

# MCKINNEY COMMUNITY DEVELOPMENT CORPORATION

## Grant Application

Fiscal Year 2018

**IMPORTANT:**

- Please read the McKinney Community Development Corporation Grant Guidelines prior to completing this application.
- The Grant Guidelines and Application are available at [www.mckinneycdc.org](http://www.mckinneycdc.org); by calling 214.544.0296 or by emailing [cschneible@mckinneycdc.org](mailto:cschneible@mckinneycdc.org)
- Please call to discuss your plans for submitting an application in advance of completing the form. Completed application and all supporting documents are required to be submitted electronically or on a CD for consideration by the MCDC board. Please submit the application to:

McKinney Community Development Corporation  
5900 S. Lake Forest Blvd., Suite 110  
McKinney, TX 75070

- *If you are interested in a preliminary review of your project proposal or idea, please complete and submit the **Letter of Inquiry** form, available at [www.mckinneycdc.org](http://www.mckinneycdc.org), by calling 214.544.0296 or emailing [cschneible@mckinneycdc.org](mailto:cschneible@mckinneycdc.org).*

***Applications must be completed in full, using this form, and received by MCDC, electronically or on a CD, by 5:00 p.m. on the date indicated in schedule below.***

**Please indicate the type of funding you are requesting:**

- Project Grant**  
Quality of Life projects that are eligible for funding in accordance with the Type B sales tax statute (refer to examples in Grant Guidelines) and that advance the mission of MCDC.

- XX Promotional or Community Event Grant (maximum \$15,000)**  
Initiatives, activities and events that promote the City of McKinney for the purpose of developing new or expanded business opportunities and/or tourism – and enhance quality of life for McKinney residents.

**Promotional and Community Event Grants:**

Application Deadline	Presentation to MCDC Board	Board Vote and Award Notification
Cycle I: November 30, 2017	December 2017	January 2018
Cycle II: May 31, 2018	June 2018	July 2018

**Project Grants:**

Application Deadline	Presentation to MCDC Board	Board Vote and Award Notification
Cycle I: January 3, 2018	January 2018	February 2018
Cycle II: March 30, 2018	April 2018	May 2018
Cycle III: June 29, 2018	July 2018	August 2018

## APPLICATION

### ORGANIZATION INFORMATION

Name: Collin County Master Gardeners Association

Federal Tax I.D.: 75-2756156

Incorporation Date: 12/24/2009

Mailing Address: 825 N. McDonald St. Suite 150

City McKinney

ST: TX

Zip: 75069

Phone: 972-548-4232

Email: CCMGAgardenshow@gmail.com

Website: www.ccmgatx.org

#### Check One:

- Nonprofit – 501(c) Attach a copy of IRS Determination Letter
- Governmental entity
- For profit corporation
- Other

Professional affiliations and organizations to which your organization belongs: Texas A&M AgriLife Extension

### REPRESENTATIVE COMPLETING APPLICATION:

Name: Kim Schultz

Title: President, Collin County Master Gardeners Association

Mailing Address: 825 N. McDonald St., Suite 150

City: McKinney

ST: TX

Zip: 75069

Phone: 972-548-4232

Email: ccmgagardenshow@gmail.com

**CONTACT FOR COMMUNICATIONS BETWEEN MCDC AND ORGANIZATION:**

Name: Kim Schultz

Title: President, Collin County Master Gardeners Association

Mailing Address: 825 N. McDonald St., Suite 150

City: McKinney

ST: TX

Zip: 75069

Phone: 214.356.0856

Email: ksinplano@yahoo.com

**FUNDING**

Total amount requested: \$10,000

Matching Funds Available: No

**PROJECT/PROMOTION/COMMUNITY EVENT**

Start Date:

Completion Date: March 17, 2019

**BOARD OF DIRECTORS** *(may be included as an attachment)*

Please see attachment

**LEADERSHIP STAFF** *(may be included as an attachment)*

Bruce Batman, 2019 Garden Show Co-Chair

Kim Schultz, 2019 Garden Show Co-Chair

**Using the outline below, provide a written narrative no longer than 7 pages in length:**

**I. Applying Organization**

Describe the mission, strategic goals and objectives, scope of services, day to day operations and number of paid staff and volunteers.

*The mission of the Collin County Master Gardeners Association is to assist and support the Texas A&M AgriLife Extension Horticulture Agent in providing our community with research-based information on sustainable horticultural practices and environmental stewardship.*

*Goal 1. CCMGA will promote environmental stewardship.*

*Objective: Ensure that research-based information is always provided at The Garden Show so that attendees will use proven environmental principles.*

*Goal 2. CCMGA will cultivate the use of sound horticultural practices to sustain and enrich a diverse community of Collin County residents.*

*Objective: Inspire and inform citizens how gardening can enhance their quality of life and bring value to homeowners in our diverse community.*

*Goal 3. CCMGA will serve an expanding audience with research-based horticultural information regardless of age, background, or ability.*

*Objective: Provide local and regional visitors to The Garden Show 2019 with access to knowledgeable Master Gardeners who can share current research-based horticultural information.*

*Goal 4. CCMGA will adhere to the highest ethical standards while promoting community improvement and beautification.*

*Objective: Continue to use research-based data in order to be recognized as a reliable, practical resource for the residents of Collin County.*

