journey seamlessly from the District 's website through the registration system.
- Google Ads integration
 - Provides real time data to Google Ads about District clients who have clicked on ads run by google or searched specific keywords and then converted inside SmartRec.
- Zapier
 - A middleware tool that allows customers to connect apps they use every day to automate tasks and save time.
- ArcGIS
 - A GIS software.
- Activity Messenger
 - An app to automate text and email communications.
- MySkillChart
 - Advance skill/progression tracking.
- Productive Parks
 - Cloud based work orders, tasks, labor tracking, inspections and much more.
- ItesLive
 - Cloud based digital signage software.



Qualifications and Experience

About Amilia

Amilia is a Canadian-based company that provides SaaS solutions to recreation organizations throughout North America. Our SmartRec solution centralizes all operations to allow organizations to manage recreation programs, sell activities and events, rent facilities, collect payments, and create fundraising campaigns – all online. With 10 years in business and 84 Amilians serving more than 1,300 clients in 300 different cities across North America and 1 million+ user accounts – we are confident that SmartRec will not only meet the District 's requirements but also exceed residents' and non-residents' expectations.

As a true SaaS solution, there is nothing to install and no workstations to manage. This results in significantly reduced IT infrastructure and support costs as daily upgrades and improvements occur seamlessly with no downtime. You can also rest assured that our servers can handle traffic peaks of thousands of simultaneous registrations with no impact to performance for administrators or end-users.

While the SmartRec platform is mobile optimized and works well on any device, we also offer a mobile app for your residents to view their schedules and use their membership cards to access activities and account information. In addition, your staff can access their schedules, locations, submit availability, take attendance and view participants' details. All data from activities, events, residents, memberships and finance are stored within SmartRec, creating a repository of information. All personal information is completely secure thanks to our infrastructure design and setup.

Company Information

Amilia Enterprise Inc.

1751 rue Richardson #3.105, Montreal,

Quebec, Canada, H3K 1G6

1-877-343-0004

www.amilia.com

Date established: 2008

Ownership: Private

Employee Information

Amilia Employees (Total 84)	
Engineering	24
Product Management	7
Customer Success	22
Strategic Partnerships	4
Marketing	10
Sales	7
Executive	6
Admin & HR	3
110% Consulting USA	1



Operating for over 10 years, Amilia has defied the startup odds by maintaining sound financial stability and graduating to the “scale up” stage. Headquartered in Montreal, with clients all over North America, our software is developed internally on location and we own all patents and copyrights of our software and SmartRec solutions. More recently, our revenues have seen a year-on-year growth of 30% between 2017 to 2018 and 2018 to 2019. We service the Canadian and United States market in over 20 different industries and boast an average 98% CSAT rating.

In 2017, Amilia acquired 110% Inc., a boutique consulting firm based in Colorado dedicated to Parks and Recreation. Its president, Jamie Sabbach, is a Parks and Recreation thought leader and visionary. Her work focuses on financial sustainability, cost recovery, and adaptive leadership in public parks and recreation. Jamie is a key resource to our development teams and a key contributor in our development of the first Cost Recovery software to be integrated within a recreation management software. This innovative solution allows agencies to track and react to their Cost Recovery goals in real-time and better position themselves to serve the community.

Core Industries Served

- ✓ Parks and Recreation
- ✓ Community and sports center
- ✓ Camps
- ✓ After school
- ✓ Gymnastic
- ✓ Cheer
- ✓ Dance
- And more...

Our Product

SmartRec is the partner you need to create a sustainable agency that optimizes resource allocation to consistently deliver a superior resident experience.

Amilia's SmartRec solution is a turnkey SaaS solution designed to help drive community engagement by making it easy for your residents to search, register, pay for and participate in your offerings. We equip you with the tools you need to provide an industry-leading resident experience while improving and streamlining your operations. As a true SaaS solution, there is nothing to install and no workstations to manage resulting in significantly reduced IT infrastructure and support costs. We manage only one version of software for our entire client base and as such can provide daily upgrades and improvements seamlessly and with no downtime. Your residents and staff can access SmartRec from any internet enabled device. We can also handle traffic peaks of thousands of simultaneous registrations with no impact to performance for administrators or end users (your community).

We recognize that managing changes can be challenging and are committed to helping you navigate these changes with specialized roles on our Customer Care team. With a dedicated project manager, implementation specialist, customer success manager and access to support for day-to-day questions, we are committed to your long-term success with SmartRec.

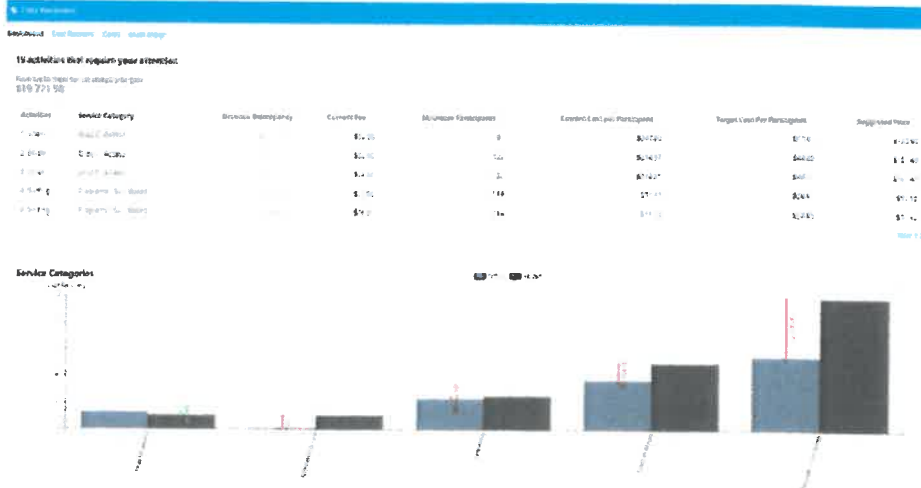
MANAGE resources efficiently and focus on doing the work that matters.

Streamline workflows built for your organization and community needs with our centralized system to manage staff, facilities, and activities. Reduce the busywork with automated business rules providing you all the control without the manual tasks and repetitive operations.



ENGAGE your community by leveraging the convenience of online.

The SmartRec platform and mobile app are simple and intuitive to use for residents. As a result, our partner organizations typically enjoy 70%-90% online registration - resulting in increased sales, more staff time dedicated to key operations, and a better overall experience for your residents.



TRACK progress and engagement with real-time tools and insights.

Dive into your organization's performance through real-time accounting and sales metrics that help you forecast budgets and measure success. Get critical insights into resident activity by tracking registrations, payments, activities and so much more.

INTEGRATE with other technologies and create a frictionless ecosystem for you and your community.

Amflia does not restrict access to or charge for our API and provides a multitude of options for organizations looking to connect existing software to ours. This allows organizations to build modern operations with their tech stack.

PLAN to ensure sustainability and social equity.

Be strategic about resource allocation, partnerships, marketing and budgeting to ensure sustainability and superior community programs for your residents and visitors. Business Intelligence and data visualization allow you to evaluate efficiency and appropriate subsidization while demonstrating ROI to stakeholders

Individual Responsible for the Administration of the Project:

Joelle Lapointe, VP of Customer Experience



Joelle oversees the Professional Services, Customer Success & Customer Care Teams. Their combined focus is to ensure clients the successful implementation of our solution and long-term support for our customers to drive the most value from SmartRec. If the Pleasant Valley Recreation and Park District wishes to move forward with a partnership of SmartRec, you will then be introduced to the Professional Services and Customer Success Team members. The Customer Success Team will be supporting the Pleasant Valley Recreation and Park District throughout the partnership with SmartRec. Joelle would also be a resource if need be.



Project Organization and Staffing:

The key personnel that have been identified as possible assignments to this project. This list could be subject to change based on timing of contract signing and other commitments that could arise prior to the Pleasant Valley Recreation and Park District kick off. The Professional Services team at Amilia consists of 4 Implementation experts, and 2 Project Management experts.

Sebastien Proulx-Bonneau, *Project Manager & Professional Services Manager*



Will be the main point of contact throughout the implementation phase. Sebastien is a PMP-certified Project Manager with over 8 years of experience managing complex projects in large multi-stakeholder organizations across North America and Europe. At Amilia, Sebastien has overseen the implementation of SmartRec in multiple cities in the US and Canada.

Jennifer Tran, *Implementation Consultant*



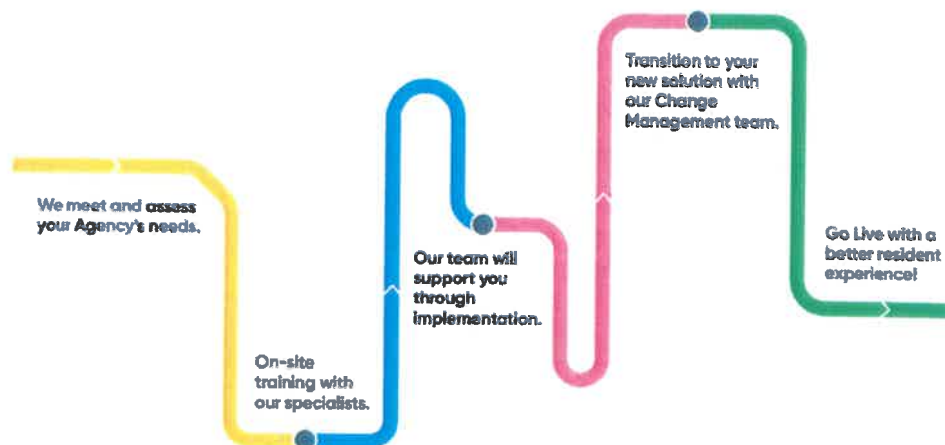
Will cover the technical requirements of the software transition, ensure a smooth transition and will be responsible for training. Jennifer has a degree in International Business, Marketing & Administration, is currently completing the PMP certification, and has a change management foundation certification from APMG International. She has over 15 years of experience in management, business development, and customer service across multiple verticals in North America.



Implementation Methodology, Work Plan, & Sample Schedule

Our Software Implementation Approach

SmartRec is a software-as-a-service hosted in the cloud and accessible from anywhere at any time. The infrastructure of the software makes it possible for employees to access the system from home while controlling access levels and security permissions with a customizable permission groups system. Amilia teams are all equipped to work remotely and have been continuing their work with communities remotely through the coronavirus crisis with minimal disruption, adapting onsite meetings to virtual environments and deploying communication tools like Slack, Microsoft Teams, and Zoom to enable remote collaboration.



Partnering with SmartRec means rethinking traditional philosophies and adopting a more forward-thinking client-centric approach. Our ideal customer questions the way things have always been done and looks to make a dynamic choice to move towards providing a modern client experience to their residents based on best practices for **delivering services online**.

We recognize that managing change of this magnitude can be challenging and are committed to helping you navigate these changes with specialized roles on our Customer Success team. With a dedicated project manager, implementation specialist, customer success manager and access to support for day-to-day questions, we are committed to your long-term success with SmartRec.

The implementation project team consists of a cross-functional team:

1. Project Manager
2. Change Management Consultant
3. Implementation Consultant
4. Training Specialist

Their primary goal when working with your teams is to critically evaluate your operations and processes with the goal of parsing out core business needs from processes. From there they work to align your business needs with SmartRec best practices. At all times, our project team will be keeping in mind the overall goal of the project which is to better serve the community.

Our project management services will include the following:



Dedicated Project Manager

This resource will be assigned for the duration of the project. The project manager will be the main point of contact through the implementation and will coordinate all project activities.

Project Planning

Upon project initiation, the Project Manager will work with the Pleasant Valley Recreation and Park District's Project Manager and the entire implementation team to plan the project, including timeline, communication, risks, etc.

Risk Assessment

During the planning phase, a Risk Management Plan will be created jointly with the Pleasant Valley Recreation and Park District team. The objective of this document will be to identify risks early and devise strategies to mitigate the likelihood or impact of risks on the project outcomes.

Weekly Status Calls

Upon commencement of the project, weekly status calls will be scheduled to review project status, discuss ongoing items, prioritize work, and identify action items. Each week, an agenda will be prepared, meeting minutes will be collected, and a summary of the call with action items will be circulated to the stakeholder group. This will ensure we have written documentation of the project progress and will serve to inform stakeholders that need regular status updates but who do not need to participate in every call.

Escalation Management

Escalations may be required over the course of the implementation. The Customer Success Manager and the Project Manager will monitor the health of the project and relay escalation requests to the Director of Customer Success & Services, providing timely responses and solutions.

Our Professional Services team utilizes the following tools to conduct project operations:

Tool	Description
Microsoft Project	Industry-standard software used to prepare and maintain project timelines. The Amilia project team maintains this document throughout the project, and exports PDF/XLS versions regularly.
Microsoft Office	Project communications are managed using the MS Office suite. Weekly meeting agendas, minutes, and action items are prepared in Microsoft Word.
Trello	Trello is a cloud-based product and project management software. Amilia utilizes Trello to organize task lists, document and prioritize requests, and coordinate across teams internally.
SharePoint	Microsoft SharePoint is used across the organization for file sharing and collaboration. For each new implementation, a dedicated portal is created on SharePoint for customers to access project documentation, share files, and collaborate on documents.
RingCentral	Amilia uses RingCentral for teleconferences. With worldwide coverage, RingCentral allows our team to manage video and phone conferences.



Business Process Assessment

In order to gain a full, in-depth understanding of all the Pleasant Valley Recreation and Park District's operations and detailed processes, the Amilia team will facilitate a business process assessment workshop onsite with key District stakeholders. The objectives of this workshop are to:

- Map out the Pleasant Valley Recreation and Park District community journey and build vision statements for the new software
- Document business rules and processes used to conduct daily operations
- Identify current state and begin planning for future state of any process changes
- Build a working relationship with the team members who will participate in the implementation to set us up for success

The workshop consists of several sessions by stakeholder group (e.g. rentals, aquatics, memberships, senior programming, etc.) to map out the process in detail using a whiteboard and/or flipchart. A team member from Amilia collects detailed notes throughout the workshop.

Configuration Planning

Upon completion of the business process assessment workshop, the Amilia implementation team works with the Pleasant Valley Recreation and Park District team to plan the configuration of the software. Key decisions at this stage include selecting the modules that will be used within the software, preparing the program hierarchy, outlining the facilities hierarchy, creating user permission groups, etc.

At this stage, we also assign the District stakeholders who will be responsible for the configuration of every aspect of the software. This list of people helps preparing the training and configuration phase, including how to structure the agenda to best suit the District's needs.

Training

Amilia's training approach is modelled after the Miller Competency Framework.

In practice, this is accomplished by the following learning tactics:

Training Needs Assessment (TNA)

The first step in building any training plan is to understand the training needs. While Amilia can recommend a standard training plan, we recommend adapting the training plan specifically to the needs of the organizations. The TNA is a component of the Business Process Assessment workshop.

While mapping out the organization's structure, processes, and requirements, the Amilia team will also collect information like:

- ✓ Number of users to train
- ✓ User groups that need similar training
- ✓ Tenure of users with the organization
- ✓ Learning preferences

The TNA informs the content, structure, and format of the training plan.

Superuser Training

Before training all the user groups across the organization, Amilia typically conducts a Superuser Training. During this phase, the Training Specialist and/or Implementation Consultants train 2-4 superusers and key stakeholders in the software implementation, with advanced features of the software.



This phase supports the change management initiative in the following ways:

- ✓ Superusers can help identify process changes ahead of time and document what the new processes will be in SmartRec
- ✓ Changes can be communicated clearly and confidently to the user groups as they have been vetted by superusers
- ✓ When all user groups begin training, they have access to internal resources for questions, in addition to the Amilia team

Self-Paced Discovery

Amilia offers a series of in-platform product tours. The tool takes learners through a self-paced discovery of the core features of SmartRec and provides click-by-click instructions that learners can follow. This tool is typically recommended at the beginning of the training so that learners explore the software on their own before instructor-led training begins. It is also useful for learners that prefer individual, self-paced learning.

Virtual Instructor-led Training:

During this phase, the Implementation Consultants deliver live, web-based sessions. The content of these training sessions will be customized to the needs of Pleasant Valley Recreation and Park District, based on the output of the business assessment and feedback from the onsite training sessions. The Implementation Consultant will work with the users to set up scheduled sessions and identify areas of training to be covered. These training sessions are interactive, and participants are encouraged to follow along in the system, as well as ask questions throughout. Each session is recorded and provided to the attendees so that they can review at their leisure.

Scenario-based Exercises:

Once the software is configured and users have been trained on customer operations, Amilia will deliver a series of scenario-based exercises that users can complete on their own. Using real-life situations, the scenarios prompt users to perform certain tasks in SmartRec. The objective of this tactic is to provide an opportunity for practice, to gain confidence using the software, and to identify areas that require reinforcement before launch.

Amilia Knowledge Base

All released features of SmartRec are documented in our Knowledge Base. While navigating the platform, users can search for articles describing the features that they are currently viewing, how to configure and perform certain tasks, and provide step-by-step instructions with supporting images. The Knowledge Base is a great resource for learners that prefer reading documentation on their own time, or as a just-in-time training resource.

Launch Readiness:

Testing

SmartRec includes a built-in onboarding mode. This allows new organizations to safely configure their SmartRec production environment, while not yet being live. The onboarding mode emulates a testing environment, allows for test transactions and customer operations in a safe environment. Upon user acceptance testing (UAT) and account activation, all test transactions and items can be removed to ensure a clean production environment for launch. In addition to this production environment with onboarding mode, a separate sandbox environment is available for training and testing purposes. Users can be trained in a sandbox environment until they are deemed ready to work on the configuration of the production environment.



Amilia supplies several test lists for the Pleasant Valley Recreation and Park District to validate the configuration of their production environment; tests include processing transactions, creating rental contracts, registering residents to programs, processing refunds, etc.

Data migration

Mass data migration is not recommended. As most data becomes outdated quickly, it is usually best practice to start new as residents create their accounts. This helps ensure your CRM is up to date and information is accurate. Utilizing change management support, we recommend inviting residents to set up their account, and even create an “enter to win” concept to build the database more quickly.

Although we look for opportunities to populate the database organically, there are scenarios where the best solution is to import critical data – examples include but are not limited to – account balances, bookings that extend past a go live date, account credits, active memberships. We will determine together the best strategy for Colorado Springs’s data cutover.

Data Migration is charged at an hourly rate of \$150/hour and is quoted as required during the business assessment. Amilia agrees to cap fees related to data importing at 15 billable hours.

In the case of Account Credits, the Amilia team will work with City of Colorado Springs staff to determine and map out all the details, including, but not limited to – total value of credits and number of unique accounts with credits. Additionally, Amilia will work to understand and discuss with City of Colorado Springs stakeholders if there is any desire or value to right-off the credits, how the credits are allowed to be used, as well as any other potential solutions that can be considered. If after this process, an import of client credits is desired, Amilia will provide a quote. Importing typically involves:

1. Client aggregates and manually checks all data (ex: credit amount, name, address, contact info)
2. Client inputs data to excel template.
3. Amilia and client develop a communication plan for credit holders.
4. Amilia supports importing the data, trouble shooting data errors, and communicating with stakeholders.

Pleasant Valley Recreation and Park District’s Staffing

To ensure a successful implementation and long-term adoption of the system, the team members will be expected to be open to change, willing to learn, and be able to teach others within the organization the basics of the system. Staff must be solution-oriented and will be asked to commit time to create their programming. Business processes will be evaluated and, in some cases, recommendations for changes will be presented. These may include best practice sharing, encouraging efficiencies, and forward thinking use of technology. For specific roles such as the System Administrator or Superuser, a high technical proficiency is required. While SmartRec is designed to be user friendly, participation in required training sessions will be critical to the success of the launch and support of end users (Pleasant Valley Recreation and Park District’s residents).

The following is a suggested list of Administrators and the potential time requirements. Some areas will be further explored during the business assessment; therefore, some expectations could change once business processes are evaluated.

Front line staff (front desk), coaches, instructors, and anyone else using foundational basics in the system will attend a half to one-day training session.

Key resource types and responsibilities:

Programmers:



- ✓ Recommended 1 per functional area, to support accountability and one safe source of information
- ✓ Input of information, such as activities, store, account information, forms, discounts, payment plans, ledger codes
- ✓ Participate in change management trainings
- ✓ Participate in all assigned training sessions

Project Champion:

- ✓ Responsible to initiate project and support required resource demands
- ✓ Remove roadblocks to allow project team members and programmers the time and knowledge to configure SmartRec
- ✓ Participate in Change Management training
- ✓ Communicate to the organization the expectations of participation in training

Change Champion(s):

- ✓ Support the adoption of the change by learning the system, inputting data, and participating in the training
- ✓ Provide coaching and support for employees resisting the change
- ✓ Become ambassadors in the organization supporting the change and changing resistance into adoption
- ✓ Continuous communication efforts and creation of feedback loops

Superuser(s) and/or System Administrator:

- ✓ Participate in all of the training, including the Train-the-Trainer program
- ✓ Support other team members (programmers) as they learn the system
- ✓ Configure at the organization level the foundation of the store
- ✓ Provide documentation of how programs and activities should be set up to ensure quality and consistency across all programs

Coordinator:

- ✓ Support the Amilia Project Manager by providing training session attendees

Time required per resource role:

- ✓ Programmers: 50-60 hours, dependent on how many activities they are responsible for. This includes participation in the change management workshop, the business assessment, and training sessions.
- ✓ Project and Change Champions: 80-100 hours
- ✓ Superusers and System Administrator(s): 100-150 hours
- ✓ Coordinator: 20-40 hours

Functional areas may include:

- ✓ Aquatics
- ✓ Fitness – May require 1 per area for the following. To be determined upon the business assessment:
 - Personal Training
 - Classes
 - Group Fitness
 - Active Adults
- ✓ School Programs
- ✓ Specialized Programs
- ✓ Facility Rentals
- ✓ Events & Competitions
- ✓ Child Care
- ✓ Camps



- ✓ Leagues
- ✓ Customer Service Representatives
- ✓ Front Desk Attendants
- ✓ Sales & Marketing

Proposed Project Schedule

While Amilia can recommend an implementation timeline, we believe that it warrants an interactive discussion prior to committing to dates. The **SAMPLE** plan below provides an overview of potential steps to the go-live date. A discovery will need to take place in order to understand and confirm training requirements, timelines, and to ensure sufficient time for configuration and implementation readiness activities such as training and configuration.

SAMPLE PLAN:

Task Name	Duration	Timeline
Pleasant Valley Recreation and Park District Amilia Implementation Plan	3 Months	TBD
Project Kickoff		
Assign project team	2 Weeks	TBD
Create project document repository (sharepoint folder)		
Create meeting agenda/minutes/action items document		
Schedule kickoff call with client		
Prepare client kickoff materials		
Complete kickoff call with client		
Project kickoff complete		
Business Assessment		
Prepare draft agenda items for business assessment	3 Weeks	TBD
Schedule business assessment meetings		
Business assessment meetings complete		
Review business assessment notes internally		
Schedule business assessment review with client project team		
Business assessment complete		
Project Planning		
Create client Amilia account(s)	1 Week	TBD
Schedule status calls with client project team		
Review project plan with client project manager		
Baseline project plan approved		
Finance & Billing		
Review contract terms	1 Week	TBD
Determine payment method for PS & monthly fees		
Amilia Billing Package		
Create Amilia billing package in store		



Attach contract & void cheque to client Amilia account		
Amilia billing package complete		
Professional Services Billing		
Prepare professional services billing schedule		
Send PS billing schedule to client		
PS billing schedule approved by client		
Create billing request with Amilia accounting team		
Professional services billing complete		
Payment Processing		
Send merchant account application to client	2 Weeks	TBD
Client completes merchant account application		
Merchant account application approved		
Merchant account credentials received		
Payment processing complete		
Website Integration		
Schedule website integration discussion	1 Week	TBD
Identify roles & responsibilities for website integration		
Client confirms website integration model		
Website integration configured by client	2 Weeks	TBD
Website integration complete		
Training & Software Configuration		
Super-User Training	2 Weeks	TBD
Identify super-users		
Schedule Amilia training sessions		
Complete training sessions		
Super-User training complete		
Store Configuration	2 Weeks	TBD
Client configures Amilia store		
Schedule configuration review calls		
Store configuration reviewed by project team		
Store configuration complete		
Client Operations Training	1 Week	TBD
Schedule training webinars		
Complete training webinars		
Client operations training complete		
Training & software configuration complete		
Testing & Training Buffer	1 Week	TBD
Process & Client Operations Testing		
Schedule training calls (as needed)		



Marketing Services & Communication*		
Schedule marketing services discussion	1 Week	TBD
Data import*		
Schedule data import discussion	6 Weeks*	TBD
Send data import formatting template & instructions to client*		
Client compiles required data into import template*		
Import tested in QA environment*		
Import test succesful*		
Data imported in live store*		
Data import complete*		
Final Testing & Activation		
Complete configuration testing & activate client account	2 Weeks	TBD
Complete test transaction		
Activation Completed		
Project Closeout		
Transition Period	2 Weeks	TBD
Complete Customer Care team handover		
Schedule lessons learned discussion for project		
Lessons learned discussion completed		
Archive project documents		
Project Complete		



Expected Base Services

	RFP : Expected Base Service	SmartRec Response
1)	POS/Cash Receipting/Accounts Receivable AND/OR Integration with Springbook Accounting Software (Accela)	SmartRec offers a robust suite of financial reports that can all be downloaded to excel. Additionally, all financial data is accessible via the API and can be pulled into an accounting software.
2)	Program duplication (year over year duplication)	This is standard. Any program, group of programs, or entire season can be duplicated year over year.
3)	Field lighting integration (Musco); Reportable usage data; Integration with customer registration	SmartRec does not currently offer an integration with Musco lighting.
4)	Data imports/exports – programs, memberships, user, and customer information. Customer imports from Active.	See ‘Launch Readiness – Data Migration’.
5)	Training both virtual and on-site for up to 10 people, on site & hands-on training availability, web-based training solution for future staff, and to learn new features for existing staff.	See ‘Implementation Methodology, Work Plan, & Sample Schedule’ section for details.
6)	Discounting and customer payment plan capability	<p>SmartRec offers a state of the art discount module that allows for discounts to be automatically calculated and applied to the invoice during checkout. During checkout, SmartRec automatically checks each cart and will instantaneously compare the cart items with the discounts configured by the administrator.</p> <p>Discount options include, but are not limited to: sibling discount, early bird, combo purchase, resident discount, member rate, age based discount, and coupon/rebate code discounts.</p> <p>Additionally, discounts can be scheduled to turn on/off.</p> <p>Finally, discounts can be applied to one or more eligible items and offering types (e.g. activities, memberships, merchandise). This allows for extremely granular and targeted discounts. For example, an administrator can create a discount that applies only to 5 of 10 sports and nothing else, or 2 of 50 memberships and nothing else.</p> <p>Installment billing is 100% automated and available for all items for sale including outstanding balances and admins have complete control over the schedule of the payments (ex: bi weekly, 100% ad hoc, monthly etc.).</p>



7)	Web-based OR App-based customer/instructor/employee portal	SmartRec is browser based and optimized for mobile use. An authenticated user can access all modules from any device directly from the organizations website. The mobile app is currently suited for authenticated users to check their schedule, update payment information, cancel classes, and scan in with their digital membership card. Staff can also leverage the mobile app to to electronically record attendance with the Amilia mobile application.
8)	Customized UI which mimics District visual aesthetic	SmartRec can be integrated with the District's website via iframes OR the API.
9)	Platform compatibility with multiple browsers/Mobile scalable	SmartRec is a pure software as a service (SaaS) solution and only requires an up to date browser to function. SmartRec works with all major browsers - Chrome, Safari, Firefox, IE/Edge.
10)	Instructor portals allow for program input/creation and District staff approval.	SmartRec offers a Permissions Groups feature. This feature provides the ability to define and control access for each user based on available permissions. This configurable feature provides the ability to assign different roles, each with their own set of permissions pertaining to what features can or cannot be accessed. This includes actions in specific features (e.g. Point of Sale, Facilities) where some actions may or may not be permitted for a specific user. An unlimited number or permissions groups can be created, renamed, and updated at any time. Additional information about Permission Groups can be accessed at the following link: https://intercom.help/Amilia/en/articles/3430248-administrators-manage-permission-groups
11)	Instructor/in-program/class payment processing	SmartRec is an anytime, anywhere POS and Administrators can take a payment from a customer at any time and from any internet enabled device.
12)	Mobile CC Processing	SmartRec is an anytime, anywhere POS and Administrators can take a payment from a customer at any time and from any internet enabled device.
13)	Daycare/Camp program capable	Child care and camps can be set up to offer morning, afternoon, and full day options by creating activities. Depending on the desired outcomes, the child care or camps can be set up with state of the art 100% automated billing infrastructure that will allow for any sort of installment configuration (pay in parts according to any admin defined schedule, pay a deposit and later installment(s), pay in full the week of camp, etc.) to be configured by an admin and offered to the resident. Additionally, administrators reserve the ability and right to adjust the day, amount, and to cancel any payment(s). If a



