

HOUSE OF SPAIN
Casa de España
in
San Diego

ADMINISTRATIVE
HANDBOOK

UPDATE SHEET

INCLUDED IN UPDATE SHEET:

Item 1: The Administrative Handbook was approved by the House of Spain Board of Directors on August 2, 2020.

Item 2: Policy No. P 505: Use of English Language in Business Activities approved on March 7, 2021.

Item 3: Procedure No. Pro-2002: Grievance Procedure approved on June 6, 2021.

Item 4: Policy No. P 205: Workplace Violence Prevention Policy approved on October 3, 2021.

Item 5: Bylaws changes approved by members of HOS in the General Assembly Meeting on November 14, 2021.

Item 6: Duties and Responsibilities of the Safety Manager and Duties and Responsibilities of the Personnel Manager approved on April 3, 2022.

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House of Spain, Casa de España



in San Diego

HOUSE OF SPAIN

(CASA DE ESPAÑA IN SAN DIEGO)

ADMINISTRATIVE HANDBOOK

INTRODUCTION AND PURPOSE

Introduction and Purpose of Handbook

The purpose of this administrative handbook is to provide important information to the officers and directors of the House of Spain, Casa de España, in San Diego to assist them in managing their duties and responsibilities.

The legal name of this organization is *House of Spain, Casa de España in San Diego*. Please note that there is no tilde over the “n.” The Certificate of Amendment of Articles of Incorporation filed with the State of California, dated May 13, 2013 and signed on May 5, 2013 is provided under Section 1. The certificate gives the legal name in paragraph 2. However, for this handbook, Casa de España, House of Spain, or HOS may be used interchangeably.

There are five sections to this handbook: **Section 1** contains governing documents; **Section 2** contains Board of Director responsibilities (job descriptions); **Section 3** contains policies; **Section 4** contains procedures, and **Section 5** contains Appendices. Documents in Sections 1 are presented first:

DOCUMENTS:

SECTION 1 (Focuses on the Mission Statement, Important documents and Bylaws)

The Mission Statement provides for the establishment of a center for members and visitors to meet and learn about the culture of the House of Spain. It focuses on cultural, educational, social and charitable activities related to Spanish culture. Artistic and folkloric presentations are also an important aspect of the Mission Statement.

This section also contains a list of important documents to guide Board members. The Historical Documents describe the evolution of the original name of “*House of Spain in San Diego*” to “*House of Spain, Casa de España, in San Diego.*” Note that there is no tilde over the (n) when you review the document in the Documents Section of this handbook under Section 1.

The California Franchise Tax Board documents notify the Franchise Tax Board that Form FTB 199N was not filed in 2010 because the entity Casa de España en San Diego terminated doing business in year 2000 and the organization was formally dissolved on December 16, 2012. As a non-profit organization, the House of Spain does not have to pay taxes. The House of Spain continued to do business, but its error was in not submitting the proper paper work to the State of California notifying them that it had changed its name. The Certificate of Amendment of Articles of Incorporation filed on May 13, 2013 with the Secretary of State shows the current name of the organization is *HOUSE OF SPAIN, CASA DE ESPANA, IN SAN DIEGO*, thus resolving the issue.

The Internal Revenue Service documents show that the House of Spain, Casa de España in San Diego was issued a new identification number. The old number is no longer valid. Therefore, the current legal name is the **House of Spain, Casa de España in San Diego**. That is the name that should be used in filling out required paperwork. Also, whenever the Internal Revenue Service Identification number is requested, only the number associated with the name **House of Spain, Casa de España in San Diego** should be used. See letter from Internal Revenue Service for the new IRS identification number in Section 1.

For information, the historical documents summarized above are presented here mostly in date order:

- Historical Documents

1. **Articles of Incorporation** under the name *House of Spain in San Diego* Signed October 15, 2000, plus transmission sheet from Bill Jones, Secretary of State signed November 6, 2000 .
 2. **Completed Dissolution form** (DISS NP (REV 01/2012) to the Secretary of State, State of California, regarding the dissolution of the name *Casa de España en San Diego* signed January 16, 2013.
 3. **Clarification letter** to CA Attorney General's Office, Registry of Charitable Trusts; California Secretary of State, Document Support Filing Unit; and the CA Franchise Tax Board regarding the **dissolution** of the entity *Casa de España* for a **new entity** as the *House of Spain, Casa de España in San Diego* dated January 22, 2013.
 4. **Certificate of Amendment of Articles of Incorporation** to current name *House of Spain, Casa de España, in San Diego* signed May 5, 2013
- California Franchise Tax Board
1. **Notice** from California Franchise Tax Board regarding **past due FTB e-Postcard** filing, Notice Date 12/05/12, Account Year Ending 12/31/10.
 2. **Notice** to Franchise Tax Board that the entity *Casa de España en San Diego* went out of **business in year 2000** and was formally dissolved on December 16, 2012.
- Federal Internal Revenue Service
1. **Letter** from the Internal Revenue Service regarding the **new Employer Identification Number (EIN) assigned to the House of Spain, Casa de España in San Diego** dated 11/10/11.
 2. **Policies** required by the Internal Revenue Service in order for the House of Spain to maintain its tax-exempt status are: (1) a Conflict of Interest/Code of Conduct Policy, and (2) a Whistleblower Policy. Both of these policies can be found in Section 3 of this Administrative Handbook.

Section 1 also contains the *House of Spain Bylaws*. It should be noted that any amendments to the HOS Bylaws require preliminary approval by the Board and final approval by the membership. Board members should be aware that the House of Spain functions under the auspices of the House of Pacific Relations (HPR), which is governed by a conditional use permit approved by the city of San Diego, which is periodically renewed. The HPR has its own Bylaws that are not included in this document. They are available on the HPR website for authorized personnel to view. Authorized personnel include HPR officers, cottage Presidents and HPR delegates.

Finally, it should be noted that the HOS is subject to the laws and regulations of the State of California which have precedence over this Administrative Handbook.

RESPONSIBILITIES:

SECTION 2: Focuses on responsibilities (Job Descriptions) for officers, elected/appointed members, and responsibilities of committees.

Responsibilities are included in this manual because job descriptions allow board members to understand the responsibilities and duties expected of them. In addition, job descriptions can also be used to determine areas that require training and development.

POLICIES:

SECTION 3: Focuses on House of Spain policies.

Policies are included because they are an essential component of an organization. Policies adopted by the Board of Directors address pertinent issues and help the organization to be consistent in the execution of its duties.

The approval of the membership is not required in establishing policies. Written policies are useful in the smooth running of an organization and should be practical, functional and referred to as needed.

PROCEDURES:

Section 4: Focuses on how HOS activities can be achieved.

Procedures provide a “road map” of how a particular task, goal or objective can be achieved. Procedures can also ensure compliance with laws and regulations, give guidance for decision making, and provide guidance for current and new members in conducting the business of the HOS.

ORGANIZATIONAL STRUCTURE:

The HOS is a 501(c) (3) California Nonprofit Benefit Corporation. As set forth in the *HOS Bylaws*, Officers consist of a President, Vice President, Secretary and Treasurer which are elected at the annual HOS membership meeting. In addition, three more directors are elected at the annual meeting. At the first meeting of the newly elected Board of Directors, additional directors are selected and approved by the Board and a Sergeant-at-arms and Parliamentarian are also selected and approved. The corporation shall have not less than five (5) and no more than fifteen (15) directors. (See *HOS Bylaws*, Article 3, Section 1.)

MEETINGS:

Monthly meetings of the directors are scheduled for the first Sunday of each month, unless rescheduled for a justifiable reason. Board members who are not able to attend the monthly meeting should submit a proxy. The monthly meeting is open to all members. If there are a few members (one or two persons) attending, they can be listed in the minutes. If there are several members (three or more persons) attending, it is best to have them sign an attendance list which can be attached to the minutes.

The annual meeting of the general membership is scheduled for the second Sunday of November. Officers and members who are not able to attend the annual meeting should submit a proxy.

MEETING AGENDA:

If a member wishes to speak to an issue, the member should notify the President or Secretary that he/she plans on attending the meeting -- giving the date of the meeting he/she plans to attend and the issue to be addressed. If the President or Secretary has sufficient notice, he/she will place the item on the Agenda, if appropriate, and it will be addressed at the appropriate time. The President prepares the agenda and conducts the meeting. If the President is absent, the Vice President will preside at the meeting.

UPDATES TO ADMINISTRATIVE HANDBOOK:

An Administrative Handbook should be current and functional for the House of Spain. The Handbook should be reviewed every year and updated as necessary. The Update Sheet, following the title page, should be updated when changes are approved by the Board of Directors, including basic information, such as (1) date change is approved by the BOD, (2) what the change is, and (3) the location of the change in the handbook. Any other pertinent information relevant to updates is also appropriate on this page. In addition, each Policy and Procedure has a policy number or procedure number with an effective date and space for any revision date to the policy or procedure.

House of Spain, Casa de España



in San Diego

HOUSE OF SPAIN

(CASA DE ESPAÑA IN SAN DIEGO)

ADMINISTRATIVE HANDBOOK

SECTION 1

GOVERNING DOCUMENTS

SECTION ONE: Documents

DOCUMENTS INCLUDED IN SECTION ONE:

Mission Statement

Historical Documents

Articles of Incorporation under the name *House of Spain in San Diego* Signed October 15, 2000, plus transmission sheet from Bill Jones, Secretary of State signed November 6, 2000.

Completed Dissolution form (DISS NP (REV 01/2012) to the Secretary of State, State of California, regarding the dissolution of the name *Casa de España en San Diego* signed January 16, 2013.

Clarification letter to CA Attorney General's Office, Registry of Charitable Trusts; California Secretary of State, Document Support Filing Unit; and the CA Franchise Tax Board regarding the **dissolution of** the entity *Casa de Espana* for a **new entity** as the *House of Spain, Casa de España in San Diego* dated January 22, 2013.

Certificate of Amendment of Articles of Incorporation to current name *House of Spain, Casa de España, in San Diego* signed May 5, 2013.

California Franchise Tax Board

Notice from California Franchise Tax Board regarding **past due FTB e-Postcard** filing, Notice Date 12/05/12, Account Year Ending 12/31/10.

Notice to Franchise Tax Board that the entity *Casa de España en San Diego* went out of **business in year 2000** and was formally dissolved on December 16, 2012.

Federal Internal Revenue Service

Letter from the Internal Revenue Service regarding the **new Identification Number assigned to the House of Spain, Casa de España in San Diego.**

Policies required by the Internal Revenue Service in order for the House of Spain to maintain its tax-exempt status are: (1) a Conflict of Interest/Code of Conduct Policy, and (2) Whistleblower Policy. Both of these policies can be found in Section 3 of this Administrative Handbook.

Bylaws

Table of Contents for House of Spain Bylaws

Bylaws

SECTION ONE: DOCUMENTS

Mission Statement

Mission Statement

The Mission of the House of Spain (Casa de España) is:

1. To build and operate a center that will become the focal point for cultural, educational, social and charitable activities in the city of San Diego related to Spain and Spanish culture.
2. The center will also serve as a meeting place where locals and visitors could find information and assistance in a wide variety of cultural, educational and humanitarian topics.
3. The center will endeavor to spread the knowledge of an interest in the culture of Spain by means of artistic and folkloric presentations (both at the center and throughout the San Diego community), there will also be educational meetings and seminars on a regular basis, all of them open to the public in general. (Source: *HOS Bylaws*, Article 2, Section 1 and HOS website, (www.houseofspainsd.org)).

SECTION ONE: DOCUMENTS
Historical Documents

2267883

ENDORSED - FILED
in the office of the Secretary of State
of the State of California

OCT 23 2000

BILL JONES, Secretary of State

ARTICLES OF INCORPORATION
OF
HOUSE OF SPAIN IN SAN DIEGO
A CALIFORNIA PUBLIC BENEFIT CORPORATION

ONE: The name of this corporation is House of Spain in San Diego.

TWO: This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes. The specific purposes for which this corporation is organized are to build and operate a center that will become the focal point for Spanish related educational and charitable activities in the city of San Diego. The center will also serve as a meeting place where locals and visitors could find information and assistance in a wide variety of cultural and educational topics.

THREE: The name and address in the State of California of this corporation's initial agent for service of process is Joaquin Anguera, 4834 Mt. Royal Place, San Diego, CA 92117.

FOUR: (a) This corporation is organized and operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

(b) Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (2) by a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

(c) No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of, or in opposition to, any candidate for public office.

FIVE: The names and addresses of the persons appointed to act as the initial Directors of this corporation are:

Name	Address
Joaquin Anguera	4834 Mt. Royal Pl. San Diego, CA
Asuncion Lusti	1004 Madison Ave. San Diego, CA
Luis Beltran	1415 Sixth St. Coronado, CA

SIX: The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of the organization shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.

On the dissolution or winding up of the corporation, its assets remaining after payment of, or provision for payment of, all debts and liabilities of this corporation, shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

Date: October 15, 2000

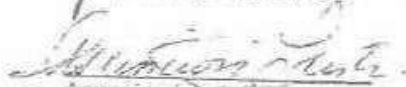

Joaquin Anguera, Director



Asunción Lusi, Director


Luis Beltran, Director

We, the above-mentioned initial directors of this corporation, hereby declare that we are the persons who executed the foregoing Articles of Incorporation, which execution is our act and deed.


Joaquin Anguera, Director


Asunción Lusi, Director


Luis Beltran, Director



2267883

15416 JAN 26 12:57 08SE



SECRETARY OF STATE

I, *BILL JONES*, Secretary of State of the State of California, hereby certify:

That the attached transcript of 2 page(s) has been compared with the record on file in this office, of which it purports to be a copy, and that it is full, true and correct.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of

NOV - 6 2000



Bill Jones

Secretary of State



State of California Secretary of State

DISS NP

Domestic Nonprofit Corporation Certificate of Dissolution

There is no fee for filing a Certificate of Dissolution. Important - Read instructions before completing this form.

This Space For Filing Use Only

1. Corporate Name - Enter the name of the domestic nonprofit corporation exactly as it is of record with the California Secretary of State.

CASA DE ESPAÑA EN SAN DIEGO

2. Required Statements - The following statements are required by statute and should not be altered.

All final returns required under the California Revenue and Taxation Code have been or will be filed with the California Franchise Tax Board. The corporation has been completely wound up and is dissolved.

3. Debts and Liabilities - Check the applicable statement. Note: Only one box may be checked.

- Debt and liability checkboxes: The corporation's known debts and liabilities have been actually paid, paid as far as its assets permitted, adequately provided for by their assumption, adequately provided for as far as its assets permitted, or never incurred any known debts or liabilities.

4. Assets - Mutual Benefit or Consumer Cooperative Corporations ONLY: Check the applicable statement. Note: Only one box may be checked. If the corporation is a public benefit or religious corporation, leave Item 4 blank and attach to this Certificate of Dissolution a letter from the California Attorney General's office waiving objections to the distribution of the corporation's assets pursuant to California Corporations Code section 6716(c) or confirming the corporation has no assets (see instructions).

- Asset checkboxes: The known assets have been distributed to the persons entitled thereto, or The corporation never acquired any known assets.

5. Election - Check the "YES" or "NO" box as applicable. Note: If the "NO" box is checked, a Certificate of Election to Wind Up and Dissolve pursuant to California Corporations Code section 1901, 6611, 8611, 9680 or 12631 must be filed prior to or together with this Certificate of Dissolution.

The election to dissolve was made by the vote of all the members of the corporation or the corporation has no members and the election was made by the vote of all the directors of the corporation. YES NO

6. Verification and Execution - If additional signature space is necessary, the dated signature(s) with verification(s) may be made on an attachment to this certificate. Any attachments to this certificate are incorporated herein by this reference.

The undersigned constitute(s) the sole director or a majority of the directors now in office. I declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of my own knowledge.

16 January 2013 Date

Signatures of Directors: Jesus B. Benayas, Angeles Leira, Asuncion Lushi

Type or Print Name of Director: JESUS BENAYAS, ANGELES LEIRA, ASUNCION LUSHI

Scan y bajo off docs.
off docs - 1) kd 2) (al 3) SID.

Copy - LOS Files

CA Attorney General's Office
Registry of Charitable Trusts
PO Box 903447
Sacramento, CAS 94203-4470

California Secretary of State
Document Support Filing Unit
1500 11th Street, 3rd Floor
Sacramento, CA 95814

CA Franchise Tax Board
Notice # 6332857121201, ID #1102964
PO BOX 1286
Rancho Cordova, CA 95741-1286

22 January 2013

SUBJECT: DISSOLUTION OF CASA DE ESPANA AS A SEPARATE ENTITY FROM HOUSE OF SPAIN

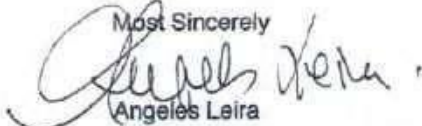
As we have communicated to you several times over the past year, Casa de Espana practically ceased to exist as a separate entity when House of Spain in San Diego (aka Casa de Espana en San Diego) was created in 2000 for the express purpose of succeeding Casa de Espana en San Diego. At the time we created House of Spain in San Diego (aka Casa de Espana en San Diego) we were given a separate identification number by the Federal Internal Revenue Service and the Franchise Tax Board of California. These two number have created a great deal of confusion on all levels, for years. In fact Casa de Espana, as the name establishes was absorbed by House of Spain.

During 2010 and 2011, we explained in several communications the situation to both the IRS, CFTB and the CA Attorney General as recently as the last two years, and finally in 2010, the IRS has come up with a reasonable solution by changing our name to "House of Spain, Casa de Espana in San Diego", and voiding the identification number previously given to Casa de Espana. This IRS solution has satisfactorily resolved the problem at the federal level maintaining the Federal ID # 33-0942219, which will correspond to CA ID# 2267883. However, in spite of having us shared that information with the State of California (both Franchise Tax Board and Attorney General) it has not been possible for us to make the necessary correction with your offices. As late as December 2012, via phone and e mail communications with the CA Franchise Tax Board and CA Attorney General, we have been told that we have to initiate two processes: 1) to dissolve the Casa de Espana, and thus remove its Identity Number, which form we are enclosing; and, 2) formally modify the name of our organization to "House of Spain, Casa de Espana in San Diego", instead of "House of Spain in San Diego" in order to track properly with our Federal Identification Number, which we are also doing, and you will receive as soon as our Secretary is available to sign the papers. The Board of directors specifically formalized these two actions at its January 2013 meeting as required.

We hope that with these processes we can bring the very confusing situation to a close with the State of California, in the same manner that the Federal Government did for is in 2011.

Please let us know if there is anything else we have to do.

Most Sincerely



Angeles Leira
Vicepresident
House of Spain, Casa de Espana in San Diego

Attachment: Domestic Nonprofit Corporation Certificate of Dissolution

MCU

2267883

A0741557

FILED
Secretary of State
State of California

MAY 13 2013

ASX
IPC

154716JUN26 12:57 17SE

Certificate of Amendment of Articles of Incorporation

The undersigned certify that:

1. They are the **president** and the **secretary**, respectively, of HOUSE OF SPAIN IN SAN DIEGO, a California corporation.
2. Article ONE of the Articles of Incorporation of this corporation is amended to read as follows:

The name of this corporation is HOUSE OF SPAIN, CASA DE ESPANA, IN SAN DIEGO.