*A list of services provided at The Garden Show includes:*

- Free tours of the international award winning Earth-Kind® research and demonstration gardens in Myers Park & Event Center*
- Demonstrations by Master Gardeners and vendors*
- Children's educational, hands-on activities*
- Educational speakers presenting information on outdoor living in North Texas*
- Marketplace of native and adaptive plants appropriate for the North Texas environment*
- Master Gardeners providing research-based horticultural information*
- 

*The day-to-day operations of CCMGA consists of educating the public on the principles of Earth-Kind stewardship through a variety of workshops, events (such as The Garden Show) and partnerships with local school districts and Collin County municipalities, predominantly McKinney. The Collin County Master Gardeners Association is an educational outreach service organization comprised of trained volunteers and is administered by the Texas A&M AgriLife Extension Service. Master Gardeners are trained in horticulture, landscaping, soil improvement and water conservation. There are approximately three hundred Master Gardeners, a seven member Executive Board, and thirty members serving as "project leads" on 25 different organizational projects.*

Disclose and summarize any significant, planned organizational changes and describe their potential impact on the Project/Promotion/Community Event for which funds are requested.

*At the present time, CCMGA has no plans for any organizational changes.*

## II. Project or Promotion/Community Event (whichever is applicable)

Outline details of the Project/Promotion/Community Event for which funds are requested. Include information regarding scope, goals, objectives, target audience.

*The Garden Show 2019 will combine resources from CCMGA, local sponsors and vendors, as well as educational speakers to focus on the goal of bringing quality, research-based horticultural stewardship principles to the public. The scope of work includes promoting the use of sustainable plants native or well adapted to North Texas, youth activities, educational speakers, trained Master Gardeners, and local vendors.*

*The goal of this project is to give Collin County residents an opportunity to obtain research-based information unique to our region.*

*Our target audience is homeowners, children, youth, senior citizens in and around Collin County. Our immediate geographic market is the Dallas-Fort Worth Metroplex, which consists of 13 counties and more than six million people. We also plan to target homeowners who have recently moved into Collin County.*

- **For Promotional Grants/Community Events** – describe how this initiative will **promote the City of McKinney for the purpose of business development and/or tourism.**
- Describe how the proposed Project/Promotion/Community Event fulfills strategic goals and objectives for your organization.

*The Garden Show brings a diverse population together with trained Master Gardeners who share their expertise in safe, proven horticultural practices. This promotes and enriches the community's understanding of Earth-Kind landscaping principles, environmental stewardship, and water conservation practices, which enhance our communities for the benefit of all residents.*

- Please also include planned activities, time frame/schedule, and estimated attendance and admission fees if applicable.

*Activities at The Garden Show are designed to suit a diverse range of attendees and will include children's activities, tours of the Earth-Kind research and demonstration gardens, educational presentations by some of the region's top horticulture experts, water conservation demonstrations, and information booths staffed by trained Master Gardeners, and a marketplace of vendors providing horticulture-related products and services.*

*The time frame for The Garden Show 2019 is March 16<sup>th</sup> and 17<sup>th</sup>, 2019. We estimate an attendance of approximately 6,000 to 7,000. Admission to The Garden Show is a suggested \$2 per person donation that will benefit our 2019 Collin County based charity partner. Parking is free.*

- Include the venue/location for Project/Promotion/Community Event?

*The Garden Show 2019 will take place in the Show Barn in the Myers Park & Event Center located at 7117 County Road 166, McKinney, Texas 75071.*

- Provide a timeline for the Project/Promotion/Community Event.

*Please find the timeline attached.*

- Detail goals for growth/expansion in future years.

*The Garden Show Committee is committed to maintaining a sound foundation, allowing for strategic growth in the future.*

**Project Grants – please complete the section below:**

- |                             |                              |                             |
|-----------------------------|------------------------------|-----------------------------|
| • An expansion/improvement? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • A replacement/repair?     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • A multi-phase project?    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • A new project?            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**Has a feasibility study or market analysis been completed for this proposed project?** *If so, please attach a copy of the Executive Summary.*

*A feasibility study for The Garden Show has not been completed.*

**Provide specific information to illustrate how this Project/Promotion/Event aligns with one or more of the goals and strategies adopted by McKinney City Council and McKinney Community Development:**

- Eligible for MCDC consideration under Sections 501 to 505 of the Texas Local Government Code (refer to MCDC Grant Guidelines)

*The primary focus of The Garden Show is to provide proven horticultural information for the gardening and landscaping needs of Collin residents, thereby attracting visitors to our community while enhancing the quality of life for McKinney residents*

- Support cultural, sports, fitness, entertainment, community projects and events that attract resident and visitor participation and contribute to quality of life, business development and growth of McKinney sales tax revenue

*The Garden Show 2018 attracted more than 6,500 diverse visitors who gained free, research-based information to meet their need for sustainable horticultural resources, water conservation practices and youth education that can be employed in home gardens, local landscapes, urban gardens, and the community.*

- Highlight and promote McKinney as a unique destination for residents and visitors alike

*The Garden Show is a one-of-a-kind, Collin County community event, which stimulates creative gardening and landscaping using research-based information. This highly anticipated annual event takes place every March in the Show Barn in Myers Park & Event Center in McKinney.*

- Meet citizen needs for quality of life improvements, business development and sustainable economic growth for residents in the City of McKinney