		<p>payment fails, the system will automatically retry the card on file 3 times before alerting the client and administrator.</p> <p>Amilia will also automatically calculate pricing scenarios by comparing what a resident has in their shopping cart vs the business rules (discounts) configured by an administrator. Discounts include but are not limited to resident, membership, siblings, and age based discounts.</p> <p>Finally, depending on cancellation settings configured, clients can cancel a day and receive a refund automatically. These changes are reflected in rosters on the mobile app and in the software in real time.</p>
14)	<p>Integrated Electronic Health Records, waivers & consents for camp programs. (see example: https://www.epactnetwork.com/)</p>	<p>It is not necessary to use epact. SmartRec offers the forms feature supports digitizing your documents by allowing for the creation of custom fields (called 'extra questions') to capture relevant data. A form asks the client questions when they register or buy something and there are no limits to number of questions that can be asked. Amilia can also ensure that clients review the form on whatever schedule the organization deems appropriate. For more sophisticated form management, Amilia offers an integration and special pricing with Privit.</p>
15)	<p>Data analytics/Robust customizable reporting capability</p>	<p>SmartRec offers a reporting engine attached to activities and memberships tabs based on admin definable fields. Additionally, the CRM can be filtered and tagged. All data can be exported to excel and/or via the API/Web Hooks for analysis in business intelligence and/or data visualization type tools.</p>
16)	<p>Customer demographic reporting and mapping capability</p>	<p>SmartRec tracks different demographics, but analysis is best done in a tool that specializes in this type of work - ex: ESRI. SmartRec has state of the art API and web-hook infrastructure to support this type of integration.</p>
17)	<p>Invoice duplication</p>	<p>An invoice can be duplicated by an admin at any time.</p>
18)	<p>Report scripting and custom report capability.</p>	<p>SmartRec offers the ability to create custom reports for all data except financial reports (which export to excel for manipulation).</p>
19)	<p>“Contactless” Reservation and Registration – No staff contact necessary for most transactions</p>	<p>SmartRec is proven to increase online registration and sign ups to programs – ensuring staff and customers stay safe.</p>
20)	<p>Expected to include online forms, waivers, and signatures</p>	<p>It is not necessary to use epact. SmartRec offers the forms feature supports digitizing your documents by allowing for the creation of custom fields (called 'extra questions') to capture relevant data. A form asks the client questions when they register or buy something and there are no limits to number of questions that can be asked. Amilia can also ensure that clients review the form on whatever schedule the organization deems appropriate. For more sophisticated</p>



		form management, Amilia offers an integration and special pricing with Privit.
21)	Card reader/membership pass system for in-person registrations.	SmartRec works with most common 2d scanners for bar codes passes (app, card etc).
22)	Mobile registration/processing capability	SmartRec is mobile first and all client experiences are mobile friendly.
23)	League management	<p>SmartRec offers League Management functionality integrated into our offering.</p> <p>Core functionality includes:</p> <ul style="list-style-type: none"> • League signup capabilities: <ul style="list-style-type: none"> ○ Where individuals register and pay a fee to be signed up to a league and league administrators create the teams via the team building module. Once teams have been created by an admin a schedule of games and practices can be associated with each team and robust communication (text/email) capabilities are available to the coach and league administrator. ○ Where team captains register their team to the league. The team captain can fill out the form and sign the waiver to the league. If the team captain has the email address of each player, SmartRec will automatically create and send a unique URL to each team member to join the team and fill out the waiver. • Payment: <ul style="list-style-type: none"> ○ Pay in full ○ Pay by installment ○ Split the team fee • Schedules <ul style="list-style-type: none"> ○ Game and/or practice schedules can be imported to teams and are viewable by admins on the facility calendar and/or team view in the back end. For members of each team they can view the schedule via the app and/or their user account calendar. ○ When games/practices are created they automatically reserve a facility. • Managing teams for league managers and/or coaches: <ul style="list-style-type: none"> ○ Send an email/text to a team ○ Add an invoice/credit ○ Run a customizable roster report • League Dashboard for managers and/or coaches: <ul style="list-style-type: none"> ○ Number of players/teams/revenues ○ Review league standings & rosters ○ Track athletes – goals, assists, etc ○ View/adjust schedules



		<ul style="list-style-type: none"> • Website integration to view: <ul style="list-style-type: none"> ○ Schedules ○ Results ○ Player statistics ○ Team standings • Integrations: <ul style="list-style-type: none"> ○ Activity Messenger for texting and email marketing. ○ League Lobster for scheduling.
24)	Facility management	An internal calendar for all facilities is available to administrators. This calendar can be filtered to display information for an individual facility and the schedule for a day/week/month.
25)	Publicly viewable facility availability, visual/map-based	SmartRec offers a public calendar that displays the activity in a facility for the public to review.
26)	Pass/Punch Card system and hardware	SmartRec offers MultiPasses to provide this functionality. MultiPasses can have a specific number of passes or an unlimited number of passes, configurable effective date for the date of purchase, on first use, or on a specific date. Additionally, MultiPasses can be configured to expire after a specific number of days/weeks/months/years, on a specific date, or never.
27)	Work Order Capability OR Integration with Work Order/Maintenance Software Productive Parks	SmartRec offers an integration with Productive Parks.
28)	Mass alert system – email or text	SmartRec is natively integrated with Constant Contact & Activity Messenger. Additionally, via Zapier, SmartRec is integrated with all communication tools on that platform.
29)	Integration with or export to Constant Contact or similar service within the software package for quality, email marketing. Including follow up engagement reports/survey.	SmartRec is natively integrated with Constant Contact & Activity Messenger.
30)	Volunteer Management - Ability to accept volunteer applications, assign tasks and track hours.	SmartRec is not a volunteer management tool.
31)	Integration with or export to Survey Monkey or module to send out post class/event surveys.	SmartRec is integrated with more than 8 different Survey tools via our integration with Zapier.
32)	Timecard Management, Start/End Shift, & Employee time tracking.	SmartRec's staff scheduling ability is unique in that it focuses on staffing ongoing programs (e.g. assign staff to teach a weekly class that occurs every week for 3 months) rather



	<p>than assigning staff for a shift (e.g. 9:00 AM to 5:00 PM next Monday).</p> <p>Staff can download the Amilia App to view their schedule and location of work, check their roster, review basic information about program attendees (ex: medical information, emergency contact), take attendance, and update their work availabilities that syncs with SmartRec (and ties in to scheduling programming and the private lesson/personal training module.</p> <p>Administrators can configure staff to instruct a single or set of programs and SmartRec automatically manages their conflicts.</p> <p>Administrators also have a dashboard that allows them to view who is working today, this week, this month, and filter staff by tags.</p> <p>Finally, staff can be emailed from the software.</p>
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Service Levels and Support

SmartRec Customer Support

Our Customer Support Team is made of 23 Client Success members, nine team members which are 100% Customer Support. These team members have schedules that shift throughout the day to switch from only taking calls to doing chats and everyone does tickets (emails) in between. This allows us to not only make sure all bases are covered but keeps our response times fast and efficient. The remainder of the team members work in the Professional Services and Client Success Teams.

SmartRec Support includes 24/7 access to our help center which is comprised of support documents, webinars and videos. Our Customer Support team is in place to answer all questions via phone and live chat during extended business hours of 8:00am to 8:00pm EST and 10:00am to 6:00pm EST on Saturdays.

SmartRec customers can contact our Support Team through the following channels:

- ✓ In-app chat*
- ✓ Tickets (email)*
- ✓ Phone*
- ✓ Online help center (available 24/7)

*Note: available during business hours (Mondays-Fridays 8:00am-8:00pm EST, and 10:00am to 6:00pm EST on Saturdays.)

Amilia Community and End-User Support (Tools)

Amilia also supports all its end-users; we want our clients to know that we have their back from the administrators, to the parents sitting at home registering their child. End-users have 24/7 access to a help center located in their portal to help answer any questions they might have about their account. They will find the answers to their questions with the help of:

- Articles
- Videos
- A Request form to ensure the question ends up with the right person.

Support SLAs

Live Chat

First response time: less than 3 minutes (annual average)

Median response time during the chat: less than 2 minutes (annual average)

We also don't limit the time of support calls. Typically, companies will train an agent to close a call within a certain time period; this is not a practice we have adopted.

Support Ticket (email)

Priority level:

Urgent – an issue that causes the client to be unable to deliver services.



High – an issue that impacts service delivery quality, but the client can operate.

Normal – a minor issue that impacts service delivery quality in which key operations can be supported.

Low – an issue that does not impact operations or non-urgent question.

Response Time SLA:

First response:

Urgent – 30 minutes

High/Normal/Low – 1hr

Median response:

Urgent – 1hr

High – 6hr

Normal – 12hr

Low – 24hr

Phone

If a live agent does not pick up the phone when you call, you can leave a message and we will respond within 60 minutes during business hours.

Escalation Manager – 24/7

We have a team that watches all tickets after hours and during weekends for any emergencies that cannot wait until normal business hours.

The Amilia Factor

The only multi-tenant SaaS platform for Parks & Recreation Organizations.

SmartRec is a multi-tenant SaaS which means that there's no hardware or software to install, update or maintain. This also means that it's accessible from any device with a web browser. Your residents will encounter the same seamless, user-friendly and intuitive online experience no matter the device.

Desktop, tablet or mobile – we've got you covered.

Our software development teams follow the Agile development methodology which means we update and improve our software in small increments, every day. This ensures quick bug fixes, updates with no interruptions and fast delivery of new features. Our pure SaaS infrastructure allows us to share the capacity for peaks in demand. We monitor upcoming registration periods across our customer base to optimize performance and provision additional capacity as and when needed.

The Software Performs

- ✓ We guarantee **99.99% uptime** to all our clients.



- ✓ Our largest customers are guaranteed 1,500 concurrent registrations and have often processed north of 50,000 registrations within less than 60 minutes with no degradation of performance to the network.
- ✓ Our Customer Care includes 24/7 access to our help center which is comprised of support ticket access, documents, webinars and videos.
- ✓ We will also answer all questions via phone and live chat during our extended business hours of 8:00am to 8:00pm EST (Mon-Fri) and 10:00am to 6:00pm EST (Sat).



Technology Overview

Amilia Infrastructure and Security

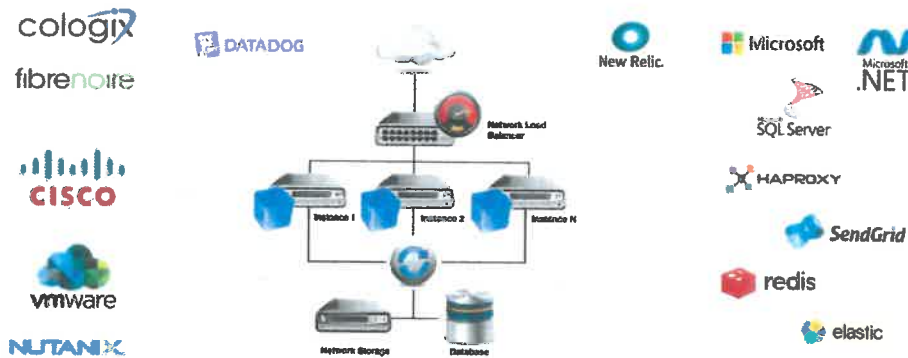
Amilia is a software as a service (SaaS) solution hosted in a private cloud, co-located in Cologix facilities on Nuns Islands near Montreal. Cologix is a 12,000 square foot purpose-built facility made of concrete and steel. It's connected via Metro Connect to the other 6 Cologix data centers across the Montreal region.

This data center was chosen because of its:

- ✓ Compliance with highly regarded security measures.
- ✓ PCI Compliance.
- ✓ State of the art network meet-me room.
- ✓ Redundant electric system including A+B feed.
- ✓ Independent UPS and generator infrastructure.
- ✓ Redundant GBP routed network links to different internet providers and backbones.
- ✓ Geographic redundancy to downtown with easy access.
- ✓ Servers are in private, custom suites and cages.

Stack and Technologies

Amilia is built on Microsoft and Open Source technologies.



Network Protection

Our network uses the latest technology in terms of firewall and anti-virus software. Patching methodologies follow Microsoft and Linux best practices and are applied on a regular basis for standard patches; critical security vulnerabilities are patched as soon as available.

WAN and border networks are protected by dedicated appliances and the internal network follows Microsoft and Linux best practices for internal communications. Our anti-virus software also inspects network traffic for attack vectors and network virus propagation.

Secure Transmission and Sessions

The Amilia website uses HTTPS for all web page requests where security is required. HTTPS is an encrypted communication protocol making it impossible for a hacker to intercept requests and read them. The certificates used in the Amilia solution are from a verified and trusted online certificate authority (Comodo Group).

PCI-DSS



Amilia is level 1 PCI-DSS compliant which is the highest in security levels according to PCI-DSS standards. Additionally, Amilia's integrated payment processors are also PCI level 1 compliant. Amilia's certification is renewed annually. PCI assessment D-SP version 3.2.1 is current and upheld. New requirements that come from revisions are always applied before the required timelines. Amilia's attestation of compliance can be found in Appendix F.

The following is done throughout the year to maintain the PCI-DSS compliance standards:

- Quarterly scans which include 1 network test
- Two times per year there will be an intra-VLAN test
- Yearly audit and Phishing test

GDPR Compliance

The General Data Protection Regulation (GDPR) is a set of rules governing personal data collection, privacy, and protection for all individuals within the European Union and the European Economic Area. It also addresses the export of personal data outside the EU and EEA areas.

Amilia is reasonably compliant with the conditions of this law that pertain to North America, which include offering **all** users the ability to:

- Request to download all data they have shared on the platform.
- Grant consent to share data with different organizations.
- Request to withdraw consent to share data with different organizations.
- Request to delete data they have shared on the platform.

Data Backups

Backups of the SQL database are taken at frequent intervals. The production database is backed up to a separate location as they are written to disk. Differential backups are performed daily, full backups are performed weekly, and transaction backups are completed every minute. This variety of backups enables Amilia to minimize data loss to a few minutes in the unlikely case of simultaneous data corruption of both primary database server and its redundant availability group replica (Clustered Replica).

The production database is also backed up in a third-party cloud backup storage using an Amilia owned asymmetric encryption key.

Disaster Recovery

Amilia's disaster recovery site follows best practices by being separated from the main Datacenter and is located in a different physical location. Data synchronization is done in an asynchronous, but close to real-time, fashion which cuts data-loss to a minimum in the case of a major disaster on the east coast. Amilia tests restoring the production environment daily.

When it comes to re-instatement of data, we can also rebuild anything quickly and in close to real-time. With our best practices in place we would have no more than 1 minute of data loss. Amilia also has internal processes in the event of any major issues to support a simple rollback procedure.

Monitoring

The platform is continuously monitored. Data is collected on each web request and sent to a central monitoring solution. From there, performance can be analyzed based on the data collected. The



development team regularly uses that data to correct performance bottlenecks or to improve user experience.

Aside from the web servers, each sub-system such as the database and ElasticSearch servers are also monitored. System metrics are collected to ensure each server has enough resources to function properly. Errors are also detected using the monitoring solution. Automatic alerts are sent if the error rate reaches a certain threshold. A significant performance degradation would also trigger an alert.

Performance

Amilia is designed to take on intense periods of traffic without crumbling under that strain. On weaker, server-based systems, peak moments can lead to widespread slowdowns, system failures, and crashes, which would be disastrous to your organization. Amilia has a 99.99% uptime guarantee that has been exceeded every year Amilia has been in business. For up to date status, refer to <https://status.amilia.com/>

Incident and Breach Notification

Incidents and breaches are detected via several software and human mechanisms. Since Amilia is a private cloud, software and hardware failures are monitored 24/7. Appropriate actions are taken accordingly. Most failures are self-resolved by software solutions and are failsafe. When an incident occurs and the platform availability is impacted, communications are sent through the available channels deemed appropriate by our Emergency Room team – i.e. in the Amilia platform, by the ticketing system, or by phone.

SLA

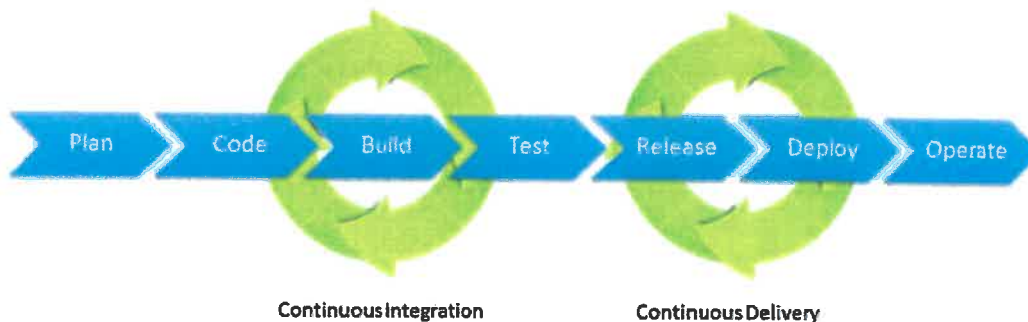
Amilia's SLA is as good as its partners (Datacenter, Fiber Optic, software providers' SLAs). Currently, we stand at 99.9% availability in the case of unplanned outages, with a response time of 4 hours in the case of a major platform or partner's malfunction. This SLA does not include regular maintenances and emergency maintenances which usually do not impact service availability.

Client Service Agreement

The Client Service Agreement can be found here: <https://www.amilia.com/legal/organization>

Development

Amilia's development team is composed of full stack developers, an infrastructure team of dev-ops and system administrators, and a product team with product managers and user experience designers. Feature development follows SCRUM practices. Amilia practices Continuous Delivery practices and pushes changes to production up to 20 times per day. Amilia has multiple staging environments and automated tests to ensure this is seamless for our clients.



User Experience Principles

All features are built with user experience best practices and principles in mind. Our intention is to build an intuitive platform where users can easily navigate and discover new functionality on their own with



ease. All released features include step by step documentation which can be found on our Knowledge Base and additional support is offered through the use of soft onboarding tools such as Intercom.

Our goal is to create a platform that users of any digital fluency can navigate and use, with each page being carefully curated by our UX Design team who ensures it is accessible, user-friendly, intuitive, consistent, and aesthetically pleasing.

Lastly, Amilia prides itself on being both functional and progressive. As part of our development process, our products are backed by client feedback and have been heavily tested prior to release to ensure they are both impactful and meaningful. We understand that usability is critical to your success, and we commit to continuous improvements to provide our community with friendly and delightful user experiences.

Pure SaaS & Continuous Improvement

Amilia is a live platform and improvements are seamlessly pushed to production up to 20 times per day. Amilia has multiple staging environments and automated tests and invests heavily to ensure this is seamless for our clients. Typically, large scale improvements to market problems are delivered behind switches (essentially most clients are unaware of changes until the feature has been polished, documented, and our staff has been trained and given an opportunity to communicate the improvement to our client base).

Amilia prioritizes development resources by reviewing customer feedback solicited via our client teams (ex: feedback communicated directly to a client's customer success manager) and/or via our community in order to identify market problems that we feel Amilia can help solve. We do not believe it is Amilia's mission to solve all market problems and instead we focus on problems that are core to our business while creating an environment for clients to integrate other technology with our data (ex: connecting Amilia via our real time API to a business intelligence software).

Some but not all clients are provided an opportunity to join our collaborator and pioneer beta programs (collaborator means earlier in the development process while pioneers work with a more functional version of the feature) in order to develop solutions to market problems relevant to them. Clients are selected based on their ability to provide a unique viewpoint on the market problem. Our product and development teams work to identify what the 'process' a client is describing is trying to achieve in order to illuminate a market problem Amilia can solve. The process differs from custom development and is extremely collaborative. Codevelop means to collaborate to identify the market problems that the client needs solving and working to find a solution. This entails the client providing direct feedback on early iterations of features to allow Amilia to identify the best solution to solve the problems. Amilia retains control of the final feature design, but all relevant input from the client is used to enhance the final output.

Software Development Philosophy

In order to not only handle requests or feature updates, but also to proactively identify opportunities for improvement, Amilia has a full in-house engineering department that consists of 7 development teams that cover: fullstack development (with specialties in frontend and backend), devOps, application development, and mobile development. Amilia is also staffed with a Product Team that includes UX Designers and Product Managers.

Amilia's UX designers apply technical design principles to the features under development to ensure they are intuitive and easy to use.

UX designers and Product Managers also use business intelligence tools to track usability and engagement in order to inform software development decisions. By building up a holistic understanding of market problems and evaluating usage data, our development decisions become data driven and more likely to create value for our customers.



Amilia's product managers are unique in that they partner with our customers to define market problems to solve rather than features to build. By defining market problems, we are better able to understand the 'why' of a requirement or feature request and create a true solution that adds value.

When working to add functionality to the software in partnership with our enterprise customers, we strive to frame features as answers to business problems our development and product teams intend to solve. The benefit of this approach is that it guards against unknowns and allows the team to build and deliver confidently. The culture and synergy created in the dynamic above adds significant value to the finished product and our client relationships.

A common scenario we encounter is a request for a feature provided by their previous system which SmartRec lacks. Rather than simply action requests that come in, we aim to go beyond the feature itself and truly understand the need at hand. Our teams work within varying frameworks to provide feature updates or additions. In all cases there are two key steps:

Identifying the business problem.

Working with our customers to more deeply understand their processes allows us to help them articulate problems the software can solve. Also, we have found that clearly defining the problem allows us to identify the real need.

Framing Success

This step provides our product and design teams the flexibility to explore the best solution to real world problems with our customers. We frame success by evaluating the relevance of the software improvement within the context of overarching industry needs and business problems.

After evaluating the business problem and ensuring it aligns with our core product offering, we will build a time estimate with our product and engineering teams. Timelines are typically defined in 2-week sprints.

Our development teams work within frameworks specifically chosen as they allow for flexibility, foster on-going communication, and eliminate overhead related to approvals, heavy documentation and long delivery periods. These Agile Frameworks mostly apply 2 methods: 1) Scrum 2) Kanban.

Scrum

Teams working on features use this approach. The developers iterate on a bi-weekly basis for deliverables (i.e. 2-week sprints) that allows for frequent feedback, a constant inspection based on needs/requirements and space to adapt quickly should the need arise.

Kanban

Our team working in Kanban, handles anything that's related to operations / maintenance. In this case more pressing matters (i.e. those that block business operations) can be assessed and re-prioritized in more of a real-time manner.

In order to streamline our approach to requests, we apply the same Framework each time. Regardless of the request, a customer can expect to go through the following core steps. Example of the flow for a new feature:

1. Client speaks with their assigned *Customer Success Manager*
2. *Customer Success Manager* works with the *product team* to prioritize it amongst other business problems prevalent in the market
3. Once it's prioritized, a *Product Manager* researches the underlying business problem (this may include getting in touch with the client)
4. *Product Manager* prepares and schedules a *Sprint* with a *Scrum Team* (Product Manager, Developers, User Experience Designer)
5. Scrum Team spends about a day crafting a plan to solve the problem and deliver a first increment of value by the end of a two-week Sprint.



6. *Product Manager* gets back in touch with the client to gather feedback and ideas
7. Iterate from step 5 to 6.



Terms, Price, Cost, Rates, and Fees

Agreement Term:

- 3 years

Software Price:

- Monthly: \$799
- Service Fee: 1% of \$1,500,000

Cost:

- Annual License: \$24,588* billed monthly

Payment Processing via AmiliaPayment

- Credit Card (Visa, Mastercard, Discover): 2.85% + \$0.30 per transaction
- ACH: 1% + \$0.50 per transaction

Professional Services:

- Implementation & Training: \$15,000 (one-time)

*based on the software price



Appendix A: Contract Requirements

Amilia has reviewed Attachment A from the RFP submission. It is Amilia's preferred practice for the District's legal counsel to review Amilia's agreement and if the District's legal team feels Amilia's agreement needs edits/added clauses, Amilia would appreciate getting the District's legal counsel's edits and inserted provisions directly into Amilia's agreement so that both parties can work together to review and respond efficiently with all clauses in context of the entire agreement.

It is Amilia's goal to efficiently move through the agreement finalization process as partners in a fair and mutually beneficial manner.

As the District's SaaS partner, Amilia consistently works with our partner cities through Amilia's agreement to ensure specificity of terms, to avoid any conflicting or overlapping terms, and to simplify the process.

This has the added benefit of ensuring all aspects of Amilia's business are a part of discussions as well as allowing the District's legal team to benefit from the legal review of other cities. Amilia works diligently to optimize this agreement and incorporate the best feedback we receive from other partners. Like everything at Amilia – improvement is iterative.

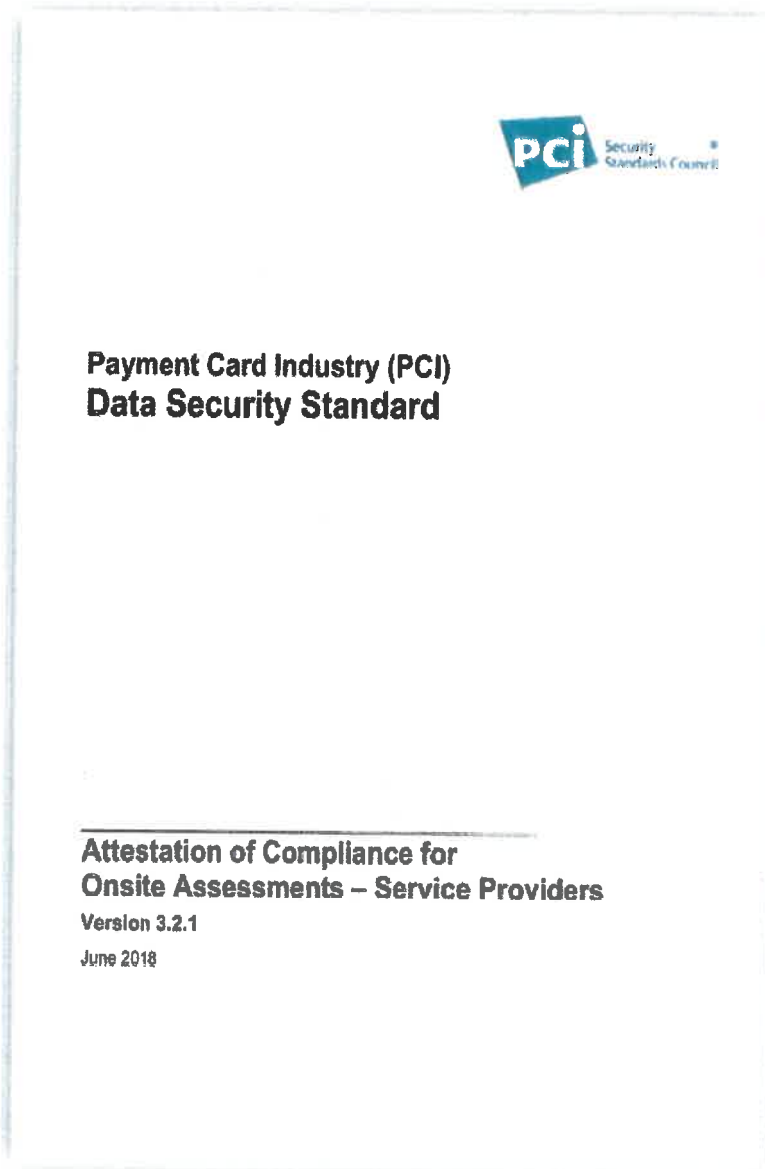
Rest assured, Amilia will work with the District's legal team to address any concerns and incorporate necessary governing laws to ensure a fair agreement for both parties. Amilia's legal counsel is on standby to help both parties efficiently through this process.

Please consult:

- Appendix C: Amilia's Terms and Conditions
- Appendix D: Amilia's Generic Certificate of Insurance



Appendix B: PCI Attestation of Compliance





Section 1: Assessment Information

Instructions for Submission

This Attestation of Compliance must be completed as a declaration of the results of the service provider's assessment with the *Payment Card Industry Data Security Standard Requirements and Security Assessment Procedures (PCI DSS)*. Complete all sections. The service provider is responsible for ensuring that each section is completed by the relevant parties, as applicable. Contact the requesting payment brand for reporting and submission procedures.

Part 1. Service Provider and Qualified Security Assessor Information

Part 1a. Service Provider Organization Information

Company Name:	LES ENTREPRISES AMILIA INC.	DBA (doing business as):	Amilia
Contact Name:	Alex Rouillard	Title:	CISO
Telephone:	1 (514) 219-7474	E-mail:	Alex.Rouillard@amilia.com
Business Address:	3105-1751 RUE Richardson	City:	Montréal
State/Province:	QC	Country:	Canada
URL:	www.amilia.com	Zip:	H3K 1G6

Part 1b. Qualified Security Assessor Company Information (if applicable)

Company Name:	Ubitrak Inc		
Lead QSA Contact Name:	Stéphane Essomba	Title:	QSA
Telephone:	1 (514) 312-1555 ext 108	E-mail:	s.essomba@ubitrak.com
Business Address:	300, boulevard Marcel-Laurin, bureau 206	City:	Montréal
State/Province:	QC	Country:	Canada
URL:	www.ubitrak.com	Zip:	H4M 2L4



Part 2. Executive Summary

Part 2a. Scope Verification

Services that were INCLUDED in the scope of the PCI DSS Assessment (check all that apply):

Name of service(s) assessed: e-Commerce platform and checkout for card not present payment transactions

Type of service(s) assessed.

Hosting Provider:

- Applications / software
- Hardware
- Infrastructure / Network
- Physical space (co-location)
- Storage
- Web
- Security services
- 3-D Secure Hosting Provider
- Shared Hosting Provider
- Other Hosting (specify):

Managed Services (specify):

- Systems security services
- IT support
- Physical security
- Terminal Management System
- Other services (specify):

Payment Processing:

- POS / card present
- Internet / e-commerce
- MOTO / Call Center
- ATM
- Other processing (specify):

Account Management

Back-Office Services

Billing Management

Clearing and Settlement

Network Provider

Others (specify):

Fraud and Chargeback

Issuer Processing

Loyalty Programs

Merchant Services

Payment Gateway/Switch

Prepaid Services

Records Management

Tax/Government Payments

Note: These categories are provided for assistance only, and are not intended to limit or predetermine an entity's service description. If you feel these categories don't apply to your service, complete "Others" if you're unsure whether a category could apply to your service, consult with the applicable payment brand.



