



The Rotary Club of Woodland

PO Box 31, Woodland, CA 9776

www.WoodlandRotary.org

July 12, 2016

To: Mr. Steve Polcyn
Rotary District 5160 Foundation Grants Chair/Stewardship Chair
stewardship@rotary5160.org

Ms. Lynn Jepsen
lynnwally@sbcglobal.net.

Subject: Final Report on 2015/16 District DDF Fairgrounds Bench Grant Project.

Dear Steve and Lynn,

This is the final report for the subject project.

The District grant was awarded to the Rotary Club of Woodland by a 23 July 2016 email from Steve Polcyn, in the amount of \$3,335. The Club Qualification MOU was executed June 29, 2015. The District and Global Grant Implementing Procedures were adopted by the Rotary Club of Woodland on 28 Sept 2015 and by the Woodland Rotary Endowment Board on 8 October 2015. A separate bank account was established with First Northern Bank, with Tom Schwarzgruber (Assistant Grant Manager) and Antony Delevati (Club Treasurer) authorized to sign checks. Eight Rotary Clubs partnered with the Rotary Club of Woodland, contributing the remaining \$1665, for a total project budget of \$5,000. Dean Labadie of the Davis Noon Club and Gary Wegener from the Woodland Noon Club coordinated the work. Separation of procurement functions was accomplished with the Endowment Fund Treasurer, Tony Delevati writing checks, based on reimbursement/check requests signed by Gary Wegener, Grants Manager.

The work consisted of constructing 34 benches for the Yolo County Fairgrounds (located in Woodland, CA), for use in events throughout the year. Plastic bench end supports were ordered, and the slats were trimmed, sanded, painted with a weather sealer and the benches assembled on a two day work party on 12th and 13th of March. The participating clubs were all represented. The benches were turned over to the fairgrounds staff on March 14th with the turnover /acceptance letter to the Fairgrounds noting that "future maintenance of the benches is the responsibility of the Fairgrounds". Final costs were \$4,992.07.

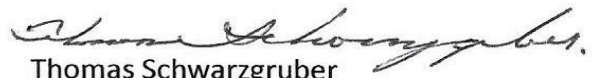
A "District DDF Fairgrounds Bench Grant Project" file containing the official record for the project is on file with the Club Secretary, accessible in the Members Only section of our club website, and will be retained for 5 years from the date of this report by the Club Secretary. See attached.

The following addresses specifics identified in the District email awarding the project:

- **Purpose of the grant:** to provide additional seating capacity to the Yolo County Fair, for use throughout the years, and to accomplish it with support from the nine Rotary Clubs in Yolo County as both a social and team building event.
- **Project/activity goals and evaluation of how they were accomplished:** 10 to 12 Rotarians assisted with the preparation and assembly of the benches, over a 8 hour period on the 12th and a 4 hour period on the 13th of March. Funding allowed construction of 34 benches, vs 28 originally anticipated in the grant application/available funding.
- **Description of how partners were involved in the grant:** Work was accomplished over two workdays, and involved trimming the 2x4 slats, rounding the edges on the ends, sanding the surfaces (the shop sounded like a bee hive with a bunch of stirred up bees inside), applying water sealer to the slats, then pounding the ends onto the slats, and bolting them in. The top slat on the bench back had "ROTARY" routed on the back.
- **Number of project/activity beneficiaries and how they benefited:** The annual fair visitor count is in the 10's of thousands each year, and there are numerous large events throughout the year that will benefit from the extra seating.
- **Amount of club and outside funds raised versus projected amount in application:** Projected \$5,000 total project budget, raised that amount, and spent \$4,992.07. Per discussion between Steve Polcyn and the undersigned, the \$7.93 balance in project funds did not warrant return to the District and was transferred to the Woodland Rotary Endowment Fund, a 501 (c) 3.
- **Role of cooperating organizations.** The other eight Rotary Clubs in Yolo County contributed funding, and the manpower to assemble the benches. Additionally, we used the shop work spaces of Northern California Contractor Training (<http://www.ncct.wsj>) at the fairgrounds, and thereby helped establish a relationship with them that should be valuable on future projects involving carpentry/construction work. (NCCT works with the Sherriff's department to teach low level offenders trade skills, training aspiring carpenters.)
- **How was project/activity promoted:** Through outreach to the eight other Clubs, and with completion of the benches in time for use at the District Conference, which was held at the Fairgrounds at the end of March. A press release was issued after completion.
- **Itemization (spreadsheet) of funds raised, how the funds were spent, including identity of vendors** (attached)
- **All bank statements for project-specific account** which handled all project funds (District Grant and local match funds) are attached. The funds are all dispersed, and the account closed.