*The CCMGA volunteer program is administered by the Texas A&M AgriLife Extension Service–Collin County and serves communities at the local and state level. The Garden Show enables CCMGA to be an important partner in creating livable, environmentally sustainable cities and towns. Residents attending The Garden Show may purchase from a variety of vetted vendors whose products and services will bring value to the homeowner and consequently the community. The Garden Show promotes community improvement and beautification by endorsing research-based information on water conservation and environmental protection*

- Demonstrate informed financial planning – addressing long-term costs, budget consequences and sustainability of projects for which funding is requested

*CCMGA has presented eight Garden Shows to date, which provides our association with the information needed to estimate reasonable budget expectations for The Garden Show 2019. Each Garden Show has been self-sustaining with funds raised through sponsorships and booth rental fees, as well as in-kind*

donations, covering the expenses of the annual event. Since this is the largest educational outreach event of CCMGA, a deficit, if any, is covered by CCMGA funds raised through our spring Plant Sale and fall Bulb & Perennial Mart. (The Garden Show is not a fundraising event.) A surplus, if any, goes into the CCMGA general fund. Expenses are carefully monitored and adjusted, when possible, to accommodate any significant changes to revenue derived from sponsorships and booth vendor fees.

- Educate the community about the impact local dining and shopping has on investment in quality of life improvements in McKinney

Many of the vendors at The Garden Show come from McKinney and Collin County, so attendees who “shop local” with these vendors are keeping their shopping dollars and sales tax revenue in McKinney and Collin County, encouraging local prosperity which enhances quality of life for all our residents.

**Indicate which goal(s) listed above will be supported by the proposed Project/Promotion/Event:**

Please see the responses following the above bullet points.

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**Has a request for funding, for this Project/Promotion/Community Event, been submitted to MCDC in the past?**

Yes

No

**III. Financial**

- Provide an overview of the organization’s financial status including the impact of this grant request on organization mission and goals.

*CCMGA is a self-supporting organization thanks to the success of our spring and fall fundraisers. The Garden Show, while self-supporting, faces the need to reach a rapidly growing Collin County population and that means increasing our advertising and promotional efforts. The grant money would enable The Garden Show Committee to increase advertising and promotion efforts in order to reach more residents, creating positive awareness of this one-of-a-kind event, and fulfill gardening and landscaping needs of a diverse population. With Collin County growing by a rate of about 70 new residents a day, reaching a larger audience would assist our mission to provide our community with research-based horticultural information.*

*The additional advertising would reinforce the value of our event and build a returning, loyal base of visitors. Satisfied and informed residents mean increased sales and profit for the businesses that purchase booth space at The Garden Show. Consequently, more revenue would remain within our community. Increased attendance also encourages existing sponsors and vendors to return each year, as well as attracting new ones.*

- Please attach your budget for the current year and audited financial statements for the preceding two years. If audited financials are not available, please indicate why.

*Attached: The Garden Show Budget and 2015 and 2016 internal audit reports for CCMGA. The Audit for 2017 Financials is in process.*

- **What is the estimated total cost for this Project/Promotion/Community Event?**

\$ \$23,680

**(Include a budget for the proposed Project/Promotion/Community Event.)**

**What percentage of Project/Promotion/Community Event funding will be provided by the Applicant?**

72% — collected as sponsorship and vendor booth fees

**Are Matching Funds available?**  Yes  No

Cash \$	Source	% of Total
In-Kind \$	Source	% of Total

**Are other sources of funding available?** *If so, please list source and amount.*

*No*

**Have any other federal, state, or municipal entities or foundations been approached for funding?** *If so, please list entity, date of request and amount requested.*

*No*

#### **IV. Marketing and Outreach**

Describe marketing plans and outreach strategies for your organization, for the Project/Promotion/Community Event for which you are requesting funding – and how they are designed to help you achieve current and future goals.

*Situation: The public needs access to research-based horticultural information and events in order to create their own aesthetically pleasing and environmentally conscious gardens and landscapes.*

*Goal: To maintain on ongoing one-of-a-kind event which brings research-based gardening information to the public and to increase the number of Collin County residents who will be exposed to this avenue for their gardening needs.*

*Target Audience: A diverse population including children, youth, adults, families, senior citizens and communities.*

*Incentive for Engagement: Connect people with horticultural needs to the CCMGA Garden Show 2018, bringing public awareness to research-based horticultural information, as well as the products and services offered by vendors at the show.*

*Methods and Tools: CCMGA plans to use a multi-channel marketing approach to advertise The Garden Show 2019:*

- Garden Wise Gazette (CCMGA's public newsletter)
- Good Family Life
- Allen Image
- Prosper Living
- Dallas Morning News Guide
- 97.5FM KLAK radio
- Facebook ad
- Instagram



- Twitter

*Spokespersons: Kim Schultz and Bruce Batman are co-chairs for The Garden Show 2019.*

*Evaluation Measure: Participation reports, customer responses, social media engagement (Facebook, Twitter, Instagram), monitor website traffic, Master Gardener and vendor effectiveness responses.*

*Timing: The preparation and planning for The Garden Show 2019 will begin in July 2018 and culminate with the actual Garden Show 2019.*

*Implementation: March 16<sup>th</sup> & 17<sup>th</sup>, 2019*

## **V. Metrics to Evaluate Success**

Outline the metrics that will be used to evaluate success of the proposed Project/Promotion/Community Event. If funding is awarded, a final report will be required summarizing success in achieving objectives outlined for the event.