Part 2a. Scope Verification (continued)

Services that are provided by the service provider but were NOT INCLUDED in the scope of the PCI DSS Assessment (check all that apply):

Name of service(s) not assessed: All services not specifically listed above

Type of service(s) not assessed:

Hosting Provider:

- Applications / software
- Hardware
- Infrastructure / Network
- Physical space (co-location)
- Storage
- Web
- Security services
- 3-D Secure Hosting Provider
- Shared Hosting Provider
- Other Hosting (specify)

Managed Services (specify):

- Systems security services
- IT support
- Physical security
- Terminal Management System
- Other services (specify):

Payment Processing:

- POS / card present
- Internet / e-commerce
- MOTO / Call Center
- ATM
- Other processing (specify):

- Account Management
- Back-Office Services
- Billing Management
- Clearing and Settlement
- Network Provider
- Others (specify):

- Fraud and Chargeback
- Issuer Processing
- Loyalty Programs
- Merchant Services

- Payment Gateway/Switch
- Prepaid Services
- Records Management
- Tax/Government Payments

Provide a brief explanation why any checked services were not included in the assessment.

Amilia elected to limit the scope of its certification to its ecommerce services.

Part 2b. Description of Payment Card Business

Describe how and in what capacity your business stores, processes, and/or transmits cardholder data.

Amilia operates as a PCI DSS Level 1 Service provider for its merchants and business partners

They provide integrated e-Commerce platform for merchants

Amilia does not process or store CHD.

Amilia uses a redirection/tokenization service

No credit card info resides in Amilia

Describe how and in what capacity your business is otherwise involved in or has the ability to impact the security of cardholder data.

Not applicable



Part 2c. Locations

List types of facilities (for example, retail outlets, corporate offices, data centers, call centers, etc.) and a summary of locations included in the PCI DSS review.

Type of facility:	Number of facilities of this type	Location(s) of facility (city, country):
Example: Retail outlets	3	Boston, MA, USA
Head office (design center)	1	Montréal, QC, Canada
Coloqix colocation data center	1	Nuns' Island, Montréal, QC, Canada

Part 2d. Payment Applications

Does the organization use one or more Payment Applications? Yes No

Provide the following information regarding the Payment Applications your organization uses:

Payment Application Name	Version Number	Application Vendor	Is application PA-DSS Listed?	PA-DSS Listing Expiry date (if applicable)
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Part 2e. Description of Environment

Provide a high-level description of the environment covered by this assessment

For example:

- Connections into and out of the cardholder data environment (CDE).
- Critical system components within the CDE, such as POS devices, databases, web servers, etc., and any other necessary payment components, as applicable.

Amilia's in-scope environment covered consists of:

- IT Operations Teams and Development staff
- e-Commerce
- Firewall Switches, VLANs, DMZ, IPS/IDS, VPN, RDP encrypted
- Servers and Operating Systems, Virtualization
- Laptops, Desktops, Web Servers, File Integrity Monitoring
- Anti-virus, Two-Factor Authentication, Log Management
- Corporate Head Office and Colocation hosting facility and Third-Party Management

Does your business use network segmentation to affect the scope of your PCI DSS environment? Yes No



(Refer to "Network Segmentation" section of PCI DSS for guidance on network segmentation)



Part 2f. Third-Party Service Providers

Does your company have a relationship with a Qualified Integrator & Reseller (QIR) for the purpose of the services being validated? Yes No

If Yes:

Name of QIR Company:

QIR Individual Name:

Description of services provided by QIR:

Does your company have a relationship with one or more third-party service providers (for example, Qualified Integrator Resellers (QIR), gateways, payment processors, payment service providers (PSP), web-hosting companies, airline booking agents, loyalty program agents, etc.) for the purpose of the services being validated? Yes No

If Yes:

Name of service provider:	Description of services provided:
---------------------------	-----------------------------------

Paysafe	Payment processor
---------	-------------------

Coloix	colocation center
--------	-------------------

Note: Requirement 12.6 applies to all entities in this list.



Part 2g. Summary of Requirements Tested

For each PCI DSS Requirement, select one of the following:

- **Full** – The requirement and all sub-requirements of that requirement were assessed, and no sub-requirements were marked as “Not Tested” or “Not Applicable” in the ROC
- **Partial** – One or more sub-requirements of that requirement were marked as “Not Tested” or “Not Applicable” in the ROC.
- **None** – All sub-requirements of that requirement were marked as “Not Tested” and/or “Not Applicable” in the ROC.

For all requirements identified as either “Partial” or “None,” provide details in the “Justification for Approach” column, including:

- Details of specific sub-requirements that were marked as either “Not Tested” and/or “Not Applicable” in the ROC
- Reason why sub-requirement(s) were not tested or not applicable

Note: One table to be completed for each service covered by this AOC. Additional copies of this section are available on the PCI SSC website.

Name of Service Assessed: Amilia e-Commerce platform

PCI DSS Requirement	Details of Requirements Assessed			Justification for Approach (Required for all “Partial” and “None” responses. Identify which sub-requirements were not tested and the reason.)
	Full	Partial	None	
Requirement 1:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.2.3 They do not use Wireless in their PCI zone
Requirement 2:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2.1.1 not applicable Amilia does not use wireless in its CDE 2.2.3 Not Applicable Amilia does not use services that are considered to be insecure 2.6 Not Applicable Amilia is not a shared hosting provider
Requirement 3:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3.1 Not Applicable Amilia does not keep CHD 3.3 Not Applicable Amilia does not store PAN 3.4 Not Applicable Amilia does not store PAN 3.5 Not Applicable Amilia does not store PAN and does not manage keys 3.6 Not Applicable Amilia does not store PAN and does not manage keys
Requirement 4:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4.1.1 Not Applicable Amilia does not use wireless network to access its CDE
Requirement 5:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Requirement 6:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Requirement 7:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Requirement 8:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8.5.1 Not Applicable, Amilia does not have access to the customer premises. 8.7 Not Applicable Amilia does not store Cardholder data.
Requirement 9:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9.5 Not Applicable Amilia does not store Cardholder data 9.6 Not Applicable Amilia does not store Cardholder data 9.7 Not Applicable, Amilia has no media to inventory 9.8.1 Not Applicable Amilia does not use hard-copy materials 9.8.2 Not Applicable Amilia does not store CHD 9.9 Not Applicable Amilia does not maintain card-reading devices
Requirement 10:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Requirement 11:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11.1.1 Not Applicable Not Applicable as Amilia does not authorize Wireless devices in its CDE.
Requirement 12:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appendix A1:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appendix A2:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Section 2: Report on Compliance

This Attestation of Compliance reflects the results of an onsite assessment, which is documented in an accompanying Report on Compliance (ROC).

The assessment documented in this attestation and in the ROC was completed on: January 30, 2020

- | | | |
|--|---|--|
| Have compensating controls been used to meet any requirement in the ROC? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Were any requirements in the ROC identified as being not applicable (N/A)? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Were any requirements not tested? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Were any requirements in the ROC unable to be met due to a legal constraint? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |



Section 3: Validation and Attestation Details

Part 3. PCI DSS Validation

This AOC is based on results noted in the ROC dated January 30, 2020.

Based on the results documented in the ROC noted above, the signatories identified in Parts 3b-3d, as applicable, assert(s) the following compliance status for the entity identified in Part 2 of this document (check one):

Compliant: All sections of the PCI DSS ROC are complete, all questions answered affirmatively, resulting in an overall **COMPLIANT** rating; thereby Amilia has demonstrated full compliance with the PCI DSS.

Non-Compliant: Not all sections of the PCI DSS ROC are complete, or not all questions are answered affirmatively, resulting in an overall **NON-COMPLIANT** rating, thereby (Service Provider Company Name) has not demonstrated full compliance with the PCI DSS.

Target Date for Compliance:

An entity submitting this form with a status of Non-Compliant may be required to complete the Action Plan in Part 4 of this document. Check with the payment brand(s) before completing Part 4.

Compliant but with Legal exception: One or more requirements are marked "Not in Place" due to a legal restriction that prevents the requirement from being met. This option requires additional review from acquirer or payment brand.

If checked, complete the following:

Affected Requirement	Details of how legal constraint prevents requirement being met
----------------------	--

Part 3a. Acknowledgement of Status

Signatory(s) confirms:

(Check all that apply)

- The ROC was completed according to the *PCI DSS Requirements and Security Assessment Procedures, Version 3.2.1*, and was completed according to the instructions therein.
- All information within the above-referenced ROC and in this attestation fairly represents the results of my assessment in all material respects.
- I have confirmed with my payment application vendor that my payment system does not store sensitive authentication data after authorization.
- I have read the PCI DSS and I recognize that I must maintain PCI DSS compliance, as applicable to my environment, at all times.
- If my environment changes, I recognize I must reassess my environment and implement any additional PCI DSS requirements that apply.



Part 3a. Acknowledgement of Status (continued)

- No evidence of full track data¹, CAV2, CVC2, CID, or CVV2 data², or PIN data³ storage after transaction authorization was found on ANY system reviewed during this assessment.
- ASV scans are being completed by the PCI SSC Approved Scanning Vendor Security Metrics

Part 3b. Service Provider Attestation

Signature of Service Provider Executive Officer ↑

Date: January 31, 2020

Service Provider Executive Officer Name: Alex Rouillard

Title: CISO

Part 3c. Qualified Security Assessor (QSA) Acknowledgement (If applicable)

If a QSA was involved or assisted with this assessment, describe the role performed:

Signature of Duly Authorized Officer of QSA Company ↑

Date: January 31, 2020

Duly Authorized Officer Name: Stéphane Essomba

QSA Company: Ubitrak

Part 3d. Internal Security Assessor (ISA) Involvement (if applicable)

If an ISA(s) was involved or assisted with this assessment, identify the ISA personnel and describe the role performed:

¹ Data encoded in the magnetic stripe or equivalent data on a chip used for authorization during a card-present transaction. Entities may not retain full track data after transaction authorization. The only elements of track data that may be retained are primary account number (PAN), expiration date, and cardholder name.

² The three- or four-digit value printed by the signature panel or on the face of a payment card used to verify card-not-present transactions.

³ Personal identification number entered by cardholder during a card-present transaction, and/or encrypted PIN block present within the transaction message.



Part 4. Action Plan for Non-Compliant Requirements

Select the appropriate response for "Compliant to PCI DSS Requirements" for each requirement. If you answer "No" to any of the requirements, you may be required to provide the date your Company expects to be compliant with the requirement and a brief description of the actions being taken to meet the requirement.

Check with the applicable payment brand(s) before completing Part 4.

PCI DSS Requirement	Description of Requirement	Compliant to PCI DSS Requirements (Select One)		Remediation Date and Actions (if "NO" selected for any Requirement)
		YES	NO	
1	Install and maintain a firewall configuration to protect cardholder data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Do not use vendor-supplied defaults for system passwords and other security parameters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Protect stored cardholder data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Encrypt transmission of cardholder data across open, public networks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Protect all systems against malware and regularly update anti-virus software or programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Develop and maintain secure systems and applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Restrict access to cardholder data by business need to know	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Identify and authenticate access to system components	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Restrict physical access to cardholder data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10	Track and monitor all access to network resources and cardholder data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11	Regularly test security systems and processes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12	Maintain a policy that addresses information security for all personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Appendix A1	Additional PCI DSS Requirements for Shared Hosting Providers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Appendix A2	Additional PCI DSS Requirements for Entities using SSL/early TLS for Card-Present POS POI Terminal Connections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



Appendix C – Amilia’s Terms & Conditions

1. The Amilia Solution

a. **Platform & API.** Amilia's and/or SmartRec e-commerce platform (“Platform”) provides (i) a virtual storefront that is designed to increase the revenue and streamline the operations of programs and (ii) an application program interface (“API” and, collectively with the Platform, the “Amilia Solution”) to enable access to the Platform. The uses of the Amilia Solution (including use of the API through a third-party product that accesses the Platform) are subject to the terms of this Agreement.

b. **License Grant.** Subject to you paying the license fees agreed upon with Amilia herein in accordance with section 1 c. herein, Amilia grants you a personal, limited, non-exclusive, revocable, non-transferable license, non-sublicensable license to electronically access and use the Amilia Solution. The Amilia Solution includes any software, programs, documentation, tools, internet-based services, components, and any updates (including software maintenance, service information, help content, bug fixes or maintenance releases) thereto provided to you by Amilia. Amilia reserves for itself all other rights and interest not explicitly granted under this Agreement.

c. **License Fees.** You agree to pay to Amilia the license fees agreed upon with Amilia herein within thirty (30) business days of date of invoice issued by Amilia. Such license fees are based on amount of your estimated annual sales you provided to Amilia at the time of execution of this Agreement. You acknowledge and agree that Amilia reserves the right to adjust such license fees during the term of this Agreement or any renewal term thereof in the event of a material change between the amount of your estimated annual sales provided to Amilia and the amount of the annual sales processed through the Amilia Platform.

d. **Customer Service Support.** Subject to Section 2 d., Amilia will use commercially reasonable efforts to resolve any technical issues relating to your Amilia account (“Account”) and your use of the Amilia Solution.

e. **Security.** Amilia maintains the administrative, technical and physical procedures to protect End User Information stored on Amilia servers from unauthorized access, accidental loss or modification. However, Amilia does not guarantee that unauthorized third parties will never be able to defeat those measures or use such information for improper purposes. For purposes hereof, “End User Information” means: information or data created, collected, generated, licensed, leased, on your behalf or information or data otherwise under the control or responsibility of you wherever located, including, but not limited to, Personal Information or Sensitive Personal Information, that are disclosed or otherwise made available to Amilia by you pursuant to or as part of this Agreement. “Personal Information” means any and all information or data (regardless of format) that (i) identifies or can be used to identify, contact or locate an individual, or (ii) that relates to an individual, whose identity can be either directly or indirectly inferred, including any information that is linked or linkable to that individual regardless of the citizenship, age, or other status of the individual. Personal Information includes but is not limited to: first and last name; last name plus data regarding birth; phone number; email address; street address; geolocation; customer number or identifier; government identifier; or account number or identifier. “Sensitive Personal Information” is a subset of Personal Information, which due to its nature has been classified by law as deserving additional privacy and security protections. Sensitive Personal Information consists of: (i) all government-issued identification numbers (including social security, passport, national ID and driver’s license numbers); (ii) all financial account numbers (including payment or credit card numbers and bank account numbers); (iii) individually identifiable health information; (iv) biometric information; (v) all data obtained from a consumer reporting agency (such as employee background investigation reports, credit reports, and credit scores); and (vi) data elements revealing race, ethnicity, national origin, religion, trade union membership, sex life or sexual orientation, and criminal records or allegations of crimes.

f. **Privacy.** Amilia complies in all material respects with all applicable laws regarding the collection and the use of any End User Information, the Amilia Privacy Policy (<https://www.amilia.com/legal/privacy>) and the obligations of Amilia under Section 1.d. For more clarity, Amilia’s sole responsibility for the collection and the use of any End User Information is limited to the foregoing.

g. **Availability.** Subject to any emergency maintenance performed on an unscheduled basis and any downtime resulting from such emergency maintenance and except for any and all planned downtime, Amilia will use commercially reasonable efforts to operate and maintain the Amilia Solution so as to make it available 24 hours a

day, 7 days a week. The number and the duration of any planned downtime shall be at Amilia's sole discretion, provided, however, that Amilia intends to use commercially reasonable efforts to schedule such planned downtime during evening and weekend hours (Eastern Time).

h. **Amilia Representations and Warranties.** Amilia represents and warrants to you that: (i) it has all necessary rights in the Platform and its intellectual property to grant to you the licences under this Agreement; and (ii) the Platform will perform substantially in accordance with the Documentation. Amilia does not guarantee that the Platform will perform error free or uninterrupted. Customer acknowledges that Amilia does not control the transfer of data over communications facilities, including the internet and that the Platform may be subject to limitations, delays and other problems inherent in the use of such communications facilities. For purposes of this provision, "Documentation" means the user guides, online help, release notes, training materials and other documentation provided or made available by Amilia to you regarding the use or operation of the platform, as may be amended from time to time by Amilia, at its sole discretion. EXCEPT AS EXPRESSLY STATED IN THIS SECTION OR AS REQUIRED BY APPLICABLE LAW, THE PLATFORM, THE API AND THE DOCUMENTATION ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS, WITHOUT ANY WARRANTIES, EITHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF TITLE, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT.

2. Your Engagement.

a. **Use.** You represent, warrant and covenant that you: (i) shall use the Amilia Solution as contemplated by this Agreement, (ii) have the sole responsibility for the accuracy, quality, integrity, legality and reliability of your data; (iii) shall use commercially reasonable efforts to prevent unauthorized access to, or use of, the Amilia Solution, and promptly notify Amilia of any such unauthorized use; (iv) are, and will remain during the term of this Agreement, in compliance with all applicable laws in connection with your use of the Amilia Solution; and (v) shall use the trademarks, names, references, logos or other marks owned or licensed by Amilia (collectively, the "Amilia Trademarks") strictly in accordance with the restrictions and policies that Amilia may provide you with from time to time. You will not; (i) license, sublicense, sell, resell, rent, lease, assign, distribute, timeshare or otherwise commercially exploit or make the Amilia Solution available to any third party, other than as contemplated in this Agreement; (ii) send spam or otherwise duplicative or unsolicited messages using directly or indirectly the Amilia Solution in violation of applicable law; (iii) send, store or use obscene, threatening, libellous or otherwise unlawful or tortious material using directly or indirectly the Amilia Solution; (iv) send, store or use any material violating third party rights including, but not limited to, Intellectual Property Rights (as defined herein) or privacy rights using directly or indirectly the Amilia Solution; (v) send, store or use material containing harmful computer codes, files, scripts, agents or programs using directly or indirectly the Amilia Solution; (vi) interfere with or disrupt the integrity or performance of the Amilia Solution or the data contained therein; (vii) attempt to gain unauthorized access to the Amilia Solution or its related systems or networks; (viii) modify, copy or create derivative works based on the Amilia Solution or Amilia's Intellectual Property Rights therein; (viii) create internet links to or from the Amilia Solution, or frame or mirror any content forming any part of the Platform other than on your own website for the purposes hereof or otherwise for your own internal business purposes; or (ix) disassemble, reverse engineer or decompile the Amilia Solution for any purpose or reason;

b. **Suspicion of Unauthorized or Illegal Use.** Amilia reserves the right to decline any transaction submitted to the Platform which Amilia reasonably suspects, in its sole discretion, (i) is in violation of this Agreement or any other Amilia Agreement to which you are a party or is in violation of applicable law, or (ii) exposes either party to harm, including but not limited to fraud and other criminal acts. You hereby grant Amilia authorization to share information with law enforcement about you, your transactions, or your Account if Amilia reasonably suspects that your Account has been used for an illegal or criminal purpose. Amilia will give you prompt advance notice of any impending disclosure of your information to law enforcement and grant you, or your attorneys, the possibility to participate in any police or legal proceeding; and

c. **Your Content.** For the term of this Agreement, you grant a non-exclusive, non-transferable, royalty-free, fully-paid, worldwide license, to use, copy, publicly perform, publicly display, reformat, translate, excerpt (in whole or in part), sublicense, distribute, prepare derivative works of, or incorporate into other works any and all information about your goods and services ("**License for your services**"), including any trademarks, trade names, service marks, logos, images, descriptions or other text, telephone numbers, and addresses therein, for any purpose, whether on the Amilia public website, third-party websites, mobile applications, syndicated advertisements or

otherwise. The license rights granted hereby will apply to any form, media, or technology. The creation, distribution, transmission, public display and performance, accessing, downloading and copying of your information pursuant to the license rights granted to Amilia by this Section 2, to the best of your knowledge, does not and will not infringe any rights, including but not limited to Intellectual Property Rights or privacy rights, of any third party.

d. **Customer Service.** You are solely responsible for all customer service issues relating to your License for your services, including pricing, order fulfillment, order cancellation by you or the customer, returns, refunds and adjustments, rebates, functionality and warranty, technical support and feedback concerning experiences with your personnel, policies or processes. In performing customer service, you will always present yourself as a separate entity from Amilia.

e. **Privacy.** You acknowledge having reviewed the Amilia Privacy Policy (<https://www.amilia.com/legal/privacy>) relating to the collection, use and safeguard of the personal information provided to Amilia on its website. If you receive information about others through the use of the Amilia solution, you must keep such information confidential and only use it in connection with the Amilia Solution and your policies relating to the use of information that is confidential or personal or as otherwise permitted by applicable law. You may not disclose or distribute any such information to a third party or use any such information for marketing purposes unless you received express written consent to do so.

f. **Your Representations and Warranties.** You represent and warrant to Amilia that: (a) you are eligible to register and use the Amilia Solution and have the right, power, and ability to enter into and perform under this Agreement; (b) the name identified by you when registering is your name or business name under which you sell goods and services; (c) any sales transaction submitted by you will represent a bona fide sale by you; (d) any sales transactions submitted by you will accurately describe Your License for your services sold and delivered to your customers; (e) you will fulfill all of your obligations to each customer for which you submit a transaction and will resolve any consumer dispute or complaint directly with your customer; (f) all transactions initiated by you will comply with all applicable laws, rules, and regulations applicable to your business, including any applicable tax laws and regulations; and (g) you will not use the Amilia Solution, directly or indirectly, for any fraudulent undertaking or in any manner so as to interfere with the use of the Amilia Solution in accordance with the terms of this Agreement.

3. Suspension or Termination

a. **Suspension.** With reasonable advance notice to you, Amilia may suspend your Account and your access to the Amilia Solution if Amilia reasonably determines in its sole discretion that your use of the Amilia Solution is causing immediate, material and ongoing harm to the Amilia Solution or its use by others or abuse or excessively frequent requests to the Platform via the API, as determined by Amilia in its sole discretion. Amilia will use commercially reasonable efforts to resolve the issues causing the suspension of your Account. Amilia is not liable to you or any other person for any damages resulting from a suspension under these circumstances.

b. **Term. Termination.** This Agreement may be immediately terminated by you or by Amilia: (i) as set forth in Section 7.i; (ii) if the other party is in material breach of any of the provisions of the Agreement and such breach is not cured within 30 days after receipt of notice from the non-breaching party; or (iii) if either party commits an Act of bankruptcy. For purposes of this Section 2.1.a., an "Act of bankruptcy" shall mean, (i) the entry of a decree or order for relief of a party by a court of competent jurisdiction in any involuntary case involving a party under any bankruptcy, insolvency, or other similar law now or hereafter in effect; (ii) the appointment of a receiver, liquidator, assignee, custodian, trustee, or other similar agent for a party or for any substantial Part of a party's assets or property; (iii) the filing with respect to a party of a petition in any such involuntary bankruptcy case, which petition remains undismissed for a period of ninety (90) days or which is dismissed or suspended pursuant to Section 305 of the Federal Bankruptcy Code (or any corresponding provision of any future United States bankruptcy law); (iv) the commencement by a party of a voluntary case under any bankruptcy, insolvency, or other similar law now or hereafter in effect; or (v) the making by a party of any general assignment for the benefit of creditors.

c. **Effects of Suspension or Termination.** Upon suspension or termination of this Agreement, you agree: (i) to immediately deactivate your Account and your access to the Platform; (ii) to immediately cease use of the Amilia Solution; (iii) to discontinue use of any Amilia Trademarks or other Intellectual Property Rights of Amilia and to immediately remove any Amilia Trademarks from your website; (iv) that the license granted by Amilia to you under this Agreement shall terminate; (v) that Amilia may immediately deactivate your Account and your access to the Platform and after 60 days, Amilia may delete your Account from Amilia's "live" site. During such 60 days and upon your written request, Amilia will grant you limited access to the Platform for sufficient time for the sole purpose of allowing it to retrieve your data, provided you have paid in full all amounts owed to Amilia up to the date of

suspension or termination of this Agreement; and (iv) that you will not be refunded the remainder of any fees that you paid for the Amilia Solution prior to termination or suspension; and (v) that Amilia will not be liable to you for compensation, reimbursement, or damages in connection with your use, termination, suspension of the Amilia Solution or deletion of your information or account data.

4. Confidential Information. "Confidential Information" shall mean the terms and conditions of this Agreement, any pricing information provided by either party (a "**Disclosing Party**") and any information about the Disclosing Party which the other party (a "**Receiving Party**") received or may in the future receive in connection with this Agreement which is not otherwise available to the general public without restriction as well as any and all other Intellectual Property Rights, proprietary knowledge, trade secrets, customer lists or information concerning the Disclosing Party's internal affairs, technical information, specifications, drawings, documentation and "know-how" of every kind and description supplied by the Disclosing Party, or indirectly by any of its affiliates, under this Agreement or otherwise. All Confidential Information of a Disclosing Party is, and shall remain, the exclusive property of the Disclosing Party. The Receiving Party shall treat and protect the Confidential Information of the Disclosing Party as confidential and shall not reproduce or divulge the Confidential Information of the Disclosing Party in whole or in part to any third party, except as authorized in writing by the Disclosing Party or as permitted by this Agreement. The Receiving Party may disclose Confidential Information only to its affiliates, employees, directors or officers on a "need to know" basis, provided that each such affiliates, employee, director or officer, as applicable, shall have signed a confidentiality undertaking no less restrictive than the provisions of this Section 4. Notwithstanding any provisions contained in this Agreement, the Receiving Party shall not be required to maintain in confidence the following information: (i) information which, at the time of disclosure to the Receiving Party, is in the public domain; (ii) information which, after disclosure, becomes part of the public domain by publication or otherwise, except by breach of this Agreement by the Receiving Party; (iii) information that was in the Receiving Party's possession at the time of disclosure by the Disclosing Party, provided that such information was not obtained, directly or indirectly, from the Disclosing Party on a confidential basis; (iv) information that the Receiving Party can demonstrate resulted from its own research and development, independent of disclosures by the Disclosing Party; or (v) information that the Receiving Party received from third parties, provided that such information was not obtained, directly or indirectly, from the Disclosing Party on a confidential basis. Notwithstanding anything in this Agreement to the contrary, the Receiving Party may disclose confidential information pursuant to any governmental, judicial, or administrative order, subpoena, discovery request, regulatory request or similar requirement, provided that the Receiving Party promptly, to the extent legally permissible and practicable, notifies the Disclosing Party in writing of such demand for disclosure so that the Disclosing Party, at its sole expense, may seek to make such disclosure subject to a protective order or other appropriate remedy to preserve the confidentiality of the confidential information. The Receiving Party shall not oppose and shall cooperate with efforts by the Disclosing Party with respect to any such request for a protective order or other relief. Notwithstanding the foregoing, if the Disclosing Party is unable to obtain or does not seek a protective order and the Receiving Party is legally requested or required to disclose such confidential information, disclosure of such confidential information may be made without liability. The Receiving Party shall, upon any request by the Disclosing Party, immediately return or destroy the Disclosing Party's Confidential Information and all portions and copies thereof, which are in Receiving Party's possession or control. If the Receiving Party discloses or uses (or threatens to disclose or use) any Confidential Information of the Disclosing Party in breach of this Section 4, the Disclosing Party shall have the right, in addition to any other remedies available to it, to seek injunctive relief to enjoin such acts, without the requirement of posting a bond, it being specifically acknowledged by the Parties that any other available remedies are inadequate.

5. Intellectual Property Rights. All patents, patent applications, copyright, names, trademarks, service marks, trade dress, know-how, trade secrets, industrial designs, other similar instruments or rights whether proprietary or otherwise, whether registered or unregistered, and all rights in relation to any of the foregoing which are recognized in any jurisdiction ("**Intellectual Property Rights**") owned or held by Amilia shall always remain Intellectual Property Rights of Amilia. Nothing in this Agreement shall be construed or interpreted as conferring upon you any right or interest in the Intellectual Property Rights owned or held by Amilia, whether in the Platform, the API or otherwise, other than as expressly set forth in this Agreement. All data entered or uploaded by you, except for transaction data shared with the user, is your sole and exclusive property. Amilia is free to use or disclose any comments or ideas that you submit to Amilia without any compensation to you. You further acknowledge that, by acceptance of your suggestions for any feature or aspect of the Platform or the API, Amilia does not waive any rights to use similar or related ideas previously known to Amilia, or developed by your employees, or obtained from sources other than yours.