3. The foregoing amendment of Articles of Incorporation has been duly approved by the board of directors.
4. The foregoing amendment of Articles of Incorporation has been approved by the required vote of the members.
- 5.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of our own knowledge.

DATE: 5/5/13

Jesus B. Benayas
Jesus Benayas, President

Penelope Bledsoe
Penelope Bledsoe, Secretary



Debra Bowen
Secretary of State
Business Programs Division
P.O. Box 944260
Sacramento, CA
94244-2600

REGISTER TO VOTE
Voter Registration/Voter Fraud Hotline
Call 1-800-345-VOTE
e-mail: comments@sos.ca.gov

H:
P:
S:

SECTION ONE: DOCUMENTS
California Franchise Tax Board



STATE OF CALIFORNIA
FRANCHISE TAX BOARD
PO BOX 1288
RANCHO CORDOVA CA 95741 1288

Notice Date: 12/05/12

Request for Past Due FTB 199N, Annual Electronic Filing Requirement for Small Tax-Exempt Organizations (California e-Postcard)

→ CASA DE ESPANA EN SAN DIEGO
LUIS JARQUIN
PO BOX 33064
SAN DIEGO CA 92163-2064

Notice Number:
6332857121201
Entity ID:
CORP 1102964
Account Year End:
12/31/10

We have no record of your entity's FTB 199N, *Annual Electronic Filing Requirement for Small Tax-Exempt Organizations (California e-Postcard)*, for the tax year shown above.

Filing Requirements

For filing requirements, see PAGE 2.

You must take one of the following actions to resolve this issue:

- Form 199 filed - Complete Section 1 on PAGE 4.
- FTB 199N, California e-Postcard filed - Complete Section 1 on PAGE 4.
- FTB 199N, California e-Postcard required - Complete the *California e-Postcard* at ftb.ca.gov search for 199N
- Extension of time to file - No extension will be given.

Go to ftb.ca.gov search for 199N.

Consequences of Not Responding to this Notice

Organizations with gross receipts normally \$25,000 or less, must file an annual *California e-Postcard* or Form 199 with us. If an organization does not file as required for three consecutive years, the organization automatically loses its tax-exempt status.

If an entity's tax-exempt status is revoked, the entity may be subject to the franchise tax that is equal to the larger of your California income multiplied by the appropriate tax rate or the \$800 minimum franchise tax.

All non tax-exempt corporations incorporated or qualified in California are required to pay at least the \$800 minimum franchise tax whether they are active, inactive, operate at a loss, or file a short period return (less than 12 months).

We may also take the following collection actions:

- File tax liens against your entity's property.
- Seize and sell your entity's property.
- Take other appropriate actions.

If you have any questions, call us at 916.845.4171.

Called 12 Dec 2012 @ 3:30

Request for Past Due FTB 199N, Annual Electronic Filing Requirement for Small Tax-Exempt

Organizations (California e-Postcard)

Request for Past Due FTB 199N, Annual Electronic Filing Requirement for Small Tax-Exempt Organizations (California e-Postcard)

Notice Number: 6352857121201 1

CORP 1102954

Tax Year Ending: 12/31/10

Section 1 - Form 199 or FTB 199N filed.

We filed Form 199 or FTB 199N on ___/___/___ for the tax year ending ___/___/___

We entered California Corporation or entity ID number ___ on the Form 199 or FTB 199N.

We entered the following name on the Form 199: _____

Enclose a copy of Form 199 or copy of the confirmation page from FTB 199N.

If you made a payment, furnish a copy of the front and back of the canceled check or a copy of a statement prepared by your financial institution showing the date of the payment, payment amount, and the name of the payee.

Section 2 - FTB 199N not required. Check and complete all that apply.

The organization formally dissolved or withdrew from California on Feb 16 2012

The organization terminated or went out of business on 1/1/2000

The organization qualifies for the following exception from the requirement to file.

A religious organization granted exemption as a church. Furnish a copy of your Exempt Determination Letter from the Franchise Tax Board or the Internal Revenue Service.

An organization not required to file FTB 199N. Furnish a copy of documentation that shows you meet the exception to the filing requirements listed on PAGE 2.

Other (Furnish documentation that substantiates your explanation, if applicable): _____

If you would like information to dissolve or withdraw the organization from California, get Pub. 1038, Guide to Dissolve, Surrender, or Cancel a California Business Entity, at ftb.ca.gov.

Shirley Leira V.P.
Signature and title

J January 22, 2013
Date

ANKELES LEIRA
Type or print name

858-453-9692
Daytime telephone number

Provide your organization's address if it is different from that shown on PAGE 1.

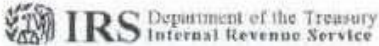
Number and street: _____

City, state, and ZIP code: _____

Mail to: EXEMPT ORGANIZATIONS UNIT MS F120
FRANCHISE TAX BOARD
PO BOX 1286
RANCHO CORDOVA CA 95741-1286

When you reply, send only this page with any documentation required.

SECTION ONE: DOCUMENTS
Federal Internal Revenue Service



OGDEN UT 84201-0046

In reply refer to: 0423291513
Nov. 10, 2011 LTR 139C 0
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HOUSE OF SPAIN CASA DE ESPANA IN
SAN DIEGO
% JESUS BENAYAS
PO BOX 33064
SAN DIEGO CA 92163-2064



019225

Employer Identification Number: 33-0942219

Dear Taxpayer:

Thank you for the inquiry dated July 24, 2011.

We are sorry, but we assigned you more than one Employer Identification Number (EIN). The number shown above is your correct one. Do not use the incorrect number 95-3786312.

If you need forms, schedules, or publications, you may get them by visiting the IRS website at www.irs.gov or by calling toll-free at 1-800-TAX-FORM (1-800-829-3676).

If you have any questions, please call us toll free at 1-877-829-5500.

If you prefer, you may write to us at the address shown at the top of the first page of this letter.

Whenever you write, please include this letter and, in the spaces below, give us your telephone number with the hours we can reach you. Also, you may want to keep a copy of this letter for your records.

Telephone Number () _____ Hours _____

We apologize for any inconvenience we may have caused you, and thank you for your cooperation.

Sincerely yours,

Sheila Bronson
Dept. Manager, Code & Edit/Entity 3

Enclosure(s):
Copy of this letter

SECTION ONE: DOCUMENTS

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**BYLAWS OF
HOUSE OF SPAIN, CASA DE ESPAÑA IN SAN DIEGO**

**(HEREAFTER REFERRED TO AS HOUSE OF SPAIN.)
CALIFORNIA PUBLIC BENEFIT CORPORATION**

**ARTICLE 1
OFFICES**

SECTION 1. PRINCIPAL OFFICE

The principal office of the corporation for the transaction of its business is located in the city of San Diego, county of San Diego, state of California.

SECTION 2. CHANGE OF ADDRESS

The county of the corporation's principal office can be changed only by amendment of these Bylaws and not otherwise. The Board of Directors may, however, change the principal office from one location to another within the named county.

**ARTICLE 2
PURPOSES**

SECTION 1. OBJECTIVES AND PURPOSES

The primary objectives and purposes of this corporation shall be: 1) To build and operate a center that will become the focal point for cultural, educational, social and charitable activities in the city of San Diego related to Spain. 2) The center will also serve as a meeting place where locals and visitors could find information and assistance in a wide variety of cultural, educational and humanitarian topics. 3) The center will endeavor to spread the knowledge of and interest in the culture of Spain by means of artistic and folkloric presentations (both at the center and throughout the San Diego community), there will also be educational meetings and seminars on a regular basis, all of them open to the public in general.

SECTION 2. HOUSE OF PACIFIC RELATIONS

The House of Spain, Casa de España in San Diego is a non-political, non-sectarian, non-profit organization, which endeavors to foster and cultivate traditions from Spain, and to contribute to maintain and enhance the spirit of understanding, tolerance and goodwill among all the national groups residing in the city of San Diego by presenting the history and culture of Spain. As such, the House of Spain in San Diego adheres itself, without reservations, 'to the principles of the House of Pacific Relations, and declares that these By-Laws shall constitute its linkage with it.

**ARTICLE 3
DIRECTORS**

SECTION 1. NUMBER

The corporation shall have not less than five (5) nor more than fifteen (15) directors, with the exact number to be fixed within these limits by approval of the Board of Directors or the members, if any, in the manner provided in these Bylaws and collectively they shall be known as the Board of Directors.

SECTION 2. POWERS

Subject to the provisions of the California Nonprofit Public Benefit Corporation law and any limitations in the Articles of Incorporation and Bylaws relating to action required or permitted to be taken or approved by the members, if any, of this corporation, the activities and affairs of this corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Directors.

SECTION 3. DUTIES

It shall be the duty of the directors to:

- (a) Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation of this corporation, or by these Bylaws;
- (b) Appoint and remove, employ and discharge, and, except as otherwise provided in these Bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents and employees of the corporation;
- (c) Supervise all officers, agents and employees of the corporation to assure that their duties are performed properly;
- (d) Meet at such times and places as required by these Bylaws;
- (e) Register their addresses with the Secretary of the corporation and notices of meetings mailed or e- mailed to them at such addresses shall be valid notices thereof.

SECTION 4. TERMS OF OFFICE

Each director shall hold office until December 31, and until his or her qualified successor is elected or appointed.

SECTION 5. COMPENSATION

Directors shall serve without compensation and no payment shall be authorized for attending meetings of the Board of Directors. In addition, they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their regular duties as specified in Section 3 of this Article. Directors may not be compensated for rendering services to the corporation in any capacity other than director unless such other compensation is reasonable and is allowable under the provisions of Section 6 of this Article.

SECTION 6. RESTRICTION REGARDING INTERESTED DIRECTORS

Notwithstanding any other provision of these Bylaws, not more than forty-nine percent (49%) of the persons serving on the board may be interested persons. For purposes of this Section, "interested persons" means either:

- (a) Any person currently being compensated by the corporation for services rendered it within the previous twelve (12) months, whether as a full- or part-time officer or other employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a director as director; or
- (b) Any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in- law, mother-in-law, or father-in-law of any person described above.

SECTION 7. PLACE OF MEETINGS

Meetings shall be held at the principal office of the corporation unless otherwise provided by the board or at such place within or without the State of California which has been designated from time to time by resolution of the Board of Directors. In the absence of such designation, any meeting not held at the principal office of the corporation shall be valid only if held on the written consent of all directors given either before or after the

meeting and filed with the Secretary of the corporation or after all board members have been given written notice of the meeting as hereinafter provided for special meetings of the board.

Any meeting, regular or special, may be held by conference telephone, electronic video screen communication, or other communications equipment. Participation in a meeting through use of conference telephone constitutes presence in person at that meeting so long as all directors participating in the meeting are able to hear one another. Participation in a meeting through use of electronic video screen communication or other communications equipment constitutes presence in person at that meeting if all of the following apply:

- a). Each director participating in the meeting can communicate with all of the other directors concurrently;
- b) Each director is provide the means of participating in all matters before the board, including, without limitation, the capacity to propose, or to interpose an objection to, a specific action to be taken by the corporation;
- c) The corporation adopts and implements some means of verifying 1) that all persons participating in the meeting are directors of the corporation or are otherwise entitled to participate in the meeting, and 2) that all actions of, or votes by, the board are taken and cast only by directors and not by persons who are not directors.

SECTION 8. REGULAR AND ANNUAL MEETINGS

Regular meetings of Directors shall be held once a month.

SECTION 9. SPECIAL MEETINGS

Special meetings of the Board of Directors may be called by the President, the Vice President, or by any two directors, and such meetings shall be held at the place, within or without the State of California, designated by the person or persons calling the meeting, and in the absence of such designation, at the principal office of the corporation.

SECTION 10. NOTICE OF MEETINGS

Regular meetings of the board may be held without notice. Special meetings of the board shall be held upon four (4) days' notice by first-class mail or forty-eight (48) hours' notice delivered personally or by telephone or e-mail. If sent by mail or e-mail, the notice shall be deemed to be delivered on its deposit in the mails or on its delivery to the internet provider. Such notices shall be addressed to each director at his or her address as shown on the books of the corporation. Notice of the time and place of holding an adjourned meeting need not be given to absent directors if the time and place of the adjourned meeting are fixed at the meeting adjourned and if such adjourned meeting is held no more than twenty-four (24) hours from the time of the original meeting. Notice shall be given of any adjourned regular or special meeting to directors absent from the original meeting if the adjourned meeting is held more than twenty-four (24) hours from the time of the original meeting.

SECTION 11. CONTENTS OF NOTICE

Notice of meetings not herein dispensed with shall specify the place, day and hour of the meeting.

SECTION 12. WAIVER OF NOTICE AND CONSENT TO HOLDING MEETINGS

The transactions of any meeting of the board are as valid as though the meeting had been duly held after proper call and notice, provided a quorum, as hereinafter defined, is present and provided that either before or after the meeting each director not present signs a waiver of notice, a consent to holding the meeting, or an approval of the minutes thereof. All such waivers, consents, or approvals shall be filed with the corporate records or made a part of the minutes of the meeting.

SECTION 13. QUORUM FOR MEETINGS

A quorum shall consist of a majority of the Board of Directors.

Except as otherwise provided in these Bylaws or in the Articles of Incorporation of this corporation, or by law, no business shall be considered by the board at any meeting at which a quorum, as hereinafter defined, is not present, and the only motion which the Chair shall entertain at such meeting is a motion to adjourn.

However, a majority of the directors present at such meeting may adjourn from time to time until the time fixed for the next regular meeting of the board.

When a meeting is adjourned for lack of a quorum, it shall not be necessary to give any notice of the time and place of the adjourned meeting or of the business to be transacted at such meeting, other than by announcement at the meeting at which the adjournment is taken, except as provided in Section 10 of this Article.

The directors present at a duly called and held meeting at which a quorum is initially present may continue to do business notwithstanding the loss of a quorum at the meeting due to a withdrawal of directors from the meeting, provided that any action thereafter taken must be approved by at least a majority of the required quorum for such meeting or such greater percentage as may be required by law, or the Articles of Incorporation or Bylaws of this corporation.

SECTION 14. MAJORITY ACTION AS BOARD ACTION

Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present is the act of the Board of Directors, unless the Articles of Incorporation or Bylaws of this corporation, or provisions of the California Nonprofit Public Benefit Corporation Law, particularly those provisions relating to appointment of committees (Section 5212), approval of contracts or transactions in which a director has a material financial interest (Section 5233) and indemnification of directors (Section 5238e), require a greater percentage or different voting rules for approval of a matter by the board.

SECTION 15. CONDUCT OF MEETINGS

Meetings of the Board of Directors shall be presided over by the President, in his or her absence, by the Vice President or, in the absence of each of these persons, by a Chairperson chosen by a majority of the directors present at the meeting. The Secretary shall act as secretary of all meetings of the board, provided that, in his or her absence, the presiding officer shall appoint another person to act as Secretary of the Meeting.

Meetings shall be governed by Roberts' Rules of Order, as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with these Bylaws, with the Articles of Incorporation of this corporation, or with provisions of law.

SECTION 16. ACTION BY UNANIMOUS WRITTEN CONSENT WITHOUT MEETING

Any action required or permitted to be taken by the Board of Directors under any provision of law may be taken without a meeting, if all members of the board shall individually or collectively consent in writing or by e-mail to such action. For the purposes of this Section only, "all members of the board" shall not include any "interested director" as defined in Section 5233 of the California Nonprofit Public Benefit Corporation Law. Such written consent or consents shall be filed with the minutes of the proceedings of the board. Such action by written consent shall have the same force and effect as the unanimous vote of the directors. Any certificate or other document filed under any provision of law which relates to action so taken shall state that the action was taken by unanimous written consent of the Board of Directors without a meeting and that the Bylaws of this corporation authorize the directors to so act, and such statement shall be prima facie evidence of such authority.

SECTION 17. VACANCIES

Vacancies on the Board of Directors shall exist (1) on the death, resignation or removal of any director, and (2) whenever the number of authorized directors is increased.

The Board of Directors may declare vacant the office of a director who has been declared of unsound mind by a final order of court, or convicted of a felony, or been found by a final order or judgment of any court to have breached any duty under Section 5230 and following of the California Nonprofit Public Benefit Corporation Law.

If the corporation has less than fifty (50) members, directors may be removed without cause by a majority of all members, or, if the corporation has fifty (50) or more members, by vote of a majority of the votes represented at a membership meeting at which a quorum is present.

Any director may resign effective upon giving written notice to the President, the Secretary, or the Board of Directors, unless the notice specifies a later time for the effectiveness of such resignation. No director may resign if the corporation would then be left without a duly elected director or directors in charge of its affairs, except upon notice to the Attorney General.

Vacancies on the board may be filled by approval of the board or, if the number of directors then in office is less than a quorum, by (1) the unanimous written consent of the directors then in office, (2) the affirmative vote of a majority of the directors then in office at a meeting held pursuant to notice or waivers of notice complying with this Article of these Bylaws, or (3) a sole remaining director. If this corporation has members, however, vacancies created by the removal of a director may be filled by the approval of the members. The members, if any, of this corporation may elect a director at any time to fill any vacancy not filled by the directors.

A person elected to fill a vacancy as provided by this Section shall hold office until the next annual election of the Board of Directors or until his or her death, resignation or removal from office.

SECTION 18. NON-LIABILITY OF DIRECTORS

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

SECTION 19. INDEMNIFICATION BY CORPORATION OF DIRECTORS, OFFICERS, EMPLOYEES AND OTHER AGENTS

To the extent that a person who is, or was, a director, officer, employee or other agent of this corporation has been successful on the merits in defense of any civil, criminal, administrative or investigative proceeding brought to procure a judgment against such person by reason of the fact that he or she is, or was, an agent of the corporation, or has been successful in defense of any claim, issue or matter, therein, such person shall be indemnified against expenses actually and reasonably incurred by the person in connection with such proceeding.

If such person either settles any such claim or sustains a judgment against him or her, then indemnification against expenses, judgments, fines, settlements and other amounts reasonably incurred in connection with such proceedings shall be provided by this corporation but only to the extent allowed by, and in accordance with the requirements of, Section 5238 of the California Nonprofit Public Benefit Corporation Law.

SECTION 20. INSURANCE FOR CORPORATE AGENTS

The Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the corporation (including a director, officer, employee or other agent of the corporation) against any liability other than for violating provisions of law relating to self-dealing (Section 5233 of the California Nonprofit Public Benefit Corporation Law) asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the corporation would have the power to indemnify the agent against such liability under the provisions of Section 5238 of the California Nonprofit Public Benefit Corporation Law.

ARTICLE 4 OFFICERS

SECTION 1. NUMBER OF OFFICERS

The officers of the corporation shall be a President, a Vice-President, a Secretary, and a Chief Financial Officer who shall be designated the Treasurer. No two (2) offices may be held concurrently by a single individual with the exception of the offices of Secretary and Treasurer that may be held by one single individual.