*Metrics to Evaluate the Success of The Garden Show 2019:*

*Garden Show Awareness Website hits, Twitter mentions, Facebook ad reach, advertising in media outlets including local magazines and the Dallas Morning News Guide*

*Attendee Satisfaction Survey given to those in attendance*

*Attendance Calculated by the number of attendees present and a car count*

*CCMGA Volunteer Members Online survey*

*Vendor Satisfaction Feedback forms*

*Social responsibility Daily count of people visiting the educational booths*

## **Acknowledgements**

***If funding is approved by the MCDC board of directors, Applicant will assure:***

- The Project/Promotion/Community Event for which financial assistance is sought will be administered by or under the supervision of the applying organization;
- All funds awarded will be used exclusively for the purpose described in this application;
- MCDC will be recognized in all marketing, outreach, advertising and public relations as a funder of the Project/Promotion/Community Event. Specifics to be agreed upon by applicant and MCDC and included in an executed performance agreement;
- Organization's officials who have signed the application are authorized by the organization to submit the application;
- Applicant will comply with the MCDC Grant Guidelines in executing the Project/Promotion/Community Event for which funds were received.
- A final report detailing the success of the Project/Promotion/Community Event, as measured against identified metrics, will be provided to MCDC no later than 30 days following the completion of the Project/Promotion/Community Event.
- Up to 80% of the approved grant may be provided, on a reimbursement basis, prior to conclusion of the Project/Promotion/Community Event with submission of invoices/receipts to MCDC. The final 20% may be paid following MCDC's receipt of unpaid invoices/receipts; documentation of fulfillment

- of obligations to MCDC; and final report on the Project/Promotion/Community Event.
- The required performance agreement will contain a provision certifying that the applicant does not and will not knowingly employ an undocumented worker in accordance with Chapter 2264 of the Texas Government Code, as amended. Further, should the applicant be convicted of a violation under 8 U.S.C. § 1324a(f), the applicant will be required to repay the amount of the public subsidy provided under the agreement plus interest, at an agreed to interest rate, not later than the 120<sup>th</sup> day after the date the MCDC notifies the applicant of the violation.

**We certify that all figures, facts and representations made in this application, including attachments, are true and correct to the best of our knowledge.**

**Chief Executive Officer** *President*

*Kimberly Schultz*  
\_\_\_\_\_  
Signature

*KIMBERLY A. SCHULTZ*  
Printed Name

*5/31/18*  
Date

**Representative Completing Application**

*Same*  
\_\_\_\_\_  
Signature

Printed Name

Date

***INCOMPLETE APPLICATIONS, OR THOSE RECEIVED AFTER THE DEADLINE, WILL NOT BE CONSIDERED.***



## CCMGA EXECUTIVE BOARD 2018

President	Kim Schultz
Vice President	Edie Fife
Program Director	Durinda Fisher
Administration Director	Linda Hull
Membership Director	Susan Blakey
Treasurer	Traci McAlister
Secretary	Suzanne Powell
Immediate Past President*	Bruce Batman
Advocate*	Marv Olson
Advocate*	Suzanne Powers
Advocate*	Kay Morris

\*Advisors/Non-Voting Members

## 2019 Garden Show Budget

Sponsor Fees	\$15,250.00
Vendor Fees	\$8,430.00
<b>Total Garden Show Income</b>	<b>\$23,680.00</b>

Advertising	\$10,000.00
EMT First Aid	\$360.00
Hospitality	\$1,300.00
MG Area Booth Supplies - Youth	\$250.00
MG Area Booth Supplies- Adult	\$200.00
Miscellaneous	\$500.00
Pipe and Drape	\$5,163.00
Security	\$1,280.00
Signage	\$1,000.00
Speakers	\$177.00
Supplies	\$650.00
Tour Bus	\$1,200.00
Volunteer Luncheon	\$1,600.00
<b>Total Garden Show Expenses</b>	<b>\$23,680.00</b>

<b>Net Income</b>	<b>\$0.00</b>
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### **TGS 2019 To-Do List for June 2018**

- Revise documents for TGS 2019
- Begin discussion on potential speakers
- Assign responsibilities for key tasks (logistics, speaker recruiting, vendor team lead, administrative tasks, show signage, volunteer coordinator)
- Update July to-do list

### **TGS 2019 To-Do List for July 2018**

- Design and order Save the Date flyers
- Begin scheduling potential speakers
- Vendor team begins updating vendor list from TGS 2018 for TGS 2019 calling efforts
- Send out August Core Team Meeting invite
- Update August to-do list

### **TGS 2019 To-Do List for August 2018**

- Core Team meeting on August 23, 2018
- Solicit TGS 2019 Charity Partner suggestions
- Update TGS 2019 web page
- Vendor team completes updating vendor list from TGS 2018 for TGS 2019 calling efforts
- Send out September Core Team Meeting invite
- Update September to-do list

### **TGS 2019 To-Do List for September 2018**

- Core Team Meeting on September 27, 2018
- Present Charity Partner nominations at 9/27 meeting
- Email first "Save the Date" or promo sheet to sponsors and vendors (*Vendor Team*)
- Finalize marketing plan for TGS 2019 (*Core Team*)
- Vendor team begins TGS 2019 calling efforts
- Send out October Core Team Meeting invite
- Update October to-do list