6. Liability, Limitation of Liability and Indemnification

a. Your Liability

You will, at your own expense, defend and indemnify Amilia, its shareholders, directors, officers, affiliates, agents, employees and representatives (the "Amilia Parties") harmless from and against all claims, suits and proceedings ("Claims") (i) alleging that your data or any of your trademarks, or Amilia's use thereof in accordance with this Agreement, infringes the Intellectual Property Rights or other rights of, or has caused harm to, a third party; (ii) arising out of your breach of Section 4. (Confidential Information); (iii) arising out of your access to or use of the Amilia Solution other than in accordance with the terms of this Agreement; or (iv) arising out of the negligence or wilful misconduct by you or any of your employees or agents; and will hold the Amilia Parties harmless from and against all liability, damages, expenses and costs finally awarded or agreed to be paid in settlement (including, without limitation, reasonable legal fees) (collectively, "Losses") to the extent based upon such a Claim.

b. Amilia Liability

Amilia, at its own expense, will defend and indemnify you from and against any and all Claims (i) alleging that the Platform, and your use of the Platform in accordance with this Agreement, infringes the Intellectual Property Rights or other rights of, or has caused harm to, a third party; (ii) arising out of our breach of Section 4 (Confidential Information); or (iii) arising out of the negligence or wilful misconduct by it or its employees or agents. If a Claim is brought or threatened against you alleging infringement of the Intellectual Property Rights of a third party, Amilia will, at our sole option and expense, use commercially reasonable efforts either (a) to procure a license that will protect you against such Claim without cost to you; (b) to modify or replace all or portions of the Platform as needed to avoid infringement, such update or replacement having substantially similar or better capabilities; or (c) if (a) and (b) are not commercially feasible, terminate the Agreement. The rights and remedies granted to you in this section state Amilia's entire liability, and are your exclusive remedy, with respect to any claim of infringement of the Intellectual Property Rights of a third party.

c. Limitation of Liability

(i) IN NO EVENT SHALL (I) EITHER PARTY, (II) ITS RESPECTIVE SUPPLIERS OR LICENSORS, AS APPLICABLE OR (III) ANY OF THE RESPECTIVE AFFILIATES, AGENTS, SHAREHOLDERS, DIRECTORS, OFFICERS AND EMPLOYEES OF ANY OF THE ENTITIES LISTED IN (I) OR (II) ABOVE, BE LIABLE FOR ANY LOST PROFITS, LOSS OF DATA, OR ANY INDIRECT, PUNITIVE, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES ARISING OUT OF, IN CONNECTION WITH OR RELATING TO THIS AGREEMENT OR THE PLATFORM OR THE API.

(ii) UNDER NO CIRCUMSTANCES WILL AMILIA BE RESPONSIBLE FOR: (A) ANY DAMAGE OR LOSS RESULTING FROM HACKING, TAMPERING OR OTHER UNAUTHORIZED ACCESS OR USE OF THE PLATFORM, THE API, YOUR ACCOUNT, THE PLATFORM SERVERS OR ANY INFORMATION CONTAINED THEREIN (EXCEPT FOR BREACHES OF AMILIA'S OBLIGATIONS DESCRIBED IN Section 1.a.); (B) LOSS OR PROPERTY DAMAGE, OF ANY NATURE WHATSOEVER, RESULTING FROM YOUR ACCESS TO OR USE OF THE PLATFORM OR THE API (EXCEPT TO THE EXTENT SUCH LIMITATION IS NOT PERMITTED BY APPLICABLE LAW); (C) INTERRUPTION OR CESSATION OF TRANSMISSION TO OR FROM THE PLATFORM OR THE API, NOT CAUSED BY THE GROSS NEGLIGENCE OF AMILIA; (D) ANY SOFTWARE BUGS, VIRUSES, TROJAN HORSES, OR OTHER HARMFUL CODE THAT MAY BE TRANSMITTED TO OR THROUGH THE PLATFORM OR THE API, NOT CAUSED BY THE GROSS NEGLIGENCE OF AMILIA; (E) ERRORS, INACCURACIES OR OMISSIONS IN ANY CONTENT OR INFORMATION PROVIDED BY YOU OR ANY THIRD PARTY, AND/OR (F) THE DEFAMATORY, OFFENSIVE, OR ILLEGAL CONDUCT OF ANY THIRD PARTY.

(iii) WITHOUT LIMITING THE FOREGOING PROVISIONS OF THIS SECTION, THE CUMULATIVE LIABILITY OF (I) AMILIA, (II) SUPPLIERS OR LICENSORS OF AMILIA, AND (III) ANY OF THE RESPECTIVE AFFILIATES, SHAREHOLDERS, AGENTS, DIRECTORS, OFFICERS AND EMPLOYEES OF ANY OF THE ENTITIES LISTED IN (I) OR (II) ABOVE SHALL BE LIMITED TO DIRECT DAMAGES AND IN ALL EVENTS SHALL NOT EXCEED IN THE AGGREGATE THE AMOUNT OF PLATFORM FEES PAID BY YOU TO AMILIA DURING THE THREE (3) MONTH PERIOD IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO THE CLAIM FOR LIABILITY OR THE LOSS. THE LIMITATIONS APPLY EVEN IF AMILIA HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

7. General Terms

- a. **Disputes; Choice of Law; Jurisdiction and Venue.** The validity of this Agreement, the construction and enforcement of its terms, and the interpretation of the rights and duties of the parties shall be governed by the laws of the State of New York, without regard to conflict of law rules. The parties hereto agree to the exclusive jurisdiction of the courts of New York for any legal controversy arising in connection with this Agreement. NOTWITHSTANDING ANY PROVISIONS TO THE CONTRARY IN THIS PROVISION, IN THE EVENT OF ANY VIOLATION OF THIS AGREEMENT, EITHER PARTY MAY INITIATE AN ACTION SEEKING INJUNCTIVE RELIEF BEFORE ANY COURT OF COMPETENT JURISDICTION.
- b. **No Waiver or Limitation.** A party's failure to assert any right or provision under this Agreement shall not constitute a waiver of such right or provision. This Agreement does not limit any rights that either party may have under trade secret, copyright, patent or other laws.
- c. **Right to Change.** At any time during the term of this Agreement or any renewal term thereof, Amilia has the right to change, delete, discontinue, or impose conditions on any feature or aspect of the Platform or the API that Amilia in its sole discretion deem to be reasonable in the circumstances, including by way of a notice on its website, by email or any other website maintained or owned by Amilia for the purposes of providing services in connection with this Agreement. Any use of the Platform after its publication of any such changes shall constitute your acceptance of such change.
- d. **Amendment.** This Agreement may not be amended or modified except in writing signed by both parties.
- e. **Disclosures and Notices.** You agree and accept that Amilia can provide disclosures and notices regarding the Platform and the API to you by posting such disclosures and notices on its website or emailing them to the administrator's email address listed in your Account.
- f. **Independent Contractor.** Nothing in this Agreement shall be construed in any manner to create between the parties the relationship of joint venturers or partners, employer and employee, master or servant. Neither party shall be obligated nor bound by any agreements, representations or warranties made by the other party.
- g. **Successors and Assignment.** This Agreement is binding upon the parties and their respective successors and permitted assigns. This Agreement, and any rights granted and obligations hereunder, may not be transferred or assigned without the prior written consent of Amilia.
- h. **Parties. Third Party Platforms and Links to Other Websites.** You may be offered services, products and promotions provided by third parties and not by Amilia, and the Amilia website may contain links to third-party websites as a convenience to you. If you decide to use these third-party services, you will be responsible for reviewing and understanding the terms and conditions associated with these services. Amilia is not responsible for the performance of these services and does not approve of, endorse or warrant the performance of these services. When you use any such link to go from Amilia's websites to another website, the Amilia Privacy Policy is no longer in effect.
- i. **Force Majeure.** "Force Majeure Event" means fire, telecommunications failures, utility failures, power failures, equipment failures, labour strife, riots, war, terrorist attack, public health emergency, non-performance of vendors or suppliers, acts of God or other cause over which the Affected Party has no reasonable control. If either party (an "Affected Party") is delayed from performing any of its obligations (except payment obligations) under this Agreement because of a Force Majeure Event then performance is excused for the period of the delay to the extent the delay is due to a Force Majeure Event and the Affected Party will not be in default under this Agreement. As soon as reasonably practicable after the start of a Force Majeure Event, the Affected Party will give to the other party written notice of the nature and expected duration of such event. If the delay continues for more than 15 days, then the party entitled to performance may give to the Affected Party notice of immediate termination of this Agreement.
- j. **Entire Agreement.** These terms and conditions and the content of the Software Agreement to which this Appendix A is attached constitute the entire agreement between the parties with respect to the matters covered by such Software Agreement and Appendices. In the event of a conflict between this Agreement and any other Amilia Agreement or policy, this Agreement shall prevail on the subject matter of this Agreement.
- k. **Severability.** Whenever possible, each provision or portion of any provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable Law, but if any provision or portion of any provision of this Agreement is held to be invalid, illegal or unenforceable in any respect under any applicable law or

rule in any jurisdiction, such invalidity, illegality or unenforceability shall not affect any other provision or portion of any provision in such jurisdiction, and this Agreement shall be reformed, construed and enforced in such jurisdiction as if such invalid, illegal or unenforceable provision or portion of any provision had never been contained herein.

l. **Survival.** Any provision that is reasonably necessary to accomplish or enforce the purpose of this Agreement remain in effect in accordance with its terms upon the termination of this Agreement, including without limitation Sections 3 and 4 of this Agreement.

m. **Currency.** Monetary amounts stated, advanced, paid or calculated in or pursuant to this Agreement are and shall be stated, advanced, paid or calculated in the agreed upon currency in the Agreement.

n. **Counterpart.** This Agreement may be executed in any number of counterparts, and each such counterpart hereof will be deemed to be an original instrument, but all such counterparts together will constitute but one agreement. Transmitted copies (reproduced documents that are transmitted via photocopy, facsimile or any other process that accurately transmits the original, for example by email receipt of scanned documents) are considered documents equivalent to original documents and signatures so transmitted and received shall be treated for all purposes of this Agreement as original signatures and shall be deemed valid, binding and enforceable by and against the parties.

Appendix D – Amilia’s Generic Certificate of Insurance

TYPE OF INSURANCE		INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YYYYMMDD	EXPIRY DATE YYYYMMDD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
					COVERAGE	AMOUNT OF INSURANCE	
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE OR <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS <input checked="" type="checkbox"/> EMPLOYERS LIABILITY <input checked="" type="checkbox"/> CROSS LIABILITY <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input type="checkbox"/> POLLUTION LIABILITY EXTENSION		Beazley Canada Limited 19650870	2020/9/21	2021/9/21	COMMERCIAL GENERAL LIABILITY BODILY INJURY AND PROPERTY DAMAGE LIABILITY - GENERAL AGGREGATE - EACH OCCURRENCE PRODUCTS AND COMPLETED OPERATIONS AGGREGATE <input checked="" type="checkbox"/> PERSONAL INJURY LIABILITY OR PERSONAL AND ADVERTISING INJURY LIABILITY MEDICAL PAYMENTS TENANTS LEGAL LIABILITY POLLUTION LIABILITY EXTENSION	1,000 1,000 1,000 1,000 1,000 1,000	5,000,000 5,000,000 5,000,000 25,000 500,000
NON-OWNED AUTOMOBILES <input checked="" type="checkbox"/> HIRE AUTOMOBILES AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES <small>* ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE</small> EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/>		Beazley Canada Limited 19650870	2020/9/21	2021/9/21	BODILY INJURY AND PROPERTY DAMAGE COLLISION BODILY INJURY (PER PERIOD) BODILY INJURY (PER ACCIDENT) PROPERTY DAMAGE EACH OCCURRENCE AGGREGATE	1,000	1,000,000
OTHER LIABILITY (SPECIFY): <input checked="" type="checkbox"/> Errors & Omissions Liability <input checked="" type="checkbox"/> Errors & Omissions Liability <input checked="" type="checkbox"/> Errors & Omissions Liability		Beazley Canada Limited 17800363 Beazley Canada Limited 17800363 Beazley Canada Limited 17800363	2020/9/21 2020/9/21 2020/9/21	2021/9/21 2021/9/21 2021/9/21	Product and Services Cyber Security Media Liability	5,000 5,000 5,000	2,000,000 2,000,000 2,000,000
4. CANCELLATION Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 0 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.							
6. BROKER/AGENCY FULL NAME AND MAILING ADDRESS Assurant Inc. (QC) 410-2055 rue Peel Montréal, QC POSTAL CODE H3A 1V4			7. ADDITIONAL INSURED NAME AND MAILING ADDRESS <small>(Not only with respect to the operations of the Named Insured)</small>				
BROKER CLIENT ID: ENTRAM-01			POSTAL CODE				
8. CERTIFICATE AUTHORIZATION CLIENT Assurant Inc. (QC) AUTHORIZED REPRESENTATIVE: <u>Pascale Rondeau</u>			CONTACT NUMBER(S) TYPE Phone NO. (833) 382-9357 TYPE NO. TYPE NC. TYPE NC. SIGNATURE OF AUTHORIZED REPRESENTATIVE: <u>Pascale Rondeau</u> DATE 2021/2/25 EMAIL ADDRESS: prondeau@assurant.com				



Perfect**Mind**

Client Pleasant Valley Recreation and Park District

Project Name Recreation Management System Provider
Response to Proposal

Date:
March 5, 2021

Attn:
Selection Committee

Original

Submitted By: **Aman Arora** Email: aman.aroroa@perfectmind.com Phone: **1 (877) 737-8030**
2nd floor, 4333 Still Creek Drive, Burnaby, BC V5C 6S6 Canada

487/567



PerfectMind Inc.
200-4333 Still Creek Drive
Burnaby, BC V5C 6S6

March 5, 2021

Pleasant Valley Recreation and Park District

RE: Recreation Management System Provider

Dear Selection Committee,

Enclosed you will find PerfectMind's compliant submission for the Pleasant Valley Recreation and Park District. Request for Proposal. On behalf of PerfectMind, I would like to thank you and the District for the opportunity to present the advantages of PerfectMind's dynamic platform.

PerfectMind's hosted, web-based solution helps customer-based organizations create deeper relationships with their communities while increasing customer engagement, resulting in revenue growth and improved overall business performance. We realize that every organization is unique, which is why we offer a highly configurable, cost effective, integrated recreation management solution that can be adapted to suit the District's specific needs and work processes.

Our feel our intuitive and user-friendly platform not only supports activity and facility management, but provides a robust suite of modules that provides extensive value to all organizations. With PerfectMind, the District will have access to unlimited user licenses, all modules and improvements, secure and reliable hosting with Amazon Web Services, and 24/7/365 support with no additional cost.

PerfectMind looks forward to the possibility of establishing a long-term partnership with the District, providing you with an all-in-one recreation management solution that can evolve with your community. Please feel free to contact me if you require any additional information or clarification.

We have provided our interaction and relationship to come with the District in further detail during our Implementation Section.

Sincerely,

A handwritten signature in black ink that reads "Aman Arora". The signature is fluid and cursive, with the first name "Aman" and last name "Arora" clearly distinguishable.

Aman Arora
Enterprise Account Executive
PerfectMind Inc.
1 (877) 737-8030 ext. 1
aman.arora@perfectmind.com

www.perfectmind.com

488/567

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1 Company Experience

PerfectMind has been a leader in membership, recreation, and facility management solutions for over 18 years, and has been serving municipalities and parks and recreation departments since 2013. Our clients have provided us with exceptional knowledge of the industry, which we develop into best practices that are applied to every project. PerfectMind has years of experience implementing complex solutions, from national health and wellness franchises to large municipalities, and we are confident that PerfectMind can provide the District with a software solution and implementation plan that meets your unique business needs.

PerfectMind has gained extensive experience working with parks and recreation departments within North America including: City of Medicine Hat, AB; City of Mission Viejo, CA; and City of West Des Moines, IA. Other large-scale clients utilizing PerfectMind's solution include the City of Richmond, BC's Olympic Oval, a multi-use indoor sports arena; Z-Ultimate Self Defense Studios, an association with over 90 martial arts locations throughout the United States; and education clients such as Los Gatos-Saratoga Community Education and Recreation, CA and Chilliwack School District, BC.

Whether you are implementing a brand-new recreation management solution or transitioning from existing software, data is critical to your day-to-day operations. During the Discovery Phase of implementation, we will discuss what existing data is required to be moved to the PerfectMind solution. PerfectMind's expert team of implementation consultants are experienced with importing data into our solution from legacy systems. Proprietary tools are used to migrate and validate data from your legacy system to PerfectMind's solution.

Utilizing internal best practices, PerfectMind's integrated PaaS solution supports our clients in achieving better day-to-day experiences and community growth by improving both the customer's front-end experience and staff efficiency by making online registration easier and simplifying workflow processes. Additionally, our implementation projects provide us with insights and knowledge to continuously refine and improve existing internal processes to ensure that we provide the best possible solution and ideal service level to every client.

1.1 Product Direction and Innovation

PerfectMind's product direction is continually under iteration to meet the needs of the markets we serve. Given that PerfectMind offers a platform as a service solution, features and functionality are continually being developed for our parks and recreation offering and all other solutions based on customer feedback, market research, and requirements for standard and advanced functionality in the market.

PerfectMind regularly reviews and updates our product roadmap to ensure it closely matches client and market needs. PerfectMind's detailed roadmap is only shared with current clients; however, a high-level list of planned product enhancements is provided below:

- **Equipment Rental:** Support electronic sign-in and sign-out process for small equipment such as tennis racquets, balls, etc.

- **Enhancements to Online Experience:** PerfectMind is always looking into improving the overall online experience for customers to increase online sales and customer satisfaction. In the new set of enhancements, PerfectMind will be looking to reduce the number of steps for families that are booking multiple events for multiple family members.
- **Skylogix Integration Enhancement:** We are taking an additional step to support integration to door locks through Skylogix, which will enable clients to unlock facility rental rooms automatically.
- **Address Auto-complete:** To make data entry more efficient, we will be integrating with Google to auto-complete addresses staff and online customers are creating a new account.
- **Quick Refund:** PerfectMind is revisiting the refund process to make it more efficient and easier for staff when dealing with unfortunate situations such as facility closures.
- **Member App:** Modern consumers prefer to do everything on their mobile phone. To add to our existing responsive design, PerfectMind will also introduce a native mobile application to take advantage of mobile notifications and provide a better experience for customers.
- **New UI Framework:** The next generation PerfectMind application will include a fully uniform front end framework that allows faster responses to user selections, is more portable across platforms and devices, and is easier to change and maintain. Using proven Angular technology, the project to replace the front-end with the new framework.
- **PerfectMind Next Generation:** PerfectMind is working on redefining our platform to benefit from new and emerging technologies and make it easier to scale and enhance. The next generation of our platform will be built around container technologies following microservices architecture. Technologies such as Kubernetes, distributed cache, document repositories, and elastic computing will be utilized to ensure PerfectMind is ready for the next 5-10 years.

Corporate POS

PerfectMind has developed an enterprise-wide cashiering and payment management solution, Citywide POS. PerfectMind's recreation management platform provides the foundation of our corporate POS solution, yet, Citywide POS will be a separate project with its own subscription, implementation, and integration fees. Current clients utilizing PerfectMind's recreation management platform that purchase Citywide POS will receive a discount on the municipal POS solution and will be able to leverage their existing agreement with no need to go out to RFP. Citywide POS is a centralized cashiering solution allowing real-time bi-directional integration, task automation, acceptance, and receipting of payment transactions across an organization's multiple business units. By interfacing with the financial system and connecting to back-end systems such as permitting, taxes, licensing, utilities, etc., Citywide POS will provide an organization's constituents a one-stop-shop to transact all of their business at the counter or over the web.

1.2 Sub consultants

PerfectMind does not plan to utilize subcontractors for this project. However, if this changes, we will obtain the District's consent and approval.

1.3 References

Following are some of PerfectMind's client references:

Client Name	City of Oakland, CA
Reference Name	Breht Clark
Reference Phone	(510) 482-7827
Reference Email	<i>bclark@oakland.gov</i>

Client Name	Irmo Chapin Recreation, WA
Reference Name	Andrea Harris
Reference Phone	(803) 213-1195
Reference Email	<i>atharris@icrc.net</i>

Client Name	City of Surrey, BC
Reference Name	Cory Nesci, Manager
Reference Phone	(604)598-5738
Reference Email	<i>cnesci@surrey.ca</i>

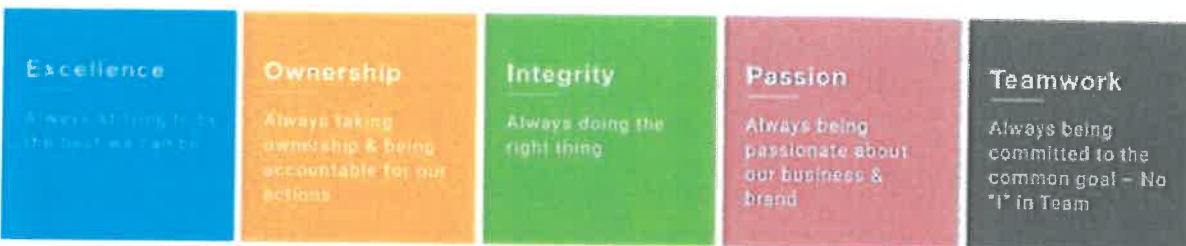
1.4 Staffing Qualification and Organization Experience

With PerfectMind software in use by more than 4 million users, in over 21 counties, PerfectMind Inc. is proud to provide clients in the parks and recreation, health and wellness, education, and association markets with the recreation and facility management tools they need to manage and grow their organizations. We strive to create the best solution for our clients, so they can focus on what's important to them – their customers.

PerfectMind's solution is easy to use, efficient, cost-effective, and accessible anywhere at any time from any device. Features and functions are customer-centric, giving your organization the power to drive your operations, program and facility management, finance, booking, and marketing in a way that fits with existing business processes. Our solution adapts to your organization, supporting you to attract new customers, connect with your community, and keep your business running smoothly. Facilitated by the combination of smart application development and industry standard technologies, PerfectMind's

solution empowers organizations to connect with customers and staff both online and in person with seamless integration across various applications.

With our head office located in beautiful Burnaby, British Columbia Canada, PerfectMind has grown to more than 160 employees over the past 20 years. As a values-based company, PerfectMind encourages pride, support, and a relentless pursuit to innovate. Investing heavily in product development, customer service, and technical infrastructure ensures our clients get the solution and support they require to provide the best possible experience for their staff and customers. PerfectMind's commitment to innovation and top-tier customer service has led to recognition as one of the leading recreation management software providers in North America.



Platform as a Service

Meeting the increasing demands of today's business world can be challenging, which is why PerfectMind offers a fully integrated platform as a service (PaaS) solution, enabling organizations to satisfy their software and service application needs from a single cloud-based source. The PaaS model allows your organization to grow organically without having to budget and commit to capital expenditures for hardware, software, and networking infrastructure. PerfectMind's solution provides unparalleled configuration so simple modifications can be made by District staff without having to issue service of work agreements. The solution can be configured to your organization's unique needs, enables and integrates future updates, and ensures that software and systems can evolve as your organization grows. PerfectMind takes care of the updates and network maintenance so you can focus on your customers and community.

Company History

PerfectMind Inc. was founded in 2000 and was one of the first software companies working strictly with membership management businesses, PerfectMind's platform was created to solve operational headaches encountered by private member-based organizations, such as martial arts academies.

PerfectMind started expanding into new markets in 2013 (including parks and recreation), while continuing to serve our large base of valued clients in the martial arts industry. PerfectMind was recognized as one of the 20 most promising CRMs by CIO Review in 2015 and was a finalist in the 2015 North Vancouver Chamber of Commerce Business Excellence Awards.

Today, PerfectMind is a leading provider of recreation and facility management software. With the ongoing support of our clients, we're committed to supporting and empowering municipalities, health and wellness organizations, academic institutions, school districts, martial arts academies, multi-use recreational facilities, and associations around the world.

Our Mission

PerfectMind's mission is to become the recreation management solution of choice for municipalities and organizations of all sizes. We achieve this by continually developing innovative, intelligent, robust software solutions, giving your staff and customers the support and simplicity they deserve to flourish and participate, with a solution they can utilize and understand.

Equal Opportunity Employer

PerfectMind is proud to be an equal opportunity employer. All employment decisions are based on an individual's abilities, skills, performance, and cultural fit. PerfectMind does not discriminate against any individual based on gender, race, national origin, pregnancy, sexual orientation, age, religion, disability, veteran status, or any other basis protected by law.

2 Technical Features

2.1 Cloud Hosting

PerfectMind is a platform as a service (PaaS) solution that is licensed on a subscription basis, which can save your organization time and money. There is no software installation or additional hardware needed; PerfectMind's only requirement is a web browser and active internet connection to access the database hosted on the cloud.

Cloud Security and Advantages

Cloud computing focuses on maximizing the effectiveness of shared resources. As a veteran of the cloud community, PerfectMind utilizes this infrastructure and in doing so achieves the following:

- High Security
- 24-hour backup
- Site redundancy protecting against hosting facility outages, providing service to multiple geographic regions when connectivity between them is lost
- A disaster recovery plan
- Hosting in Canada and the United States with 99.9% availability

Cloud computing provides the Board the flexibility to connect with clients, files, and documents anywhere at any given time. With the number of web-enabled devices in today's environment (e.g., smartphones, tablets, mobile devices) access to data is easier with the cloud. The following points outline several benefits of moving to a secure, cloud-based solution:

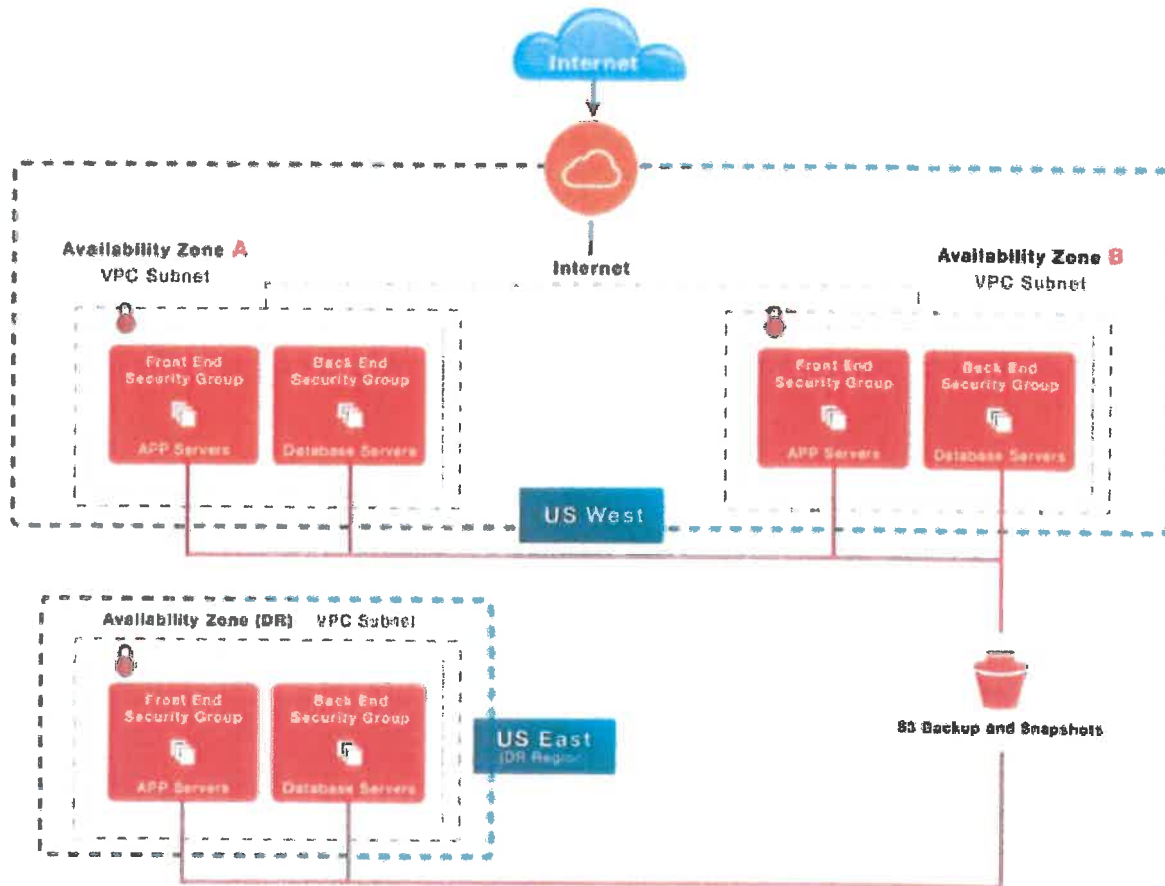
- **Mobile Access:** There are no components deployed to desktop or mobile devices as PerfectMind works with all modern desktop and mobile web browsers.
- **Reduced IT costs:** PerfectMind is a cloud-based solution, so there is no need for on-premise server-side hardware or software. The Board can reduce overhead costs by using PerfectMind's cloud computing service.
- **Scalability:** PerfectMind's platform enables organizations to scale operations and storage needs up or down as need and demand changes. Servers are monitored 24/7/365 and thresholds are carefully audited by PerfectMind. Servers are over-provisioned to meet future growth and unexpected spikes in workload. However, in the event of a resource constraint, additional resources are added without service interruptions.
- **Business Continuity:** Whether the Board experiences a natural disaster or power failure, stored data is backed up and protected in multiple secure and safe locations. Restoration of services is prioritized by the failover provided in our hosted architecture; by default, all PerfectMind client databases are stored in a shared-tenancy environment and subject to our failover procedures.
- **Flexibility:** Cloud computing enables flexibility in employee work practices. If permission is granted (based on IP address restrictions or profile), users can access data from specified devices such as a home office, mobile device, etc. The only requirement is an internet connection and a web browser.

2.2 Hosting and Availability

PerfectMind is hosted on Amazon Web Services (AWS). Client information is housed in multiple data centers, geographically separated to maximize risk mitigation. AWS is designed to host mission-critical servers and computer systems, with fully redundant subsystems.

By utilizing AWS, troublesome infrastructure nuisances are removed along with many of the security issues that accompany them. AWS's world-class and highly secure data centers utilize state-of-the-art electronic surveillance and multi-factor access control systems. With fully staffed data centers and trained security guards, access is only authorized on a strict privileged basis. Environmental systems and processes are designed and set in place to minimize the impact of disruptions to operations. Resiliency and accessibility is maintained due to the multiple geographic regions and availability zones providing solutions to failure modes, including natural disasters and/or system failures.

