

EXHIBIT E

COOPERATING ASSOCIATION ANNUAL REPORT

Report Year: _____

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

PART I. ASSOCIATION INFORMATION

Do not use this Exhibit to file an Annual Report.
For actual Report filing, download the Current version of the DPR 973 at:
http://www.parks.ca.gov/default.asp?page_id=22337
and click "Cooperating Associations Annual Report."

ASSOCIATION NAME			
ADDRESS (Street or P.O. Box)			
ASSN. BUSINESS PHONE NO. ()	ASSN. BUSINESS FAX NO. ()	ASSN. BUSINESS E-MAIL ADDRESS	
NUMBER OF BOARD MEMBERS	NUMBER OF MEMBERS/DONORS	NUMBER ON MAILING LIST	
ASSOCIATION CONTACT PERSON		TITLE	
ASSN. CONTACT PHONE NO. ()	ASSN. CONTACT FAX NO. ()	ASSN. CONTACT E-MAIL ADDRESS	
CAL'S NAME	CAL'S PHONE NO. ()	CAL'S FAX NO. ()	CAL'S E-MAIL ADDRESS

PART II. PROGRAM SERVICES SUMMARY

Note: To provide a more complete explanation of items checked below attach a separate sheet. Enter the item number and provide a brief description of the types of funding, support or revenue generation.

This past year the association supported California State Parks (CSP) by funding: (Check all that apply)

<input type="checkbox"/> 1. Staff who presented interpretive programs <input type="checkbox"/> 2. Regular interpretive tours and programs <input type="checkbox"/> 3. Publications design and/or production (e.g., maps, books, pamphlets, etc.) <input type="checkbox"/> 4. CSP exhibits/equipment (e.g., development, maintenance, purchase, updating, etc.) <input type="checkbox"/> 5. CSP facility construction and capital development (e.g., visitor center development)	<input type="checkbox"/> 6. Special interpretive events/tours/programs (e.g., workshops, seminars, living history, environmental living, etc.) <input type="checkbox"/> 7. CSP habitat and resource management (e.g., restoration, exotic plant removal, litter cleanup, trail work, etc.) <input type="checkbox"/> 8. Training for interpretive park staff or volunteers (e.g., supplies, registration fees, tools, etc.) <input type="checkbox"/> 9. Other: _____
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This past year the association generated revenue to support CSP by: (Check all that apply)

<input type="checkbox"/> 10. Providing interpretive and educational materials/services for sale <input type="checkbox"/> 11. Applying for or securing grants <input type="checkbox"/> 12. Soliciting corporate donations for interpretive and educational projects and programs <input type="checkbox"/> 13. Conducting fundraising events and programs <input type="checkbox"/> 14. Planning and conducting general membership or other specific campaigns <input type="checkbox"/> 15. Providing non-interpretive and non-educational and materials/services for sale <input type="checkbox"/> 16. Providing firewood for sale <input type="checkbox"/> 17. Selling materials and/or services in _____ park unit(s) <input type="checkbox"/> 18. Other: _____	
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PART III: ATTACHMENTS TO REPORT

Board of Directors Roster: Attach a list of names of current board members and those that will begin serving on the board in the coming months.

Certificate of Insurance: Have the insurance carrier complete an ACORD form and attach to this report. For details, visit: http://www.parks.ca.gov/default.asp?page_id=22337 and click on the link under "Exhibit D."

Bylaws and Articles of Incorporation: If there were changes to either the association bylaws or articles of incorporation, attach a copy of the revised document.

COOPERATING ASSOCIATION PREPARER SIGNATURE	PRINTED NAME	PHONE NUMBER ()	DATE PREPARED
CAL REVIEW SIGNATURE	DISTRICT	PHONE NUMBER ()	DATE REVIEWED

EXHIBIT E

PART IV. ANNUAL STATEMENT OF SALES INCOME

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

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

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

ASSOCIATION NAME _____

PARK UNIT NAME N/A. Only I & E sales occurred at parks _____

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

EXHIBIT E

PART V. FINANCIAL STATEMENT

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

ASSOCIATION NAME _____

REPORT YEAR _____

Income

1. Contributions, gifts, grants, cash donations	(1)				
2. In-kind (non-cash) donations <i>(Describe in Item 30)</i>	(2)				
3. Total contributions and donations					
4. Membership dues		(4)			
5. Interest/investment income		(5)			
6. Total gross sales (excluding fundraising)	(6)				
7. Total cost of goods/services + returns/refunds	(7)				
8. Net profits (or losses) for all materials and services		(8)			
9. Fundraising event income	(9)				
10. Fundraising event costs	(10)				
11. Net profit (or loss)		(11)			
12. Other income <i>(Describe in Item 30)</i>		(12)			
13. Adjusted Gross Income or Total Revenue				(13)	
14. Total Gross Income					(14)

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Expenses

15. Grants and donations to Ca St Pks (CSP)	(15)				
16. Interpretive program support	(16)				
17. Other CSP program support <i>(Describe in Item 30)</i>	(17)				
18. Total contributions to CSP		(18)			
19. Management and general		(19)			
20. Total Expenses				(20)	
21. Excess (or deficit) for the year					(21)

Net Assets or Fund Balance

22. Total assets	(22)				
23. Total liabilities		(23)			
24. Unrestricted net assets/fund balances	(24)				
25. Temporarily restricted net assets/fund balances	(25)				
26. Permanently restricted net assets/fund balances	(26)				
27. Total Net Assets or Fund Balances		(27)			
28. Total Liabilities (line 23) + Net Assets/Fund Balances (line 27)				(28)	

Financial Statement Notes

29. The association has established or is establishing an endowment program. Yes No
30. Explain below any unusual financial occurrence and other income and/or expenses. Reference the Item No. in your explanation. If more space is needed, attach additional sheet

EXHIBIT E

Financial Statement Instructions

The table below describes what to enter for each item in Part V. The instructions may correspond with the line numbers on the IRS 990 or IRS 990-E form. For electronic filing, the instructions may be downloaded from the IRS website. Round numbers to the nearest dollar (For example: \$201.26 becomes \$201).

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