### **TGS 2019 To-Do List for October 2018**

- Core Team Meeting on October 25, 2018
- Finalize Charity partner (*Core Team*)
- Continue working on Speakers for the Show
- Reserve bus (*by 10/31/17*)
- Contact Coast-to-Coast for rentals (tables, chairs, booths/pipe & drape) (*by 10/31/18*)
- Send out November Core Team Meeting invite
- Update November to-do list

### **TGS 2019 To-Do List for November 2018**

- Core Team Meeting on November 15, 2018
- Begin work on advertisements
- Prepare Mass Gathering Permit and submit to Judy Florence at MP for review (*by 11/15/18*)
- Book EMT's (*send email to AMR by 11/15/18*)
- Contact all "Potential" Vendors (*Vendor Team by Thanksgiving*)
- Finalize Speakers for the Show
- Update December to-do list

## **TGS 2019 To-Do List for December 2018**

- NO Core Team Meeting for December
- Complete all in-kind solicitations (*Vendor Team*)
- Finalize show layout
- Finalize print ads for magazines (*Dawn*)
- Send out January Core Team Meeting invite
- Update January to-do list



## TGS 2019 To-Do List for January 2019

- Core Team Meeting on January 24, 2018
- Update Save the Date half sheet flyer with TGS 2019 sponsors; send to printer
- Print final Save the Date flyers and distribute to sponsors and key vendors; also distribute to CCMGA members at general meeting
- Complete all new generic signs
- Conduct meetings with individual committee leaders, as needed
- Finalize CCMGA project space requirements (*Meet with Team Leads for both Adult and Youth Ed to go over booth plans and SUG*)
- Follow up with EMT's if necessary
- Complete any unfinished to-do list items from December 2018
  - Complete any in-kind solicitations (*Vendor Team*)
  - Finalize show layout
- Update February to-do list
- Send out January Core Team meeting reminder email
- Vendor follow-up calls need to be completed by January 31<sup>st</sup> (*Vendor Team*)
- Get TGS 2019 on local and regional calendars (*Dawn*)
- Ask team leaders how many volunteers will be needed in each area (*Nancy*)
- Determine duties of Garden Show volunteers (*Nancy*)
- Design show handout (trifold brochure) with maps, vendor list, sponsor info, park/barn maps, presentation schedule, etc. (*Bonnie*)
- Update SignUp Genius (*Nancy*)
- Update SignUp Genius and instructions on how to volunteer (*Nancy*)
- Submit SignUp Genius instructions to newsletter team for March *eMinder ECHO*
- Attend county commissioners meeting when mass gathering permit is submitted
- Meet with Charity Board of directors
- Send out February Core Team Meeting invite
- Update February to-do list

## TGS 2019 To-Do List for February 2019

- Core Team Meeting on February 28, 2019
- News releases (*Dawn*)
- Recruit volunteers
- Send out February core team meeting reminder email by 2/15/19
- Conduct meetings with individual committee leaders, as needed
- Finalize CCMGA project space requirements.
- Confirm all speakers and special guests
- Complete any unfinished to-do list items from January 2019
- Update & print vendor packets & dashcards & 2020 contracts
- Update volunteer packets & dashcards
- Buy/Print/Design vendor badges
- Pay Coast to Coast (pipe & drape company) half of estimate
- Finalize trifold brochure design and send to team for proofreading
- Make revisions to trifold brochure design and send to Minuteman Press in Allen for printing
- Order any new signage.
- Order sponsor awards.
- Send out March Core Team Meeting invite
- Update March to-do list

## TGS 2019 To-Do List for March 2019

- Volunteer Orientation for TGS 2019 volunteers at General Meeting on March 14, 2019
- Send detailed information to speakers and vendors
- Confirm setup dates/times with vendors
- Check inventory of extension cords for vendors
- Conduct meetings with individual committee leaders, as needed
- Send a list of exhibitors for ID signs to Coast to Coast (pipe & drape company) in Excel format **NO LATER THAN MARCH 1, 2019**
- Confirm all speakers and special guests
- Complete any unfinished to-do list items from February 2019
- Pay Coast to Coast (pipe & drape company) balance of estimate **NO LATER THAN MARCH 5, 2019**
- Produce any needed checks (EMT & Speakers)
- Deliver trifold brochures to sponsors and key vendors no later than March 5, 2019
- Pipe and drape set up on Thursday, March 14<sup>h</sup>.
- ATM set up on Friday, March 15<sup>th</sup>.
- Exhibitors set up on Friday, March 15<sup>th</sup>.
- Hand out vendor packets for TGS 2019 as vendors arrive and set up.
- Show tear down begins at 5:00 pm on Sunday, March 17<sup>th</sup>; concludes Monday, March 18<sup>th</sup> morning. Take inventory during tear-down.
- Send thank you's and evaluations to sponsors, vendors, volunteers & public during last week of March
- Reserve meeting space for April post-show meeting & send out meeting invitation

### **TGS 2019 To-Do List for April 2019**

- Write up evaluations for post-show meeting
- Incorporate evaluations into a single document for the committee
- Send out reminder email for post-show meeting
- Identify potential co-chairs for TGS 2020 and have them begin to shadow current co-chairs