Data Center



Accessibility

Customer access points, also called API endpoints, allow secure HTTP access (HTTPS). This allows the user to establish secure communication sessions with your AWSD services using TLS 1.2.

Availability

Availability is the ratio of time a system or component is functional to the total time it is required or expected to function. Below is PerfectMind's availability summarized and given as a percentage value.

Infrastructure SLA (AWS): 99.95%. This is standard for infrastructure providers.

Application SLA: 99.9%. This equates to 43 minutes of downtime per month (approximately eight hours per year).

Performance and Scalability

PerfectMind is a platform hosted in the cloud, which enables us to scale the Board's operation and storage needs up or down quickly to suit the situation, allowing for flexibility as need and demand changes. PerfectMind is hosted on AWS and utilizes load-balancing services to elastically grow server resources as needed. This is done in real-time or planned in advance to ensure that no interruptions in service occur.

2.3 Business Continuity and Disaster Recovery

A strong business continuity plan is an important part of every organization, and as such PerfectMind comes with a complete disaster recovery plan. Below is an overview of PerfectMind's business continuity and disaster recovery plan that is upheld within the United States:

- PerfectMind's application and infrastructure is designed for high availability, and is hosted on Amazon Web Services (AWS). PerfectMind's platform infrastructure does not rely on legacy media such as tape drives to back up or store data.
- The PerfectMind primary and disaster recovery data centers are located in the regions of Oregon and Virginia, respectively.
- Each region has multiple, isolated locations known as Availability Zones (AZs). AZs consist of one or more discrete data centers, each with redundant power, networking and connectivity, housed in separate facilities. In the event of an outage or disaster at the primary AZ, the system will automatically failover to the secondary AZ. In the highly unlikely event of a catastrophic disaster within an entire region, system will failover to the secondary region.
- The infrastructure exists to replicate and synchronize data between the primary and disaster recovery data centers, is available in real-time, and uses synchronous replication within the primary data center between data centers with a latency of no more than 100ms.
- Client databases are backed up to the same storage every night and archived.
- PerfectMind provides weekly full backups with daily differential backups for all client databases. Additionally, all client databases have log shipping enabled at 15 minutes interval for point-in-time recovery (PITR) as part of the default policy.
- Under the standard policy, PerfectMind platform transaction logs are backed up every ten minutes to a highly available storage center which is then replicated between multiple data centers.

- In the event of a system failure, the previous night's backup will be restored followed by the most recent transaction logs.
- For payment processing, PerfectMind backs up transaction logs every ten minutes; therefore, in case of disaster, the maximum data loss on the billing service will be ten minutes.
- In the event of an outage, downtime could vary between a few minutes (most likely) to a few hours (in case of disaster which may take up to three hours).
- In conjunction with the standard disaster recovery policy, critical data such as billing information are protected by a dedicated database with a zero data loss policy.
- A custom backup and retention policy can be agreed upon during the contract negotiation phase.

2.4 Data Access and Security

Each PerfectMind client has its own fully encapsulated and dedicated database which is not visible to any other client. Databases are individually encrypted to ensure maximum security in a shared, hosted environment. Restrictions and controls, such as ITIL security management (based on the ISO 27001 standard) and ITSM change management are put in place to ensure server resources are available to all clients. These ensure all requirements for establishing, implementing, operating, monitoring, reviewing, maintaining and improving a documented security management system within the context of your organization's overall business risks are met. PerfectMind has also been validated as a Level-1 service provider under the Payment Card Industry (PCI) Data Security Standard (DSS) to protect financial information.

PerfectMind has established processes and procedures for access to client information and incident response. Servers, replicated and located in multiple Tier 4 data centers, are protected by firewalls and restrictive Access Control Lists (ACLs) and are scanned for vulnerability and penetration testing on a monthly and quarterly basis.

All access to encrypted client information, including SQL Database and Server access, is restricted to only those staff that need to access the data for troubleshooting and client service issues. This access list is reviewed regularly and staff are removed or added as appropriate.

Encryption

Encryption is one of the most effective data protection controls available today. Encryption is a primary data (and application) protection technique, and as such, PerfectMind clients have dedicated databases which are individually encrypted for protection. With state-of-the-art security, client data is encrypted during transmission and stored on Amazon datacenters. PerfectMind supports and recommends client access using the HTTPS protocol to ensure secure transmission. Financial information, passwords, and other sensitive information is encrypted in the system and saved as encoded information within the database. Access to encrypted secure data and encryption keys is limited to an elite group within the company which is continuously reviewed. This restrictive security measure provides the tightest controls over access to the encryption keys and encrypted data.

PerfectMind understands how important security measures are, and has monitors in place to catch unwanted access while taking every precaution to avoid security discrepancies. All communication is

secured using TLS 1.2. All production servers are assessed and scanned on a monthly basis by a third-party company. Access and database logs are available for review, while tier-3 and development team members can help with tracking and securing any breach.

Data Ownership

The City will retain ownership of all data, and can extract data from the database at any time.

2.5 Data Retention and Backup

Data is stored within a dedicated client database in a shared-tenancy environment. The Board retains ownership of all data, and can extract data from the database at any time. PerfectMind does not delete or archive data unless a client specifically requests it.

PerfectMind provides weekly full backups with daily differential backups for all client databases. Data backups are individually verified and tested upon creation, and retained for 90 days as part of PerfectMind's default data retention policy. Data backups are individually encrypted and replicated across geo-redundant datacenters to ensure high availability and minimal data loss in the event of a site-wide failure at the primary datacenter. Data replication occurs at 15-minute intervals under the default data retention policy to ensure the maximum data loss never exceeds 15 minutes. PerfectMind verifies and tests all backups upon creation to ensure they are healthy and restorable. In the event of a system failure, the previous night's backup will be restored, followed by the most recent transaction logs. PerfectMind staff can also perform database restores on demand as necessary.

Data Retention Policy

Databases are maintained while a client is active and has a valid contract on file. Once a client leaves PerfectMind, their databases are marked as inactive, backed up, and retained for 90 days as part of the default retention policy. The retention period is open to negotiation during the contract phase and can be modified to fit the Board's needs. PerfectMind provides clients with a copy of their data upon termination of the contract. At the end of the retention period, backup and recovery data is sanitized and destroyed following the NIST 800-88 standards.

2.6 User Profiles and Permissions

Permissions and user profiles are an integral part of the PerfectMind platform; these specify what tasks users can perform and what features different levels of users can access. PerfectMind does not limit the number or types of profiles or permissions the Board can create. Security rights are at the sole discretion of the Board's system administrators.

Profile and role-based permissions grant security rights to various functions of the PerfectMind platform. Each user profile (or role) can be granted View, Add, Edit, or Delete access to specific functions as required. During implementation, PerfectMind staff will create the user groups/profiles required by the Board. Profiles and permissions can be modified at any time by system administrators.

Permission levels are defined within the profiles created within the PerfectMind platform. Lower levels of access (such as customers) do not have the platform visibility of users with higher levels of access (such as staff). Each profile can have its own defined page layouts and level of access. For example, a specific page layout could be created for “Front Desk” users, with a different layout for “Administrator” users.

The Board can define what information is viewable by customers online. System administrators can add or delete fields available within the online customer account profile, and customers can be granted access to all or some of these fields at the Board’s discretion.

2.7 Workflows and Automations

As part of the implementation project, PerfectMind’s project team looks for opportunities to create workflows that automate the client’s business processes, reducing manual backend tasks and saving time for users. Workflows are triggered by specific pre-set events that occur within the system. When a workflow is triggered, it immediately performs an action according to the pre-set criteria. A workflow can be triggered by an external output, such as adding information from a web form, or by another workflow.

In addition to triggered workflows, Administrators can also create timed system workflows which do not require any external or workflow actions to be triggered. They run on an hourly or daily schedule, evaluate the specified objects and records by their criteria, and perform any necessary actions. Workflows can only be created and modified by Admin users with appropriate system permissions.

Some common examples of workflows include:

- Email a staff member when a contract or waiver is signed online by a customer
- Email a staff member when a spot opens up in a class with a waitlist
- Track expiry dates of staff certifications and email them when it is time to renew
- Update customer contact information when they register for a course

2.8 Audit Logs

Audit logs and trails are important for maintaining security relevant chronology records, which is why audit logs in PerfectMind are tracked for every record, allowing you to view which user made what changes and the time it occurred. In fact, sign in/out sheets are recorded and time-stamped for all activities across facilities and locations. These audit logs are kept and never deleted.

Audit for database tables in PerfectMind can selectively be switched on while some system-level tables have it on by default. The audit trail is kept as records in the database and is archived and available even when data is removed. All tables in PerfectMind have views that can show the records and for each record with audit enabled, there is a history page that shows the content at each step with the ability to only see the difference. System logs are also kept on servers that collect any exceptional behavior and can be referred to in the event of an issue.

PerfectMind offers a complete audit log that tracks all changes within the system for clients, activities, and facilities which keeps record of the person that made the change as well as all details of the change

such as time and date. Data can be exported in CSV format. Audit trails are saved in XML. All other data is stored and accessible in JSON through the RESTful API or in their native format through the regular API.

2.9 PCI Compliance

The Payment Card Industry Data Security Standard (PCI DSS) is a set of requirements developed by the Payment Card Industry Security Standards Council (PCI SSC) to ensure that companies that store, process, or transmit credit card information maintain a secure environment.

PerfectMind is PCI-DSS V3.2 Level 1 compliant, and all new features affiliated with financial data are developed to ensure this compliancy is preserved and maintained. As a Level-1 PCI compliant service provider, PerfectMind undergoes rigorous annual on-site assessments as well as quarterly vulnerability scans by ControlScan, a PCI SSC Approved Scanning Vendor, to ensure security is upheld.

The following table provides a high-level overview of the twelve PCI DSS requirements that companies must meet to be PCI compliant:

Build and Maintain a Secure Network and Systems	1. Install and maintain a firewall configuration to protect cardholder data
	2. Do not use vendor-supplied defaults for system passwords and other security parameters
	3. Protect stored cardholder data
Protect Cardholder Data	4. Encrypt transmission of cardholder data across open, public networks
Maintain a Vulnerability Management Program	5. Protect all systems against malware and regularly update anti-virus software or programs
	6. Develop and maintain secure systems and applications
	7. Restrict access to cardholder data by business need to know
Implement Strong Access Control Measures	8. Identify and authenticate access to system components
	9. Restrict physical access to cardholder data
Regularly Monitor and Test Networks	10. Track and monitor all access to network resources and cardholder data
	11. Regularly test security systems and processes
Maintain an Information Security Policy	12. Maintain a policy that addresses information security for all personnel

2.10 API Integration

PerfectMind has an open application program interface (API) allowing for easily adaptable integration with external applications supporting fluid, user-friendly interconnectivity and collaboration across platforms. Options for integrating PerfectMind's platform with your third-party solution are outlined below.

Option 1 – Export/Import: PerfectMind supports the export of records from any object within the database. The Board will have the ability to export all invoice records, or selected records with criteria (if needed), and import into your solution. Scheduled data drops can be automatically uploaded into your third-party software using FTP functionality, or the Board can perform a manual export/import using CSV files.

Option 2 – API integration: PerfectMind will enable access to client data from other systems through API integration. The frequency of data interchange and level of detail are determined by the Board. PerfectMind will meet with the Board to determine the scope of integration and what items within PerfectMind will need to automatically import into your solution. The Product Managers will estimate the amount of time and additional cost needed to integrate the two products.

System Integrations and Interfaces Development

Required development and/or customizations to meet interface requirements will be assessed. PerfectMind provides standard APIs that provide access to data within our database. Standard data connections can also be used to access data. Many of the features of the system can be embedded in other web pages using iframes. All other data is stored and accessible in JSON through the RESTful API or in their native format through the regular API.

2.11 GIS Integration

PerfectMind fully supports ESRI ArcGIS 10.2 or higher as long as the server is deployed fully or partially in the cloud. GIS services are used to identify zip codes, postal codes, or cities that qualify your members for local residency. This enables the Board to set up one fee for members who live close to your organization (residents) and another for those whose residence is farther away (non-residents). Residency can then be set automatically for each member based on their address; this can be manually overridden with appropriate permissions. If your organization includes more than one location, the Board can set global residency for all locations, or separate residency settings for each location.

2.12 Supported Software

PerfectMind is fully functional across all operating systems (iOS, Android, and Windows), allowing for full operation on all platforms and devices (mobile, tablet, PC, and MAC). The only requirement is a web browser and an internet connection with a minimum bandwidth of 2 MB. PerfectMind recommends a bandwidth of 5 MB or over for an optimal online experience. We support most modern browsers including Chrome, Firefox, Safari, and Internet Explorer.

2.13 Compatible Hardware

As a cloud-based Software as a Service solution, PerfectMind can be used in conjunction with most USB hardware. Details on the types of ancillary hardware that are compatible with the PerfectMind system are included below.

Hardware Type	Compatibility Requirement
Barcode Scanners	<ul style="list-style-type: none"> • USB recommended • Serial possible with configuration • Virtual Serial Com Port or Keyboard Emulation
Receipt Printers	<ul style="list-style-type: none"> • USB recommended • Parallel/Ethernet possible with configuration
Photo ID Card Printers	<ul style="list-style-type: none"> • USB recommended • Ethernet possible with configuration and manufacturer's network card but may degrade image quality
Cash Drawer	<ul style="list-style-type: none"> • RJ45 connection required for automatic drawer opening after receipt is printed • Can also be opened manually using key
Webcam	<ul style="list-style-type: none"> • USB
Laser Printer	<ul style="list-style-type: none"> • USB recommended • Parallel/Ethernet possible with configuration but may degrade image quality
Credit Card Swiper	<ul style="list-style-type: none"> • USB (non-encrypted or encrypted)
Pin Pads	<ul style="list-style-type: none"> • Ethernet required in Canada, USB required in the United States • If the pin pad was used previously, payment partner, must be contacted to reconfigure for use with PerfectMind
Gatekicker	<ul style="list-style-type: none"> • USB recommended, Serial possible with configuration

3 Work Plan and Schedule

3.1 Implementation Methodology

PerfectMind's phased implementation plan will allow a comprehensive detailed roll out at a pace ensuring success for the District. We provide our customers with best in class implementation services that include but are not limited to the following:

- Providing project road map during project planning and discovery phase
- Fit-gap analysis for enterprise workflows
- Managing all enterprise requirements and technical specifications for the project
- Ensuring proposed architecture meets the organizational goals
- Ensuring successful implementation of the project by providing:
 - Project management services
 - Regular status reports
 - Quality control
 - Integrated public facing website
 - Technical deployment of a dedicated PerfectMind instance for the District
 - Data migration and verification
 - Technical integration with third-party applications

3.2 Project Management

PerfectMind aligns with the PMBOK methodology of project management. The project is broken into initiation, planning, execution, and closing phases. At each of these phases, we include client sign-off of the deliverables to ensure we are in alignment of what we expect to be delivered. Support will be provided by a dedicated Implementation Consultant who will be the subject matter expert on the implementation, with the Project Manager being an escalation point for any unresolved concern.

Project Communication

The District will be provided with both an Implementation Consultant and a Project Manager. The Project Manager will be responsible for all project communication (both internal and external) including the project plan and timelines using Salesforce Cloud Coach to control resource allocation and project tasks. The Implementation Consultant will be the District's direct point of contact for all technical issues.

Change Management

PerfectMind closely follows the PMBOK methodology for change management. The change management process defines an orderly and effective procedure for tracking the submission, coordination, review, evaluation, categorization, implementation, and approval for release of all changes to the project's baselines and requirements. Once a baseline for project scope has been established and signed off by both parties, any changes and or deviations to scope must be approved by both parties. Upon approval, depending on the size of the change, the project plan will be modified and communicated accordingly.

PerfectMind undertakes software development using an Agile approach with the Project Management team using a modified Waterfall approach to ensure a systematic approach to a phased implementation. This means small changes to configuration are allowed during implementation without affecting the project timeline. If the overall scope of project is changed during implementation, the project scope (and possibly the cost) can be affected.

Problem Management

PerfectMind has an established ticketing system where project issues are logged, assigned to a specific person, and monitored until a resolution is reached. The client is provided with a summary report of all external tickets associated with the project. For more technical related issues, our development team conducts root-cause analyses to ensure resolution of any software related issues. Escalation to the Project Sponsor and upwards to the CEO is available if the Project Manager is unable to resolve challenges. Budget updates are the responsibility of the Project Manager, supported by the accounting staff within PerfectMind.

Project Manager Responsibilities

PerfectMind's Project Manager will be the District's contact for initial project planning and ongoing project scheduling. Some responsibilities of PerfectMind's Project Manager include:

- Conducting the project kickoff call
- Confirming key information and distribute to internal teams
- Sending configuration documents
- Assigning resources to project
- Conducting regular status meetings to ensure that all resources are staying on task
- Managing milestone deliverables
- Sending Acceptance Forms and invoices

3.3 Implementation Plan

PerfectMind utilizes a waterfall project delivery model. The timeline will vary depending on organization size and project scope, with an average taking about 6-8 months from contract signing; the timeline will be verified and confirmed during the Discovery phase. The below phases can run in parallel at the discretion of the Project Manager. At the end each phase, the District must sign-off on the deliverables to ensure client satisfaction.

Phase 1: Project Kickoff

To kick off the project, PerfectMind hosts a conference call or meeting with the District's project team to outline the project structure and explain our approach to project delivery.

Phase 2: Project Initiation / Discovery

A detailed questionnaire will be sent to the District at the beginning of this phase. PerfectMind's Consultant will use the provided information to lead a multi-day Discovery session, which is an information gathering process used to investigate and understand the high-level details and unique business processes of the District. It allows our team to clarify what is important to a client's business,

audience, and industry. Here we will interview the team to develop an understanding of how they want the solution to be configured and customized, defining the processes and technical needs of the business. Where features are found to be out of scope or lacking, we will elicit requirements and have the requirements clarified, compiled and tracked by our Product Development Team. This will ensure longevity and success of the project.

Phase 3: Configuration and Administrator Training

The configuration phase is focused on creating a solution configuration that will maximize the system benefits from the information gathered in the RFP, contract agreement, and Discovery phases. The District will be responsible for building the database based on the direction of the Consultant.

Four distinct series of configuration sessions will be held. The solution is selectively configured to support the required business processes. Our project team will work to establish the required configurations and strategies that will lead into the next phase of the project.

PerfectMind follows the train-the-trainer model for efficiency and effectiveness of training. The District's Administrator team will be comprised of staff members who are technically proficient and will be responsible for maintaining the PerfectMind solution after the phase. The Administrator team members are expected to have time allocated to the project as they will be responsible for final configuration, data entry, and staff training.

Depending on client preference and size of the site, this phase can be completed onsite or offsite. PerfectMind recommends completing this phase onsite if possible.

Phase 4: Data Migration

PerfectMind offers two options for moving historical data out of a client's legacy system and into PerfectMind: Custom Data Migration and Manual Data Migration.

Custom Migration will be based on the contractual requirements outlined in the RFP and the contract agreement. PerfectMind will perform an automated data migration of select District data. The District will be responsible for cleaning their historical data prior to beginning this phase. PerfectMind's Professional Services Team will establish a separate Data Migration Environment that will be used to process and test the data transfer.

Manual Data Migration is used for clients who currently do not have a database, or if the data in the current legacy software is corrupt or inaccurate. This will give the District the opportunity to build a clean database with accurate data. PerfectMind recommends that clients complete manual entry of all data as this provides the opportunity to create a clean database and is a great training opportunity for staff.

Phase 5: Power User Training

Power User Training will follow the train-the-trainer model where the PerfectMind team will conduct training to a group of trainers (Administrators) at the District. The District trainers will be responsible for taking that knowledge and training all staff, according to their roles and responsibilities, on how to best use the system. Training will be conducted on a Test environment, which is a mirrored version of the Production environment.

Phase 6: Functional and User Acceptance Testing

PerfectMind provides clients with testing templates that will be used in confirming functional testing across each user profile type. The District can modify these templates as desired, but will be responsible for testing the system in its entirety. Issues will be communicated back to PerfectMind in a timely manner for resolution ahead of the Go-live date. In addition, PerfectMind will gather the expected volume of registrants and users to complete performance testing on the Production (live) server environment.

Sign off on this phase must be completed by both parties before proceeding to the Go-live phase.

Phase 7: Go-Live

After completing all necessary testing, the District and PerfectMind will finalize a Go-Live plan. This is a critical phase to ensure a successful Go-live. The team will conduct refresher training if the District feels this is required. The District can then move forward with either a soft or hard go-live, and the team will be on standby throughout the stabilization period to ensure all questions or challenges are addressed.

Phase 8: Project Stabilization

After Go-live, there will be a stabilization period as real-time scenarios and loads are experienced. During this phase, staff will become more comfortable in their roles and responsibilities using the system. Once both parties are in agreement, the project will be handed over from the Team to the Support and Account Management Team.

3.4 Data Migration

When implementing PerfectMind from a current system, PerfectMind creates a tailored migration plan for every location and site. The migration plan typically follows the trickle-down principle to minimize the downtime for the District. The duration of the migration project is dependent on:

- Complexity of legacy data
- Migration Plan and Scope (Objects, Fields, and Functions required for migration)
- Resource availability in completing the migrating validation and data clean up
- Accessibility of legacy data

PerfectMind offers two options for data migration:

- **No Data Migration (Fresh Start):** This method is selected for clients who currently do not have a database or the data in current legacy software is corrupt or inaccurate. In these circumstances, PerfectMind's implementation team will recommend the District to use PerfectMind without migrating legacy data. This will give the District the opportunity to build a clean database with accurate data. Event information, rental agreements, and financial information (such as account balances and GL information) will be added manually to the system. Customer account information can be added manually, or can be added to the database as customers register for courses or purchase memberships. PerfectMind recommends that the District complete manual entry of all data as this provides the opportunity to create a clean database and is a great training opportunity for District staff.

- **Partial Data Migration:** For this method, PerfectMind will utilize pre-developed scripts and tools to migrate legacy information to the new system. The data and objects that will be migrated as part of this plan are:
 - Customer and Account Information
 - Customer Balances
 - Active Memberships
 - GL Accounts

Event information and rental agreements will be manually entered into PerfectMind. The automated migration will be first completed in a sandbox environment to be validated by the District. Upon receiving approval from the District, PerfectMind will perform the migration with a refreshed version of the data in the Production environment.

3.5 Testing

Training and testing phases will begin upon completion of the setup and configuration phase. A test environment (Sandbox) will be set up for the District during the Implementation phase. PerfectMind's Project Manager will work with the District to ensure all user acceptance testing is validated.

Functional Testing

During the Configuration phase, PerfectMind will build a demo database using the information gathered during the Discovery phase. This database is demonstrated to the District to show how information will be presented in the software. In addition, the demonstration will cover the main business processes and required functions communicated during the RFP, contract, and Discovery phases. This is an opportunity for the client to provide feedback on the template design.

Software Configuration Verification

The PerfectMind team performs software verification upon completion of the Configuration phase. The PerfectMind team conducts testing to ensure all modules are correctly configured. Testing is performed on all modules that require configuration including:

- User Permissions
- Organizational Settings
- Accounting and Billing Settings
- Automations and Workflows
- Facilities
- Fees and Rates
- Staff
- Permissions
- Service and Programs
- Memberships
- Discounts and Promotional Codes
- Products and Equipment
- Hardware
- Reporting

Operational Testing

Upon completion of the Configuration stage, PerfectMind will provide the District with a Sandbox environment in order to complete the necessary testing of the system modules. The Sandbox is an exact copy of the production environment. At this stage, the District can involve real users to test all business processes and modules.

Performance (Benchmark) Testing

In addition to the regular performance tests conducted by PerfectMind, a tailored benchmark test is conducted for every project. The following steps are completed during performance testing:

- **Identify the Test Environment.** Identify the physical test environment and the production environment as well as the tools and resources available to the test team. The physical environment includes hardware, software, and network configurations. Having a thorough understanding of the entire test environment at the outset enables more efficient test design and planning, and helps PerfectMind to identify testing challenges early in the project. In some situations, this process must be revisited periodically throughout the product's life cycle.
- **Identify Performance Acceptance Criteria.** Identify the response time, throughput, and resource utilization goals and constraints. In general, response time is a user concern, throughput is a business concern, and resource utilization is a system concern. Additionally, identify project success criteria that may not be captured by those goals and constraints; for example, using performance tests to evaluate what combination of configuration settings will result in the most desirable performance characteristics.
- **Plan and Design Tests.** Identify key scenarios, determine variability among representative users and how to simulate that variability, define test data, and establish metrics to be collected. Consolidate this information into one or more models of system usage to be implemented, executed, and analyzed.
- **Configure the Test Environment.** Prepare the test environment, tools, and resources necessary to execute each strategy as features and components become available for test. Ensure that the test environment is instrumented for resource monitoring as necessary.
- **Implement Test Design.** Develop the performance tests in accordance with the test design.
- **Execute the Test.** Execute tests. Validate the tests, test data, and results collection. Execute validated tests for analysis while monitoring the test and the test environment.
- **Analyze Results, Report, and Retest.** Consolidate and share results data. Analyze the data both individually and as a cross-functional team. Reprioritize the remaining tests and re-execute them as needed. When all of the metric values are within accepted limits, none of the set thresholds have been violated, and all of the desired information has been collected, testing is complete for that particular scenario on that particular configuration.

Final Acceptance Testing

Upon moving the client to the production environment, PerfectMind and the District will conduct the final user acceptance testing. User acceptance template documents will be provided by PerfectMind to assist with this process. User acceptance testing will be conducted on all system modules and components.

3.6 Training

PerfectMind develops tailored training sessions based on the specific needs of each client. PerfectMind's project team provides the District with a comprehensive training experience. Training is conducted during two distinct phases during the implementation process:

- **Configuration Training:** Initial training for administrators, functional experts, and IT representatives will be provided during the product Configuration Phase.
- **Power User Training:** Train-the-trainer sessions are conducted upon the completion of product configuration.

Configuration Training

During the Configuration Phase of implementation, stakeholders in all departments are provided with hands-on training on how to set up the software. The goal is to create the level of knowledge within the District's core administrator groups so they are able to modify and work with the software as needed without relying on a third party for support.

During configuration, the District's team is trained on everything from the basic global settings of the system to the granular settings that affect day-to-day use. This includes setting up customer accounts, memberships, billing settings, calendars, facility bookings, marketing, and point of sale. In addition to these, custom workflows and automations are created to reduce the time needed for manual work. The District's team will be provided with configuration "homework" and a training database to practice and truly understand the system.

Power User Training

PerfectMind's training team utilizes the train-the-trainer methodology. Our project team will train the District's selected power users to be proficient with the PerfectMind software. The District instructors will then conduct their own end-user training sessions for front-line staff. PerfectMind's Implementation team will work with the District to identify power users and schedule them for training sessions.

Every Power User training session builds upon information from the previous session for a thorough understanding of the system. Accessible for all audiences and skill levels, training sessions are comprised of overviews, demonstrations and hands-on practice for all applicable modules of PerfectMind. PerfectMind will work with the District to evaluate product knowledge throughout the implementation process to ensure that all power users are sufficiently skilled with the PerfectMind system.

The standard length of Power User training is 3 days; however, this can be customized to meet your organization's specific needs. A brief overview of PerfectMind's standard 3-day training plan is provided in the following table.

Day 1	Day 2	Day 3
Client & Account Management	Program Registration	Facility Booking
Point of Sale	Managing Attendance	Online Experience
Membership Sales	Marketing and Communications	

3.7 Sample Project Schedule

Based on the needs of the District and coupled with our extensive experience, PerfectMind has provided a sample schedule for implementation on the following pages. Please note, this timeline is a tentative framework which assumes District staff will be available as needed. This plan includes all phases of implementation with a detailed timeline of the scope of work and the duration allotted to each phase. The project schedule will be further refined and finalized during the Negotiation and Discovery Phases.