SECTION 2. QUALIFICATION, ELECTION, AND TERM OF OFFICE

Candidates who are members in good standing and familiar with the history and culture of Spain shall be eligible to hold office. In addition, the candidates for President and Vice-President must have served on the Board of Directors for at least 1 year.

All Officers mentioned above shall be elected at the annual meeting of membership. Furthermore, three (3) members in good standing shall be elected to serve on the Board of Directors. No two members of the same family shall serve on the Board of Directors.

At the first meeting of the Board of Directors, following the election, an additional three (3) members in good standing shall be selected by the new Board to serve as Directors. The Board will select two (2) Delegates and two (2) alternate Delegates to represent the House of Spain in San Diego at the House of Pacific Relations. At least one delegate has to be a member of the Board. Also one (1) Sergeant at Arms will be appointed. All Officers shall hold office until December 31st. and his/her successor has been elected, or until the death, removal or resignation of such Officers.

All Officers shall serve at the will of the Board, and may be removed in accordance with Section 4 of these Bylaws.

SECTION 3. SUBORDINATE OFFICERS

The Board of Directors may appoint such other officers or agents as it may deem desirable, and such officers shall serve such terms, have such authority, and perform such duties as may be prescribed from time to time by the Board of Directors.

SECTION 4. REMOVAL AND RESIGNATION

Any officer may be removed, either with or without cause, by a majority of 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. Any Director who is absent from three out of any of five consecutive regular meetings of the Board, without excuse deemed adequate by the Board, shall be considered to have resigned as a Director.

SECTION 5. VACANCIES

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the Board of Directors. In the event of a vacancy in any office other than that of President, such vacancy may be filled temporarily by appointment by the President until such time as the Board shall fill the vacancy. Vacancies occurring in offices of officers appointed at the discretion of the board may or may not be filled as the board shall determine.

SECTION 6. DUTIES OF PRESIDENT

The President shall be the chief executive officer of the corporation and shall, subject to the control of the Board of Directors, supervise and control the affairs of the corporation and the activities of the officers. He or she shall perform all duties incident to his or her office and such other duties as may be required by law, by the Articles of Incorporation of this corporation, or by these Bylaws, or which may be prescribed from time to time by the Board of Directors. The President shall preside at all meetings of the members. Except as otherwise expressly provided by law, by the Articles of Incorporation, or by these Bylaws, he or she shall, in the name of the corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the Board of Directors.

SECTION 7. DUTIES OF VICE PRESIDENT

In the absence of the President, or in the event of his or her inability or refusal to act, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. The Vice President shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, or by these Bylaws, or as may be prescribed by the Board of Directors.

SECTION 8. DUTIES OF SECRETARY

The Secretary shall:

Certify and keep at the principal office of the corporation the original, or a copy of these Bylaws as amended or otherwise altered to date.

Keep at the principal office of the corporation or at such other place as the board may determine, a book of minutes of all meetings of the directors, and, if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting by proxy, and the proceedings thereof.

See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.

Be custodian of the records and of the seal of the corporation and see that the seal is affixed to all duly executed documents, the execution of which on behalf of the corporation under its seal is authorized by law or these Bylaws.

Keep at the principal office of the corporation a membership book containing the name and address of each and any members, and, in the case where any membership has been terminated, he or she shall record such fact in the membership book together with the date on which such membership ceased.

Exhibit at all reasonable times to any director of the corporation, or to his or her agent or attorney, on request therefore, the Bylaws, the membership book, and the minutes of the proceedings of the directors of the corporation.

In general, perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation of this corporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

SECTION 9. DUTIES OF TREASURER

Subject to the provisions of these Bylaws relating to the "Execution of Instruments, Deposits and Funds," the Treasurer shall:

Have charge and custody of, and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors.

Receive, and give receipt for, monies due and payable to the corporation from any source whatsoever.

Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursements.

Keep and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.

Exhibit at all reasonable times the books of account and financial records to any director of the corporation, or to his or her agent or attorney, on request therefore.

Render to the President and directors, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the corporation.

Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.

In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation of the corporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

SECTION 10. COMPENSATION

No board member shall be prevented from receiving such compensation 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 the provisions of Article 3, Section 6 of these Bylaws. In all cases, any compensation received by board members 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.

No officer or director shall be compensated for service to the corporation although any such officer or director may accept, if duly authorized by the Board, reimbursement for direct cash expenditures for and on behalf of, and in furtherance of the exempt purpose of the corporation. Nothing herein shall be construed so as to prevent the Board retaining and paying professional fees to such attorneys, auditors or other persons as may be necessary and proper, to conduct and administer the affairs of the corporation.

ARTICLE 5 COMMITTEES

SECTION 1. OTHER COMMITTEES

The President may create committees, including the appointment of Chairperson, and prescribe their duties as it deems advisable with the approval of the Board.

Grievance Committee - The HOS Board of Directors shall appoint a Grievance Committee consisting of five members.

Nomination Committee.- The President with the advice and consent of the Board of Directors shall appoint a Nominating Committee of two (2) or more members (at least one of whom shall be a Director), and the remainder shall be a regular member. This committee shall be appointed and its membership made known, not later than two (2) months before the annual meeting of members. It shall be considered a Standing Committee, which at least two (2) weeks prior to the annual meeting of members, shall prepare and circulate to the membership, a slate of nominees for election as Directors. Additional nominations from the floor shall be entertained at the annual meeting.

SECTION 2. MEETINGS AND ACTION OF COMMITTEES

Meetings and action of committees shall be noticed, held and governed in accordance with the provisions of these Bylaws concerning meetings of the Board of Directors, with such changes in the context of such Bylaw provisions as are necessary to substitute the committee and its members for the Board of Directors and its members, except that the time for regular meetings of committees may be fixed by resolution of the Board of Directors or by the committee. The time for special meetings of committees may also be fixed by the Board of Directors. The Board of Directors may also adopt rules and regulations pertaining to the conduct of meetings of committees to the extent that such rules and regulations are not inconsistent with the provisions of these Bylaws.

ARTICLE 6

EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDSSECTION 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 persons authorized by the Board.

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.

ARTICLE 7

CORPORATE RECORDS, REPORTS AND SEALSECTION 1.

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 2. CORPORATE SEAL

The Board of Directors may adopt, use, and at will alter, a corporate seal. Such seal shall be kept at the principal office of the corporation. Failure to affix the seal to corporate instruments, however, shall not affect the validity of any such instrument.

SECTION 3. DIRECTORS' INSPECTION RIGHTS

Every director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the corporation.

SECTION 4. MEMBERS' INSPECTION RIGHTS

Each and every member shall have the following inspection rights, for a purpose reasonably related to such person's interest as a member:

(a) To inspect the record of all members' names, addresses and voting rights, at reasonable times, upon five (5) business days' prior written demand on the corporation, which demand shall state the purpose for which the inspection rights are requested.

(b) To inspect at any reasonable time the books, records, or minutes of proceedings of the members or of the board or committees of the board, upon written demand on the corporation by the member, for a purpose reasonably related to such person's interests as a member.

SECTION 5. ANNUAL REPORT

The board shall cause an annual report to be furnished not later than one hundred and twenty (120) days after the close of the corporation's fiscal year to all directors of the corporation and, if this corporation has members, to any member who requests it in writing, which report shall contain the following information in appropriate detail:

(a) The assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year;

(b) The principal changes in assets and liabilities, including trust funds, during the fiscal year;

(c) The revenue or receipts of the corporation, both unrestricted and restricted to particular purposes, for the fiscal year;

(d) The expenses or disbursements of the corporation, for both general and restricted purposes, during the fiscal year;

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.

If this corporation has members, then, if this corporation receives TWENTY-FIVE THOUSAND DOLLARS (\$25,000), or more, in gross revenues or receipts during the fiscal year, this corporation shall automatically send the above annual report to all members, in such manner, at such time, and with such contents, including an accompanying report from independent accountants or certification of a corporate officer, as specified by the above provisions of this Section relating to the annual report.

**ARTICLE 8
FISCAL YEAR**

SECTION 1. FISCAL YEAR OF THE CORPORATION

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

**ARTICLE 9
AMENDMENT OF BY LAWS**

SECTION 1. AMENDMENT

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:

(a) Subject to the power of members to change or repeal these Bylaws under Section 5150 of the Corporations Code, by approval of the Board of Directors unless the Bylaw amendment would materially and adversely affect the rights of members as to voting or transfer, provided, however, if this corporation has admitted any members, then a Bylaw specifying or changing the fixed number of directors of the corporation, the maximum or minimum number of directors, or changing from a fixed to variable board or vice versa, may not be adopted, amended, or repealed except as provided in subparagraph (b) of this Section; or

(b) By approval of the members of this corporation.

**ARTICLE 10
AMENDMENT OF ARTICLES**

SECTION 1. AMENDMENT OF ARTICLES BEFORE ADMISSION OF MEMBERS

Before any members have been admitted to the corporation, any amendment of the Articles of Incorporation may be adopted by approval of the Board of Directors.

SECTION 2. AMENDMENT OF ARTICLES AFTER ADMISSION OF MEMBERS

After members have been admitted to the corporation, amendment of the Articles of Incorporation may be adopted by the approval of the Board of Directors and by the approval of the members of this corporation.

SECTION 3. CERTAIN AMENDMENTS

Notwithstanding the above sections of this Article, this corporation shall not amend its Articles of Incorporation to alter any statement which appears in the original Articles of Incorporation of the names and addresses of the first directors of this corporation, nor the name and address of its initial agent, except to correct an error in such statement or to delete such statement after the corporation has filed a "Statement by a Domestic Non-Profit Corporation" pursuant to Section 6210 of the California Nonprofit Corporation Law.

**ARTICLE 11
PROHIBITION AGAINST SHARING CORPORATE PROFITS AND ASSETSSECTION 1.**

PROHIBITION AGAINST SHARING CORPORATE PROFITS AND ASSETS

No member, director, officer, employee, or other person connected with this corporation, or any private individual, shall receive at any time any of the net earnings or pecuniary profit from the operations of the corporation, provided, however, that this provision shall not prevent payment to any such person of reasonable compensation for services performed for the corporation in effecting any of its public or charitable purposes, provided that such compensation is otherwise permitted by these Bylaws and is fixed by resolution

of the Board of Directors; and no such person or persons shall be entitled to share in the distribution of, and shall not receive, any of the corporate assets on dissolution of the corporation. All members, if any, of the corporation shall be deemed to have expressly consented and agreed that on such dissolution or winding up of the affairs of the corporation, whether voluntarily or involuntarily, the assets of the corporation, after all debts have been satisfied, shall be distributed as required by the Articles of Incorporation of this corporation and not otherwise.

ARTICLE 12 MEMBERS

SECTION 1. DETERMINATION AND RIGHTS OF MEMBERS

The Corporation shall have two (2) classes of membership: REGULAR membership and HONORARY membership. All memberships shall have the same rights, privileges, restrictions and conditions.

SECTION 2. QUALIFICATIONS OF HONORARY MEMBERS

HONORARY members of the corporation shall be those persons who in the opinion of the Board of Directors have performed services for the Corporation, warranting their appointment as honorary members and contributors to Spanish-American relations and understanding. Their appointment is for perpetuity.

SECTION 3. ADMISSION OF MEMBERS

Any person qualified for membership shall be admitted to membership only on the approval of the Board of Directors or Membership Committee fully authorized by resolution to admit members after an application has been submitted by such person in such form and manner as shall be prescribed by the Board of Directors and upon payment of the required annual membership fee.

SECTION 4. FEES, DUES AND ASSESSMENTS

(a) There shall be a fee in such amount as may be determined by the Board of Directors, and payable with application for membership. Such application fee shall be non-refundable.

(b) The annual dues payable to the HOSCEDSD by members shall be due on or about November first. New members shall pay the same dues although if joining after August 1st their membership shall be credited through November of the next year. Annual membership begins on November 1st and ends on October 31st.

(c) Memberships shall be nonassessable

SECTION 5. CERTIFICATE OF MEMBERSHIP

The Board of Directors of the corporation may provide for the issuance of Certificates evidencing membership within the Corporation, and shall indicate the date through which the annual membership fees have been paid.

SECTION 6. MEMBERSHIP BOOK/FILE

The corporation shall keep a membership book/file containing the name and address of each member. Termination of the membership of any member shall be recorded, together with the date of termination of such membership. Such book shall be kept at the corporation's principal office and shall be available for inspection by any director or member of the corporation during regular business hours.

The record of names and addresses of the members of this corporation shall constitute the membership list of this corporation and shall not be used, in whole or part, by any person for any purpose not reasonably related to a member's interest as a member.

SECTION 7. NONLIABILITY OF MEMBERS

A member of this corporation is not, as such, personally liable for the debts, liabilities, or obligations of the corporation.

SECTION 8. NONTRANSFERABILITY OF MEMBERSHIPS

No member may transfer a membership or any right arising therefrom. All rights of membership cease upon the member's death.

SECTION 9. TERMINATION OF MEMBERSHIP

(a) Grounds for Termination. The membership of a member shall terminate upon the occurrence of any of the following events:

- (1) Upon his or her notice of such termination delivered to the President or Secretary of the corporation personally, by mail/ e-mail, such membership to terminate upon the date of delivery of the notice or date of deposit in the mail.
- (2) Upon a determination by the Board of Directors that the member has engaged in conduct materially and seriously prejudicial to the interests or purposes of the corporation.
- (3) If this corporation has provided for the payment of dues by members, upon a failure to renew his or her membership by paying dues on or before their due date, such termination to be effective thirty (30) days after a written notification of delinquency is given personally or mailed to such member by the Secretary of the corporation. A member may avoid such termination by paying the amount of delinquent dues within a thirty (30)-day period following the member's receipt of the written notification of delinquency.

(b) Procedure for Expulsion. Following the determination that a member should be expelled under subparagraph (a)(2) of this section, the following procedure shall be implemented:

- (1) A notice shall be sent by first-class or registered mail to the last address of the member as shown on the corporation's records, setting forth the expulsion and the reasons therefor. Such notice shall be sent at least fifteen (15) days before the proposed effective date of the expulsion.
- (2) The member being expelled shall be given an opportunity to be heard, either orally or in writing, at a hearing to be held not less than five (5) days before the effective date of the proposed expulsion. The hearing will be held by the Board of Directors in accordance with the quorum and voting rules set forth in these Bylaws applicable to the meetings of the Board. The notice to the member of his or her proposed expulsion shall state the date, time, and place of the hearing on his or her proposed expulsion.
- (3) Following the hearing, the Board of Directors shall decide whether or not the member should in fact be expelled, suspended, or sanctioned in some other way. The decision of the Board shall be final.
- (4) If this corporation has provided for the payment of dues by members, any person expelled from the corporation shall receive a refund of dues already paid. The refund shall be pro-rated to return only the unaccrued balance remaining for the period of the dues payment.

SECTION 10. RIGHTS ON TERMINATION OF MEMBERSHIP

All rights of a member in the corporation shall cease on termination of membership as herein provided.

SECTION 11. AMENDMENTS RESULTING IN THE TERMINATION OF MEMBERSHIPS

Notwithstanding any other provision of these Bylaws, if any amendment of the Articles of Incorporation or of the Bylaws of this corporation would result in the termination of all memberships or any class of memberships, then such amendment or amendments shall be effected only in accordance with the provisions of Section 5342 of the California Nonprofit Public Benefit Corporation Law.

ARTICLE 13 MEETINGS OF MEMBERS

SECTION 1. PLACE OF MEETINGS

Meetings of members shall be held at the principal office of the corporation or at such other place or places within the County of San Diego, State of California as may be designated from time to time by resolution of the Board of Directors.

SECTION 2. ANNUAL AND OTHER REGULAR MEETINGS

The members shall meet annually on the second Sunday of November. All members shall be informed with the date, time and place of the meeting, not less than fifteen (15) days prior to the meeting, for the purpose of electing directors and transacting other business as may come before the meeting. The candidates receiving the highest number of votes up to the number of directors to be elected shall be elected. Each voting member shall cast one vote, with voting being by ballot only. The annual meeting of members for the purpose of electing directors shall be deemed a regular meeting and any reference in these Bylaws to regular meetings of members refers to this annual meeting.

SECTION 3. SPECIAL MEETINGS OF MEMBERS

Special meetings of the members shall be called by the Board of Directors or the President. In addition, special meetings of the members for any lawful purpose may be called by written request of not less than ten (10) percent of the voting members of the corporation

SECTION 4. NOTICE OF MEETINGS

(a) Time of Notice. Whenever members are required or permitted to take action at a meeting, a written notice of the meeting shall be given by the Secretary of the corporation at least fifteen (15) calendar days prior to the date of the meeting to each member who, on the record date for the notice of the meeting, is entitled to vote thereat, provided, however, that if notice is given by mail/ e-mail, and the notice is not mailed by first-class, registered, or certified mail, that notice shall be given twenty (20) calendar days before the meeting.

(b) Manner of Giving Notice. Notice of a members' meeting or any report shall be given either personally or by mail or other means of written communication, addressed to the member at the address of such member appearing on the books of the corporation or given by the member to the corporation for the purpose of notice; or if no address appears or is given, at the place where the principal office of the corporation is located or by publication of notice of the meeting at least once in a newspaper of general circulation in the county in which the principal office is located. Notice shall be deemed to have been given at the time when delivered personally or deposited in the mail or by e-mail or other means of written communication.

(c) Contents of Notice. Notice of a membership meeting shall state the place, date, and time of the meeting and (1) in the case of a special meeting, the general nature of the business to be transacted, and no other business may be transacted, or (2) in the case of a regular meeting, those matters which the Board, at the time notice is given, intends to present for action by the members. Subject to any provision to the contrary contained in these Bylaws, however, any proper matter may be presented at a regular meeting for such action. The notice of any meeting of members at which directors are to be elected shall include the names of all those who are nominees at the time notice is given to members.

(d) Notice of Meetings Called by Members. If a special meeting is called by members as authorized by these Bylaws, the request for the meeting shall be submitted in writing, specifying the general nature of the business proposed to be transacted and shall be delivered personally or sent by registered mail or e-mail to the President, Vice President or Secretary of the corporation. The officer receiving the request shall promptly

cause notice to be given to the members entitled to vote that a meeting will be held, stating the date of the meeting. The date for such meeting shall be fixed by the Board and shall not be less than thirty-five (35) nor more than ninety (90) days after the receipt of the request for the meeting by the officer. If the notice is not given within twenty (20) days after the receipt of the request, persons calling the meeting may give the notice themselves.

(e) Waiver of Notice of Meetings. The transactions of any meeting of members, however called and noticed, and wherever held, shall be as valid as though taken at a meeting duly held after regular call and notice, if a quorum is present either in person or by proxy, and if, either before or after the meeting, each of the persons entitled to vote, not present in person or by proxy, signs a written waiver of notice or a consent to the holding of the meeting or an approval of the minutes thereof. All such waivers, consents and approvals shall be filed with the corporate records or made a part of the minutes of the meeting. Waiver of notices or consents need not specify either the business to be transacted or the purpose of any regular or special meeting of members, except that if action is taken or proposed to be taken for approval of any of the matters specified in subparagraph (f) of this section, the waiver of notice or consent shall state the general nature of the proposal.