Respectfully submitted


 Gary Wegener
 Grant Manager/Primary Grant Contact


 Thomas Schwarzgruber
 Assistant Grant Mgr/Secondary Grant Contact

Attachments:

Revenue and Expense Report
 Bank Statements

Copy to:

Kris Kristensen, President of the Rotary Club of Woodland
Antony Delevati, Treasurer, Rotary Club of Woodland
Alan Flory, Secretary, Rotary Club of Woodland
Clyde Brooker, Chair of the Woodland Rotary Endowment Board
Woodland Sunrise Rotary Club
Woodland Luna Vista Rotary Club
Davis Rotary
Davis Sunshine Rotary Club
Davis Sunset Rotary Club
West Sacramento Rotary Club
West Sacramento Centennial Rotary Club
Winters Rotary Club.

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Grants - Bench Project at Fairgrounds

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Bench Project at the Fairgrounds

Club Primary Contact/Grant Manager: Gary Wegener
Club Secondary Contact/Assistant Grant Manager: Tom Schwarzgruber
Assembly/workday coordinator: Dean Labadie

Project Total: \$5000 (includes District Grant of \$3335, received 28 July 2015).

Status: Grant approved, district funding \$3,335 received; checking account being setup, Implementing Procedures adopted by Woodland Rotary Club (see below), bench assembly occurred March 12 and 13, 2016 and benches were formally turned over to the Fairgrounds May 10th, 2016. The bank account was closed out in May 2016 when the final \$7.93 in the account was transferred to the Woodland Rotary Endowment Fund, a 501 (c) 3.

[Grant Application](#)

[Club Qualification Memorandum of Understanding](#)

[Grant Approval](#), dated 23 July 2015 (note additional grant execution direction included here)

[Endowment Board Resolution authorizing checking account/signatories](#)

[Master budget, Revenues and Expenses](#)

[Receipts, requests for reimbursement](#)

[Club Contact List](#)

[Grant Correspondence, turnover/acceptance, press release on completion](#)

[Project Closeout Report to the District, with revenue/expense report and bank statements](#)

Bench Grant Project
(by the Yolo County Fair Beer Booth Brigade)



Original Budget

6/30/2015

per bench		28 benches
\$64	Rotobench.com Bench ends, one set, Lt Blue color	\$1,785
\$30	Cedar slats, 2x4x6ft, KD. Five slats/bench	\$840
\$6	Lag screws, 10 each	\$168
\$2	Thompson's Wood Sealer; 5 gal \$65 1500sf/gal	\$56
\$102	material subtotal	\$2,849
\$8.39	tax at 8.25%	\$235
\$50	Shipping for benches	\$1,400
\$160.14	Total per bench	\$4,484.04
\$18.43	10.32% contingency	\$515.96
\$178.57	Budget per bench	\$5,000.00

At \$180 per bench, \$5000 grant should cover 28 benches.

Revenues and Expenses

Revenues:

contributions \$375 Woodland Noon

contributions	\$100	Woodland Sunrise
contributions	\$200	Woodland Luna Vista
contributions	\$100	Davis Sunrise
contributions	\$200	Davis
contributions	\$150	Davis Sunset
contributions	\$190	Mighty West Sacramento
contributions	\$150	West Sacramento Centennial
contributions	\$200	Winters
District DDF	<u>\$3,335</u>	District Grant
	\$5,000	Total

Expenses:

Material	\$3,759	Bench Ends, 34 each	Rotobench.com
Material	765.39	one unit/208 sticks DF No.1 slats, 2x4x8', KD. 5 slats/bench	Central Valley Lumber
Material	\$327.38	lag screws, brushes/rollers/pans, sand paper, sealer/stain	Home Depot, OSH
supplies	\$12.98	replacement router bit	Orchard Supply Hardware, Woodland
supplies	\$11.19	paint/brushes	Home Depot, Woodland, CA
refreshments	\$62.29	Pizza and sodas	Pizza Boys, Woodland, CA
refreshments	\$53.96	Donuts and coffee	BelAir Supermarket, Woodland
balanced...	7.93	Balance to Woodland Rotary Endowment Fund	
	\$5,000		

34 benches total were constructed, at a cost of \$146.83 each.