ID	Task Name	Duration	Start	Finish	Resource Names
0	Medium Project Schedule (weekly)	44 wks	Tue 01-01-19	Mon 06-11-19	
1	Phase 1 - Project Kickoff	1 wk	Tue 01-01-19	Mon 01-07-19	Client Sponsor
2	Contract Sign	1 day	Tue 01-01-19	Tue 01-01-19	Client Sponsor
3	Review Documentation (RFP, Client Docs)	1 day	Wed 02-01-19	Wed 02-01-19	PM Implementation 1, PM Project Manager 1
4	Kickoff Prep	1 day	Thu 03-01-19	Thu 03-01-19	PM Project Manager 1
5	Kickoff Call	1 day	Fri 04-01-19	Fri 04-01-19	Client Finance, Client IT, Client Sponsor, Client System Admin, PM Project Manager 1
6	Create Live Environment	1 day	Mon 07-01-19	Mon 07-01-19	PM Implementation 1
7	Acceptance Form A - Project Kickoff	0 days	Mon 07-01-19	Mon 07-01-19	Client Sponsor, Client System Admin, PM Project Manager 1
8	Phase 2 - Project Initiation	3 wks	Tue 08-01-19	Mon 12-01-19	
9	Discovery Prep	1 day	Tue 08-01-19	Tue 08-01-19	PM Implementation 1, PM Project Manager 1
10	Discovery Session	5 days	Wed 09-01-19	Tue 15-01-19	Client Finance, Client IT, Client Sponsor, Client System Admin, PM Implementation 1, PM Project Manager 1
11	Discovery Summary	4 days	Thu 17-01-19	Tue 22-01-19	PM Implementation 1
12	Create Project Plan	4 days	Wed 23-01-19	Mon 28-01-19	PM Project Manager 1
13	Acceptance Form B - Project Initiation	0 days	Mon 28-01-19	Mon 28-01-19	Client Sponsor, Client System Admin, PM Project Manager 1
14	Phase 3 - System Admin Training and Configuration	20 wks	Tue 29-01-19	Mon 12-06-19	
15	Database Setup	4 days	Tue 29-01-19	Fri 03-02-19	PM Implementation 1
16	System Admin Training	14 days	Mon 04-02-19	Thu 21-02-19	Client System Admin, PM Implementation 1
17	Client Configuration Homework	80 days	Mon 04-02-19	Fri 14-06-19	Client System Admin
18	Acceptance Form C - System Configuration	0 days	Mon 04-02-19	Mon 04-02-19	Client System Admin, PM Project Manager 1
19	Phase 4 - Data Migration	34 wks	Tue 29-01-19	Mon 12-09-19	
20	Prep for Import	21 days	Tue 29-01-19	Tue 26-02-19	Client System Admin, PM Import Resource
21	Import	14 days	Wed 27-02-19	Mon 18-03-19	PM Import Resource
22	Import Validation and Corrections	135 days	Tue 19-03-19	Mon 23-09-19	Client System Admin, PM Import Resource
23	Acceptance Form D - Data Conversion	0 days	Tue 26-03-19	Tue 26-03-19	Client Sponsor, Client System Admin, PM Project Manager 1
24	Phase 5 - End User Training	2 wks	Tue 18-06-19	Mon 01-07-19	
25	Prepare User Training Documentation	3 days	Tue 18-06-19	Thu 20-06-19	Client Staff, Client System Admin
26	User Training	5 days	Tue 25-06-19	Mon 01-07-19	Client System Admin
27	Acceptance Form E - Training and Documentation	0 days	Tue 01-07-19	Tue 01-07-19	Client System Admin, PM Project Manager 1
28	Phase 6 - Quality Assurance and End User Training	13 wks	Wed 03-07-19	Tue 03-10-19	
29	Quality Assurance	4 days	Wed 03-07-19	Mon 08-07-19	Client System Admin
30	UAT	48 days	Thu 09-07-19	Thu 12-09-19	Client Staff, Client System Admin
31	Go-Live Checklist Review	3 days	Fri 13-09-19	Tue 17-09-19	Client System Admin, PM Project Manager 1
32	Client staff training	10 days	Wed 18-09-19	Tue 01-10-19	
33	Acceptance Form F - System and Final Client Acceptance	0 days	Tue 01-10-19	Tue 01-10-19	Client Sponsor, Client System Admin, PM Project Manager 1
34	Phase 7 - Go Live and Support	1 wk	Mon 10-09-19	Fri 04-10-19	
35	Go-Live Preparations	2 days	Thu 03-10-19	Fri 04-10-19	Client System Admin, PM Implementation 1
36	Acceptance Form G - Go-Live	0 days	Fri 04-10-19	Fri 04-10-19	Client Sponsor
37	Go-Live Data Migration	1 day	Mon 30-09-19	Mon 30-09-19	PM Import Resource
38	Go-Live	0 days	Tue 01-10-19	Tue 01-10-19	Client Finance, Client IT, Client Sponsor, Client Staff, Client System Admin, PM Implementation 1, PM Import Resource
39	Go-Live Assistance	3 days	Mon 30-09-19	Wed 02-10-19	Client System Admin, PM Implementation 1
40	Phase 8 - Post Implementation Support	4 wks	Tue 03-10-19	Wed 10-10-19	
41	Project Stabilization	15 days	Thu 05-10-19	Wed 23-10-19	
42	Support Handoff	1 day	Thu 24-10-19	Thu 24-10-19	Client System Admin, PM Project Manager 1, PM Support
43	Finalize Project Documentation	3 days	Fri 25-10-19	Tue 29-10-19	PM Project Manager 1
44	Handover to Account Management	1 day	Wed 30-10-19	Wed 30-10-19	
45	Project Phase Complete	0 days	Mon 04-11-19	Mon 04-11-19	

3.8 Transition to Production

PerfectMind’s transition plan works within a hard go-live methodology in which the District will be using their current system while the PerfectMind solution is being implemented and tested. Once the District feels comfortable with the PerfectMind installation and signs off on the user acceptance testing milestone, they will be switched over from their current system to PerfectMind’s platform on a specific go-live date. PerfectMind provides post-implementation support after go-live in order to ensure a seamless transition to the new system.

PerfectMind can take a phased approach to implementation if desired by the District; however our preference is to switch all modules over at the same time in order to fully test and practice on the system and take a client through all required work processes.

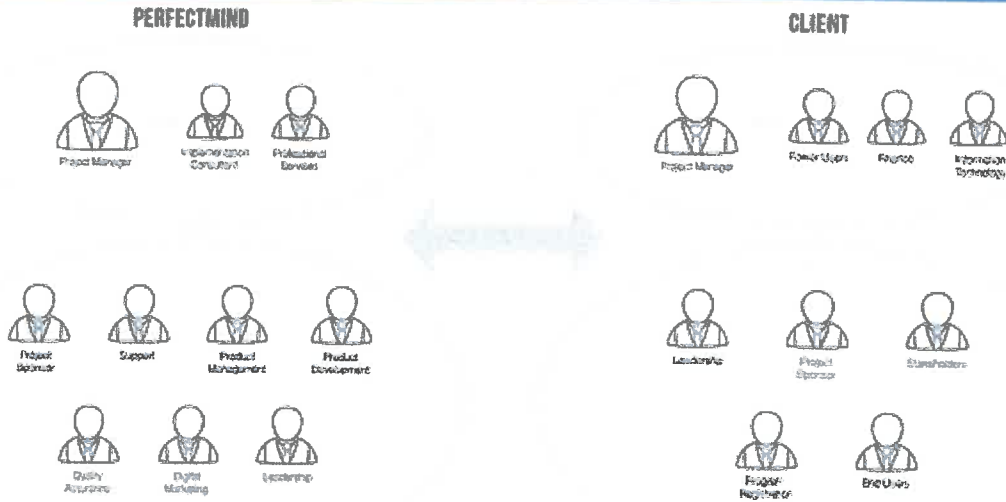
3.9 Staffing Qualifications and Organization Experience

3.10 Project Team

The following table provides an outline of the PerfectMind staff and estimated percentage of project tasks allocated to each role. Staff assignments are subject to change based current utilization and availability at the time of project award.

Project Role	Brief Description of Project Responsibilities	% of Project Tasks (Hours)
Project Sponsor	Serves as escalation point; oversees the project team.	5-10%
Project Manager	Oversees the entire project from Kickoff until handoff to Relationship Manager.	40-50%
Implementation Consultant	Conducts business process review, provides train-the-trainer training, configuration training, and configuration assistance.	50-60%
Professional Services	Responsible for environment creation, permission configuration, database Q&A, workflows, Smart Client reports, custom documents, and data migration (if applicable).	5-10%
Development Manager	Custom development tasks.	As required

Project Team Organization Chart



3.11 District Role in Implementation

The District's team will be involved in all aspects of PerfectMind implementation. PerfectMind ensures the core admin team at the District has the knowledge necessary to customize and configure the application after Go-Live to satisfy ever-evolving business needs.

If data migration is required, the District would be responsible for providing and cleaning up data extracted from the legacy application. District staff will also be involved in data entry for some records. More details of the migration plan will be discussed during the discovery stage.

For training, the District will be responsible for organizing staff necessary to attend the training session. PerfectMind follows the train-the-trainer methodology, so upon completion of the training for trainers, the trainers (District Staff) are responsible to complete the training for other resources in the organization.

District staff will also be involved in User Acceptance Testing prior to Go Live to ensure all business processes for the District are configured in PerfectMind to the District's satisfaction.

District Staff Requirements

The following table provides an estimate of the percentage of time District staff are expected to be dedicated to the project during the time they are required to assist with implementation; this will be refined after a thorough Discovery session with the District. PerfectMind assumes that these staffing resources and any required hardware resources will be available when and as they are needed. Typically, PerfectMind will block 1 week at a time with staff for training, during which time they are required to be 100% dedicated to the project. The number of total weeks needed will vary depending on client size and project scope.

3.12 Availability Chart

Below PerfectMind has provided project roles and their description towards a successful and timely completion of the implementation and go live goal the District has in mind, along with an approximate percentage required to so successfully.

Staff Dedicated to Project	Brief Description of Project Responsibilities	% Time Dedicated to Project
Project Manager	Main point of contact with PerfectMind’s implementation team; responsible for all project communication. Oversees project from start to finish; responsible for overall success of the project.	50%
Power Users	Consists of users from different functions, each contributing to the implementation project with their area of expertise such as program registration, facility booking, POS sales, equipment rental, etc. Power users will receive admin training, and they will be responsible for training the rest of the client staff.	45%
Finance	Work with PerfectMind’s implementation team on accounting settings, GL accounts, and reports to ensure client’s accounting and financial needs are met and accounts are balanced.	35%
Information Technology	Work with PerfectMind’s implementation team to configure current hardware and work on customer integrations as needed, and work on configuring new hardware, if applicable.	35%
Leadership	To provide support on the implementation project and change management.	5%
Project Sponsor	To provide support on the implementation project and change management, as well as make important project decisions such as change of go-live date, delivery of training (onsite vs remote), and staffing needs.	5%
Program Registration	To work with the PerfectMind team to ensure programs and courses are entered correctly, and, if applicable, work on brochure export with the assistance of the PerfectMind team.	40%
End Users	The end users of the PerfectMind solution who are not a part of the core project team: front desk staff, volunteers, instructors, administrators, IT, accounting, and other user groups.	40%

3.13 Project Assumptions

Project assumptions are listed below; these will be discussed in more detail during the Discovery phase.

- Project staff / IT resources will be available when and as they are needed.
- Required hardware resources will be available when and as they are needed.
- Issues will be identified and resolved in a timely manner.
- Business needs will support the execution of the project.
- Subscription fee will be based on the number of locations and total revenue for the previous year the contract is signed.

3.14 Documentation

All implementation and training documentation will be provided to the District in soft copy or online format and can be printed and distributed to staff members as needed.

The documentation provided during implementation includes:

- Configuration Questionnaire
- Power User Training documentation
 - Agendas
 - Training Overview
 - Configuration Notes
 - Discovery Document
- End User Training agenda
- User Acceptance Testing plan and document
- Online help repository (<https://community.perfectmind.com/s/help>), which includes in-depth help files and articles

In addition to the above documentation, PerfectMind also provides release notes and training webinars for every software release to help clients stay up to date on the newest features.

4 System Functionality

4.1 Account Management

PerfectMind is equipped to serve your customers and staff, providing complete access to all customer information, communication history, activity history, shared documents, and notes. Our platform is equipped to automate renewals, payment, and billing processes, allowing for easy calculation of fees for various customer groups, allowing online or onsite booking and orders of products and services. PerfectMind allows users to view multiple memberships on a single page with selective branded fields. Our solution has an exceptional account management system in place ensuring your community's facilities are organized and structured. PerfectMind provides a convenient user experience by easily allowing customers to book, register, and reserve online anytime from any device.

Flexible

Account management can be tailored and branded to reflect the Board's work processes and practices. Fields can be added and changed to suit your organizations' preferences. The platform has been designed with our clients' branding and implementation needs in mind allowing for a solution that is familiar and works for your organization.

Duplicate Accounts and Merging

Over time, there is a chance of accumulating duplicate records. Within PerfectMind, users with the appropriate permissions can search for duplicate accounts and merge them, resulting in a better organization of records. Keeping your data clean and structured, PerfectMind performs automated duplicate checks when members create accounts online through the member portal.

Transaction Management

PerfectMind's intuitive platform supports the following features:

- Calculate and track customer balance
- Accept customer payments on account
- Produce customer statements

Split payments between cardholders and accommodate blended families or various household structures with PerfectMind's transaction management module. A transaction could include one or more invoices of one or more payments per invoice. For example, a payment on an invoice could be in cash with secondary payments coming off a credit card on predetermined dates; this means you can split payments between accounts while supporting multiple payment methods. This can benefit members who split payments between accounts because of their household structure or shared custody arrangements.

An invoice could be voided without interruptions to other invoices in a transaction; however, if a transaction is canceled, all attached invoices will be terminated.

Searching

The intelligent PerfectMind search fields are dynamic and allow users to quickly search and add all at once. For example, type in a customer's last name and watch as the system pulls up all information, relationships, and data related to the referenced customer. The search engine is optimized to help pick the best keywords and find link-building avenues that can increase the search rank; moreover, our solution also has the ability to post adjustments to the customer account balance.

Streamlining the search process, PerfectMind allows users to access all related information to the customer within their account profile. View transactions, documents, schedules, emails, credits, level of participation within the customer's account. This can be organized by group or specific criteria for each account.

4.2 Membership Management

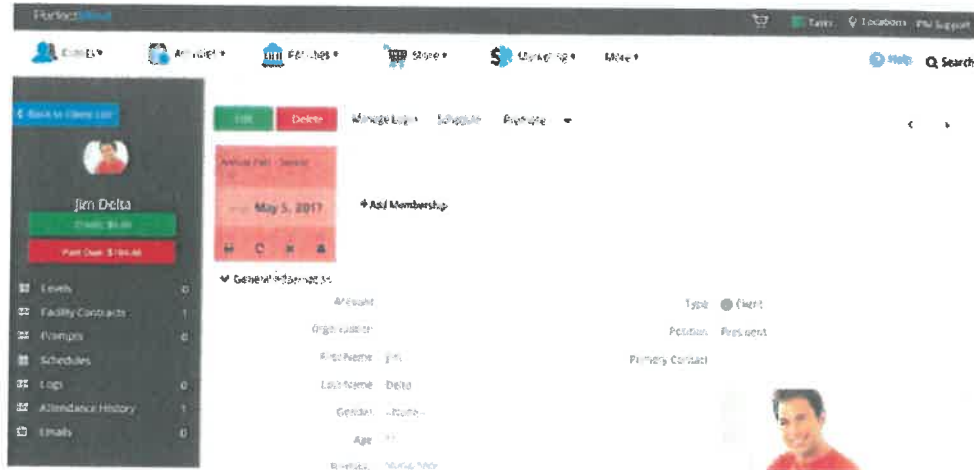
PerfectMind provides a highly integrated solution to help you manage different categories of memberships or levels of access, including:

- Unlimited/Ongoing
- Limited by time (e.g. six-month pass or one-day pass)
- Limited by class (e.g. punch pass)
- Limited by time and class (e.g. ten sessions in two weeks)
- Limited by date range (e.g. calendar year pass)

Memberships can have open-ended durations or fixed-term durations. The solution allows for customers to have more than one membership at any given time (e.g. an ongoing membership for the pool and a one-day pass for the yoga studio). Each type of pass will allow members to attend classes; however, each type of pass is tracked differently. It is important to sell passes through PerfectMind as the platform tracks remaining passes, expiry dates, and delinquencies. Memberships can be linked to specific payment plans, this means funds can be collected on a monthly basis (or however the system is set up to do so). Revenue is recognized as soon as payment is collected.

The customer account view provides staff with information on membership expiry, birthdays, and other special requests captured within the profile.

Member Screen



PerfectMind allows multiple options for client identification such as turnstiles, self-check-in, card scans, punch cards, and personal identification; furthermore, the solution produces and manages access cards for clients. Customer residency is determined during account creation. Fees (determined by the Board and staff during the discovery phase), are tied to memberships and assigned automatically when selected; furthermore, create member profiles with client descriptions and notes, attach pictures of the clients, and family members for easy administration and recognition.

Family Passes/Memberships

Contacts are easily grouped together as a family or team using PerfectMind's Family Account feature, identifying who is related, preventing unnecessary emails, and keeping payments simple. Having a Family Account is easy and beneficial. The system enables a member to create a client login for the group or family, allowing members and clients to review their classes and account details online (e.g. a parent of two children can review and update classes for themselves and their children). Further to this feature, a joint client login can also be created for a Family Account to allow clients and members to book and manage their own group.

The platform allows you to limit the client count in a family pass by selecting the pass and setting the maximum (this limit is determined by the Board and is identified during the discovery phase).

Suspend, Terminate, and Renew Customers

PerfectMind's solution can freeze or suspend all access to the facility as a temporary measure (e.g. due to vacation or a member's payment in arrears). The user has the option to permanently terminate accounts. The terminate function is available on transactions and passes, including termination of unpaid portions of any transaction. This means all scheduled invoices for the transaction could continue to be active or will be considered terminated and not charged; furthermore, any overdue invoice will remain active until paid. The PerfectMind solution allows for membership extensions; simply specify the desired dates to extend the membership. The solution allows for the automatic renewal of memberships. Simply configure the system this way, and watch as memberships are renewed with ease and simplicity, allowing you more time to engage with your community members and facility staff.

4.3 Activity Setup

PerfectMind has the ability to accommodate your businesses most stringent tasks, enabling you to service customers with greater efficiency enhancing internal operations. With our robust platform offering a tailored and customized solution to your organization's needs, we enable clients to use PerfectMind as their core business management solution aiding with everyday activity setup and management. Our solution makes activity setup simple and painless, while being easy to manage and understand.

PerfectMind helps organizations manage all aspects of their facilities' operations with an efficient and easy to use Activity Setup feature, allowing for quick and easy online or onsite activation and registration for all types of bookings. The solution can automatically create semester and seasonal programs with various rollover options giving you the ability to ensure full course loaded schedules are in place with selected details for the following seasons. All fields are configurable within PerfectMind and will be identified during the Discovery phase. The Board administrators will have the ability to add or delete fields at any time.

PerfectMind supports the following activity types:

- **Appointment:** Event has only one occurrence and one attendee (e.g., private lesson or fitness evaluation)
- **Single Booking:** Event has many occurrences, but attendees enroll in one occurrence at a time (e.g., a drop-in class or seminar)
- **Course:** A series of events with a fixed schedule, and attendees must enroll in all occurrences (e.g., marathon training or fitness class)
- **Custom Booking:** Users choose the sessions that are convenient to them and pay a fee accordingly, rather than commit to both the schedule and price of the entire series of a Course (e.g. summer camp or daycare).

Once an activity has been created and enrollment is maximized, administrators can enable the waitlist and the registration will automatically default there. Waitlist information is viewable from the course list page with the waitlisted clients and their applicable queue order.

Cloning Activities

Users can save a duplicate of an existing activity by cloning it. The system will copy many of the original attributes to the new activity to minimize the amount of work needed to complete the data entry. Users can clone an individual occurrence, or an entire series. Cloning an activity series (such as a course) is especially useful if you want to:

- Offer the same course from a previous season in a new season
- Duplicate one skill level to apply the same attributes to another skill level

Users can choose whether to clone the list of attendees in one activity so that they can also participate in another. For example, cloning a swimming course will help you carry forward a group of attendees from one skill level to another.

Activity Linking

Multiple activities (appointments, single bookings, and courses) can be linked together in an Event Group. An Event Group enables the Board to set a total combined program capacity for multiple activities. As soon as the capacity is met across all activities, the system will not allow further registrations; this is helpful to reduce safety concerns related to overcrowding. For example, the total number of registrants for all swimming classes running at the same time should not exceed the actual capacity of the swimming pool.

Event Groups also enable users to link multiple levels of courses together to create a program track. For example, a First Aid program may include several different courses that attendees must complete to receive a first-aid certificate.

Activity Setup Features

- Configurable class levels.
- Pass/fail tracking for courses.
- Prorate classes for late registration.
- Programs and the activities are linked to facility and room reservations.
- Specify age restrictions to come into effect on a particular date.
- Interactive attendance functionality, plus non-attendee tracking for marketing follow-ups.
- Ability to generate mailing lists and labels from registration lists.
- Disable the ability to delete courses with paid or enrolled customers to minimize the possibility of deleting an active course in error.

4.4 Activity Registration

PerfectMind's enterprise solution provides everything you need to effectively manage programs and courses including activity enrollment and withdrawals, allowing you to create a cohesive and easily manageable community around your business. With easy online and in-person activity enrollment and withdrawal options for staff and customers, PerfectMind enables business growth in just a few simple consolidated steps. Our flexible platform accommodates the most demanding needs, including:

- Automatic creation of semester and season programs
- Participant ranking
- Level management
- Limited or ongoing courses
- Private and drop-in classes/courses/lessons
- Flexible registration (FlexReg)
- Childcare management and preschool
- Extras
- Ongoing courses based on desired occurrence (daily, weekly, monthly, and yearly)
- Conflict management for facility, staff, instructor, and holidays
- Discounts, early birds, and promotions limited by time or number of participants
- Automatic notifications through text message, email, or mass voice broadcasting

With PerfectMind, you can define and assign the following features:

- Multiple and various fee structures
- Initiate season rollover
- Prerequisites
- Establish program enrollment
- Assign minimum and maximums
- Full or partial refund options accommodating multiple payment types (credit card, debit card, or other methods of payment)
- Set online enrollment dates
- Restrict fees based on residency and membership status
- Create custom questions to gather additional information from registrants
- Tie activities to General Ledger account codes
- Waitlist and full roster management

If permissions allow, customer details can be accessed by staff. These include but are not limited to the following details:

- First and last name
- Street address
- City or state
- Postal or zip code
- Phone numbers
- Email/Facebook/Twitter
- Birth date
- Age
- Gender
- Contract ID numbers
- Family/household ID numbers
- Denotation of primary
- Customer balance
- Customer type
- Text notes

All information related to the activity including status, enrollment, waitlist, space available, date of activity, start and end times, facility location, activity location, costs, cancellations, pay now, and refund options are all viewable and manageable through PerfectMind's solution, allowing your business to run seamlessly. All fields within PerfectMind are customizable. The activity enrollment and withdrawal process can be tailored and branded to reflect the Board's work processes and practices. The platform has been designed with client branding and implementation needs in mind, enabling a solution that is familiar and works for your organization.

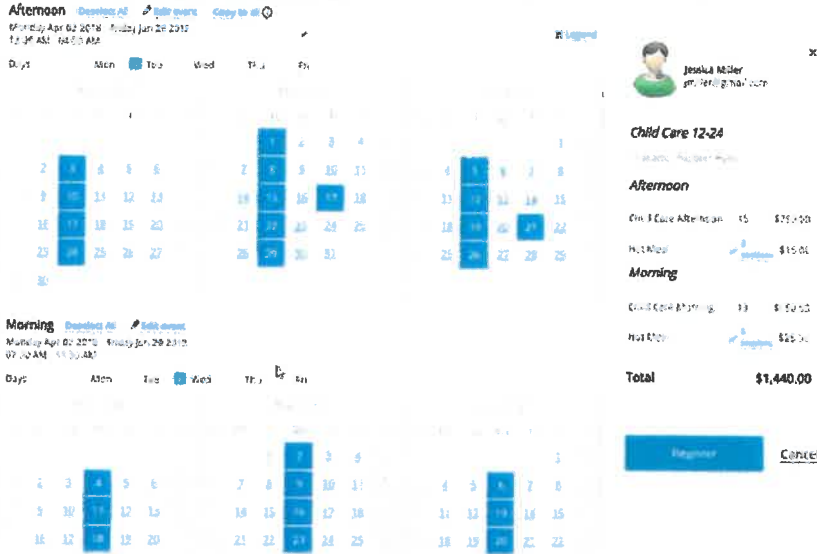
4.5 Custom Booking and Childcare

With an easy to use, flexible, modular format, PerfectMind's solution simplifies the management of advanced custom bookings such as childcare registration or day camps both online and on-site. PerfectMind's highly intuitive registration platform enables enrollment of individuals into multiple sessions at the same time (e.g. morning, afternoon, and evening), in a single transaction. Customers can choose the sessions that are convenient to them and pay a fee accordingly, rather than commit to the schedule and price of the entire series of a standard course.

Multiple fee and payment options can be assigned to a custom booking event group, allowing you to provide different rates to residents, non-residents, members, non-members, and the general public.

Different fees can be set per session, per day, and per week, enabling the Board to provide discounted rates to customers for booking multiple sessions. Fees are calculated automatically and updated dynamically as sessions and extras are added or removed.

Custom Booking Date Selection



Custom Booking and Childcare Highlights:

- Sell optional or required extras and equipment at the time of registration for each session (e.g. hot lunch).
- Parents or guardians can search and view the custom booking schedules online.
- Tax receipts can be printed or emailed on a yearly basis.
- Receipts can be generated through the reporting engine or the document application using a custom receipt template.

4.6 Facility Management

PerfectMind makes booking a facility hassle free both online and on-site. Our Facility Management module is optimized for use on all devices, and enables users to manage:

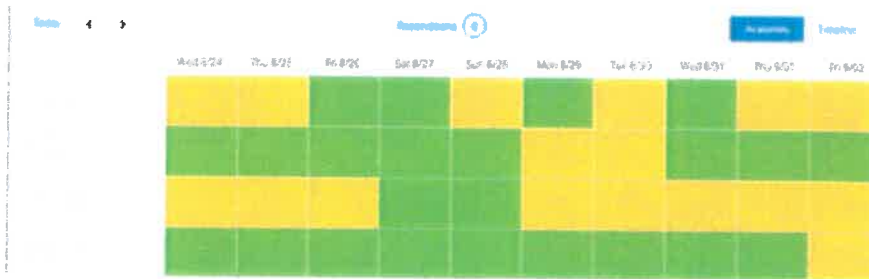
- facility dependencies
- advanced availability search
- multiple rates and fees
- payment plans
- operational hours
- booking conflicts
- online facility reservations
- interactive facility maps
- questionnaires and alerts
- rental extras and add-ons
- customizable contracts with digital signatures
- integrated lighting options

PerfectMind's customizable Facility Management module helps save time and increase operational efficiency. Facility calendars provide staff and customers with a real-time view of availability across your network of fields, swimming pools, courts, arenas, and other public-facing amenities, and our integrated conflict manager eliminates the risk of double booking. PerfectMind makes facility reservations simple and painless, whether you are completing a single reservation or multiple bookings. There is no delay when generating contracts containing over 100 reservations.

PerfectMind's intuitive search capabilities help staff and customers easily identify available resources that meet their rental needs. Users can search for a facility by keyword, including facility name or contract ID. PerfectMind also offers an advanced availability search, which sets a time range and duration for a booking starting from a specific date, and can search particular days of the week. Users can also filter by calendar, service, facility type, location, and amenities in their availability search. Search parameters can be saved for future use if needed.

Users can choose between two views in the facility schedule:

- **Availability View:** Displays a horizontal view of facilities with color-coded blocks indicating availability. Users can click on a block to show the availability details for that specific time.



- **Timeline View:** Displays all existing events that connect with the facilities you have selected in your search. Existing reservations appear in the color that is associated with the facility calendar they were created in.



Easily reserve events that cover multiple days and multiple venues within your organization using custom repeat patterns. Users can select independent booking dates to create a booking series, and modify or add any date within a recurring series without breaking the original repeat pattern. Using dependencies, customers can book an entire facility, or a partial portion (e.g. one lane of a swimming pool instead of the entire swimming pool). If a partial portion is reserved, the entire facility will no longer be available for booking. Extras and add-ons (such as equipment) can be attached to any facility reservation, and can be required or optional.

Custom questionnaires can be added to the service level of any facility which will be activated during the reservation process. This is where you can ask customers to provide any information required for a reservation, including room setup preferences, waivers, or terms of service agreements. Multiple questionnaires can be added to a single facility if multiple services are attached to that facility; for example, a facility may be used for both Basketball and Volleyball services which require different questionnaires.

Multiple reservation rates can be assigned to a facility, including prime time/non-prime time rates and fees for residents/non-residents. If a reservation overlaps between two rates, the system will automatically charge the correct rate for each of the hours booked. For example, if prime time hours are 9am to 5pm and a reservation is booked for 4pm to 6pm, 1 hour will be charged at the prime time rate and 1 hour will be charged at the non-prime time rate. Multiple payment plans can be configured for facility reservations, including equal payments, term payments, or custom payment dates.

Quick Rental

For simple facility bookings that do not require a contract, PerfectMind offers a Quick Rental option. Users can select the facility and time for the reservation, then proceed directly to the Point of Sale system for processing. The system will run the conflict manager and any associated questionnaires, then will proceed to the payment process, including the addition of any applicable extras, fees, taxes, and discounts. If there is no fee for a quick reservation (for example, booking a tennis court that is free for members) the Point of Sale system will be bypassed and a receipt will be generated for the reservation.

Online Facility Booking

Facility information and reservation options can be available to staff and customers online at the Board's discretion. There are four options to choose from when setting up facilities for online booking:

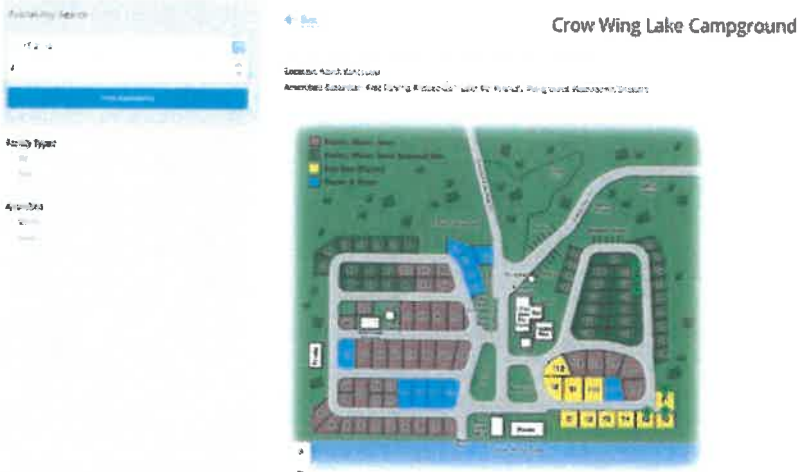
- **Allow Reservation:** Allows reservations to be completed online without staff approval.
- **Allow Reservation with Approval:** Reservation is placed in a "tentative" state pending staff approval. Staff members must contact customers to complete reservations.
- **Show Information and Availability:** Displays the searchable availability schedule of a facility. Customers must complete reservations over the phone or in person.
- **Show Information:** Displays only the facility information. Customers must complete reservations over the phone or in person.