(f) Special Notice Rules for Approving Certain Proposals. If action is proposed to be taken or is taken with respect to the following proposals, such action shall be invalid unless approved by two thirds of those entitled to vote or unless the general nature of the proposal is stated in the notice of meeting or in any written waiver of notice:

1. Amending the Articles of Incorporation; and
2. An election to voluntarily wind up and dissolve the corporation.

SECTION 5. QUORUM FOR MEETINGS

At meetings of the general membership, a minimum of 30% (rounded up) of the members, present or by proxy shall constitute a quorum, for purpose of the annual meeting or any special meeting for the transaction of business. If the quorum is not achieved, then the Board may schedule another meeting between 15 to 30 days at the same location and time where only 20% (rounded up) of the membership present or by proxy shall constitute the quorum. Proxies from the originally called meeting shall be valid for the second.

The members present at a duly called and held meeting at which a quorum is initially present may continue to do business notwithstanding the loss of a quorum at the meeting due to a withdrawal of members from the meeting provided that any action taken after the loss of a quorum must be approved by at least a majority of the members required to constitute a quorum.

In the absence of a quorum, any meeting of the members may be adjourned from time to time by the vote of a majority of the votes represented in person or by proxy at the meeting, but no other business shall be transacted at such meeting.

When a meeting is adjourned for lack of a sufficient number of members at the meeting or otherwise, it shall not be necessary to give any notice of the time and place of the adjourned meeting or of the business to be transacted at such meeting other than by announcement at the meeting at which the adjournment is taken of the time and place of the adjourned meeting. However, if after the adjournment a new record date is fixed for notice or voting, a notice of the adjourned meeting shall be given to each member who, on the record date for notice of the meeting, is entitled to vote at the meeting. A meeting shall not be adjourned for more than forty-five (45) days.

SECTION 6. MAJORITY ACTION AS MEMBERSHIP ACTION

Every act or decision done or made by a majority of voting members present in person or by proxy at a duly held meeting at which a quorum is present is the act of the members, unless the law, the Articles of Incorporation of this corporation, or these Bylaws require a greater number.

SECTION 7. VOTING RIGHTS

Each member whose dues are to date is entitled to one vote on each matter submitted to a vote by the members. Voting at duly held meetings may be by voice vote. Election of Directors, however, may be by ballot.

SECTION 8. PROXY VOTING

Members entitled to vote may be permitted to vote or act by proxy. All proxies shall state the general nature of the matter to be voted on.

Members entitled to vote shall have the right to vote either in person or by a written proxy executed by such person or by his or her duly authorized agent and filed with the Secretary of the corporation.

Proxies shall afford an opportunity for the member to specify a choice between approval and disapproval for each matter or group of related matters intended, at the time the proxy is distributed, to be acted upon at the meeting for which the proxy is solicited. The proxy shall also provide that when the person solicited specifies a choice with respect to any such matter, the vote shall be cast in accordance therewith.

SECTION 9. CONDUCT OF MEETINGS

Meetings of members shall be presided over by the President of the corporation or, in his or her absence, by the Vice President of the corporation or, in the absence of all of these persons, by a Chairperson chosen by a majority of the voting members, present in person or by proxy. The Secretary of the corporation shall act as Secretary of all meetings of members, provided that, in his or her absence, the presiding officer shall appoint another person to act as Secretary of the Meeting.

Meetings shall be governed by Robert's Rules of Order Newly Revised, as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with these Bylaws, with the Articles of Incorporation of this corporation, or with any provision of law.

SECTION 10. ACTION BY WRITTEN BALLOT WITHOUT A MEETING

Any action which may be taken at any regular or special meeting of members may be taken without a meeting if the corporation distributes a written ballot to each member entitled to vote on the matter. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval of each proposal, provide that where the person solicited specifies a choice with respect to any such proposal the vote shall be cast in accordance therewith, and provide a reasonable time within which to return the ballot to the corporation. Ballots shall be mailed or delivered in the manner required for giving notice of meetings specified in Section 4(b) of this Article.

All written ballots shall also indicate the number of responses needed to meet the quorum requirement and, except for ballots soliciting votes for the election of directors, shall state the percentage of approvals necessary to pass the measure submitted. The ballots must specify the time by which they must be received by the corporation in order to be counted.

Approval of action by written ballot shall be valid only when the number of votes cast by ballot within the time period specified equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required to approve the action at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot.

Directors may be elected by written ballot. Such ballots for the election of directors shall list the persons nominated at the time the ballots are mailed or delivered. If any such ballots are marked "withhold" or otherwise marked in a manner indicating that the authority to vote for the election of directors is withheld, they shall not be counted as votes either for or against the election of a director.

A written ballot may not be revoked after its receipt by the corporation or its deposit in the mail, whichever occurs first.

SECTION 11. REASONABLE NOMINATION AND ELECTION PROCEDURES

Generally, any person who is qualified to be elected to the Board of Directors may be nominated at the annual meeting of members held for the purpose of electing directors by any member present at the meeting in person or by proxy.

SECTION 12. ACTION BY UNANIMOUS WRITTEN CONSENT WITHOUT MEETING

Except as otherwise provided in these Bylaws, any action required or permitted to be taken by the members may be taken without a meeting, if all members shall individually or collectively consent in writing to the action. The written consent or consents shall be filed with the minutes of the proceedings of the members. The action by written consent shall have the same force and effect as the unanimous vote of the members.

SECTION 13. RECORD DATE FOR MEETINGS

The record date for purposes of determining the members entitled to notice, voting rights, written ballot rights, or any other right with respect to a meeting of members or any other lawful membership action, shall be fixed pursuant to Section 5611 of the California Nonprofit Public Benefit Corporation Law.

ARTICLE 14 GRIEVANCES

14.1 GRIEVANCE GRIEVANCE PROCESS

- a. Before submitting a formal grievance, the grievant (the person with the concern) shall seek to resolve their issue informally by discussing it with the individual(s) involved or with a member of the Board of Directors.
- b. If the grievant is unable to resolve the issue as described in paragraph "a" above, he/she may submit a formal grievance to the HOS Secretary using the Grievance Form contained in the Grievance Procedure contained in Section 4 of the HOS Administrative Handbook.

14.2 GRIEVANCE COMMITTEE MEMBERSHIP

- a. The HOS Board of Directors shall appoint a Grievance Committee consisting of five members.
- b. Three members of the Grievance Committee at any scheduled meeting shall constitute a quorum.
- c. The findings and recommendations of the Grievance Committee shall be based on a majority vote of the committee members attending. The findings and recommendations shall include any dissenting opinions or recommendations from members of the Grievance Committee not joining in the majority vote.
- d. Any Grievance received by the Grievance Committee prior to December 31, shall remain under the jurisdiction and review of the Grievance Committee that received the grievance until final action is taken on the grievance.

14.3 GRIEVANCE PROCEDURES

- a. The procedure for submitting, processing, conducting evidentiary hearings, determining findings of fact, adopting recommendations, and finalizing the grievance process will be conducted in accordance with the Grievance Procedure and include it in Section 4 of the HOS Administrative Handbook.
- b. The HOS Board of Directors may amend the adopted Grievance Procedure to incorporate changed

circumstances resulting from unforeseen circumstances, including natural disasters, public health orders, and changes in the City of San Diego Special Use Permit and/or House of Pacific Relations (HPR) governing documents.

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: **JUNE 13, 2010**




Secretary

Revision (of official name)

Dated: August 4, 2013

by Board Action



Secretary

Revision of Bylaws Of House of Spain, Casa De España In San Diego

Dated: November 9, 2014

by Board Action



Secretary

House of Spain, Casa de España



in San Diego

HOUSE OF SPAIN

(CASA DE ESPAÑA IN SAN DIEGO)

ADMINISTRATIVE HANDBOOK

SECTION 2

DUTIES AND RESPONSIBILITIES

SECTION TWO:Duties and Responsibilities of the President:

The President is the Chief Executive Officer of the corporation. As such, the President has the overall responsibility of managing the business of the House of Spain in accordance with the governing documents, the laws and regulations of the State of California (See *HOS Bylaws*, Article 4, Section 6), and the governing regulations of the HPR. The President works with the members of the Board and Committees to accomplish his/her overall responsibilities.

Specific responsibilities of the President include:

1. Presides at Board of Directors monthly meetings.
2. Presides at annual meeting of the general membership.
3. Prepares and distributes board meeting agendas.
4. Meets with dignitaries, city leaders, business representatives, educators and anyone who has reason to meet with the President of the House of Spain.
5. Oversees the website in conjunction with the HOS webmaster.
6. Oversees any electronic media forms, such as Facebook, Twitter, etc. with the media coordinator.
7. Approves the development of posters, flyers, etc.
8. Approves the purchase of books, equipment, or supplies relating to Spanish history and culture.
9. Maintains contact with the Spanish Consul in Los Angeles and the Honorary Consul of Spain in San Diego.
10. Enters into agreements and/or contracts on behalf of the House of Spain in consultation with the Board of Directors.
11. Maintains communication with contractors (e.g. accountants, docents, etc.) in the performance of their duty.
12. Works with the HPR and the city of San Diego regarding maintenance items that are governed by either of these entities.
13. Is an automatic delegate to HPR and attends HPR meetings when required.
14. Attends a variety of meetings in the interest of the HOS.
15. Attends HOS events.
16. Participates in fundraisers authorized by the HPR (e.g., December Nights, EFF, etc.)
17. Writes checks when necessary.
18. Prepares the President's Report for the Board of Director's Meeting.
19. Prepares and presides over the Annual Meeting of the membership.
20. Appoints committee chairpersons with board approval.

SECTION TWO:

Duties and Responsibilities of the Vice President:

In the absence of the President, or in the event of his or her inability, or refusal to act, the Vice-President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on the President. The Vice-President shall have other powers and perform such other duties as maybe prescribed by the laws of the state of California, by the Articles of Incorporation, or by the HOS Bylaws, or as may be prescribed by the Board of Directors. (See *Bylaws*, Article 4, Section 7.)

Specific responsibilities of the Vice-President include:

1. Assumes all duties of the president in the absence of the President.
2. Updates and prepares the monthly calendar and prepares the year-end calendar for archiving on the HOS computer.
3. Serves as an alternate delegate to the HPR if president is unable to attend.

SECTION TWO:Duties and Responsibilities of the Secretary:

The Secretary is custodian of all duly executed documents (i.e., Bylaws, Articles of Incorporation, etc.) and is the keeper of the seal of the corporation. The seal and all legal documents shall be kept at the principal office of the HOS. (See *Bylaws*, Article 4, Section 8.)

Specific responsibilities of the Secretary include:

1. Prepares the meeting minutes for distribution to Board members.
2. Ensures that all motions are in the minutes. Motions are the actions of the Board and are required to be in the minutes.
3. Makes corrections as needed before presenting the minutes to the Board of Directors at the board meeting. Minutes approved by the Board should have a notation indicating the date the minutes were approved.
4. Archives files in the computer at the HOS under the Secretarial Folder by year. The Secretary maintains the minutes and a list of attendees at the meetings, whether regular meeting, annual or special meeting. Attendees, not board members, can be addressed in the minutes as Guests, or on a sign-in sheet attached to the final minutes if the number of attendees is numerous.
5. Maintains at the principal office of the corporation a membership book (computer file) containing the name and address of each member, and, in the cases where any membership has been terminated, the secretary shall record such fact in the membership book together with the date when such membership ceased.
6. Prepares a written secretarial report or oral presentation for the monthly meetings of the HOS.
7. Prepares a written report for the membership at the Annual Membership meeting.
8. Prepares correspondence in conjunction with the President or at the direction of the board.
9. Maintains a list of all members with their membership status.
10. Confirms membership of new members and sends membership cards.
11. Ensures that all board members and committee members, if not board members, receive two copies of the "Conflict of Interest / Code of Conduct" policy that they are to read; and they are to sign both copies on the signature page annually. One signed copy of the "Conflict of Interest / Code of Conduct" policy is for the board member and the other copy is retained by the HOS Secretary.
12. Ensures that all board members and committee members, if not board members, receive two copies of the "Whistleblower" policy that they are to read; and they are to sign both copies on the signature page annually. One signed copy of the "Whistleblower" policy is for the board member and the other copy is retained by the HOS Secretary.
13. Ensures that the individuals who have received a key to the HOS are recorded in the minutes. See policy P102 for information on key assignments for the House of Spain.

SECTION TWO:Duties and Responsibilities of the Treasurer:

The Treasurer shall have charge and custody of, and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories selected by the Board of Directors. (See *Bylaws*, Article 4, Section 9.) The Treasurer is responsible for all financial matters related the House of Spain. If an accountant is retained by contract, the Treasurer works in tandem with the Accountant and the President.

Specific Responsibilities of the Treasurer include:

1. Keeps accurate accounting records including income and expenses.
2. Retains source documents, such as receipts, invoices, payments; etc.
3. Keeps and maintains adequate and correct accounts of the corporation's properties and business transactions, including accounts of the assets, liabilities, receipts, disbursements, gains and losses.
4. Exhibits at all reasonable times the books of account and financial records to any director of the corporation or to his or her agent or attorney, on request therefore.
5. Prepares the budget for the next year.
6. Prepares a Treasurer's report for the monthly meeting of the board.
7. Prepares a report for the annual membership meeting.
8. Works with the accountant to ensure that all state and federal reports are completed and submitted in a timely manner.
9. Prepares and submits any and all HPR financial reports to the House of Pacific Relations as required.
10. Pays invoices received from the HPR by electronic payments, if feasible.

SECTION TWO:

Duties and Responsibilities of Elected and Appointed Directors:

Three Directors are elected at the general meeting. At the first meeting of the Board of Directors, following the annual election, additional members in good standing shall be selected by the new Board to serve as Directors. It shall be the duty of the directors to perform any and all duties imposed on them collectively or individually bylaw, by the Articles of Incorporation, or by the *HOS Bylaws*.

Specific Responsibilities of the Directors include:

1. Volunteering to serve as Ambassador at the “casita” on weekends or any other time the “casita” is open to the public.
2. Represent members of HOS in advising and guiding the officers of the corporation.

SECTION TWO:

Duties and Responsibilities of the Sergeant-at-Arms:

The Sergeant at Arms is primarily responsible for organizing meetings, following established protocols and keeping board meetings in order.

Specific responsibilities of the Sergeant at Arms include:

Before Board Meetings:

1. Sets up the venue before the meeting starts.
2. Ensures that everything is in order prior to the meeting.
3. Greets and welcomes guests and explains protocol and procedures.
4. Ensures that people sign the attendance list if there is one.
5. Checks to see that only authorized members and/or guests are present.

During Meetings:

1. Keeps order.
2. Has the power to eject people from meeting that are disruptive.
3. Manages the election at the annual meeting of members, including the collection and tallying of ballots with the help of assistants.

After Board Meetings:

1. Oversees the cleanup process after meetings.
2. Responsible for safe storage of any equipment, supplies and property owned by the HOS.

SECTION TWO:

Duties and Responsibilities of the Parliamentarian:

The Parliamentarian is knowledgeable about rules of order and proper procedures during meetings. The HOS uses ***Robert's Rules of Order*** as its guide in conducting meetings.

Specific responsibilities of the Parliamentarian include:

1. Assures Robert's Rules of Order are followed during meetings.
2. Helps in the planning and conducting of meetings.
3. Assists in the drafting and interpretation of bylaws.
4. Ensures that the HOS Bylaws are adhered to. **Note:** Bylaws cannot be suspended.
5. Ensures that requirements of the HPR that apply to the HOS are adhered to.
6. Ensures that motions are properly worded and properly voted upon.
7. Ensures that board actions are approved by the Board.
8. Ensures that bylaw amendments approved by the Board are presented to the general membership for approval.
9. Assures that all changes are properly recorded.

SECTION TWO:Duties and Responsibilities of the Delegates to the House of Pacific Relations:

The HOS is entitled to two votes at the House of Pacific Relations (HPR) meetings, which meets monthly and whenever a special meeting is called. The HPR Bylaws authorize each cottage to have two delegates and two alternate delegates to HPR. Per HPR Bylaws, the HOS President is automatically a delegate. For the HOS, the Vice President is considered as the President's alternate delegate.

At the first meeting of the HOS Board of Directors, following the annual election, the Board selects one additional delegate and one additional alternate delegate from the membership of the HOS to represent the HOS at the HPR meetings. Either one or both of the additional delegates will attend HPR meetings whenever the President and/or Vice President are unable to attend an HPR meeting.

HPR meetings are open to the public, but only two HOS delegates are permitted to sit in the delegates' section. All others sit in the audience section.

Specific responsibilities of the Delegates include:

1. Attend the monthly meetings of the HPR.
2. Attend special meetings when called.
3. Represent the HOS at meetings.
4. Address issues on behalf of the HOS.
5. Vote on behalf of the HOS.
6. Prepare a report to present to the Board of Directors at the HOS monthly meeting.
7. Complete any paper work required by the HPR regarding events, calendar, etc.

Notation: Since two HOS delegates attend the HPR meetings, the work is divided between the delegates; one delegate writes and presents a monthly report to the HOS Board, and the other delegate (President or Vice President) prepares and submits a report regarding events that the HOS will participate in with the HPR, (e.g., lawn program, December Nights, etc.).

SECTION TWO:**Duties and Responsibilities of Committees:**

The President may create committees, including the appointment of a Chairperson, and prescribe their duties as he/she deems advisable with the approval of the board. Meetings can be standing committees (exist long-term) or ad hoc committees (exist short-term). The Chairperson of a committee, or in tandem with the President, can select the members of the committee. (See *HOS Bylaws*, Article 5, Section 1.)

House of Spain Standing Committee:

1. Nominating Committee (See *HOS Bylaws*, Article 5, Section 1)
2. Bylaws Committee
3. Scholarship Committee

Other Types of Standing Committees (can be standing or ad hoc depending on need):

1. Finance Committee
2. Membership Committee
3. Queen Selection Committee
4. Display Committee - display of items in the casita.
5. Ethics Committee (See policy P204)

Ad Hoc Committees:

1. Specific Event Committees are a one-time event (e.g., a planned reception honoring someone).
2. Investigative Committee, (e.g., investigate the practicality of purchasing or replacing equipment--a one-time task).

Ad hoc committees have a beginning point and a termination point. When the task is completed, the committee is dissolved.

Specific Responsibilities of Committees include:

1. Schedule meeting(s) with the members of the committee.
2. Assign someone to keep minutes of the meeting.
3. Make no financial commitments unless authorized by the board.
4. Make periodic progress reports to the Board of Directors.
5. If the committee is an ad hoc committee, it should be terminated at the appropriate time; a report should be made to the Board of Directors that the committee completed its task and the committee is therefore dissolved.