2015/16 Rotary District Grant Bench Project, Yolo County Fairgrounds, Woodland, CA.

Bank Statements (with activity)



FIRST NORTHERN BANK

ACCOUNT: 8030327
DOCUMENT: 10/30/2015
PAGE: 1
2
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THE WOODLAND ROTARY ENDOWMENT
BENCH GRANT PROJECT
PO BOX 31
WOODLAND CA 95776-0031

30-0
2
0

CLASSIC FREE COMMUNITY CHECKING ACCOUNT 8030327					
			LAST STATEMENT 10/07/15	50.00	
MINIMUM BALANCE	50.00	2 CREDITS		650.00	
AVG AVAILABLE BALANCE	175.00	DEBITS		.00	
AVERAGE BALANCE	175.00	THIS STATEMENT 10/30/15		650.00	
DEPOSITS					
REF #	DATE	AMOUNT	REF #	DATE	AMOUNT
10/07	50.00		10/26	600.00	
INTEREST					
AVERAGE LEDGER BALANCE:			.00	INTEREST EARNED:	.00
INTEREST PAID THIS PERIOD:			.00	DAYS IN PERIOD:	
				ANNUAL PERCENTAGE YIELD EARNED:	.00%
DAILY BALANCE					
DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
10/07	50.00	10/26	650.00		



FIRST NORTHERN BANK

ACCOUNT: 8030327
DOCUMENT: 12/31/2015
PAGE: 1
1
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THE WOODLAND ROTARY ENDOWMENT
BENCH GRANT PROJECT
PO BOX 31
WOODLAND CA 95776-0031

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0
1

CLASSIC FREE COMMUNITY CHECKING ACCOUNT 8030327					
			LAST STATEMENT 11/30/15	5,000.00	
MINIMUM BALANCE	1,241.12	CREDITS		.00	
AVG AVAILABLE BALANCE	2,938.67	1 DEBITS		3,758.88	
AVERAGE BALANCE	2,938.67	THIS STATEMENT 12/31/15		1,241.12	
CHECKS					
CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
1001	12/15	3,758.88			
INTEREST					
AVERAGE LEDGER BALANCE:			.00	INTEREST EARNED:	.00
INTEREST PAID THIS PERIOD:			.00	DAYS IN PERIOD:	
				ANNUAL PERCENTAGE YIELD EARNED:	.00%
DAILY BALANCE					
DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
12/15	1,241.12				



FIRST NORTHERN BANK

ACCOUNT: 8030327
DOCUMENT: 11/30/2015
PAGE: 1
1
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THE WOODLAND ROTARY ENDOWMENT
BENCH GRANT PROJECT
PO BOX 31
WOODLAND CA 95776-0031

30-0
1
0

CLASSIC FREE COMMUNITY CHECKING ACCOUNT 8030327					
			LAST STATEMENT 10/30/15	650.00	
MINIMUM BALANCE	650.00	1 CREDITS		4,350.00	
AVG AVAILABLE BALANCE	4,569.35	DEBITS		.00	
AVERAGE BALANCE	4,579.03	THIS STATEMENT 11/30/15		5,000.00	
DEPOSITS					
REF #	DATE	AMOUNT	REF #	DATE	AMOUNT
11/03	4,350.00				
INTEREST					
AVERAGE LEDGER BALANCE:			.00	INTEREST EARNED:	.00
INTEREST PAID THIS PERIOD:			.00	DAYS IN PERIOD:	
				ANNUAL PERCENTAGE YIELD EARNED:	.00%
DAILY BALANCE					
DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
11/03	5,000.00				



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ACCOUNT: 8030327
DOCUMENT: 02/29/2016
PAGE: 1
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BENCH GRANT PROJECT
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CLASSIC FREE COMMUNITY CHECKING ACCOUNT 8030327					
			LAST STATEMENT 01/29/16	1,241.12	
MINIMUM BALANCE	1,241.12	CREDITS		.00	
AVG AVAILABLE BALANCE	1,241.12	DEBITS		.00	
AVERAGE BALANCE	1,241.12	THIS STATEMENT 02/29/16		1,241.12	
INTEREST					
AVERAGE LEDGER BALANCE:			.00	INTEREST EARNED:	.00
INTEREST PAID THIS PERIOD:			.00	DAYS IN PERIOD:	
				ANNUAL PERCENTAGE YIELD EARNED:	.00%