The Board can also set a maximum limit for online bookings a customer can complete, either by the total number of all future reservations, or by the total number per bookings per day or per week. This is helpful during busy seasons, so facilities aren't all booked up by the same customer.

Interactive Facility Maps

Make the online booking process simpler and more visual with customizable facility maps for gyms, pools, classrooms, campgrounds, courts, marinas, and other facilities. Customers can conveniently view a group of facilities on an interactive map that provides an overview of a location's physical space and includes clickable pins, each corresponding to a unique facility. Once a facility is selected, users can view and search facility details, amenities, and available booking times.

Campground Map



Facility Lighting

PerfectMind works seamlessly with Musco Sports Lighting and Skylogix Wireless Switching and Monitoring Solutions, allowing you to manage facility lighting and related fees with full control and flexibility. This may reduce the amount of power consumed by facilities, as the lights can be turned on only when a facility is reserved.

Our automated lighting integrations are fully configurable, and facility lighting can be set to turn on and off at predetermined times. For example, if a facility has LED lighting, lights can be turned on 15 minutes prior to an event start time to allow the lights to warm up. Fees for lighting options are just as flexible – you can choose to bill customers for lighting, and can modify fees to apply per time block, or charge a flat fee. PerfectMind's solution automatically determines the times of sunrise and sunset, which enables the Board to charge fees only when lights are being used. Any facility calendar updates or changes are automatically updated to the lighting service's control panel, which can be manually adjusted if required.

4.7 Point of Sale

PerfectMind's robust point of sale module streamlines the checkout process for both customers and staff. Easily record sales transactions, print or email receipts for customers, and manage product pricing, discounts, and inventory. PerfectMind's Point of Sale module is intuitive to navigate, and has a dynamic layout compatible with mobile devices and tablets.

PerfectMind maintains and stores receipts and endorsement documents in user-defined formats. The solution allows for item prompts as required by the Board. Customizable for any product, administrator privileges allow you to add or remove prompts as needed. These can include:

- Discounts
- Promotional codes
- Gift Cards
- Early bird pricing

Customers and staff can search for any product within the Board's inventory using various item attributes. Products and memberships will appear together in the same search results, unless filtered by tab group. Custom PLU buttons can be easily created within PerfectMind to enable groupings of items including the placement of frequently sold items.

Supported Payment Types

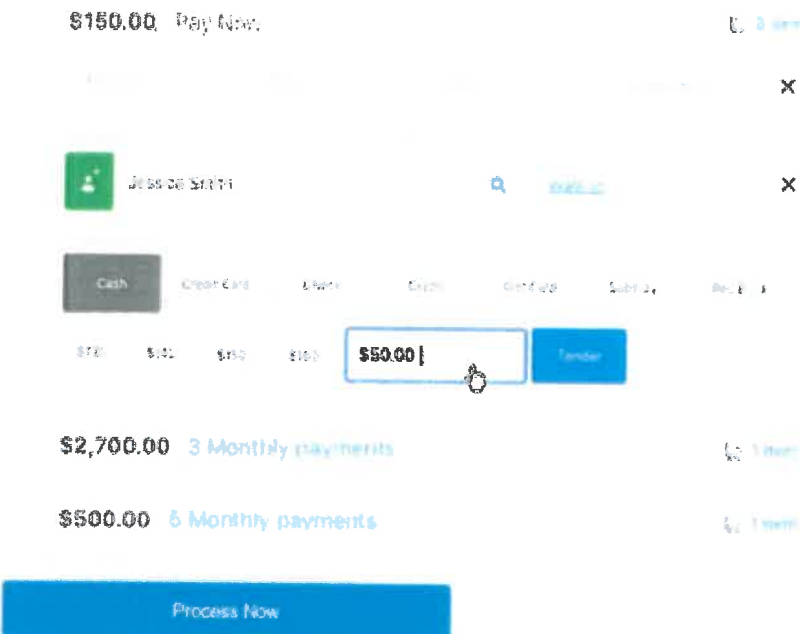
PerfectMind supports the following payment types:

- Cash
- Check
- Gift Card
- Debit Card
- EFT/ACH
- PayPal
- Account Credit
- Visa
- MasterCard
- American Express
- Subsidy
- Custom Payment Types (i.e. rewards)

Payment Plans

PerfectMind's point of sale module includes the option for customers to Pay Now or Pay Later using a pre-defined payment plan. The Board can configure multiple payment plans that will be available for all customers; for example, the Board could offer 3-month, 6-month, and 12-month payment plan options. Both Pay Now and Pay Later amounts can be split between multiple payers and multiple payment methods. This split payment feature is beneficial for blended families, or customers who prefer to split financial responsibilities.

Payment Plan Screen



\$150.00 Pay Now

First Name: JESSICA Last Name: SMITH Email Address: jessica.smith@pleasanthill.com

Cash Credit Card Debit Gift Card Subtotal Receipt

\$700 \$100 \$150 \$100 \$50.00 Transfer

\$2,700.00 3 Monthly payments

\$500.00 5 Monthly payments

Process Now

Inventory Management

PerfectMind's point of sale module provides fully integrated inventory management features. The customizable platform enables the Board to create unlimited products within the online store, with branded store interfaces and featured products by location.

As the Board sets the inventory threshold, the system can alert users when inventory thresholds are reached, and can automate the reorder process if required. This function can be turned on and off by the administrator.

Receipts

PerfectMind can generate a receipt to include the following:

- Organization name
- Address
- Date
- Parent and child name
- City tax ID number
- Fees: membership, regular, late, additional, field trip, and release date feeds

Point of Sale Highlights

- Fully responsive layout is compatible with mobile devices and tablets.
- Purchase multiple memberships in a single transaction.
- Assign memberships and activities to a customer other than the payer.

- Add multiple fees or taxes to memberships, residents, non-residents, facility bookings, and courses.
- Items, Products, and Memberships are grouped by tab for easy navigation.
- “Frequently Sold” buttons can be configured by location. Simply tap a button to add the associated item to the cart for purchase.
- Update Discounts, Taxes, Price, or Item Properties (e.g. color or size) directly from the cart screen.
- Void any scheduled payment, preventing the payment from being processed.
- Refund or credit processed payments in real time to the original form of payment or to a General Ledger account.
- Refund permissions can be adapted or configured based on the user profile. This means that users will not have the ability to process refunds without the appropriate permissions.
- All account information is recorded per user and per location site.
- PerfectMind is PCI compliant, and only stores the last four digits of credit cards in line with PCI standards.
- When adding a new product, administrators can select if the price will be inclusive of tax, or not. This enables flat fees, with no hidden charges.

4.8 Payment Processing

PerfectMind will not be your organization’s payment processor. We do however forward the card information, which is why our company and software needs to be a certified PCI compliant. We do not store credit card information in its entirety, instead we simply store the last four digits in conjunction with PCI standards. PerfectMind can integrate with the Board’s desired payment processing vendor for a one-time fee, making the transitional process familiar and comfortable. Or, if preferred, the Board can work with one of PerfectMind’s integrated processing partners for no additional cost. PerfectMind is currently integrated with the following payment processors in the United States:

- Vantiv Integrated Payments
- Elavon
- Bank of America
- Global
- EVO Payment
- Payliance
- Paytrace
- Paysafe

4.9 General Ledger and Accounting

PerfectMind has an internal general ledger that tracks financial accounting for all transactions, such as revenues related to classes, programs, and facility rentals. The General Ledger is central to the financial management system, the source of the transactions and balances that define the financial state of your business. PerfectMind’s Accounting module incorporates income, expenses, assets, and liabilities, capturing the business context and measures of your operation. The software makes it simple and easy to export the data and import it to a third party financial or accounting software without manually charging a fee.

Exporting Financial Information

PerfectMind offers free standard financial export templates that the Board can utilize to import accounting and GL information into your third-party financial solution. Alternatively, a fully customized export file can be created for an additional cost which would be determined after reviewing the export specifications. Financial exports/imports can be completed manually by Board staff or automated using a secure FTP drop on a preset schedule (daily, weekly, bi-weekly, etc.). The Board can also run manual GL exports at any time.

General Ledger and Accounting Highlights

- Create unlimited General Ledger accounts
- When selling a pass or membership online or onsite, invoices will be automatically generated and processed to the applicable payment plan tied to the membership. Different General Ledger accounts can be assigned to each membership, allowing the system to take care of deferred revenue
- Assign multiple revenue General Ledger accounts for any facility booking, reservation, or equipment rentals. Users can define the General Ledger account for the applicable facility or equipment; thus, allowing the system to compute the deferred revenue
- Assign multiple revenue General Ledger accounts for any sales item such as memberships, events, and Point of Sale items. Users can define the percentage split of each income associated with the different General Ledger accounts
- The user has the ability to manually create and modify a post-dated transaction; in fact, the software solution has a pay now or pay later feature creating a user-friendly Point of Sale system for all that access the site. If the user has opted for this module, A/R accounts will be updated according to the General Ledger report
- Manually enter account numbers to adjust posting between General Ledger Accounts
- Void and/or forfeit any scheduled payment, preventing the payment from being processed
- Payments that are processed can be refunded or credited at any time. Users can choose to refund the amount to the original form of payment or refund to a General Ledger account. General Ledger reports will reflect the changes using accrual or modified-accrual based accounting
- General Ledger account information can be printed, emailed, or exported to Microsoft Excel at any time

General Ledger Report

Date From: 03/01/2019 Date To: 03/31/2019

Export to: selected format

GENERAL LEDGER

Assets			\$6,506.15
Name	Account Number	Balance	
Payment GL	6030	\$6,506.15	

Income			\$6,537.40
Name	Account Number	Balance	
Calendar Event Revenue	4001	\$2,630.00	
Cash Payment Rounding	050	\$50.00	
Credit Revenue	2003	\$50.00	
GIS Card Revenue	3003	\$940.00	
Membership Revenue	4000	\$117.60	
Product Revenue	4007	\$1,029.80	

Liability			\$42.71
Name	Account Number	Balance	
Tax Payable	2009	\$42.71	

4.10 Reporting

With PerfectMind, the Board can create limitless custom reports for finance, operations, marketing, and other divisions without relying on additional software. The proprietary built-in reporting engine enables the Board to define any report on any object in the database, providing your organization with the flexibility to configure and filter specifics, fields, or data to ensure reports meet your business needs. Users can create and access reports online from any device, providing staff with the ability to track facility utilization, number of memberships sold, and class enrollment at any time.

Reports can be run on an ad-hoc basis and can be exported in CSV or XLS format. Data is accessible in JSON through PerfectMind's RESTful API or in their native format through the regular API.

Activity Rosters

PerfectMind enables organizations to produce roster reports sorted by alphabetical or chronological entry order, team name, or age. Roster reports include the following options and data elements:

- All rosters for a facility, category, instructor, or supervisor
- All rosters for activities starting within a specific date range
- "Brief" or "Expanded" roster formats
- Printed rosters, or mailing labels for participants on a roster
- Inclusion or exclusion by enrollment type (such as wait list) and refunded entries

Financial Reporting

PerfectMind provides standard consolidated day-end financial reports that contain combined totals from all functional areas, including enrollments, reservations, or membership sales. Users with appropriate permissions can group several General Ledger accounts by income and account type, and generate these reports for tracking. PerfectMind allows the user to define General Ledger accounts by site. Users can

then choose to view the General Ledger account information for only their site when setting up activities and generating reports.

Robust Filtering

PerfectMind provides the user with user-controlled selection screens prior to running each report. These selection screens allow the user to narrow the report specification by choosing only relevant data or user applicable information. This could mean running a report for just a single center, for a single or group of facilities, with specific dates and times. Robust reports with configurable filters include but are not limited to the following:

- Activity number and name
- Category, instructor, and location
- Activity status
- Beginning date and time of course
- End date and time of course
- Registration start date
- Instructor payment data
- Revenue account

Ad-Hoc Reporting

PerfectMind's platform provides permission-based access to all data included within tables and fields. Users can create custom reports using drag and drop tools within the administration module, Smart Client. System reports are defined for billing, attendance, and similar core functionalities. Grid views and chart views can be generated for any table defined in the system. Other means of accessing the data for export to more sophisticated statistical analysis and charting tools are also provided through table export and SQL data connections.

Data Management

Tables and fields in the database are fully customizable and their relationships can be defined as required. The fundamental and essential system objects such as member and transaction are built in, with the applicable business processes defined around them. Other custom objects and fields can be defined using the drag and drop platform module. This means lists can be created using the same interface with customizable field selection options. Views are defined on objects (tables in the database) and can include or exclude fields (columns) in the grid view. Page layouts are defined for each object and can include or exclude fields for specific profiles. Reporting can be defined on objects and their related objects, limited to ensure performance. As part of the basic functionality of the system, unlimited navigation through objects and related objects is available.

4.11 Standard Reports

PerfectMind's solution includes the following standard reports:

Accounting Reports

- A/R Aging Summary
- Deferred Revenue
- Detailed Deferred Revenue
- General Ledger
- GL Adjustment
- GL Assignment Audit
- Income & Loss
- Journal Entries
- Monthly Revenue Forecast
- Punch Pass Revenue
- Staff Payment Estimate

Bank Reconciliation Reports

- Payment Detail – Cash
- Payment Detail – Check
- Payment Detail – Credit Card
- Payment Detail – Debit
- Payment Detail – EFT
- Payment Summary

Membership Reports

- Expiring Limited Passes
- Expiring Punch Passes
- Frozen Memberships
- Membership by Status
- Membership Cancellations
- Membership Renewal
- Membership Sales
- Membership Scans

Daily Cash Out Reports

- Cash Out Report (Cash Only)
- Cash Sales – Open to Close

Marketing Reports

- Broadcast Recipients
- Broadcast Summary
- Campaign Logs
- Consent Emails
- Emails Bounced
- Email Delivery
- History Log
- New Online Members

Financial Reports

- Activity Extras
- Bank Reconciliation
- Bank Reconciliation (AMEX)
- Billing & Payments
- Cash Reward Details
- Cash Rewards
- Course Revenue
- Credit (Owing)
- Credit Summary
- Daily Cash Balance Report
- Discount usage
- EFTs in-Progress
- Expense By Category
- Expense By Vendor
- Expiring Credit Cards
- Facility Booking
- Facility Booking Invoice
- Facility Booking with GL Assignment
- Facility Contract Extras
- Gift Card Sales
- Gift Card Usage
- Income Forecast
- Instructor Agreement
- Memberships By Month
- Outstanding Credit by Account
- Outstanding Credit by Contact
- Overdue
- Payroll
- Products by Month
- Sales Information Report
- Security Deposit Deduction
- Subsidized Service Status
- Successful Payments
- Taxable Sales

Scheduling & Activity Reports

- Activity Attendance Sheet - Daily
- Activity Attendance Sheet - Monthly
- Activity Registration Summary
- Appointments Attendance Sheet
- Attendance Sheet
- Brochure Export
- Contracts to be Completed
- Courses Status
- Event Conflict Report
- Event Group Roster
- Event Master Report
- Event Roster by Series
- Event Roster by Session
- Event Roster with Attendance
- Facility Audit Report
- Facility Schedule
- Facility Usage Report
- Maintenance Report
- Prompts Report
- Reason for Cancellation
- Service Audit Report
- Sessions Report With Revenue

Level Promotion Reports

- Promotions This Month

Time Card Reports

- Hours Last 7 Days
- Hours This Month
- Hours Today

Members Reports

- Customer and Account Statement
- Tax Receipt

4.12 Online Customer Access

Providing the best experience with easy online access is a necessity to your customers and community. PerfectMind accomplishes this with its responsive and social platform. The apps and website integration run flawlessly for both your staff and customers. Regardless of screen size or browser type, PerfectMind's responsive platform allows the Board's customers to access all public areas of the site while at home or on the go, without having to download a mobile app.

PerfectMind provides a modern and user-friendly interface for the public to access the Board's recreation and facility services. Visitors to the Board's website can view class schedules, register for courses, book facilities, purchase memberships and other POS items, and manage their accounts with ease from any computer, tablet, or smartphone. PerfectMind is fully functional across all operating systems (iOS, Android, and Windows), allowing for full operation on all platforms and devices (mobile, tablet, PC, and MAC). The only requirement is an internet connection; furthermore, clients and members can login with their social media accounts.

The Board can enable and disable what information they want to be presented online and create customized widgets (an application, or a component of an interface, that enables a user to perform a function or access a service). PerfectMind will provide a link or an embedded code with custom CSS to be added to the Board's website.

Online Booking Widget



At the discretion of the administrator, PerfectMind will provide web access to these modules and features. PerfectMind provides clients and users with a single access point for the public to manage their recreation activities and services. Customers will be able to access password reset, tax receipts, permits, and schedules for themselves and other family/organization members.

The solution enables social sharing of content by clients and their customers using a variety of social channels to update their networks and share their fitness bookings, purchases, registrations, and experiences. This allows people in their networks to easily view information and sign up for the same programs, products, and services. The ability to socially share helps generate positive feedback, word of mouth referrals, and grow revenues.

PerfectMind can be configured show all or some of the activities offered by the Board on the online registration portal, including but not limited to the following:

- Activities
- Facilities
- Programs
- Memberships
- Store

PerfectMind checks customer names and email addresses to prevent creating duplicate accounts online and includes an automatic duplicate account search feature. This allows duplicate accounts to be quickly and easily merged without losing transactional information. Staff can search by email, name, and telephone number to find and merge duplicate records.

Password Management

PerfectMind's solution allows customers to access their account information over the internet with a personalized assigned username and password. Customers can book classes, make online purchases and change their account information. The Board can specify what information customers can access or change online.

Using a Facebook account, users can adjust their account and reset their password. When a password reset is requested, an email is generated with the following enforced reset instructions:

- Passwords must be a minimum of six characters in length
- Passwords must not contain more than two repeating characters (e.g. 111222 is not a valid password and will not be accepted)
- Passwords cannot contain a sequence of characters (e.g. 123456 or abcdefg)
- Passwords can be reset when forgotten

Below are some optional password security features:

- Minimum password length (between six and sixteen characters)
- Contains lowercase letter
- Contains uppercase letter
- Contains number
- Contains punctuation mark
- Enable password history check (cannot use any of the last five passwords)
- Lock out by IP address
- Lock out by hours

4.13 Online Document Center

PerfectMind provides the ability to scan, upload, share, and manage documents (e.g. annual waivers, permits, tickets, medical forms, and proof of staff certifications) in the hosted database within the cloud. Populate a variety of documents such as waivers, contracts, and disclaimers using PerfectMind's mail merge functionality. Create custom labels, membership cards, and gift certificates with your logo and branding standards. The document management solution has the ability to obtain a physical signature or an electronic signature that can be stored in the system.

New documents can be created directly through the Document Center. These can be a variety of forms, waivers, and disclaimers. Files can be created on any computer and the merged fields from PerfectMind can be added to the document through the document editor. This editor will function similarly to Microsoft Word, Pages, and Open Office, giving the user a familiar feel. Any documents created outside PerfectMind can be added for simple organization and storage; however, only HTML documents built in PerfectMind and Word documents are supported for merging.

Digital Signatures

PerfectMind helps you save on paper, ink, and postage when you give your members the convenience of signing documents such as waivers and agreements electronically. With the addition of a new signature field, your clients can digitally sign documents on any electronic device. Members no longer need to worry about coming into the office to sign documents, with PerfectMind simply email the document to the applicable members and check later for verification and completion. Signed and completed documents can be saved in the contact's profile, a module of Account Management.

Highlights of Document Center

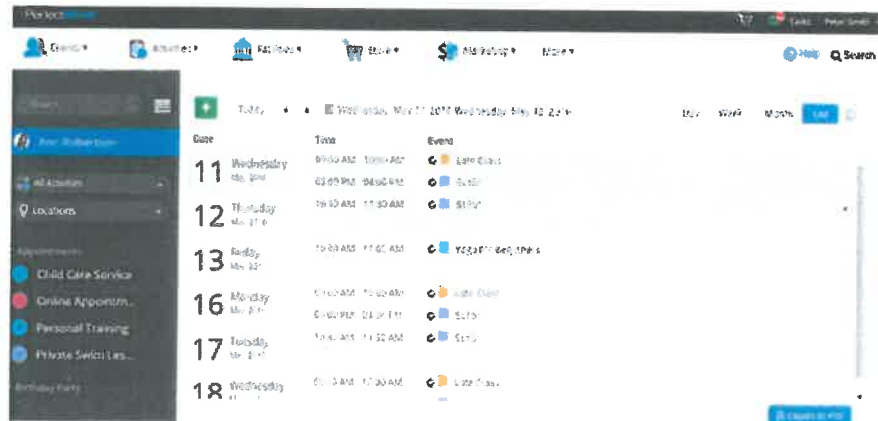
- Customize boilerplate contracts and create several types of standard contracts and other forms.
- Create and modify contracts complete with all relevant details.
- Retrieve data to generate quotes, receipts, and fees for members.
- Create, print, and modify contracts, work orders, and waivers.
- PerfectMind has workflow capability to upload and send contracts for approval to other Board team members and staff.
- Send contracts, work orders, and documents to clients and staff electronically.
- Upload and print templates for contracts, work orders, tickets, and event checklists.

4.14 Calendar and Scheduling

Prevent scheduling conflicts, increase operational efficiency, and simplify the facility booking process for your staff and customers with PerfectMind’s customizable calendar. The PerfectMind calendar is shared across the platform to organize your events and bookings, and provides ready access to related functions like managing services, staff, and facilities. The calendar provides automated conflict alerts, providing staff and customers with a real-time view of facility availability and operational hours across your network of fields, courts, arenas, and other community facing facilities.

The PerfectMind calendar can be edited, revised, and printed by staff and clients with appropriate access from any device that is connected to the internet. The calendar easily integrates with the Board's forward facing website, providing the public with real-time access to schedules, facilities, and activities.

Calendar List View



Calendar Highlights

- Customize columns shown by clicking the arrow beside a column title and selecting from the drop-down list.
- Search by keyword, course ID, or contract ID to easily find the facility or event aligning with client needs.
- Filter calendars by a period of time, age, gender, service, and season.

- Manage full-time and part-time employee schedules and availability.
- Define color, default view, and time scale (e.g. intervals of 15, 30, or 60 minutes), and groupings (e.g. group by staff member) for each calendar.
- Set up automated reminders about events for attendees.
- Export calendars to PDF files to print or save offline.
- Choose to show or hide canceled events.
- Share events to various social media platforms.
- Set recurring operational hours for statutory holidays. Simply set the holiday hours once, and the system will apply it to all future years.
- Customize the text that appears on the online calendar when online reservation for a facility is closed. Instead of "Call to Reserve", you can include custom text up to 15 characters (for example, a phone number to call).

4.15 Communication and Marketing

PerfectMind's solution includes exceptional built-in communication and interaction tools, giving you the options and variety to effectively connect with customers and staff. Accommodating all individuals and preferences, communication through PerfectMind can be done by voice broadcast, text messaging, and email. Users can create a mass voice broadcast to notify contacts about important updates and alerts (e.g. the closure of a facility due to inclement weather, or a special promotion). At any given time, users can utilize voice broadcasting to contact specific targets (customers, employees, residents, or non-residents) or communicate important alerts, promotions, and updates. The platform allows staff to send text messages (SMS) to a designated group of recipients. Per-use costs will apply for SMS and voice broadcasting services.

PerfectMind's solution includes a built-in email application. This allows you to send emails from directly within the system to one or many individuals, accounts, and companies. With no need to export and import to another software, PerfectMind allows you to take advantage of email marketing technology maximizing your delivery and open read email rate. Successfully send mass emails to groups or selective individuals hassle free without needing to copy and paste email addresses and templates.

Adaptable to any email template, PerfectMind's communication tool sends automated and smart emails based on defined criteria. It can schedule emails and create regularly recurring emails of any pattern. Users can insert merge fields from the database, add any field from transactions, payments, and passes, provide suppression list management (opened, bounced, unsubscribed), and add content to templates (sorting and reporting).

The variety of communication methods available through PerfectMind can accommodate the assortment of individuals within your community allowing for equal access for participants with visual, hearing, or cognitive disabilities. Information is accessible in various formats to ensure everyone has a similar understanding of programs, services, and activities.

Social Media Marketing

When accessing the online portal, clients and members can log in with their social media accounts. Client and member activities can be posted to social media accounts, which can then be liked and shared by the poster's social media contacts. This will widen the visibility of the Board within social media circles.

Export Data and Brochures

PerfectMind enables users to create, export, and print catalogs and brochures online based on program and activity data. PerfectMind's brochure export reports are designed with tags to make the creation of brochures and other marketing materials within Adobe InDesign (or other design software) seamless and convenient. Program information can be exported in CSV or XML format.

4.16 Subsidy Management

With PerfectMind, the Board can create, apply, and manage subsidies and scholarships for qualified clients or families, to assist them in enrolling in courses, buying memberships, booking facilities, or purchasing products. With different subsidy types, the Board can apply rules to qualify eligible families or individuals, and set restrictions on subsidy amounts.

When setting up a subsidy, the Board can apply parameters such as activation and expiration dates, total subsidy amount, and maximum amount allocated to a single contact or account. Restrictions to subsidies can include demographics such as a minimum or maximum age, and maximum times a customer may receive a subsidy.

Subsidy Setup



PerfectMind provides full auditing and tracking capabilities for scholarships and subsidies. The Board can perform the following tasks through the subsidy management module:

- Sell courses and memberships to qualified clients through the Point of Sale system
- Remove a subsidy allocation from a client so they can no longer use the subsidy funds
- Refund courses or memberships back to the original subsidy fund
- Receive donations that can be allocated to a specific scholarship or subsidy
- Generate reports showing subsidy allocation and usage breakdown

4.17 League Management

PerfectMind's league management module will help your organization manage a variety of sports including softball, basketball, volleyball, and golf. PerfectMind understands that different types of leagues require different registration options, which is why we offer a flexible platform to manage league and tournament programming.

With PerfectMind's league management module, customers and staff can register either a full team or an individual team member. The registration process is the same as for activities and programs, making the sign-up process familiar and comfortable. Different questionnaires can be added to each registration type, enabling the Board to collect specific information for teams or individuals. Questionnaire responses can be used to manually assign individuals to teams or complete scheduling; any custom question can be created in the questionnaire to meet your business requirements. A "Team" field is included in registered customers' profiles to provide league assignment at-a-glance.

Different types of leagues can be created for scheduling, including group, knockout, and group knockout. Once teams are added to a league, schedules are created manually by creating an event in the league calendar; these events are immediately added to the league schedule upon creation. PerfectMind's conflict manager will notify users of any scheduling or team conflicts when validating league events. Users can view a full league schedule with all game information, or the schedule for a specific team's home and away games. Results (scores) are added manually once a game is finished, including game status (e.g. played, tied, forfeited, etc.). Team rosters, schedules, and game results can be printed or exported at any time.

An enhancement to PerfectMind's league management was made and included automatic scheduling and team management.

TeamSideline Integration

If the Board requires more robust league and tournament scheduling functionality, PerfectMind offers an exclusive integration with TeamSideline, a leader in league scheduling software. TeamSideline provides full league management functionality including automatic scheduling, team and player registration, team websites, automatic game scoring, roster building, and tournament management.

PerfectMind and TeamSideline's two-way integration consists of sharing facility, division, and team information between the systems. This provides the following benefits:

- Facility availability is shared between the systems to prevent double bookings
- Create and update events automatically in PerfectMind when a game schedule is created or changed in TeamSideline
- View non-tournament events for a location or multiple locations

4.18 Staff Management

PerfectMind's staff management module makes it easy to schedule staff, post shifts, and track hours and activities. Generate reports and view analytics about your staff, including hours worked, pay rates. The platform supports the management of detailed staff profiles from skills and availability to training and certifications. Data is readily available in a streamlined format with the ability to add notes and attachments on each staff member.

Staff Management Highlights

- PerfectMind allows for Board staff to log into a shared calendar system. This system can be edited, revised, and printed by staff and clients from any device that has access to the internet. The calendar includes but is not limited to: staff schedule, class schedule, facility schedule, equipment availability, daycare, concerts, and special events.
- PerfectMind's calendar system allows for multiple locations and other locations to be managed and viewed from the same interface.
- Manage full-time and part-time employee schedules and availability.

4.19 Ticket Management

PerfectMind's ticket portal will allow for the sale of tickets online directly through the PerfectMind platform either in person or online. Tickets can be limited to specific venues and can limit access by time. Tickets can be sold individually or in groups. All ticketing is General Admission but can also be sold in tiers (seating groups) as well. The system can print bar codes with in-and-out privileges along with tickets corresponding to the event.

Ticket design can be fully customized, with several customization options:

- Utilize PerfectMind's pre-set templates
- Custom templates can be designed and created by PerfectMind's Professional Services team (fees will apply)
- Create your own custom ticket designs using HTML5

Tickets can be used to scan to open gates using PMscan (linked with a gate kicker system) or with a handheld scanner. There can be multiple scans on a ticket; this is useful for group admissions which can either have 1 ticket per person, or 1 ticket with multiple number of scans.