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248455888  
Dec. 24, 2009 LTR 4168C E0  
75-2756156 000000 00

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BODC: TE

COLLIN COUNTY MASTER GARDNERS  
ASSOCIATION  
% JUDY EWOLDSEN  
825 N MCDONALD ST STE 150  
MCKINNEY TX 75069-2175



103842

Employer Identification Number: 75-2756156  
Person to Contact: MS. SELLERS  
Toll Free Telephone Number: 1-877-829-5500

Dear TAXPAYER:

This is in response to your Dec. 15, 2009, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in MAY 2001.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Beginning with the organization's sixth taxable year and all succeeding years, it must meet one of the public support tests under section 170(b)(1)(A)(vi) or section 509(a)(2) as reported on Schedule A of the Form 990. If your organization does not meet the public support test for two consecutive years, it is required to file Form 990-PF, Return of Private Foundation, for the second tax year that the organization failed to meet the support test and will be reclassified as a private foundation.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Board of Directors  
Collin County Master Gardener Association  
825 N. McDonald Street, Suite 150  
McKinney, Texas 75069

February 6, 2016

Board of Directors:

Subject: Internal Audit Report

The Internal Audit Committee has audited the financial records of the Collin County Master Gardener Association (CCMGA) as of December 31, 2015. These financial records are the responsibility of the CCMGA Board of Directors. Our responsibility is to express an opinion on these financial records based on this audit.

We conducted a basic audit to obtain reasonable assurance about whether the financial records are free of material misstatements. Our committee followed the CCMGA Financial Review Procedures for our audit. We believe that this audit provides a reasonable basis for our opinion.

The books are in excellent condition. The Quicken account balanced to the bank statement. Recommendations are made to improve the guidelines for the treasurer's position.

It is the opinion of the Internal Audit Committee that the financial records as of December 31, 2015, appear to be free of material misstatement.

Patty Felan

Chairman  
Internal Audit Committee  
CCMGA Class 2013

## Recommendations

### Budget

An annual budget should be formulated and approved each year. The Board should review the budget at least quarterly and approve reallocations to close out events or assess additional funding needs. A column added to the far right, next to each category, would be helpful in understanding if a category is running over or short. Budget Income and Expense needs a net of actual. If we came in with more then it should be positive and not bracketed.

It is also suggested that a column for Board approved reallocations be added, with the date.

No Budget for Executive Board, but expenses were \$4,577.

### Bank Expense

Why is Bank Expense so high? Bank expense was budgeted \$1,275 and actual expenses were \$2,905.

### Asset verification and inventory

The Board should annually verify assets and inventory.

### Treasurer reimbursement

The treasurer needs to have a Board member sign on a request sheet or electronically prior to reimbursing the his/herself. Or a Board member should write the check to the treasurer. See January 27, 2015 transaction.

### Request for reimbursement by Master Gardeners

All requests for reimbursement should have two signatures. Signatures should be the person requesting reimbursement and then another signature from the Project Chair or a Board member or a member of the committee. This allows a second review to aid the treasurer. See review of check request.

### Audit Committee:

Melanie Goodman

Sandi Konrath

Patty Felan - Chairman

**AUDIT COMMITTEE REVIEW of CHECK REQUESTS**

**1/1/2015--12/31/2015**

<b>DATE</b>	<b>NAME</b>	<b>ISSUE</b>
1/13/15	Carol Jeffrey	No Second Signature
1/15/15	Bonnie Landon	Double Signature
1/20/15	Bonnie Landon	Double Signature
1/23/15	Bonnie Landon	No Dual Signature
1/27/15	Nancy Harmon	Wrote a check to self for \$300.
2/4/15	Kathleen Brooks	Double Signature
2/5/15	Bonnie Landon	Double Signature
2/11/15	Randy Wilson	Double Signature
2/11/15	Mary Means	Double Signature
2/16/15	Bonnie Landon	Double Signature
2/20/15	Jane Skinner	Double Signature
2/19/15	Suzanne Powell	Double Signature
2/24/15	Jo Henderson	Double Signature
2/26/15	Randy Wilson	Double Signature
3/13/15	Jen Hahn	Double Signature
3/17/15	Carol Wooten	Double Signature
4/1/15	Ann Densen (Youth Education)	No Project Chair Signature
4/9/15	Diane Sharp	Double Signature
4/14/15	Cardinal Sports	Need Receipt
4/21/15	Becky Brown	Double Signature
4/27/15	Jo Henderson	Double Signature
4/29/15	Nancy Harmon	No Project Chair Signature
4/17/15	Renee Ferguson	No Dual Signature