FIRST NORTHERN BANK

ACCOUNT: 8030327
DOCUMENTS: 1

PAGE: 1
03/31/2016

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STATEMENT OF ACCOUNT

Account Number: 8030327
Statement Date: 04/29/2016
Page 1

03188 2336980 102 ATM 78.562.1.14

THE WOODLAND ROTARY ENDOWMENT
BENCH GRANT PROJECT
PO BOX 31
WOODLAND CA 95776-0031

30-0

CLASSIC FREE COMMUNITY CHECKING ACCOUNT 8030327

MINIMUM BALANCE 475.73
AVG AVAILABLE BALANCE 1,043.60
AVERAGE BALANCE 1,043.60

LAST STATEMENT 02/29/16 1,241.12
CREDITS .00
1 DEBITS 765.39
THIS STATEMENT 03/31/16 475.73

CHECK # DATE AMOUNT CHECK # DATE AMOUNT CHECK # DATE AMOUNT
1003 03/24 765.39

INTEREST

AVERAGE LEDGER BALANCE: .00
INTEREST PAID THIS PERIOD: .00
INTEREST EARNED: .00
DAYS IN PERIOD: .00
ANNUAL PERCENTAGE YIELD EARNED: .00%

DATE BALANCE DATE BALANCE DATE BALANCE
03/24 475.73

- END OF STATEMENT -

CLASSIC FREE COMMUNITY CHECKING ACCOUNT

8030327

MINIMUM BALANCE 7.93
AVG AVAILABLE BALANCE 56.32
AVERAGE BALANCE 56.32

LAST STATEMENT 03/31/16 475.73
CREDITS .00
1 DEBITS 467.80
THIS STATEMENT 04/29/16 7.93

CHECKS
Check # Date Amount Check # Date Amount
1002 04/04 467.80

INTEREST

AVERAGE LEDGER BALANCE: .00
INTEREST PAID THIS PERIOD: .00
INTEREST EARNED: .00
DAYS IN PERIOD: .00
ANNUAL PERCENTAGE YIELD EARNED: .00%

DATE BALANCE DATE BALANCE DATE BALANCE
04/04 7.93

- END OF STATEMENT -

Woodland Rotary Endowment
BENCH GRANT PROJECT
PO BOX 31
WOODLAND, CA 95776

3/15/16
\$765.39
Seven hundred sixty five and 39/100 DOLLARS

First Northern Bank
11 0004 032316 203

1003 03/24 765.39

1003 - \$765.39 - 3/24/2016

Woodland Rotary Endowment
BENCH GRANT PROJECT
PO BOX 31
WOODLAND, CA 95776

3/15/16
\$467.80
Four hundred sixty seven and 80/100 DOLLARS

First Northern Bank
11 0004 032316 203

1002 04/04 467.80

1002 - \$467.80 - 4/4/2016



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STATEMENT OF ACCOUNT

Account Number: 8030327
Statement Date: 05/31/2016
Page 1

03157 2356411 102 ATM 78.571.1.14

THE WOODLAND ROTARY ENDOWMENT
BENCH GRANT PROJECT
PO BOX 31
WOODLAND CA 95776-0031

<C> 30-0

*** FINAL STATEMENT ***

CLASSIC FREE COMMUNITY CHECKING ACCOUNT

8030327

LAST STATEMENT 04/29/16 7.93
CREDITS .00
1 DEBITS 7.93
THIS STATEMENT 05/31/16 .00

CHECKS
Check # Date Amount Check # Date Amount Check # Date Amount
1004 05/11 7.93

DAILY BALANCE

DATE BALANCE DATE BALANCE DATE BALANCE
05/11 .00

- END OF STATEMENT -

Woodland Rotary Endowment
BENCH GRANT PROJECT
PO BOX 31
WOODLAND, CA 95776

5/11/16
\$7.93
Seven and 93/100 DOLLARS

First Northern Bank
11 0004 032316 203

1004 05/11 7.93

1004 - \$7.93 - 5/11/2016