5 Qualifications and Capabilities

5.1 Project Team Resumes

PerfectMind's project team resumes are provided on the following pages. Most project roles will be assigned upon notification of project award. Assignment will depend on the date of contract signing and the project timeline. There has never been an instance in the history of PerfectMind's existence where we were not able to fulfill our duties, due to a shortage of workers and do not anticipate this to change.

Nima Jazbi | Vice President, Operations

As Vice President of Operations, Nima is responsible for leading and motivating the customer success and implementation teams to deliver on key performance indicators such as revenue, client retention, and new business development. He oversees everything from new business opportunities, program launches, strategic execution of client implementation and client satisfaction. He and his team of focused customer success team and implementation specialists maintain and build client relationships that will foster revenue growth and ensure the longevity of the product.

Experience

PerfectMind, Vice President of Operations (2018 – Present)

- Oversees 4 teams: Sales, Professional Services, Project Management and Implementation Consulting.
- Directs and oversees all aspects of project delivery teams and processes.
- Develop strategies to increase the quality and efficiency of services delivered to clients.
- Builds strong relationships with customers for new business development opportunities.
- Focuses to ensure quality service is executed for all clients.

PerfectMind, Director, Customer Service (2010 – 2018)

- Oversees five departments with 50+ employees in three countries.
- Directs and oversees all aspects of PerfectMind's customer service policies, objectives, and initiatives.
- Develops and establishes procedures and policies governing customer correspondence and the handling of customer complaints.
- Focuses to ensure quality service is executed for all clients.
- Builds strong relationships with customers for new business development opportunities.
- Develops strategies to increase the quality and efficiency of services delivered to customers.
- Monitors business and process metrics to measure and manage customer service effectiveness.

Total Years' Experience with Current Industry

13+ Years

Education

British Columbia Institute of Technology, Management Information Systems

Project Highlights

Senior Project Manager on the following accounts:

- City of Burlington, ON
- City of Oakland, CA
- City Peoria, AZ
- City of Aurora. CO
- City of Chilliwack, BC
- City of Abbotsford, BC

John Paleshnuik | Director of Implementation

As the Director of Implementation, John is responsible for leading and motivating the Professional Services team to deliver on custom integrations to report creation. He is involved in everything from new business opportunities, product development, client implementation delivery, and client satisfaction. He and his team of specialists deliver innovative solutions to client issues and requests while strengthening client relationships.

Experience

PerfectMind, Director of Implementation (June 2017-Present)

- Oversees the Professional Services team.
- Assists with Product Development, Implementation and Sales Initiatives
- Focuses to ensure quality service is executed for all customers and clients of PerfectMind.
- Builds strong relationships with customers for new business development opportunities.
- Develops strategies to increase the quality and efficiency of services delivered to customers.

Perfect Storm Consulting, Owner (2014-2017)

- Day-to-day management of over 200 support professionals
- Project Planning and reporting
- Managed several implementations at any given time

Class Software/Active Network, Senior Consultant, Manager, Technical Lead Team Lead (1999-2014)

- Consultant leading large implementations across North America
- Managed teams in North America, Australia and New Zealand
- Was critical in many organisations moving to Class over the years
- Took projects from concept to live, dealing with all aspects of Implementation

Total Years' Experience with Current Industry

18+ years

Project Highlights

Managed Data Migrations on the following projects:

- City of Surrey, BC
- City of Burlington, ON
- City of Frisco, TX
- Strathcona County, AB

Kirsty Brownlie | Project Manager

As a Project Coordinator my responsibility is coordinating resources to ensure successful execution of the project plan and the delivery of a quality project. I support the performance of defining project scope and requirements while acting as a liaison and external contact between users, product management, sales and developers to define software requirements in the context of the client's business.

Experience

- | | |
|------------------------|---|
| Jan 2020-present | PerfectMind, Project Manager |
| | <ul style="list-style-type: none">• Currently leading 6 active enterprise level projects implementing PerfectMind software into Parks and Rec facilities across Canada.• Plan resource allocation and forecasting for Implementation Consultants across multiple projects ranging from small municipalities to enterprise level.• Lead client calls to review project progress and roadblocks• Manage resolution of technical issues reported by enterprise level clients via Jira/Salesforce.• Review budgets by project and consult with leadership re any irregularities or invoices at risk• Manage late tasks and roadblocks for Implementation Consultants via Salesforce dashboard.• Conduct site visits for clients to hear firsthand how the software is impacting their business. Follow up with correct technical staff once completed.• Work alongside Implementation Consultants to identify business needs and provide technical solutions within Software |
| April 2017 – Jan 2020. | Best Buy, Project Coordinator/EComm Fraud Analyst, Burnaby BC |
| | <ul style="list-style-type: none">• Lead daily scrums to review fraud trends/analysis• Successfully implemented the final iteration of fraud risk software into Best Buy internal systems over a 1-year period.• Analyzed both physical and web-based shrink through data points generated via SQL into Excel and Power BI resulting in shrink reduction across highest risk departments.• Conducted continuous improvement pilots across 13 high risk stores resulting in a 20% reduction of shrink.• Worked closely as an SME with EComm Operations group to facilitate online initiatives whilst mitigating potential fraud. Working within an Agile environment our team responds to projects within both Jira and Confluence environments. |
| Sept 2016 -April 2017 | Global Mining, <i>Engineering Administrator Vancouver, BC</i> |
| | <ul style="list-style-type: none">• Provided high-level, professional and confidential administrative support. Responsible for supporting and contributing to the maintenance and development of a range of governance processes to support Board functions in the private sector. This was a temporary contract. |

Education

- | | |
|------|---|
| 2015 | O'Reilly Media Certificate of Front End Web Development |
| 2019 | BCIT Web Development & Design |

Kristyn Penwarden | Implementation Specialist

With years of experience in municipal recreation, Kristyn has the knowledge and expertise to lead a successful implementation. She is responsible for a range of implementation activities designed to achieve a quality level of client service and satisfaction during the implementation phase of the software solution.

Experience

PerfectMind, Implementation Specialist (January 2018-Present):

- Runs usability tests to make sure that solution is running effectively;
- Problem solves efficiently;
- Handles several implementation projects at any given time;
- Leads all aspects of implementation at client's site;
- Gathers business requirements as necessary and apply detailed working knowledge of projects and features to adapt to client's business;
- Recommends implementation of features and functions where appropriate to suite client's work processes;
- Reports enhancement requests or modules on behalf of the client.

City of Burlington, Recreation Programmer (2014-2018):

- Worked in a team environment, responsibilities included program development, staff management, training, marketing, budget monitoring, mitigation strategies and administrative tasks.
- Designed, developed and provided program support to participants and staff, including all camps. Responsible for planning all trips, special guests, logistics, hiring, special events, permits, and promotional materials.

City of Burlington, Assistant Program Coordinator (2011-2014):

- Responsible for instructing recreation-based programs within the youth, preschool and child markets, including school break programs and weekday/weekend programs.

Education

University of Ottawa (2007-2011), Honors Bachelor of Arts with a Specialization in Leisure Sciences.

Project Highlights

Implementation Specialist on the following Projects:

- Town of Caledon
- Town of Oakville
- City of Whitehorse
- City of Moose Jaw
- City of Swift Current
- Municipality of Chatham-Kent
- City of Cornwall

6 Related Project Experience and References

7 Cost Proposal/Schedule Of Fees

7.1 Standard Pricing Terms

Unlike “transaction-based” pricing models, which come at a significantly higher cost with every transaction, PerfectMind’s tiered pricing is simple and affordable. Our “usage-based” pricing is built based on the usage of the system by your organization. Usage is calculated by using your initial estimated annual revenue; this way we ensure to provide you with the most competitive and fair pricing model.

Standard Annual Fee

Your annual fee will remain the same for the duration of your contract, even in the event your revenue increases. PerfectMind’s standard subscription includes feature updates and 24/7/365 support for no additional cost.

PerfectMind’s provided pricing is based on the revenue figures provided by the District in their RFP. PerfectMind reserves the right to modify the subscription pricing should the revenue be discovered to be higher than the reported amount.

Users

PerfectMind is a profile-based platform as a service (PaaS) solution that can accommodate thousands of users (e.g. full-time, part-time employees) all logged in simultaneously. Your licensing will include an unlimited number of users allowing all your staff, instructors, coaches, and volunteers to fully utilize the system with no additional cost.

Group Discount Pricing

PerfectMind employs a Group Pricing Discount Program in the event other organizations are interested in obtaining and utilizing PerfectMind’s software. A group discount will be processed if we receive the referral, along with a letter of intent from the interested parties within one hundred and twenty days of signing the contract from the initial organization. Beneficial and helpful, PerfectMind wants to support your community and others with our group pricing discount option.

Project Payments

Payments are based on project milestones and deliverables. Once milestones are successfully reached and signed-off, payments are due as agreed upon in the payment schedule. Payment schedules are developed during contract negotiations.

7.2 Subscription and Implementation Pricing

Pricing for PerfectMind’s platform and implementation services is provided in the table below. PerfectMind’s subscription pricing is based on your reported annual revenue. Pricing for professional and implementation services is an estimate based on our best understanding of your organization and on what work is required to ensure a successful project.

Item	Cost Type	Cost
Subscription Fee	Year 1	\$18,000
<ul style="list-style-type: none"> • Account Management • Membership Management • Activity Registration • Custom Booking and Child Care • Facility Reservation • Point of Sale • Finance and Accounting • Reporting Engine • 24/7/365 Support • Software Updates and Maintenance 	Year 2	\$28,250
Implementation Fee	One-time	\$27,000
<ul style="list-style-type: none"> • Project Management • Discovery and Business Process Review • Configuration • Training • Testing and QA • Go-live • Post Go-live Support 		
Partial Data Migration (Optional)	One-time	TBD
Total Year 1 Cost		\$45,000USD

On-Site Services Pricing

By default, PerfectMind’s implementation project is completed remotely. However, if the District desires staff to be on-site, PerfectMind's travel fee is provided in the following table.

On-site Professional Services Pricing

Cost of Travel **\$550/day + Flight Cost**

(includes accommodation, transportation, food, and insurance)

Professional Services Pricing


PerfectMind’s implementation is completed as a fixed-cost project. If any additional hours are required to complete items outlined in the scope of work identified during the Discovery phase, PerfectMind does not charge additional fees for those extra hours to complete the project.

However, if additional features are requested or if project scope changes from the initial Discovery phase, our hourly rates for professional services are:

Role	Hourly Rate
Professional Services	\$150
Project Management	\$150
Programmer/Analyst	\$250
Technical Support Analyst	\$150
Training (Post Go-Live)	\$150

7.3 Recommended Hardware

As a cloud-based solution, PerfectMind has no required hardware. However, if the District is looking to purchase hardware for its operations, PerfectMind’s recommendations are provided in the following table.

Hardware	Description	Price
 USB/1D Scanner	Hyperion 1300g Featuring an ideal balance of performance, durability and ergonomics, the Hyperion 1300g is the ideal choice for customers who value aggressive scan performance and durability in a general duty handheld linear scanner. Fast intuitive bar code reading out to 18 inches (457mm), and high-density bar code reading are both enabled in a single device, eliminating the need to purchase specialty scanners.	\$375
Wireless/ Bluetooth / 1D Scanner	Honeywell Voyager 1202g Honeywell’s Voyager 1202g single-line laser scanner incorporates the freedom of Bluetooth wireless technology and offers a field-replaceable battery that can be quickly and easily exchanged. Built on the platform of the corded Voyager 1200g, the 1202g is	\$625



USB/2D Scanner

optimized for scanning linear bar codes, including poorly printed and damaged codes.

Honeywell Xenon 1900



Credit Card Swiper

The Xenon 1900 delivers superior bar code scanning and digital image capture with a custom sensor, enabling extended depth of field, faster reading, and improved scanning performance on poor quality bar codes. The Xenon 1900 decodes virtually all bar codes with ease, including bar codes on mobile devices.

\$875

MiniMag Duo



Receipt Printer

The MiniMag Duo offers one of the smallest form factors for the industry. It reads 3 tracks of magnetic stripe card data regardless of swiping direction and over a large speed range. Two magnetic heads provide the most convenience to the user and ensures the data is captured on every swipe.

\$150

Pioneer STEP-5e



Card Printer

The STEP-5e offers an outstanding value and speed, printing up to 300mm/second. The printer has an autocutter life of 3 million cuts to meet high-volume printing needs. The STEP-5e's USB or Ethernet port allows fast data transfer, while mPOS printing can be achieved through WiFi or Bluetooth.

\$375

Zebra ZXP Series 3



Cash Drawer

The ZXP Series 3 offers vivid, high quality full color and monochrome card printing. The card printer can meet the needs of a variety of applications, including ID and access control cards, as well as personalized gift, membership, and loyalty cards.

\$3,125

APG Series 4000



Exceeding customer and industry expectations, the APG Series 4000 is the ultimate heavy-duty cash drawer. Industrial grade steel ball bearing slides ensure effortless performance and durability. A robust latch mechanism and a proven four-function lock assembly offer several levels of security. The APG Series 4000 offers flexible storage space along with various sizing, color and customization options.

\$300

Ticket Printer

STIMA CLS



The STIMA CLS thermal ticket printer is fast, up to 250mm/sec. It can handle paper thickness up to 350 g/m2. The cutter is designed to withstand 2 million cuts during its lifetime. The printer is 200dpi and 300dpi compliant. The STIMA CLS ticket printer is supplied with USB, serial and Ethernet ports as standard.

Contact us

Hardware Bundle

USB/1D Scanner, Credit Card Swiper, Receipt Printer, Cash Drawer

\$880

8 Warranty and Support

8.1 Product Support

At PerfectMind, the success of our clients reflects how well we are doing as a company. Each department works together to ensure consistent follow-up and efficient resolution of outstanding issues. Through PerfectMind's online web portal, users can take advantage of extended support hours, informative webinars, and work order tracking. PerfectMind's support team is available by phone, chat, and email 24 hours a day, seven days a week.



Phone Support

Speak to a live agent to provide you with the answers you need.



Live Chat

Quickly connect to a live agent to answer your questions online.



Email Support

Send us an email and a support agent will respond as soon as possible.



Knowledge Base

Easily find the answers to all your PerfectMind technical questions using our online Help and FAQ.



Live Training

Take advantage of PerfectMind's educational classes with open Q&A.

Product Support – Service Level Agreement

PerfectMind's standard agreement includes 24/7/365 support for all technical issues regarding the platform. PerfectMind guarantees that all technical support calls will be answered by a live agent dedicated to your success.

Incident resolution times are tracked within PerfectMind and associated with every ticket logged. PerfectMind will respond to every reported issue in accordance with the incident level and will provide a solution to the problem according to the following tables.

24/7/365 Technical Support		
Description	Response Time	Resolution Time
Client reports an incident via phone, email, or chat	A live agent will immediately discuss the issue with the client	85% of incidents are currently addressed on the first call
The initial call requires escalation to Level II	The initial call will be transferred to a senior live agent to further discuss the incident with the customer	95% of escalated calls to Level II are addressed within the first call
The escalated call to Level II requires escalation to the development team	Level II agent creates a case for the development team to further investigate the incident	Resolution time will follow the SLA table below

Service Level Agreement		
Incident Level	Description	Resolution Time
Critical	<p>This incident level is attained when the following conditions are met:</p> <ul style="list-style-type: none"> complete inability to use the platform; or a reoccurring temporary inability to use the platform 	Within the same business day
High	<p>This incident level is attained when the following conditions are met:</p> <ul style="list-style-type: none"> a significant degradation of the important features or functions available on the platform recent modifications to the platform cause some significant features or functions to operate inconsistently 	Within 24 hours
Low	<p>This incident level is attained when one of the following conditions are met:</p> <ul style="list-style-type: none"> a minor degradation of some significant features or functions occurs; or a degradation of some secondary features or functions occurs 	These issues will be reviewed and prioritized according to the severity of the issue. An estimate will be provided to the client within a week after the incident is reported.

8.2 Software Maintenance

PerfectMind provides the following maintenance services for our clients:

- Planned maintenance and software updates
- System monitoring
- Urgent maintenance

Planned maintenance will be performed during low-traffic platform hours (midnight to 3 a.m. PST), with a maximum of one update per week. All planned maintenance will utilize PerfectMind's required uptime performance levels unless it is conducted during the maintenance window or is necessary to address an issue with third-party software.

PerfectMind notifies clients of all planned maintenance a minimum of seven days in advance. In the event of urgent maintenance (resulting from events outside of PerfectMind's direct control), PerfectMind will provide as much notice as possible. The system is monitored at all times using both automated and ad-hoc tools to ensure the platform is performing as expected and exceptions are resolved in real-time.

Free Software Updates

PerfectMind's standard subscription includes platform updates for no additional cost during the life of the contract. Release notes, training documents, and a training webinar are provided for all major releases when the update is pushed to the Beta environment for client testing. Major platform updates are first released to select clients on the Beta environment, and are moved to Production environments after feedback is collected and enhancements are applied. PerfectMind offers two production environment options for clients:

- **Limited Availability (LA):** The Limited Availability production environment provides organizations the benefit of receiving new functionality and desired enhancements directly after the Beta period. As this environment contains the newest available features, hotfixes may be required to address small issues. The LA environment typically receives 8-9 releases per year, which are migrated to General Availability (GA) after 2-3 months.
- **General Availability (GA):** The General Availability production environment provides greater stability than the Limited Availability (LA) environment due to having an elongated testing period. The GA environment typically receives upgrades every quarter, containing all features and enhancements previously released to LA.



Client Staff Requirements for Updates

Since PerfectMind is a Software as a Service solution, no Board staff are required for updates to the platform. However, we do recommend an administrator group of 3-5 people responsible for making changes to PerfectMind's configuration following implementation.

Quality Assurance

PerfectMind's Quality Assurance team is responsible for ensuring each product release meets our stringent and rigorous levels of criteria. All development is fully tested at the functional, integration, and release stages. PerfectMind currently has thousands of test cases developed to cover all functionality in the system, and new test cases are prepared for every new feature. Releases are tested in different environments progressively getting closer from a development environment to the production environment. PerfectMind has Internal, Alpha, Beta, Staging, and multiple production environments.

8.3 Client Feedback and Requests

Client feedback is of the utmost importance to PerfectMind as it enables us to maintain a direct communication channel with our clients and update our product roadmap to ensure it closely matches client and market needs. To foster collaboration with clients and track all roadmap requests, we utilize an innovative software, Aha! (www.aha.io) which help drive our product roadmap and encourages our clients to interact with us on features and functionality. Within Aha!, clients can view PerfectMind's roadmap, suggest product features, and vote on current feature suggestions. PerfectMind's Development team monitors all client feature requests received through Aha!; if enough votes are received on a feature request, the suggestion will be added to the roadmap. The Development team considers best practices on usability requirements as client suggestions are analyzed, reviewed, and considered for implementation.

If a client requires a specific feature that is critical to their operations, they can engage our Professional Services team to custom-build the feature for additional cost.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER

DATE: June 2, 2021

**SUBJECT: PROPOSED BOARD OF DIRECTORS DECORUM AND
NORMS POLICY FOR ELECTED OFFICIALS**

SUMMARY

The Board of Directors is charged with taking appropriate, necessary, and timely action to maintain the Pleasant Valley Recreation and Park District. The District is obligated to comply with several Government codes based on law; decorum and norms are voluntary and nonbinding. They are set forth to clarify what can be a successful procedure or best practices for conduct of civic affairs.

BACKGROUND

Traditionally, the Policy Committee reviews the Board Bylaws and District's policy setting compensation, reimbursement of board member expenses, providing for ethics training and related matters. The District is obligated to comply with several Government codes, in particular the Public Resource Code Section 5784.13 and Government Code Section 54954(a) governing all aspects of the management and operation of Special Districts. The Policy Committee reviewed these individual Policies and requested to expand upon these items in a third document related to Board of Directors Decorum and Norms. Except for those decorum/norms that are based on law, these norms are voluntary and non-binding.

The Board Decorum and Norm Policy will be an agreed upon behaviors or procedure that all team members will demonstrate for the benefit of Pleasant Valley Recreation and Park District.

ANALYSIS

This Board Decorum and Norms Policy is designed to describe the manner in which Board members should treat one another, District staff, constituents, and others they come into contact with when representing the Pleasant Valley Recreation and Park District. This policy is to assure public confidence in the integrity of local government and its effective and fair operation.

The Policy reflects the consideration of a wide variety of themes designed to make public meetings and the process of governance run more smoothly. The constant and consistent theme through all of the decorum guidelines is "respect." Board members experience workloads and tremendous stress in making decisions that could impact thousands of lives. Despite these pressures, elected officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide the Board to do the right thing in even the most difficult situations.

The effective functioning of government therefore requires that Board members: gather information and knowledge, promote organizational accountability through appropriate controls and procedures, keep the common good as the highest purpose and focus on achieving constructive solutions for the public benefit, create an atmosphere of respect and civility; keep a long-range perspective, exercising compassion, kindness, integrity, fairness and respect for others; hold to the

highest standards of ethical and professional conduct and be prepared to make decisions that may not be popular.

The Decorum and Norms Policy has been broken up into six key areas: 1) General Principles, 2) Public Meetings, 3) Board Member Interaction and Communication, 4) Board Member Interaction with Staff, 5) Elections, and 6) Enforcement.

These guidelines are to promote communication, understanding, fairness, and trust among the members of the Board and staff concerning their roles, responsibilities and expectations for management of the business of the Pleasant Valley Recreation and Park District.

While attempting not to be overly restrictive, procedures are established so that expectations and practices can be clearly articulated to guide Board members in their actions. It is anticipated that this Decorum and Norms Policy will be reviewed every two years and may be revised from time to time.

FISCAL IMPACT

District staff does not anticipate a fiscal impact associated with approval of the Board of Directors Decorum and Norms Policy for elected officials.

RECOMMENDATION

It is recommended the Board of Directors discuss and consider the adoption of the Board of Directors Decorum and Norms Policy or direct staff to bring back any revisions for formal Board approval at a later board meeting.

ATTACHMENTS

- 1) Board of Directors Decorum and Norms Policy for elected officials (5 pages)



PLEASANT VALLEY RECREATION AND PARK DISTRICT

BOARD OF DIRECTORS DECORUM AND NORMS FOR ELECTED OFFICIALS Board Approved xxx, 2021

The Board of Directors of the Pleasant Valley Recreation and Park District (the District) is committed to providing excellence in legislative leadership to provide the highest quality of services and facilities to constituents. It is the overall responsibility of the Board to:

- Gather information and knowledge.
- Promote organizational accountability through appropriate controls and procedures.
- Keep the common good as the highest purpose and focus on achieving constructive solutions for the public benefit by listening to the public and making the needs of the constituents a priority.
- Help create an atmosphere of respect and civility where individual members, staff, and the public are free to express their ideas and work to their full potential.
- Keep a long-range perspective.
- Exercising compassion, kindness, integrity, fairness and respect for others.
- Hold to the highest standards of ethical and professional conduct in the performance of its duties.
- Be prepared to make decisions that may not be popular.

GENERAL PRINCIPLES

1. **Respect for Process.** Members shall perform their duties in accordance with the processes and rules of order established by the District Board governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the District Board by District staff.
2. **Policy Role of Board Members.** In this structure, the majority of the Board members determine the policies of the District with advice, information and analysis provided by the public, committees, and District staff. The General Manager, through District staff, implements District policy. Routine matters concerning the operational aspects of the District shall be delegated to the District's professional staff.
3. **Responsibility.** Represent and work for the common good of the District and not for any private interest as well as provide fair treatment for all persons and matters coming before the Board or committee.
4. **Tolerant.** Refrain from abusive conduct, personal charges or verbal attacks upon the character, motives, ethics or morals of other members of the committee, Board, District staff, or the public or other personal comments not germane to the issues before the body. Members are to be tolerant of all views expressed at public meetings.
5. **Decision-Making Process.** Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being unpleasant. Once the Board takes action, Directors should support said action and not create barriers to the implementation of said action.
6. **Conduct of Members.** The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Board, committees, the staff and/or public. Cliques and voting blocs based on personalities rather than issues should be avoided.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

BOARD OF DIRECTORS DECORUM AND NORMS FOR ELECTED OFFICIALS Board Approved xxx, 2021

7. Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.
8. Laws. The Board complies with all laws relating to open meetings, public records, and conflicts of interest.
9. Confidential Information. Members shall respect the confidentiality of information concerning the property, personnel or affairs of the District. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests held pursuant to laws.

PUBLIC MEETINGS

1. The Chair of the Board is the presiding officer at the Board's meetings. The Board Chair oversees Board deliberation to move the Board to final action on each item. In the Chair's absence, the Vice Chair is the presiding officer.
2. Conduct of Public Meetings. Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings. Board members must refrain from engaging in a dialogue with members of the public during public comments on non-agenda items.
3. The Board Chair controls the meeting and discourages personal attacks of any kind from speakers and the audience by encouraging them to productively address the issues at hand when it is their turn to speak.
4. Board members should, if possible, avoid surprising their colleagues or staff. Should a Board member become aware of an unexpected issue that may be brought up by a member of the public at a Board meeting, committee meeting, or ad hoc meeting, they should advise the General Manager. This refers to issues and questions that staff would not normally anticipate or have researched for that particular meeting.
5. Board members shall perform their duties in accordance with the processes and rules of order established by the District Board and committees governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the District Board by District staff.
6. Board members should demonstrate effective problem-solving approaches as Board members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

BOARD OF DIRECTORS DECORUM AND NORMS FOR ELECTED OFFICIALS Board Approved xxx, 2021

BOARD MEMBER INTERACTION AND COMMUNICATION

The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs and accomplishing the mission and vision of the District.

1. Board members should be sensitive to the negative impact that inappropriate conduct has on the public perception of the District. Board members should be mindful of the fact that they are representatives of the District in all their public and private activities/encounters.
2. When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.
3. The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.
4. Elected and appointed officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.
5. Technology allows words written or said without much forethought to be distributed wide and far. Written notes, voicemail messages and e-mail should be treated as potentially "public" communication. Hence, Board members must maintain a respectful decorum, and avoid personal attacks during public meetings, in the press, social media, or at any other time.
6. Each Board member has the responsibility to initiate action to resolve problems cooperatively and as soon as possible, either directly with other Board members or with the General Manager.
7. Make no promises on behalf of the Board of Directors. No individual Board member has the authority to represent or make commitments on behalf of the District Board. It is inappropriate to overtly or implicitly promise Board action, or to promise District staff will do something specific.

BOARD MEMBERS INTERACTION WITH STAFF

Governance of the District relies on the cooperative efforts of elected officials, who set policy, and District staff who implement and administer the District's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community. To accomplish this, Directors shall:

1. Treat all staff as professionals. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

BOARD OF DIRECTORS DECORUM AND NORMS FOR ELECTED OFFICIALS Board Approved xxx, 2021

2. Develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
3. Not get involved in administrative functions. Elected officials acting in their individual capacity must not attempt to influence District staff on awarding of contracts, selecting of consultants, processing of applications, or granting of District and permits.
4. Refer complaints received by residents and property owners of the District to the General Manager.
5. Make all special requests of staff through the General Manager.
6. In seeking clarification on informational items, Directors may contact the appropriate staff person directly to obtain information needed to supplement, upgrade, or enhance their knowledge to improve the decision-making process.
7. Report items related to safety, concerns for safety or hazards to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
8. In seeking clarification for policy-related concerns, especially those involving personnel, legislation, finances, projects and programs, contact the General Manager directly.
9. No Attorney-Client Relationship. The District's Attorney (and other members of that firm) represent the District, not individual Directors such that Directors who consult with the District's Attorney do not establish an attorney-client relationship with the attorney.

ELECTIONS

Campaigning can sometimes be the cause of a serious breakdown of communications and trust between District Board members. To minimize the potential for such a breakdown, it is best for participants in a campaign, whether candidate or supporter, to abide by some ground rules of fairness.

1. It is never fair to misrepresent the facts of a candidate's record, or to make other assertions that are simply not true or accurate in fact.
2. If a Board member decides to actively support the opponent of a fellow Board member, it is a matter of courtesy to advise that Board member personally at an appropriate time before going public.
3. Campaign dirty tricks, such as disrupting an opponent's event, removing or defacing signs, or removing flyers delivered door to door, must never be permitted or condoned.
4. Board members agree to abide by the Code of Fair Campaign Practices, whether they are a candidate or not. The Code of Fair Campaign Practices can be found in the California Elections Code, Section 20440.



**PLEASANT VALLEY
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5. Board members have the right to endorse candidates for all District seats or other elected offices. However, it is inappropriate to mention or display endorsements during Board meetings, committee meetings, or other official District meetings or functions.

6. Board members and candidates for Board positions must not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from District staff while staff are on duty or utilizing District resources. District staff may, as private citizens, exercise their constitutional rights to support political candidates, but all such activities must be done away from the workplace.

ENFORCEMENT

The Board of Directors Decorum and Norms for Elected Officials is intended to be self-enforcing and is an expression of the standards of conduct for members expected by the District. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

Every District official is expected to observe the foregoing policies and rules when engaged in District business.

9. ORAL COMMUNICATION - INFORMATIONAL ITEMS, which do not require action but relate to District business, will be reported by members of the Board and staff as follows:

- A. Chairman Malloy
- B. Ventura County Special District Association/California Special District Association
- C. Ventura County Consolidated Oversight Board
- D. Santa Monica Mountains Conservancy
- E. Standing Committees – Finance, Liaison, Long Range Planning, Personnel and Policy
- F. Ad Hoc Committees – Pickleball/Tennis
- G. Foundation for Pleasant Valley Recreation and Parks
- H. General Manager’s Report
- I. Board Members