**AUDIT COMMITTEE REVIEW of CHECK REQUESTS**

**1/1/2015--12/31/2015**

<b>DATE</b>	<b>NAME</b>	<b>ISSUE</b>
5/12/15	DMN MEDIA	Need Project Chair to sign Check Request
6/9/15	Jane Skinner	No Dual Signature
6/18/15	Diane Sharp	No Dual Signature
6/24/15	Carol Wooten	No Dual Signature
6/12/15	Kim Shultz	Need further clarification
7/3/15	Jim Ewoldsen	No Dual Signature
7/16/15	Jim Ewoldsen	No Dual Signature
7/16/15	Diane Sharp	No Dual Signature
8/7/15	Pay Pal	Additional Documentation Needed
8/4/15	Jane Skinner	No Dual Signature
8/10/15	Kim Shultz	No Dual Signature
8/12/15	Kathleen Brooks	No Dual Signature
8/7/15	Becky Brown	No Dual Signature
8/19/15	Jim Ewoldsen	No Dual Signature
9/14/15	Diane Sharp	No Dual Signature
9/23/15	Jo Henderson	No Dual Signature
9/21/15	Kathleen Brooks	No Dual Signature
10/14/15	Kathleen Brooks	No Dual Signature
10/21/15	April Lanza	No Dual Signature
10/21/15	Carol Wooten	No Dual Signature
10/21/15	Jim Ewoldsen	No Dual Signature
10/26/15	Kim Shultz	No Co-Signature
11/8/15	Suzanne Powell	No Dual Signature

**AUDIT COMMITTEE REVIEW of CHECK REQUESTS**

**1/1/2015—12/31/2015**

<b><u>DATE</u></b>	<b><u>NAME</u></b>	<b><u>ISSUE</u></b>
<b>12/3/15</b>	<b>Diane Sharp</b>	<b>No Dual Signature</b>
<b>12/8/15</b>	<b>Kay Morris</b>	<b>No Dual Signature</b>
<b>12/28/15</b>	<b>Diane Sharp</b>	<b>No Dual Signature</b>

Board of Directors  
Collin County Master Gardener Association  
825 N. McDonald Street, Suite 150  
McKinney, Texas 75069

February 6, 2016

**Audit Response: 2/16/2016 by Robin Lankford**

Board of Directors:

Subject: Internal Audit Report

The Internal Audit Committee has audited the financial records of the Collin County Master Gardener Association (CCMGA) as of December 31, 2015. These financial records are the responsibility of the CCMGA Board of Directors. Our responsibility is to express an opinion on these financial records based on this audit.

We conducted a basic audit to obtain reasonable assurance about whether the financial records are free of material misstatements. Our committee followed the CCMGA Financial Review Procedures for our audit. We believe that this audit provides a reasonable basis for our opinion.

The books are in excellent condition. The Quicken account balanced to the bank statement. Recommendations are made to improve the guidelines for the treasurer's position.

It is the opinion of the Internal Audit Committee that the financial records as of December 31, 2015, appear to be free of material misstatement.

Patty Felan

Chairman  
Internal Audit Committee  
CCMGA Class 2013

## Recommendations (Responses)

### Budget

An annual budget should be formulated and approved each year. The Board should review the budget at least quarterly and approve reallocations to close out events or assets additional funding needs. A column added to the far right, next to each category, would be helpful in understanding if a category is running over or short. Budget Income and Expense needs a net of actual. If we came in with more then it should be positive and not bracketed.

It is also suggested that a column for Board approved reallocations be added, with the date.

The monthly budget status report has been revised per the above recommendations.

No Budget for Executive Board, but expenses were \$4,577.

These were unbudgeted expenses for the Gardens & Greenway project, digitizing the logo and honorariums. Beginning in 2016 additional funding requests will be submitted to the Executive Board for approval and once approved, will be added to the annual budget.

### Bank Expense

Why is Bank Expense so high? Bank expense was budgeted \$1,275 and actual expenses were \$2,905. In prior years credit card sales were reported net of credit card expenses. Beginning in 2015 we began reporting gross credit card sales to the appropriate project with the credit card and transaction fees posted to Bank Expense. Since the prior years' histories were not available it was not possible to include them in the 2015 budget.

### Asset verification and inventory

The Board should annually verify assets and inventory.

We will revise the inventory sheet to include the signature and date of the individual certifying the inventory. As discussed with the auditors, we do not track the inventory of banners, signs, garden carts, garden tools, etc. Even though all of our assets are expensed we do track our computer inventory.

### Treasurer reimbursement

The treasurer needs to have a Board member sign on a request sheet or electronically prior to reimbursing the his/herself. Or a Board member should write the check to the treasurer. See January 27, 2015 transaction.

This was implemented in 2015. We will limit the number of checks made to the treasurer and any such checks will be approved by the President or appropriate project lead.

### Request for reimbursement by Master Gardeners

All requests for reimbursement should have two signatures. Signatures should be the person requesting reimbursement and then another signature from the Project Chair or a Board member or a member of the committee. This allows a second review to aid the treasurer. See review of check request.

This was implemented February 11, 2016 after approval by the Executive Board. The Check Request Form has been revised and an e-mail was sent to all project leads and board members.