SECTION TWO:

Duties and Responsibilities of the Safety Manager:

The Safety Manager is responsible for insuring that the HOS casita structure and all of the equipment within the casita is maintained in a safe condition.

Specific responsibilities of the Safety Manager include:

1. Insure that the provisions of the Safety and Health section of *HOS Employee Handbook* is implemented by the employees and HOS members when they are present in the HOS casita.
2. Insure that *Fire & Earthquake Safety Plan* requirements contained in the *Employee Handbook, Appendix E* are consistently implemented and maintained at all times. Periodically review the contents of the *Fire & Earthquake Safety Plan* with HOS employees and Board of Directors.
3. Serve as the *Injury and Illness Prevention Program (IIPP)* Competent Observer as specified in the *IIPP* document contained in the *HOS Employee Handbook, Appendix G*. The HOS Personnel Manager will serve as the *IIPP* Administrator. Implementation of the *IIPP* is the joint responsibility of the HOS Personnel Manager and Safety Manager. All unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner. Records shall be maintained as specified in the *IIPP*.
4. Insure that all of the safety measures in the *House of Spain Workplace Safety Plan* contained in the *HOS Employee Handbook, Appendix G* are consistently implemented and maintained at all times.
5. Insure that all of the *Earthquake Preparedness Handbook* provisions contained in the *HOS Employee Handbook, Appendix I* are implemented to the extent feasible.

SECTION TWO:

Duties and Responsibilities of the Personnel Manager:

The Personnel Manager is responsible for supervising all House of Spain employees. In this role, the Personnel Manager will ensure that all provisions of the HOS Employee Handbook are fully implemented. Specific responsibilities of the Personnel Manager include:

1. Recruiting and interviewing new employees in conjunction with the HOS President.
2. Recommending to the Board of Directors the employment and termination of all employees.
3. Schedule the working hours of all employees.
4. Reviewing and approving the electronic time records of employees. This includes coordination with the HOS Treasurer and Accountant.
5. Instructing all employees about their specific job responsibilities.
6. Insure that the provisions of Workplace Violence Prevention Policy (Policy No. P 205) are fully implemented.
7. Serve as the Injury and Illness Prevention Program (IIPP) Administrator as specified in the IIPP document contained in the HOS Employee Handbook, Appendix F. The HOS Safety Manager will serve as the IIPP Competent Observer in performing periodic inspections as specified in the IIPP. All unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner. Records shall be maintained as specified in the IIPP.

House of Spain, Casa de España



in San Diego

HOUSE OF SPAIN

(CASA DE ESPAÑA IN SAN DIEGO)

ADMINISTRATIVE HANDBOOK

SECTION 3

POLICIES

SECTION THREE: POLICIES

INCLUDED IN SECTION THREE:

100 Series: Governing policies regarding the building

- # P-101 Use of House of Spain
- # P-102 Keys to the House of Spain

200 Series: Governing policies regarding personnel

- # P-201 Alcohol, Drugs, and Smoking
- # P-202 Removal and Resignation from Board
- # P-203 Conflict of Interest / Code of Conduct
- # P-204 Whistleblower
- # P-205 Workplace Violence Prevention Policy

300 Series: Governing policies on administrative functions

- # P-301 Honorary Membership
- # P-302 Membership Fees and Dues
- # P-303 Nomination of House of Spain Queen and Princess
- # P-304 Appointment of Parliamentarian

400 Series: Governing policies on financial matters

- # P-401 Expenditure of Funds
- # P-402 Donations to the House of Spain

500 Series: Governing policies on committees and/or meetings

- # P-501 Committees
- # P-502 Annual Membership Meeting
- # P-503 Monthly Board Meetings
- # P-504 Virtual Annual Membership Meeting
- # P-505 Use of English Language in Business Activities

HOUSE OF SPAIN POLICIES	
POLICY: Use of House of Spain “casita”	POLICY NO. P 101
	PAGE: 1 OF: 2
Approved by Board of Directors on August 2, 2020. This policy replaces the rule on this topic dated 1/04/2015.	EFFECTIVE: 08/02/2020
	REVISED: 00/00/0000
	00/00/0000 00/00/0000

PURPOSE:

The purpose of this policy is to establish guidelines regarding the use of the House of Spain, Casa de España, in San Diego, commonly referred to as House of Spain (HOS), or simply as the “casita.”

BACKGROUND:

The structure known as House of Spain or “casita” in Balboa Park, is the headquarters of the House of Spain, Casa de España, in San Diego, which is designated as an IRS tax-exempt corporation, and a 501(c)(3) California Public Benefit Corporation. It is bound by the laws of the Internal Revenue Service, the State of California, the rules of the House of Pacific Relations (HPR) and the city of San Diego ordinances.

AUTHORIZED USES OF THE HOUSE OF SPAIN:

- Board meetings of the House of Spain
- General offices of the House of Spain.
- Activities approved by the House of Spain Board of Directors.
- Meetings of other associations as approved by the Board.
- As a museum open to the public at times when it is not used for House of Spain business or events.

EXPLANATION OF USES PRESENTED ABOVE:

Requests for events or meetings by related organizations must be submitted at least two weeks prior to the regular board meeting preceding the event/meeting. If an event is requested with less than a two-week notice, approval by the Board is still required.

The event organizers must describe the program to be offered and the types of facilities to be used (i.e., configuration of room as a normal board meeting, configuration of room as seating for presentation, use of kitchen, use of television, computer, DVD, VCR etc., and the name of the person responsible for the use and cleaning of the facility).

Use of the casita by an event organizer requires a \$50.00 cleaning deposit, refundable if the casita is left "as found."

Approval of the use of the casita when it is not open to the public, must receive a 2/3 approval by the Board and any problem with returning the casita "as found" will result in a revocation of its use.

Private meetings and personal events will not be allowed unless approved by the Board of Directors. Difficulties in controlling activities and the insurance liabilities in case of an accident are important considerations of the Board.

THE CASITA AS A MUSEUM AND A PLACE FOR HOS MEMBERS' USE:

The rules of the House of Pacific Relations (HPR) establish the casita as a cultural museum where Spanish objects and Spanish traditions are exhibited. It functions both as museum and a meeting place for HOS business. The HPR requires that houses be open on Saturdays and Sundays to the public. There should not be any conflict between when it functions as a museum, a place of business, or venue for House of Spain activities, such as: social events, educational events and food preparation. The entrance to the office, kitchen and bathroom will be kept closed while the casita functions as a museum.

When the casita is open to the public, members of the House of Spain will be assigned as ambassadors (docents) to welcome the visitors and explain the traditions and history related to the objects on display. With Board approval, the President may contract with an individual(s) to serve as docent (ambassador) and to open the casita any day of the week, especially on Saturdays and Sundays as required by the City of San Diego and the HPR. The docents will have total control of, and responsibility for, the casita to avoid damages and troublesome activities. Whether a docent is a volunteer, employee, or contractor the goal is to welcome the public and introduce them to Spanish culture and artifacts.

The HPR and the San Diego Health Department allow the casita to serve refreshments and food to make the visit more welcoming. Therefore, HOS will offer lemonade or some other non- alcoholic beverage and candy. If the visitors want to leave a donation it will be gratefully accepted.

Cooking will be allowed in the casita while it is being used as a museum only as long as the product does not leave the kitchen or office. If one of the ambassadors needs to eat something, he/she can do it in the office or in the kitchen out of sight of the public.

HOUSE OF SPAIN POLICIES	
POLICY: Keys to the House of Spain “casita”	POLICY NO. P 102
	PAGE: 1 OF: 1
Approved by Board of Directors on August 2, 2020.	EFFECTIVE: 08/02/2020
	REVISED: 00/00/00
	00/00/00

PURPOSE:

The purpose is to establish which members of the Board of Directors are authorized to have a key to the House of Spain.

BACKGROUND:

The keys to the HOS are provided by the City of San Diego and cannot be duplicated. If keys are lost, or more keys are needed, they must be obtained from the city. At the beginning of each year, the board minutes should identify which members have keys. The City of San Diego, which has the authority, wants to know which members have keys to the HOS. The House of Pacific Relations is entitled to a key; it has to have access to the casita on an emergency basis.

POLICY:

The policy is that the following are entitled to a key to the House of Spain:

- The President,
- The Vice President,
- The Secretary,
- The House of Pacific Relations,
- The lockbox,
- The person assigned to do the shopping for the “casita”, and
- All extra keys are held by the President and may be dispensed on an as needed basis.

The casita has a locked box containing a key which authorized members can use to access the building. The locked box access code can be obtained from the President or Vice President. Anyone entering the building must follow the procedure for disarming and arming the alarm. (See **Procedure Pro 1001** on Disarming and Arming the Security System)

At beginning of each year, following the annual election, Key assignments by user name will be submitted by the President to HPR.

HOUSE OF SPAIN POLICIES	
POLICY: Alcohol, Drugs, and Smoking	POLICY NO. P 201
	PAGE: 1 OF: 2
Approved by Board of Directors on August 2, 2020. This policy replaces the rule on this topic dated 3/06/2016.	EFFECTIVE: 08/02/2020
	REVISED: 00/00/00
	00/00/00

PURPOSE:

The purpose is to establish a policy with respect to the consumption of alcohol, drugs and smoking in, or adjacent, to the casita.

BACKGROUND:

The HOS is authorized to offer and serve alcohol within its premises by the County of San Diego through the HPR who, as the umbrella organization, is allowed to permit the cottages in good standing to serve alcohol to its members during bona fide cultural events.

CONDITIONS:

In order to meet the Alcohol Regulations of San Diego County, the casita may serve alcohol under the following conditions:

Regarding Alcohol:

- Alcohol consumption by minors (under 21) is illegal and the HOS does not condone, allow or facilitate underage drinking.
- Persons of legal age (over 21) must drink responsibly during events.
- Alcohol consumption shall be moderate. No more than two medium sized glasses "half filled" may be consumed by an individual.
- Alcohol may be served at HOS sponsored events only, for the exclusive enjoyment of those attending such events.
- Alcohol may be served within the casita and on the side patio. No alcohol shall be served outside of the HOS premises.

Regarding drugs:

- Drugs are illegal. The HOS does not condone, allow, or facilitate the use of illegal drugs in the casita or on the patio.

Regarding smoking:

- Balboa Park is a non-smoking area and no smoking is allowed in or adjacent to the casita.

It is important that this policy be adhered to for the HOS to remain in “good standing” as a member of the HPR. Anyone not observing this policy may be expelled from HOS membership and prohibited from attending events at the casita.

HOUSE OF SPAIN POLICIES	
POLICY: Removal or Resignation from Board	POLICY NO. P 202
	PAGE: 1 OF: 1
Approved by Board of Directors on August 2, 2020.	EFFECTIVE: 08/02/2020
	REVISED: 00/00/00
	00/00/00

PURPOSE:

The purpose is to provide a process for resignation or removal from office.

BACKGROUND:

Article 4, Section 4 of the HOS *Bylaws*, addresses the resignation or removal of an officer from office. The process for resignation and removal is presented below:

RESIGNATION:

- Any Officer or Director may resign at any time by giving 'written notice' to the Board of Directors, President or Secretary of the corporation.
- Resignations shall take effect upon receipt of such notice or at any later date therein specified.

REMOVAL FROM OFFICE:

- Any officer may be removed, either with or without cause, by a majority vote of the Board of Directors, at any time.
- Any Officer or Director who is absent from three (3) out of any five (5) consecutive regular meetings of the Board, without an excuse deemed adequate by the Board, shall be considered to have resigned as Director.
- When a board member meets the criterion (absent 3 out 5 consecutive regular meetings), the Secretary will notify the Board for appropriate action. An appropriate notice will be sent to the absent Board member.

EXCUSED ABSENCES:

- Automatic excuses not requiring approval by the Board include death of a family member, personal illness, and illness of an immediate family member.

HOUSE OF SPAIN POLICIES	
POLICY: Conflict of Interest Policy / Code of Conduct	POLICY NO. P 203
	PAGE: 1 OF: 4
Approved by Board of Directors on August 2, 2020.	EFFECTIVE: 08/02/2020
	REVISED: 00/00/00
	00/00/00 00/00/00

SECTION 1. PURPOSE: As stated in the Internal Revenue Service (IRS) “Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code” Appendix A, the purpose of the conflict of interest policy is to protect the tax-exempt interest of an organization when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization, or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit organizations, such as the House of Spain (HOS).

The California Attorney General’s Guide for Charities: Best Practices for Nonprofits that operate or fundraise in California document states that “. . . nonprofit corporation’s directors have a duty of loyalty to the corporation. For public benefit corporations, this means the director must make decisions he or she believes is in the best interest of the corporation, as well as act in such best interest. For instance, the director is obligated to act with undivided loyalty, be fair in his or her dealings with the nonprofit, and must not seek to benefit personally from the activities or resources of the nonprofit.

Duty of loyalty issues typically arise when there is a conflict of interest between the charity’s best interests and the personal interest of the director, . . . (A)nd like the duty of care, directors who breach their duty of loyalty may be held personally liable to the corporation.”

The purpose of this “Conflict of Interest/Code of Conduct” policy is to protect the tax-exempt status of the House of Spain. Officers, directors and committee members have a duty to serve the needs of the HOS and not their personal interests. They also have a duty to report any conflicts of interest or potential conflicts.

SECTION 2. APPLICABILITY OF THIS POLICY:

This policy applies to HOS Board members, members of a committee and others as determined by the HOS Board of Directors. This policy is also applicable to interested persons as defined in Article 3, Section 6 of the HOS Bylaws which defines “interested persons” as:

- (a) Any person currently being compensated by the corporation for services rendered it within the previous twelve (12) months, whether as a full- or part-time officer or other employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a director as director, or
- (b) Any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law or any person described above.

SECTION 3. CODE OF CONDUCT EXPECTATIONS: This Conflict of Interest/Code of Conduct policy applies to all persons holding positions of responsibility and trust on behalf of the HOS.

- 1) It is the policy that Board members of the HOS are expected to commit themselves to ethical and professional conduct, including the proper use of authority and appropriate decorum.

- 2) It is the policy that no Board member of the HOS shall derive any personal profit or gain, directly or indirectly, by reason of his or her service to the HOS.
- 3) It is the policy that no Board member of the HOS shall be involved in self-dealing or any conduct of private business or personal service between him/her and the HOS.
- 4) It is the policy that Board members conduct business in an open and objective manner to ensure equal competitive opportunity and equal access to information.
- 5) It is the policy that a board or committee member who desires employment with the HOS must resign from his/her position first.
- 6) It is the policy that the HOS will comply with both the letter and spirit of all public disclosure requirements, including the public availability, upon written request, of its IRS Form 990-EZ tax return. However, all Board members must hold strictly confidential all issues of a private nature, including, but not limited to, issues related to private business, contributions from individuals, businesses, and other private entities, and all personnel matters.

SECTION 4. AREAS OF POTENTIAL CONFLICT:

Conflicts may arise in relation to HOS officers, directors, or committee members. A conflict could occur when a person who has the authority to make a decision can benefit from a decision financially or in some other way. A person in authority has a duty to the HOS and the public good, and not the person's personal benefit. Conflicts could occur in relations to:

- 1) Persons and firms supplying goods and services to the HOS.
- 2) Persons and firms from whom the HOS leases property or equipment.
- 3) Donors and others supporting the HOS.
- 4) Agencies, organizations, and associations that affect the operations of the HOS.
- 5) Family members, close associates, employees and contractors.

SECTION 5. NATURE OF CONFLICT OF INTEREST:

A "conflict of interest" is often referred to as a "duality of interest." It is when a member of the Board of Directors or a committee member is faced with serving the interest of the HOS or his or her own interests. The conflicts of interest listed below are examples of potential conflicts and may be expanded as situations dictate.

- 1) No Member shall receive compensation as a member of the board, except for normal expenses authorized in the Bylaws, such as expenses directly related to the business of the HOS.
- 2) No Member shall use the time, personnel, equipment, good will or other resources of the HOS for activities other than Board approved activities, programs and functions.
- 3) A Member can receive a gift on behalf of the HOS in accord with HOS Bylaw Article 6, Section 4.
- 4) No Member shall receive personal gifts, professional opportunities or loans from third-party vendors conducting business or intending to conduct business with the HOS.
- 5) Receipt of any gift or cash is prohibited. However, gifts with a value of less than \$50.00 (fifty dollars) maybe accepted only if the acceptance avoids a discourtesy. For example, a Member gives a talk to high school students about the House of Spain and the students present the Member with a small gift with the member's name on it as a token of appreciation. That would be an acceptable gift.
- 6) No Member can borrow money or receive a loan from the HOS.

SECTION 6. DISCLOSURE POLICY AND PROCEDURE:

Officers, directors and committee members have a duty to disclose a conflict of interest or a potential conflict of interest to the President (Vice-President if the President is the person in conflict). Conflicts of interest or potential conflicts of interest shall be disclosed before transactions are consummated.

The President or Vice-president will determine if the issue should be dealt with by the whole Board or an appointed committee. Arrangements shall be made so that the party with whom a conflicting interest exists shall have the opportunity to disclose all material facts to the members of the Board or members of the committee.

Members of the Board and members of the committee shall use their best judgment to determine any possible conflicts by scrutinizing all transactions and disclose any activities that are, or have the appearance of, a conflict of interest.

Transactions with the party with whom a conflicting interest exists may only be undertaken when all four (4) of the stipulations are met:

- 1) The conflict of interest is fully disclosed.
- 2) The person with the conflict refrains from discussion and approval (voting) of such transaction.
- 3) A competitive bid or comparable valuation exists.
- 4) The Board of Directors, or duly constituted committee, determines that the transaction serves the best interest of the HOS.

The Board of Directors shall determine in a fair, just, and reasonable manner if the approval of such transaction with the disclosed conflict of interest best serves the interest and mission of the HOS and does not violate the tax-exempt status of the HOS.

The minutes of board meetings and committee meetings shall contain:

- 1) The name of the person(s) 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 decision as to whether a conflict of interest in fact existed.
- 2) 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 7. VIOLATIONS OF THE CONFLICT OF INTEREST POLICY:

If the HOS Board of Directors or an appointed committee has reasonable cause to believe the party with whom a conflict of interest exists has failed to disclose actual or possible conflicts of interest, it shall inform the person 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 HOS board or committee determines the person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action. In an extreme situation, and only if warranted, the provisions of HOS Bylaw ARTICLE 4: OFFICERS; SECTION 4: REMOVAL AND RESIGNATION can be used.

SECTION 8. POLICY REVIEW:

This "Conflict of Interest/Code of Conduct" policy, once enacted, shall apply to all affected members. This policy shall be reviewed annually to ensure that the HOS does not engage in activities that could jeopardize its tax- exempt status. Any change to the policy will require an affirmative vote of the HOS Board of Directors.

SECTION 9. ANNUAL STATEMENTS:

Following the annual meeting each year, the HOS Secretary will give each member of the board and all committee members who are not board members two copies of this policy to read. Each member will sign the signature page on both copies of the policy and return one signed copy to the HOS Secretary, who will file the signed copy in the HOS records. The member will keep the second signed copy. This is an Internal Revenue Service requirement in a "Conflict of Interest/Code of Conduct" policy.

SIGNATURE PAGE

By my signature below I acknowledge and affirm that:

- 1) I have received a copy of the Conflict of Interest/Code of Conduct policy.
- 2) I have read and understand the policy.
- 3) I agree to comply with the policy.
- 4) I understand that the HOS is a non-profit organization and in order to maintain its federal tax-exempt status it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

PRINT NAME

SIGNATURE

TITLE/POSITION

DATE

HOUSE OF SPAIN POLICIES	
POLICY: Whistleblower Policy	POLICY NO. P 204
	PAGE: 1 OF: 1
Approved by Board of Directors on August 2, 2020.	EFFECTIVE: 08/02/2020
	REVISED: 00/00/00
	00/00/00 00/00/00

PURPOSE: The purpose is to establish a policy that permits HOS Officers, Directors, and Committee members to report improper activities and not suffer retaliation for making any such report in good faith.

ETHICS: It is the responsibility of all HOS Officers, Directors and Committee members: (1) to observe the highest standards of business and personal ethics in the conduct of their duties and responsibilities, (2) to comply with the Conflict of Interest/Code of Conduct Policy and (3) to report violations or suspected violations in accordance with this policy.

NO RETALIATION: No HOS Officer, Director or Committee member who, in good faith, reports a violation shall be subjected to harassment or retaliation. Any Officer, Director or Committee member who retaliates against someone who has reported a violation in good faith shall be subject to a review by an appointed Ethics Committee.

REPORTING PROCEDURE: It is the policy of the HOS that Officers, Directors or Committee members can share their questions, concerns, suggestions or complaints comfortably with someone who can address them properly. In most cases, the HOS President or his or her designee (e.g., Vice-President) is in the best position to address an area of concern. However, if a HOS Officer, Director or Committee member is not comfortable speaking with the HOS President or his designee or is not satisfied with the response provided, the member is encouraged to speak with the Chairman of the Ethics Committee. If no Ethics Committee exists, then an ad hoc committee shall be formed. The Ethics Committee has specific and exclusive responsibility to investigate all reported violations on behalf of the HOS President. If an Ethics Committee exists, the HOS Officer, Director or Committee member can go directly to the Chairperson of the Ethics Committee.

ACTING IN GOOD FAITH: Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

HANDLING OF REPORTED VIOLATIONS: The President, or his or her designee, or Chairperson of the Ethics Committee will notify the person who submitted the complaint and will acknowledge receipt of the reported violation or suspected violation. Confidentiality to the extent possible, consistent with the need to conduct an adequate investigation, shall be maintained. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. In the extreme, and only if warranted, the provisions of HOS Bylaw ARTICLE 4; OFFICERS; SECTION 4: REMOVAL AND RESIGNATION can be used.

I acknowledge receipt of the above document, that I have read it, and that I understand its contents.

PRINT NAME

SIGNATURE

TITLE: _____

DATE: _____

HOUSE OF SPAIN POLICIES	
POLICY: Workplace Violence Prevention Policy	POLICY NO. P 205
	PAGE: 1 OF: 3
Approved by Board of Directors on October 3, 2021.	EFFECTIVE: 10/03/2021
	REVISED: 00/00/00
	00/00/00

PURPOSE: Incidents of workplace violence and threats of violence have significantly increased in recent years. Immediate victims as well as others are affected by incidents of workplace violence or threats of violence, including fellow employees, family members and the public. The physical injuries, emotional distress and potential loss of life resulting from incidents of workplace violence may have long-term effects. Incidents of violence or threats of violence may also have an impact on public activities for an extensive period. The House of Spain (HOS) recognizes the importance of providing a safe environment for members, employees and the public. For this reason this Workplace Violence Prevention Policy has been developed. This policy, which is in conformance with Division of Occupational Safety and Health California (Cal/OSHA) guidelines, is intended to identify the following:

- What constitutes violence or threats of violence;
- Conduct that is prohibited;
- Warning signs of workplace violence;
- The importance of reporting workplace violence; and,
- How to respond to incidents of workplace violence and/or related behaviors.

DEFINITION OF TERMS:

Intimidation: Inspiring fear in a person by a show of force or a promise of force.

Physical Fighting: The act of aggression or initial force in physically contending with another with the intent to overpower and/or to cause harm.

Threat: An expression of a direct (intent to take an action) or indirect (what could happen or that something could happen) intention to inflict pain, injury or punishment upon another person or property.

Violence: Aggressive acts or initiation of physical force exerted for the purpose of violating, damaging or abusing others.

Weapons: An instrument, article or substance, which in the possession of an employee or under the circumstances of which it is used or is threatened to be used, is readily able of causing physical injury or death.

Workplace Violence is classified in three main categories:

- Type I - An incident where the assailant has no legitimate relationship to the workplace and usually enters the workplace to commit a robbery or other criminal act.
- Type II - An incident involving a violent act by a recipient of a service provided by an employer.
- Type III - An incident committed by someone seeking revenge for perceived unfair treatment by a co-worker, a supervisor, a manager, or an incident involving a domestic dispute where someone with whom the employee has a personal relationship threatens an employee at work.

POLICY

For the purposes of this policy, workplace violence includes, but is not limited to, violence, direct or indirect threats of violence, intimidation, physical fighting, or unauthorized possession of weapons. A threat is the clearest indicator of potential violence (includes direct threats, veiled threats and threats conditioned upon other actions). For example, employee receives repeated phone calls of a volatile nature. Other signs or behaviors, which may be identified along with threats, may include an individual who:

- is unusually argumentative
- doesn't cooperate well with others
- has a problem with authority figures
- frequently blames others for his or her problems
- displays marked changes in work patterns such as tardiness or absenteeism
- demonstrates extreme or bizarre behavior
- frequently appears depressed
- is involved in alcohol or drug abuse
- has a history of violence
- exhibits a preoccupation with weapons and their use to harm self or others

A potentially violent individual may not exhibit all of the signs listed above. At the same time, caution must be exercised to avoid over reacting. For example just because an employee is argumentative does not necessarily mean that the employee will also become violent.

The HOS takes the issue of workplace violence very seriously. For this reason, conduct, which is prohibited, includes, but is not limited to violence, direct or indirect threats of violence, intimidation, physical fighting or unauthorized use or possession of weapons.

HOS members and employees shall endeavor to decrease the odds of such occurrences if angry outbursts are not ignored and any violence or threats of violence that occur in the workplace are reported in accordance with the following provisions of this Workplace Violence Prevention Policy: It is critical that any incident of violence or threat of violence is reported and not ignored. For this reason, the HOS requires members and/or employees to report such incidents.

Any HOS members or employee while in the workplace who observes or hears a person (e.g., member, employee, visitor, vendor, etc.) who threatens, attempts, or commits a prohibited behavior or act of violence shall immediately notify the HOS President or HOS Personnel Manager.

Any HOS member or employee who observes or becomes aware of any unauthorized possession, use, transferring, or selling of a weapon at the HOS casita shall immediately report this to the HOS President or HOS Personnel Manager.

The HOS will make every reasonable effort to maintain the confidentiality of individual(s) reporting incidents of Workplace Violence. No guarantees can be made in all situations, as the identity of the reporter may be critical to the investigation and/or incident.

The HOS Personnel Manager shall be responsible for the following:

- Advising all employees of the Workplace Violence Prevention Policy;
- Providing a copy of the policy to each employee and placing a signed copy of the policy statement in each employee's personnel file;

Section 3: Policies

- Posting copies of the policy on the HOS bulletin board;
- Insuring that all employees understand their duty and obligation to consider all prohibited conduct or incidents of workplace violence as serious and are advised to seek assistance as soon as early warning signs are identified.

In the event of an incident or violation of the Workplace Violence Prevention Policy, HOS members and/or employees shall adhere to the following priorities, if possible.

Responsible Person	Action
HOS Members or HOS Employee	<ul style="list-style-type: none"> ✓ Get help in securing the environment and obtain medical aid for any victims. ✓ Dial 911 for local police. Request paramedics or ambulance services, if needed. ✓ Follow police instructions and directions for personal safety and for securing the work environment. ✓ Notify the HOS President.
HOS President and/or HOS Personnel Manager	<ul style="list-style-type: none"> ✓ At the time you are notified of an incident, quickly determine the status of the situation. ✓ Have the appropriate steps been taken by employees to secure the environment, obtain medical aid, and to obtain security/law enforcement assistance? ✓ Quickly gather as much information as possible (what, where, when, how, who, why) and prepare an incident report.

HOUSE OF SPAIN POLICIES	
POLICY: Honorary Membership	POLICY NO. P 301
	PAGE: 1 OF: 1
Approved by Board of Directors on August 2, 2020. This policy replaces the rule on this topic dated 1/04/2015.	EFFECTIVE: 08/02/2020
	REVISED: 00/00/00
	00/00/00

PURPOSE:

The purpose of this policy is to establish a process for granting honorary memberships to those persons who have provided extraordinary service to the HOS.

CLASSES OF MEMBERSHIPS:

- **Regular Membership:** A member in good standing.
- **Honorary Membership:** A member who has been awarded honorary membership status. Honorary membership shall be for life.

POLICY:

Honorary members of the House of Spain (HOS) are individuals who have performed services for the HOS beyond the ordinary and warrant appointment as honorary members. Honorary membership requires Board approval.

A maximum of three honorary memberships may be conferred by a vote of the Board annually.

There is no limit on the total number of honorary members.

All honorary members prior to 2010 will become automatic honorary members under the Bylaws of the House of Spain.

The Secretary will maintain a separate list of all Honorary Members.

HOUSE OF SPAIN POLICIES	
POLICY: Membership Fees and Dues	POLICY NO. P 302
	PAGE: 1 OF: 3
Approved by Board of Directors on August 2, 2020. This policy replaces the rule on this topic dated 2/13/2011.	EFFECTIVE: 08/02/2020
	REVISED: 00/00/00
	00/00/00 00/00/00

PURPOSE:

The purpose of this policy is to establish procedures whereby individuals can become members of the HOS or renew their membership.

DEFINITION OF TERMS:

There are two types of membership:

- **Individual membership:** Defined as an individual person who becomes a member of the House of Spain by paying the required fee/dues.
- **Family membership:** Defined as family members living in the same household (i.e., parents, grandparent, child, etc.). Children going to college will be considered part of this family unit. All family members are covered under the family membership fee/dues.
- **Membership fee:** Amount paid by new applicant (*HOS Bylaws*, ARTICLE 12, Section 4(a)).
- **Membership dues:** Amount paid by a renewal of membership (*HOS Bylaws*, ARTICLE 12, Section (b)).

MEMBERSHIP YEAR:

Annual membership begins on November 1st and ends on October 31st.

POLICY:**New Members:**

Prospective members can become members of the HOS by submitting a membership application included in the HOS website, and pay a fee by credit card, or by completing a membership form, and mailing/delivering it to the House of Spain with payment of the annual fee or prorated fee. Individual members will receive a membership card. For family memberships, each spouse will receive a membership card. The membership card shall have the name of the member; and shall indicate the year through which the annual membership fee has been paid. Other members are automatically covered under the primary card holder.

NEW MEMBERSHIP FEES (Pro rata):

The fee for new members has been established on a pro-rata basis from the date of acceptance and November 1st. The pro-rata fee schedule is shown in the following table:

Pro Rata Fee Schedule^(a)		
Month	Family	Individual
November	\$50.00	\$40.00
December	\$46.00	\$37.00
January	\$42.00	\$34.00
February	\$38.00	\$30.00
March	\$34.00	\$27.00
April	\$29.00	\$24.00
May	\$25.00	\$20.00
June	\$21.00	\$17.00
July	\$17.00	\$14.00
August	\$13.00	\$11.00
(a) The membership year commences on November 1 st of each year.		

Renewals:

Annual membership dues shall be paid on or before November 1st of each year. The annual individual membership dues is \$40.00 and the annual family membership dues is \$50.00. Individual members will receive a membership card. For family memberships, the husband and wife will each receive a membership card. The membership card shall have the name of the member; and shall indicate the year through which the annual membership dues have been paid. Other members are automatically covered under the primary card holder.

MEMBERSHIP FEE/DUES CHANGE:

A change in membership fee or dues requires board action.

NOTIFICATION: Whenever a new member is accepted, the following HOS officers must be notified:

- **President** – to meet the *HPR Bylaws* Article III 3.4 (minimum membership requirement of 25).
- **Treasurer** –for accounting purposes.
- **Secretary** –to send out membership cards and maintain the membership roster (See *HOS Bylaws*, Article 4, Section 8.)

VOTING RIGHTS:

Individual memberships are entitled to one vote.

Family memberships will have a maximum of two (2) votes. If adult children, or grandparents, living at home want to vote, they must pay individual membership. All members will receive all other full benefits of membership.

HOUSE OF SPAIN POLICIES	
POLICY: Nomination of House of Spain Queen and Princess	POLICY NO. P 303
	PAGE: 1 OF: 2
Approved by Board of Directors on August 2, 2020. This policy replaces the rule on this topic dated 2/13/2011.	EFFECTIVE: 08/02/2020
	REVISED: 00/00/00
	00/00/00 00/00/00

PURPOSE:

The purpose is to establish a process for nominating a queen/princess to represent the HOS.

TIMELINE RELATIVE TO HPR NOTIFICATION DEADLINE (August 31)

May 1 - Solicit candidates in May bulletin, or by email.

June 1 - Solicit candidates in June bulletin, or by email.

June 15 - All candidates' requests have been received.

Board meeting - **July** -- Final list (3 max.) submitted to the HOS Board.

Board meeting - **August** – Queen and Princess elected by the HOS Board.

Note: HPR Notification Deadline Date – **August 31**

SELECTION PROCESS:

The announcement that the HOS is soliciting candidates for Queen/Princess to represent the House within the organization of the House of Pacific Relation (HPR) will be included in the monthly bulletin or email three months, and four months, prior to the selection of a new queen. The deadline for the candidates to submit their names will be ten weeks prior to the notification deadline set by the HPR, which is August 31.

The HOS Queen's Selection Committee will meet and interview each candidate. They will then submit to the Board a list of, at most, three candidates prior to five weeks before the HPR notification deadline.

The finalists will meet with the Board before the deadline date and the board will select the Queen and Princesses.

HOUSE OF PACIFIC RELATIONS QUEEN' RULES:

Each house within HPR may select or appoint a queen and no more than six princesses and/or junior princesses each year. In order to be included in the year's current HPR Queen/Princess membership roster, each House is required to provide complete roster information to the

Queen' Secretary by August 31st of each year. Complete roster information shall include name, birth date, address, phone and email if available. Each queen, princess, or junior princess of the Houses that constitute the HPR shall be members of the Queens' organization for as long as they remain active as queens, princesses, or junior princess of their individual Houses. The combined number of princesses and junior princesses representing a House shall not exceed six members. Any combination of princesses and junior princesses will be allowed.

MEMBERSHIP IN QUEENS' ORGANIZATION:

- Must be single.
- The **queen** and **princesses** from each House must be between the ages of fourteen and nineteen and under twenty on October 1st of each year. **Junior princesses** must be between the ages of ten and thirteen years and under fourteen on October 1st of each year.
- Each queen, princess, or junior princess must be a member in good standing of her House either individually or through family membership. Each one is encouraged to remain active throughout the year and participate in all of her House and Queens' functions.

TERMINATION OF MEMBERSHIP:

- Any member of the HPR Queens organization shall end as such if and when she ceases to be the queen or princess or junior princess of her House, or
- When terminated for cause according to the procedures outlined in the *Queens Bylaws*, Article X, Sections 1 through 6 (e.g., failure to abide by purposes and objectives of the Queens, unless excused; gross misconduct.)
- Should a member elect to terminate her membership in the Queens' organization, she shall write a letter of resignation to Queens and to her respective House.
- All property of the Queen's organization and all property of her House, related to the participation as a Queen (e.g., sashes, crowns, etc.), shall be returned to the respective owner(s) when membership in the Queens organization expires or is terminated.

HOUSE OF SPAIN POLICIES	
POLICY: Appointment of Parliamentarian	POLICY NO. P 304
	PAGE: 1 OF: 1
Approved by Board of Directors on August 2, 2020.	EFFECTIVE: 08/02/2020
	REVISED: 00/00/00
	00/00/00 00/00/00

PURPOSE:

The purpose is to establish a process to appoint a Parliamentarian for the House of Spain. The House of Spain Bylaws do not provide for a Parliamentarian, but they do state that meetings shall be governed by **Robert's Rules of Order** (*HOS Bylaws*, ARTICLE 3, Section 15). Board members are not expected to be experts in parliamentary rules governing meetings, but they should have a general understanding of how meetings are conducted.

QUALIFICATIONS:

The Parliamentarian should be knowledgeable about **Robert's Rules of Order** and continue to educate himself/herself in any changes that occur in the proper way meetings should be conducted. He/she should be capable of resolving parliamentary issues that may arise during a meeting.

POLICY:

It shall be the policy that at the first meeting of the Board of Directors, following the annual election, a Parliamentarian be appointed.

The Parliamentarian attends meetings, but does not have the power to vote, unless he also happens to be a board member. Preferably, the Parliamentarian should not be a board member so that there is not the appearance of a Conflict of Interest.

It is acceptable if this position is held by the Sergeant-at-Arms who would serve a dual role. However, the needs of the House of Spain take precedence. If separating these two positions is more advantageous, then the Parliamentarian and Sergeant-at-Arms positions are filled by two different people.

HOUSE OF SPAIN POLICIES	
POLICY: Expenditure of Funds	POLICY NO. P 401
	PAGE: 1 OF: 1
Approved by Board of Directors on August 2, 2020. This policy replaces the rule on this topic dated 2/13/2011.	EFFECTIVE: 08/02/2020
	REVISED: 00/00/00
	00/00/00

PURPOSE:

The purpose is to establish a policy on the expenditure of HOS funds. The first is the President's discretionary fund, and the second is seed money for events. The Treasurer or a designated individual will handle money related to an event where there is a cost to members or the general public.

DEFINITION OF TERMS:

A **discretionary fund** is a small sum of money made available to a board member (e.g., President) for small expenditures that do not require approval by the Board.

Seed money is the amount of money the Treasurer needs in order to give change when there is an event charge or tickets are sold (e.g., HOS event charge or December Nights paella tickets.)

Event Charge is the amount the HOS will charge for the event.

Ticket price is the amount of money that the HOS will charge per ticket.

POLICY:

Policy on Discretionary Funds: The President is authorized to spend a maximum of \$200.00 per item as needed without authorization of the board.

Policy on Seed Money: The amount of money depends on the event. All seed money is to be returned and deposited in the bank after the event and the income and expenses for the event have been tallied.

Policy on Event Charge: The fee for any event shall be determined by the Board.

Policy on Ticket Price: Prices for tickets sold at events will be set by the Board and will not vary unless by Board action.

Note: The HOS is required to follow the guidelines set by HPR in setting prices.