### Audit Committee:

Melanie Goodman

Sandi Konrath

Patty Felan - Chairman

AUDIT COMMITTEE REVIEW of CHECK REQUESTS

1/1/2015--12/31/2015

<u>DATE</u>	<u>NAME</u>	<u>ISSUE</u>
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AUDIT COMMITTEE REVIEW of CHECK REQUESTS

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**AUDIT COMMITTEE REVIEW of CHECK REQUESTS**

**1/1/2015—12/31/2015**

<b><u>DATE</u></b>	<b><u>NAME</u></b>	<b><u>ISSUE</u></b>
<b>12/3/15</b>	<b>Diane Sharp</b>	<b>No Dual Signature</b>
<b>12/8/15</b>	<b>Kay Morris</b>	<b>No Dual Signature</b>
<b>12/28/15</b>	<b>Diane Sharp</b>	<b>No Dual Signature</b>

**Additional documentation for the above Review of Check Requests:**

- All signature issues for check requests will be corrected in 2016.
- If receipts are not available, a signed form in lieu of receipts or an e-mail will be required.
- Any check payable to the Treasurer will be approved by the appropriate project lead or President/Vice-President.
- 4/1/15 check to Ann Denson was approved on attached individual back-up check requests rather than the cover check request.
- 6/12/15 check to Kim Schultz was paid in error through the CCMGA account. Training class expenses should be paid through the Hort Fund. The Hort Fund reimbursed CCMGA on 8/21/15.
- 8/7/15 transfer to PayPal was paid to increase the fund balance. A number of disputed transactions caused our fund balance to drop to under \$100. The treasurer now receives e-mails for all disputed transactions in a timely manner. CCMGA should be able to minimize future chargebacks.

Recommendations  
2016 Audit Committee

**Budget**

An annual budget should be formulated and approved each year. The Board should review the budget quarterly at the very least, and approve reallocations to close out events or for additional funding needs. Continue to improve the practice of adding approved reallocations, with the date, on the year end summary.

As noted on the 2015 Audit, there needs to be net of actual Income and Expense stated on the Budget to Actual Summary at year end. The year- end summary did not include this item.

**Donations**

The check written to St. Jude Catholic Church should be noted as a donation. It is recommended that a Donation Category be added to the Budget.

**Pending: The Board will decide in the February meeting if plans to continue the annual donation will continue. If so, a line will be added to the budget.**

**Circle Garden at Myers Park**

There were two checks written on December 13, and December 21, 2016, totaling \$6,517.50, with notations that they were for the Circle Garden. There was no notation on the year end summary regarding the allocation of these funds.

**The Myers Park expense budget was under budget for the year. Since the Circle Garden expenses benefitted Myers Park the expenses for the rehab of this garden were allocated to the Myers Park budget.**

**Home Depot Gift Card**

Diane Sharp purchased items at Home Depot on November 27, 2016, using a Home Depot Gift Card in the amount of \$121.86. Need documentation as to where the gift card came from to determine how to allocate the charges.

**In February 2016 Michelle Connally purchased supplies to rehab the beds in the potager garden. Unused supplies were returned and a gift card from Home Depot was issued for the credit. No documentation was provided to support the gift card.**

**T-Shirts**

There was a notation on the year end summary on 9/14/16, stating that the Executive Board budget was increased by \$2,500.00 to cover the cost of volunteer T-Shirts. On December 31, 2016, there was a Credit of \$2,191.37, to Adm Director, and a Debit of \$2,191.37, to Executive Board, with a notation stating "T-Shirts." Is this the funds that were allocated on 9/14/16? If not, there needs to be a notation on the year end summary.

**The original intent was to post the t-shirts and jackets that were purchased by members in the Adm Director account. However, it was not possible to split the bills for the apparel between those the association were paying for and those that the members purchased. A journal entry was prepared at year end and included with the audit records transferring the net of the receipts and invoices posted to the Adm Director line to the Board expenses.**

**State Conference Account Notes**

Need final statement from this account to verify actual closing of the account.

**The final bank statement for the State Conference account was included in the October CCMGA records. A copy is attached.**



**CHASE**  
 JPMorgan Chase Bank, N.A.  
 P O Box 659764  
 San Antonio, TX 78265-9754

October 01, 2016 through October 31, 2016  
 Account Number: **00000836135277**

00108645 1 AV 00.376

00108645 DRE 201 141 30616 NNNNNNNNNN T 1 000000000 69 0000 T3260355 P124990  
 COLLIN COUNTY MASTER GARDENERS  
 ASSOCIATION  
 825 N MCDONALD ST STE 150  
 MCKINNEY TX 75069-2175

**CUSTOMER SERVICE INFORMATION**

Web site: Chase.com  
 Service Center: 1-800-242-7338  
 Deaf and Hard of Hearing: 1-800-242-7383  
 Para Espanol: 1-888-622-4273  
 International Calls: 1-713-262-1679



3066001134900214900030000000

*Close Stock Conf. account*

**CHECKING SUMMARY** Chase Total Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$324.71
Other Withdrawals	1	- 324.71
Ending Balance	1	\$0.00

**OTHER WITHDRAWALS**

DATE	DESCRIPTION	AMOUNT
10/12	10/12 Transfer To Chk Xxxxx4052	\$324.71
<b>Total Other Withdrawals</b>		<b>\$324.71</b>

**DAILY ENDING BALANCE**

DATE	AMOUNT
10/12	\$0.00

**SERVICE CHARGE SUMMARY**

TRANSACTIONS FOR SERVICE FEE CALCULATION	NUMBER OF TRANSACTIONS
Checks Paid / Debits	0
Deposits / Credits	0
Deposited Items	0
<b>Transaction Total</b>	<b>0</b>

  

SERVICE FEE CALCULATION	AMOUNT
Service Fee	\$0.00
Service Fee Credit	\$0.00
<b>Net Service Fee</b>	<b>\$0.00</b>
Excessive Transaction Fees (Above 200)	\$0.00
<b>Total Service Fees</b>	<b>\$0.00</b>