HOUSE OF SPAIN POLICIES	
POLICY: Donations to the House of Spain	POLICY NO. P 402
	PAGE: 1 OF: 4
Approved by Board of Directors on August 2, 2020. This policy replaces the rule on this topic dated 7/01/2018.	EFFECTIVE: 08/02/2020
	REVISED: 00/00/00
	00/00/00 00/00/00

PURPOSE:

The purpose is to establish a policy regarding the acceptance of donations to the HOS (see **Attachment #1:** donation form and **Attachment #2:** sample donation letter).

TYPE OF DONATIONS:

There are two types of donations to the HOS:

- **monetary donation**
- **physical item(s) donation**

POLICY:

Monetary donations are deposited directly into the HOS bank account. All monetary donations are accepted, unless the Board determines that it is inappropriate to accept a specific donation (e.g., the donation is offered as a quid pro quo). If a donor requests that the donation be spent for a specific purpose, such as educational, cultural or scholarship, the donation will be assigned to a restricted account.

Physical Item donations require that a Donation Form (see attached form) be submitted by the person making the donation. At the time of donation, the donation must be accompanied by a letter signed by the donor, stating the item(s) being donated and the approximate value of each item. The board is not obligated to accept all item donations. The board may decline to accept an item for a variety of reasons, (e.g., item is too large, insufficient storage space, inappropriate to display, does not meet the goal of the House of Spain, etc.). If an item(s) is not accepted, the person making the donation will be notified.

If the item is accepted, a designated representative of the House of Spain will subsequently send a letter of receipt and appreciation for the donation which may be used by the donor's tax preparer. As the HOS is a 501 (c) (3) non-profit organization, donations are tax deductible. (See sample letter attached.)

If the donor of an item does not like the manner in which the donated item(s) is displayed, he/she should submit a letter to the Secretary of the House of Spain stating their concern. The concern will be reviewed and the decision of the board of directors will be final.

If donations become excessive, (e.g., someone dies and leaves all their mementoes to the Casa de España in San Diego, or we have multiple examples of the same artifact, or there is no space to store an item), the board of directors may prioritize all items in the inventory of the Casa de España, and decide that some should be sold at a reasonable price. All proceeds shall go the House of Spain, Casa de España in San Diego.



HOUSE OF SPAIN, CASA DE ESPAÑA, in San Diego

Donation Form (Approved by the BOD on July 1, 2018)

House of Spain accepts the donation of items representative of Spanish culture. If you wish to make a donation, please complete and sign this donation form. A designated representative of the House of Spain will subsequently send you a letter of receipt and appreciation of your donation which may be used by your tax preparer. As House of Spain is a 501(c)(3) non-profit organization, donations are tax deductible.

Name: _____

Address: _____

Phone: _____ email: _____

Name of item and a brief description of its origin and/or significance to Spanish Culture:

Approximate value of item(s) _____

Please read the following House Policy concerning donations to the House of Spain. This policy and others can be found on the House of Spain's website <http://www.houseofspainsd.org> under Information/Official Documents. Your signature indicates that you have read and agree with the statement of donation and display of items.

DONATION AND DISPLAY OF ITEMS

All items donated to the House of Spain, Casa de España (hereafter written HOS, CDESD) become property of the HOS, CDESD and can be displayed or used in any manner as determined by the display committee as approved by the Board of Directors (BOD). At the time of donation, the donation should be accompanied by a letter signed by the donor, stating the item or items being donated and the approximate value of each item. The secretary of the HOS, CDESD will then generate a thank you letter recognizing said receipt.

If the donor of an item does not like the manner in which it is displayed, or wants further recognition of the donation of the item displayed, the donor will submit a letter to the secretary of the HOS, CDESD stating their concern. The concerns will be reviewed by the committee or BODS and BOD's decision will be final. If on occasion donations become excessive, (i.e. someone dies and leaves all their mementoes to the HOS, CDESD, or we have multiple examples of the same artifact or there is no space to store an item,) the board of directors may prioritize all items in the inventory of the HOS, CDESD and decide that some should be sold at a reasonable price. All proceeds shall go to the House of Spain, Casa de España in San Diego.

Signature _____ Date _____



HOUSE OF SPAIN, CASA DE ESPAÑA, in San Diego

September 7, 2015

Name and address of donor

RE: Donation to the House of Spain, Casa de España in San Diego
501 (c) (3) non-profit organization
TIN: 33-0942219

Dear _____,

On behalf of the Board of Directors and members of the House of Spain, Casa de España in San Diego, I wish to express our sincere appreciation for your donation of a Epson 5220 Projector valued at \$486.

Your gift supports the mission of the House of Spain, Casa de España in San Diego which is to promote Spanish language and culture in our community and to our members and the thousands of guests who visit our cottage in Balboa Park each year.

For Federal Income Tax Purposes, this letter acknowledges your contribution. Donors may deduct contributions as provided in IRC 501(c)(3) of the U.S. Tax Code.

Please retain this letter as proof of your charitable contribution.

Thank you for your support of the House of Spain.

Sincerely,

(name of the secretary)

Secretary

Adopted by the BOD on July 1, 2018

HOUSE OF SPAIN POLICIES	
POLICY: Committees	POLICY NO. P 501
	PAGE: 1 OF: 2
Approved by Board of Directors on August 2, 2020. This policy replaces the rule on this topic dated 1/04/2015.	EFFECTIVE: 08/02/2020
	REVISED: 00/00/00
	00/00/00 00/00/00

PURPOSE:

The purpose is to establish an understanding of committees and their function.

AUTHORIZATION:

The President may create committees, including the appointment of a Chairperson(s), and prescribe their duties as it seems advisable with the approval of the Board (See *Hos Bylaws*, Article 5, Section 1.)

DEFINITION OF TERMS:

- **Standing Committees:** A standing committee is permanent and has a task to perform on a repeated basis. An example is the **Nominating Committee**.
- **Ad hoc Committees:** An ad hoc committee is appointed for a specific task. Once the task is completed, the committee can be dissolved. However, if money is involved, the committee does not dissolve until all invoices are paid and all financial matters are settled. An example is a **Social Committee** tasked with putting on a social event that involves contracts, invoices payments, and/or an establishment of a special bank account.

POLICY:

Standing committees will continue from year to year at the discretion of the board, except for the Nominating Committee which is established in the *HOS Bylaws*. If no new members are selected at the first meeting of the year, the previous membership is confirmed.

Examples of standing committees are:

Nominating Committee: Standing Committee

Scholarship Committee: Standing Committee

Bylaws Committee: Standing Committee

Members of a Standing Committee may resign at any time. Should the chairperson resign, the President may select a replacement person who will be approved by the board at their next meeting.

All findings of any committee shall be advisory only unless given specific rights by the Board. All committees report to the President and the Board and their actions, if any, must be approved by the Board.

Ad hoc committees are appointed by the President and the Board of Directors, including the Chairperson, when a committee is needed to accomplish a specific task. When the task is completed and all matters related to the task have been accomplished, the Ad hoc committee can be terminated.

Members of an Ad hoc Committee may resign at any time. Should the chairperson resign, the President may select a replacement person who will be approved by the board at their next meeting.

All Ad hoc committees report to the President and the Board. Any actions by the Ad hoc Committee must be approved by the Board.

Examples of ad hoc committees are:

Ethics Committee (Can be standing or ad hoc, depending on need)

Event Committee (One time event)

HOUSE OF SPAIN POLICIES	
POLICY: Annual Membership Meeting	POLICY NO. P 502
	PAGE: 1 OF: 5
Approved by Board of Directors on August 02, 2020. This policy replaces the rule on this topic dated 1/04/2015.	EFFECTIVE: 08/02/2020
	REVISED: 00/00/00
	00/00/00 00/00/00

PURPOSE:

The purpose is to establish procedures for the annual membership meeting.

PROXIES FOR ANNUAL MEETING:

- All proxies shall be counted as attendance for establishing a quorum. A quorum shall consist of a majority of the members (*HOS Bylaws*, ARTICLE 3, Section 13).
- There are two types of proxies. The first type is used when the proxy is counted only for quorum purposes (see **Attachment #1**), and the second type is when the proxy is counted for a quorum and also for voting (see **Attachment #2**).
- Proxies shall be in writing and carried to the meeting by the person to whom it is given. If the proxy cannot be hand delivered, it can be mailed or emailed and the following applies:
 - If the proxy is to be counted for a quorum only, it shall be mailed or emailed to the secretary no later than one week prior to the election (see **Attachment #1**.)
 - If the proxy is to be valid for attendance and voting, it shall be mailed or emailed to the secretary no later than one week prior to the election (see **Attachment #2**.)
 - The address for the House of Spain is PO Box 33064, San Diego, CA 92163 and the email address is contact@houseofspainsd.org.
- The proxy must contain the date, the name of the person who has voting rights, the signature of the person giving the right of proxy. It may be in the form of: (1) a written note, or (2) within the text of an email containing the member's email information. Proxies by email are acceptable as long as the person receiving the proxy is in the heading (e.g., **To: Member A; From: Member B Subject: Proxy for annual meeting**).
- Unless otherwise stated in the signed proxy, the proxy will give all rights to the holder to vote as the holder sees fit. If a proxy is for attendance only, an example is illustrated in **Attachment #1** in English and in Spanish.
- If the grantor of the proxy specifies how their vote should be cast, the secretary will hold the ballot until the time of voting and the proxy will count as a ballot and counted along with the other ballots. If anonymity is desired, the handwritten ballot(s) may be sealed in an envelope stapled to the proxy. The outside of the envelope should be signed.

MEMBER COMMENTS:

Members may speak for two minutes maximum at the beginning of the meeting on one topic. If multiple members wish to address the same topic, a maximum allotment of 30 minutes divided by the number of requests if more than 15 people wish to speak.

Comments pertaining to Bylaw amendments will be separate and made after the Bylaw amendments are moved and seconded. Any member who wishes to speak concerning amendments to the Bylaws will be given one minute for comment. Note: If there is more than one proposed change, each member could speak once for each change.

RULES – VOTING AT ANNUAL MEETING:

Members will receive ballots or ballot packages at the door when their membership is confirmed. One ballot/package will be presented to each individual member and two ballots/packages to each family membership. If only one member of a family (membership) attends they will receive only one ballot. In order to receive a second ballot, they must bring the proxy of the other family member.

There will be a single ballot for each of the following: President; Vice President; Secretary; Treasurer; and Directors. Each ballot will contain a check box and the name of the person(s) placed on the ballot by the nominating committee along with the name of any person who has submitted their name in writing or email along with another check box and a line to enter the name of a write-in candidate nominated at the meeting. All written or email requests for inclusion on the ballot must be received by the Secretary, the President, or the Chairman of the nominating committee at least three (3) weeks prior to the meeting.

Candidates for any office wishing to publicize their candidacy may write a maximum 500 word statement of introduction which will be included in an email mailing. Within the 500 words, the candidates should offer three or four points that support their candidacy and what they can contribute to the HOS. Each candidate may include his/her email address and/or phone number in case the members want to communicate personally with the candidate. The statement should be provided in English as well as Spanish prior to October 21. The statement will be mailed to all members as part of an email to every member with a current email address. Candidates for the office of President should submit a list of people willing to serve on the board should they be elected.

Each office will be voted on individually. The person selected by the Board as “Director of Elections” will read the responsibilities of each office and solicit further nominations for that office. If there are no nominations from the floor, the election to that office can be by acclamation. If there is more than one nomination for president, the candidate(s) for president will be allowed a maximum of five minutes to expand on their plans. In a similar manner, a maximum of three minutes will be allow to candidates for the Vice President, Secretary and Treasurer, and one minute for Directors. All nominees for an office must be present or have confirmed in writing or email that they will accept the nomination to that office. Names of all nominees for an office will be on the ballot. If there are two or more persons on the ballot, the ballots will be marked, collected and counted by a panel of at least three persons. Ballots will only be counted if the box next to the typed or written name is checked. The ballots will be separated by candidate and kept for one year. As soon as all ballots have been counted, the winner will be

announced and the nominations for the next office will take place. When all positions have been filled, a motion to terminate the meeting will be entertained.

AGENDA:

The Agenda will follow the format listed below:

1. Meeting will come to Order: (Apertura de la Asamblea)
2. Establishment of a Quorum: (Establecimiento de un quórum)
3. Approval of the Agenda: (Aprobación de la Agenda)
4. General Comments (3 minutes) per person: (Comentarios de Socios: 3 minutos por persona)
5. Reading and Approval of last year's minutes: (Aprobación de las actas año pasado)
6. Secretary's Annual report: (Informe Anual del Secretario)
7. Treasurer's Annual report: (Informe Anual del Tesorero)
8. Remarks from the President: (Palabras del Presidente)
9. Opening of the elections (e.g., for year 2020): (Apertura de las elecciones)
10. New Business: (Asuntos Nuevos)
11. Adjournment: (Se cierra la sesión)

Proxy for Attendance Only
House of Spain/Casa de España in San Diego
Annual Meeting

I, (full name) _____ an active member of the House of Spain/Casa de España in San Diego having paid my current membership dues, by means of this statement and not being able to attend in person, wish to make use of my right to attend and thereby delegate my proxy for attendance only to the House of Spain/Casa de España in San Diego.

Signed: _____

Address: _____

Date: _____

Votación Por Poder Asistencia Unicamente
House of Spain/Casa de España en San Diego
Reunión Anual

Reunión Anual

Yo, (Nombre completo) _____ socio/a activo/a de la House of Spain/Casa de España in San Diego, habiendo pagado la cuota correspondiente al año manifiesto mediante la presente que deseo hacer uso de mi derecho a estar contado, y que no pudiendo acudir en persona hago uso del derecho de asistir a la House of Spain /Casa de España en San Diego

Firma: _____

Drección: _____

Fecha: _____

PROXY FORM PARA VOTAR

House of Spain/Casa de España in San Diego

I _____ autorizo a _____ para usar mi proxy votar a mi gusto a la reunión _____ en el día _____ (Fecha(s))

Este proxy es valido para:

- Todos los asuntos votados en la reunión
- Solamente los asuntos especificados abajo

Nombre _____
Firma _____
Fecha _____

PROXY FOR VOTING

House of Spain/Casa de España in San Diego

I _____ hereby authorize _____ to serve as my proxy and to vote on my behalf at the meeting to be held on _____ (Date(s))

This proxy is valid for:

- All Matters voted on at the Meeting Specific
- Issue/Matter (please explain)

Name _____
Signature _____
Date _____

HOUSE OF SPAIN POLICIES	
POLICY: Monthly Board Meetings	POLICY NO. P 503
	PAGE: 1 OF: 3
Approved by the Board of Directors on August 2, 2020. This policy replaces the rule on this topic dated 9/11/2016.	EFFECTIVE: 08/02/2020
	REVISED: 00/00/00
	00/00/00

PURPOSE:

The purpose is to provide a procedure for Board of Directors' meetings. Regular meetings of directors shall be held once a month. Special board meetings may be called by the President, the Vice President, or by any two directors. (*HOS Bylaws*, Article 3, Section 8 and Section 9).

Any director may resign effective upon giving written notice to the President, the Secretary, or the Board of Directors, unless the notice specifies a later time for the effectiveness of the resignation (*HOS Bylaws*, Article 3 Section 17).

Any director who is absent from three out of any of five consecutive regular meetings of the Board, without excuse deemed adequate by the Board, shall be considered to have resigned as Director (*HOS Bylaws*, Article 4 Section 4.)

PROXIES FOR BOARD OF DIRECTORS' MEETINGS:

- Proxies will be allowed only in cases of excused absences.
- Proxies shall count as attendance for establishing a quorum. A quorum consists of a majority of members (*HOS Bylaws*, Article 3 Section 13).
- All proxies shall be in writing and carried to the meeting by the person to whom it is given. A proxy can also be emailed to the Secretary prior to the meeting.
- A proxy must contain the date; the reason for being absent; the name of the person willing to accept the proxy; and the name and signature of the person giving the proxy. A sample proxy for a Board of Directors' meeting is shown in **Attachment #1**.
- Unless stated otherwise in the signed proxy, the proxy will give all rights to the agent to vote as the agent sees fit.
- Proxies are intended to apply to a single meeting.

RECORDING:

If a board member is absent, the President or Secretary will determine whether or not a proxy has been received. If a proxy has been received, it should indicate the reason for the absence. The Board will take a vote at the meeting as to whether it will be an excused or unexcused absence. This vote will be included in the minutes. The proxy will be valid regardless of the

vote. If a board member is absent and there is no proxy, the Secretary will record the absence and the lack of a proxy in the minutes.

In the case of death of a family member, personal illness, and illness of an immediate family member, the absence will be automatically excused. Other types of emergencies, because of their unexpected nature, may also be excused (e.g., a gas or water leak in the home requiring immediate attention).

SAMPLE
HOUSE OF SPAIN BOARD MEETINGS
PROXY FORM (Directors)

Date: _____

I _____ wish to give my proxy for the _____
Board meeting to _____, who will serve as my designated agent (HOS
Bylaws, Article 13, Section 8).

This proxy is for the purpose of:

1. Establishing a quorum with no voting rights,
2. Establishing a quorum with unlimited voting rights.
3. Establishing a quorum with permission to vote on the following agenda items.

a. _____

b. _____

(Note: circle the applicable item[s] above.)

The reason for my absence is _____

If I am able to attend the meeting, this proxy is null and void.

This proxy shall be filed with the Board Secretary (HOS Bylaws, Article 13, Section 8).

This proxy may be mailed or emailed to the Board Secretary, or hand delivered by the designated agent.

Signature

HOUSE OF SPAIN POLICIES	
POLICY: Virtual Annual Membership Meeting	POLICY NO. P 504
	PAGE: 1 OF: 3
Approved by Board of Directors on September 9, 2020.	EFFECTIVE: 09/06/2020
	REVISED: 00/00/0000
	00/00/0000 00/00/0000

PURPOSE:

The purpose of this policy is to establish a procedure for conducting a virtual annual membership meeting for an election when an in-person annual meeting cannot be held. The HOS Bylaws, Article 13, Section 2, specify that the annual meeting shall be held on the second Sunday in November.

PROXIES: Not required. Members vote electronically or by mail.

ELIGIBILITY TO VOTE:

Members will receive ballots if their current membership dues for the following year are confirmed. New memberships and renewals for the upcoming membership year must be received by regular mail, or email, at least 14 days prior to the date of the annual meeting. The membership list for voting will be determined 10 days prior to the virtual annual meeting. One ballot will be sent to each individual membership and two ballots will be sent to each family membership.

MEMBERS' COMMENTS:

Written comments from the general membership must be received by the HOS Secretary 14 days prior to the date set for the virtual annual meeting. Comments should be limited to 100 words or less and mailed to the House of Spain, PO Box 33064, San Diego, CA 92163 or emailed to contact@houseofspainsd.org. All comments received from the general membership will be compiled and included in the election packet.

CANDIDATES' STATEMENTS:

All written or email requests for inclusion on the ballot must be received by either the Secretary, the President, or the Chairman of the Nominating Committee at least 21 days prior to the meeting.

Written Candidate's Statements must be received by the HOS Secretary 18 days prior to the date set for the annual meeting.

All candidates for any office wishing to publicize his/her candidacy may write a maximum 500-word Candidate Statement--in a positive manner--which will be distributed to the members prior to the receipt of the ballot. Within the 500 words, the candidate(s) should offer 3 or 4 points that support his/her candidacy and what they can contribute to the House of Spain. Each candidate may include his/her email address and/or phone number in case the members want more information, or want to communicate personally with the candidate. The written Candidate's Statement should be in English

and in Spanish. Written Statements should be emailed to contact@houseofspainsd.org or mailed to the House of Spain, PO Box 33064, San Diego, CA 92163 and be received by the HOS 21 days before the virtual annual meeting date. All Statements received from the candidates will be compiled and included in the election packet.

Note: Candidates running for President of the HOS should include with his/her Statement a slate of officers willing to serve with him/her as Vice President, Secretary and Treasurer. This proposed slate of officers will be included on the ballot.

ELECTION PACKETS:

An Election Packet and ballots will be mailed to members without an email address five days prior to the virtual annual meeting. For members with email addresses, Election Packets and ballots will be emailed two days prior to the virtual annual meeting. The Election Packet will include: (1) members' general comments; (2) candidates' statements; (3) minutes of the previous annual meeting; (4) President's report; (5) Secretary's report; (6) Treasurer's report, and (7) slate of officers submitted by each candidate for President.

BALLOTS:

There will be one ballot for each individual membership and two ballots for each family membership. Ballots will be mailed, or emailed, to the general membership prior to the virtual annual meeting. Elections will close 14 days after the virtual annual meeting.

Ballots will contain a section for each of the following: President; Vice President; Secretary, Treasurer and Directors. Each ballot will contain a check box and the name of the person(s) placed on the ballot by the nominating committee, plus the name of any person who has submitted his/her name in writing or email. Additional check box(es) and a line to enter the name(s) of write-in candidates nominated at the virtual meeting will also be included.

QUORUM:

Ballots will indicate the number of returned ballots needed to establish a quorum¹. If an insufficient number of ballots are received within 14 days after the first mailing, a quorum will not be met. Therefore, to establish a quorum, a second mailing will be sent to those members who did not submit a ballot. If after an additional 14 days a quorum has not been reached, there will be as many additional mailings as needed until a quorum is reached. Once a quorum has been reached, the votes will be counted by the nominating committee and the results will be posted on the HOS website.

¹At meetings of the general membership, a minimum of fifty (50) percent plus one of the members, present or by proxy, shall constitute a quorum, for purpose of the annual meeting or any special meeting for the transaction of business. (Bylaw Article 13, Section 5).

HOS Virtual Annual Meeting Timeline		
Days before/after Virtual Meeting	Date TBD*	Event
-21		Last day for HOS Secretary to receive requests from members to be included on the ballot as a candidate
-18		Last day for HOS Secretary to receive candidate statements. Those running for President should include a slate of officers.
-14		Last day for HOS Secretary to receive membership dues for the following year.
-14		Last day for the HOS Secretary to receive general comments from the members
-10		Finalize membership voting list
-5		Election Packet and Ballots will be mailed to eligible members without verified email addresses.
-2		Election Packet and Ballots will be emailed to eligible members with a verified email addresses.
0		Virtual Annual Meeting
+14		Election closes. If an insufficient number of ballots are received to meet the quorum requirement, a second ballot will be mailed or emailed to members that did not vote.
+28		Extended election closes. If a quorum is not achieved, additional mailings will be made until a quorum is achieved.
*TBD means To Be Determined - the actual calendar date can be inserted in the space provided.		

HOUSE OF SPAIN POLICIES	
POLICY: Use of English Language in Business Activities	POLICY NO. P 505
	PAGE: 1 OF: 1
Approved by the Board of Directors on March 7, 2021.	EFFECTIVE: 03/07/2021
	REVISED: 00/00/00
	00/00/00

PURPOSE:

The House of Spain in San Diego (HOS) was incorporated in 2000 as a nonprofit California Public Benefit Corporation. The HOS serves as a focal point for Spanish education and charitable activities in the city of San Diego where English is the language of business activities. The HOS operates under the umbrella of the House of Pacific Relations (HPR) that conducts their business activities in English. Written communications between the HOS and Federal, State, and Local Government entities is conducted in English.

POLICY:

All HOS business meetings will be conducted in English. This includes the Annual Meeting of the members, Board of Directors meetings, Special Meetings of the Board, and all Committee meetings. Additionally, the HOS agendas, minutes, and all business written communications to and from the HOS Board of Directors and Committees must be in English.

Given that the goal of the HOS is to provide the public with exposure to Spanish culture, translations from Spanish to English and English to Spanish will be provided at HOS activities on an as needed basis. Spanish communication within the HOS of an informative nature, especially from Spanish speaking countries or agencies, is allowed and expected. Although English is required for all HOS business written communications, cultural presentation presented in Spanish will include translations into English.

House of Spain, Casa de España



in San Diego

HOUSE OF SPAIN

(CASA DE ESPAÑA IN SAN DIEGO)

ADMINISTRATIVE HANDBOOK

SECTION 4

PROCEDURES

SECTION FOUR: PROCEDURES

INCLUDED IN SECTION FOUR:

1000 Series: Procedures regarding the building.

Pro-1001 Disarming and Arming the Security System

Pro-1002 (Reserved)

2000 Series: Procedures regarding administration

Pro-2001 House of Spain Scholarship Program

Pro-2002 Grievance Procedure

3000 Series: Procedures concerning Officer's duties

Pro-3001 President (Reserved)

Pro-3002 Vice President (Reserved)

Pro-3003 Secretary (Reserved)

Pro-3004 Treasurer Procedures

4000 Series: Procedures concerning non-officer duties

Pro-4001 Docent Duties in Opening and Closing the Casita

Pro-4002(Reserved)

5000 Series: Procedures regarding events

Pro-5001 Procedure for Ethnic Food Fair Schedule of Activities

Pro-5002 Procedure for December Nights Schedule of Activities

Pro-5002 (Reserved)

Pro-5003 (Reserved)

HOUSE OF SPAIN PROCEDURES	
PROCEDURE: Disarming and Arming the Security System	Procedure No. Pro-1001
	PAGE: 1 OF: 3
NOTATIONS:	EFFECTIVE: 08/02/2020
	REVISED: 00/00/00
	00/00/00

PURPOSE: The purpose is to establish a procedure for arming and disarming the security system for the House of Spain cottage.

DISARM THE ALARM (When Entering):

1. Open the back door (with a personally assigned key or the key from the lockbox) and disarm the alarm by entering the 4-digit code in the alarm control unit mounted on the interior wall adjacent to the back door (see Attachment #1). If you don't have the code, you must get it from the President or the Vice President.
2. Put the key back in the lockbox.

ARM THE ALARM (When Leaving):

1. Before leaving, make sure the front doors, windows (including bathroom window) are closed and locked.
2. Blinds should be down.
3. Make sure that all electrical equipment is **turned off** (e.g. TV, Amplifier, CD, coffeepot, oven, stove, fans, etc.)
4. **When you are ready to set the Alarm:** (See Attachment #1 with instruction included.)
 - 1) Close the exit door.
 - 2) **Push** the "CMD" button repetitively until it says: "**ALL**".
 - 3) When "**ALL**" appears in the lower right hand corner of the screen, **push the upper right button top row**. The semi-circle changes from green to red
 - 4) The alarm is armed.
 - 5) Open the door and leave within 60 seconds. (You will have 60 seconds to leave the house before the alarm goes on.)
 - 6) Make sure that you hear the alarm beeping and that the door is locked. Check the windows, the back door and front door to make sure they are locked.
 - 7) If there is a problem, re-open the back door, disarm the alarm, fix the problem and then set the alarm as in Step 4.

5. If you have any concerns about setting the alarm, request a practice session in disarming and arming the alarm.
6. There are instructions on the wall near the alarm key pad next to the back door. In an emergency call **Jesús Benayas** at **619-820-1632**

Como Armar la Alarma

How to Arm the Alarm



When you are sure that all the windows and doors including the one next to the alarm are closed, push the "CMD" button repetitibly until it says: "ALL"



When "ALL" appears and the semi-circle changes from green to red, push this button, the alarm is armed.

Open the door y leave immediately, you'll have 60 *Seconds* ~~to~~ to leave the house.

HOUSE OF SPAIN PROCEDURES	
PROCEDURE: House of Spain Scholarship Program	Procedure No. Pro-2001
	PAGE: 1 OF: 5
NOTATIONS:	EFFECTIVE: 08/02/2020
	REVISED: 00/00/00
	00/00/00 00/00/00

Background

The House of Spain/Casa de España (HOS) established a Scholarship Program for HOS members or family members to enhance their knowledge and appreciation of Spain. This scholarship provides an award of \$1,000.00 per academic year to a deserving student who is pursuing a post high school education.

Eligibility

To be eligible for the Scholarship Program, students must meet the following criteria.

1. Be accepted or enrolled in an accredited college, community college or university.
2. Have a grade point average (GPA) of at least 3.0 (A=4, B=3 etc.) in high school or in college.
3. Have a demonstrated Community Involvement.
4. Be a member, son or daughter, granddaughter or grandson of a member of HOS with a current membership for a minimum of 2 years.

Application Process

Applicants must complete and submit a completed application to the HOS Scholarship Committee Chair (contact@houseofspain.org). The application form is included in **Attachment A**. Completed applications and all required supporting documents must be received no later than 4:00pm on July 1. Late or incomplete applications will not be considered.

Applicants are requested to attach the following documentation:

1. The most recent transcript of grade point average.
2. A completed application – biographical questionnaire.
3. One letter of recommendation from teacher, faculty or community member.
4. A typed essay (not to exceed 350 words) describing "The value of the HOS in the community of San Diego."

The annual timeline for the Scholarship Program is:

May 1	Scholarship announcement in HOS Boletin
June 1	Scholarship announcement in HOS Boletin
July 1	Scholarship application deadline
August	Scholarship award selection is made at the August Board Meeting and appropriate announcements made.

Selection Process and Scoring Criteria

All completed applications that meet eligibility requirements will be reviewed by a committee composed of HOS officers and members. A scoring sheet is included in **Attachment B**. Applications will be rated based on the following criteria.

1. Grade Point Average35 points maximum
2. Essay..... 35 points maximum
3. Letter of recommendation.....30 points maximum

The Board of Directors will make the final selection of the Scholarship Award recipient(s) at the August Board meeting.

Recipient Notification and Release of Scholarship Award

Scholarship recipients will be notified by August 20 after the scholarship committee has reviewed all applications. The \$1,000.00 scholarship will be paid in two installments of \$500.00 each.

B. List and briefly describe volunteer activities in which you have been involved: (include any HOS activities).

Organization	Activity	Date of Involvement

C. List honors or academic awards you have received (e.g. scholarly activities, research, etc.).

Award/Honor	Institution/Organization	Date

D. List and briefly describe any work experience:

Position	Employer	Dates of Employment

Submitting your application

The application is due on July 1.

A complete application must contain the following items.

1. A typed essay (not to exceed 350 words) describing "The value of the HOS in the community of San Diego."
2. A letter of recommendation on official letterhead (if appropriate) from a teacher, faculty or community member.
3. Most recent grade transcript, including GPA.

Return application to

HOS Scholarship Committee Chair
 House of Spain, Casa de España in San Diego
 P.O. Box 33064,
 San Diego, CA, 92163
contact@houseofspainTE.PSH

Please contact the HOS Scholarship Committee Chair at contact@houseofspainTE.org if you have any questions about the HOS Scholarship Program.

HOUSE OF SPAIN PROCEDURES	
PROCEDURE: Grievance Procedure	Procedure No. Pro-2002
	PAGE: 1 OF: 6
NOTATIONS:	EFFECTIVE: 06/06/2021
	REVISED: 00/00/00
	00/00/00

1. PURPOSE: The purpose is to establish a procedure for receiving and processing grievances submitted by a member or employee of the House of Spain (HOS). At the February Board of Directors' meeting each year, the HOS Board of Directors shall appoint a Grievance Committee consisting of five members and an alternate member. No spouse or relative of any board member may serve on the Grievance Committee. The Grievance Committee will select its own Chair. Three members of the Grievance Committee at any scheduled meeting shall constitute a quorum. Any member of the Committee should excuse himself/herself if they have a conflict of interest.

2. SUBMITTING A GRIEVANCE:

A. Introduction

Any member or employee of the HOS who believes that a decision, action, condition, or policy of the HOS has had an adverse effect upon him/her may submit a grievance to the HOS Secretary. However, before submitting a formal grievance to the HOS Secretary, the grievant¹ (the person with a concern) shall seek to resolve the concern by discussing it with the individual(s) involved or with a member of the Board of Directors on an informal level.

B. Formal Grievance Submittal

If the issue or concern cannot be resolved informally, then the grievant shall complete a HOS grievance form (see Attachment A), and include any appropriate documentation that explains his/her grievance and specifically how it has had an adverse effect on him/her. The HOS grievance form may be downloaded from the HOS website. The form is contained in Section 4 of the **HOS Administrative Handbook**, and is attached to **Procedure No. Pro-2002 Grievance Procedure**. If the form cannot be downloaded, a form may be requested from the HOS Secretary. All grievance submittals must be signed by the grievant and submitted to the HOS Secretary.

¹ Grievant is the individual who submits a grievance.

An original and four copies of the grievance(s), including documentation, must be sent by certified mail to the HOS Secretary by drawing attention to the Grievance Committee. The address is: House of Spain, Attention: Grievance Committee, PO Box 33064, San Diego, CA 92163. The Secretary shall mark the envelope with the date and time the grievance is received. Recording the date and time received is critical because this establishes the beginning of the timeline for processing the grievance.

The Secretary shall deliver the envelope and the grievance to the Chair of the Grievance Committee. The Secretary will also notify the HOS President that a grievance has been received. The Chair of the Grievance Committee will prepare and maintain a written record of all proceedings and documents of the grievance process (e.g. the date grievance was received, grievance summary completed, committee meetings, hearings, findings and recommendations completed, and date the findings are forwarded to the Board of Directors, etc.) At the end of the grievance process, the Grievance Committee Chair will deliver the written record to the HOS Secretary for filing in the HOS records.

When multiple individuals submit grievances concerning the same issue, the Grievance Committee may combine the grievances to facilitate review and processing. There may be multiple findings and recommendations for any particular grievance.

When an individual indicates that he/she has difficulty describing the problem in writing, or has a primary language other than English, the grievance committee shall arrange an interview with the individual to provide assistance in clarifying or completing the grievance form.

- C. If a grievant wishes to retract a formally submitted grievance, the retraction must be done in writing, and submitted to the HOS Secretary who will notify the Chair of the Grievance Committee.

3. GROUNDS FOR REJECTION:

A grievance may be rejected, by the Grievance Committee, for any of the following reasons:

- A. The grievant did not seek to resolve the concern with the individual(s) involved, or with one or more members of the Board of Directors at an informal level.
- B. The claimed grievance is not within the jurisdiction of the HOS.
- C. The grievance duplicates a previous grievance upon which a decision has been rendered, or is pending.
- D. The grievance concerns an anticipated future action or decision by the HOS Board of Directors.
- E. The submitted grievance is incomplete, or does not include all supporting documentation.

- F. The grievance is submitted on behalf of another individual, excluding grievances submitted on behalf of a group of individuals.
- G. Any grievance containing false information, or profanity or obscene language, which is not a quotation, shall be rejected. Grievances containing inflammatory statements, or racial epithets, which are not a quotation, shall be rejected.

4. EVIDENTIARY HEARINGS:

- A. The Grievance Committee shall, within 30 days of receiving the grievance, prepare a detailed summary of grievance which would contain: (1) a statement of grievance(s), and (2) the grievant's proposed resolution(s), and send it to the grievant and respondent(s)².
- B. The Grievance Committee shall schedule an evidentiary hearing with the respondent(s) and the grievant not less than 30 days or more than 45 days from the date the summary was sent to the grievant and respondent(s).
- C. The Grievance Committee evidentiary hearing with the respondent(s) and the grievant shall not occur at the same time.
- D. When the Grievance Committee has received all written evidence from both parties and completed the final evidentiary hearing, they shall have 30 days to determine their findings of fact and prepare their recommendation(s) for the HOS Board of Directors.
- E. The findings and recommendations of the Grievance Committee shall be based on a majority vote of the committee members attending. The findings and recommendations shall include any dissenting opinions or recommendations from members of the Grievance Committee not joining in the majority vote.

5. PRESENTATION OF FINDINGS AND RECOMMENDATIONS:

- A. The Grievance Committee shall present their findings and recommendations to the HOS Board of Directors.
 - 1) The Chair of the Grievance Committee shall contact the Secretary and ask that a report from the Grievance Committee be added to the agenda for the next regularly scheduled meeting of the Board.
 - 2) The agenda shall reflect that the President will call for an executive session when the grievance is considered; guests and visitors will be asked to leave the meeting.
 - 3) If a Board member(s) is the grievant, or if a Board member is the respondent(s), the President shall dismiss them from the executive session. If the President is a grievant or respondent, then the Vice President shall officiate and the President will leave the executive session.

² The respondent is the person or entity to which the grievance is addressed.

- 4) The Grievance Committee Chair shall present their findings and recommendations to the Board. The Grievance Committee Chair shall explain the grievance review process and actions that took place during the review process.
 - 5) A simple majority vote (50% plus 1) of the members present is required to accept the findings of the Grievance Committee. A tie vote means the motion fails.
- B.** If the findings and/or recommendations of the Grievance Committee are returned by the BOD for further deliberation, then the Grievance Committee may conduct further evidentiary hearings with the grievant, respondent, and any witnesses, or request further evidence from either party that may affect their decision.
- 1) After all deliberations during the second review are completed, they will be presented at the next scheduled Board meeting.
 - 2) The Chair of the Grievance Committee shall contact the Secretary and ask that a report from the Grievance Committee be added to the agenda for the next scheduled Board meeting.
 - 3) The agenda shall reflect that the Board will call for an executive session when the grievance is considered; guests and visitors will be asked to leave the meeting.
 - 4) A simple majority vote (50% plus 1) is required to accept the findings of the second review of the Grievance Committee. A tie vote means the motion fails.
- C.** The Chair of the Grievance Committee will notify the grievant in writing of the Board of Directors decision, including any recommended actions and how they must be implemented. If respondent does not implement the recommended actions, and does not appeal the grievance to the HPR, subsequent action can be taken by the Board including termination of membership.

6. APPEAL

The grievant has the right to appeal the findings and recommendations adopted by the HOS Board of Directors to the House of Pacific Relations (HPR) as provided for in HPR Bylaw 10.4.1.

7. GRIEVANCE CONFIDENTIALITY

All grievances shall remain confidential throughout the grievance process. Any testimonial or documentary evidence obtained during the grievance process shall not be divulged to any person outside the Grievance Committee and the parties involved in the grievance.

Only those persons identified as a party to the grievance or involved in the review process shall be permitted to have access to the information contained in the grievance. If any Committee member violates the confidentiality requirements as determined by a majority vote of the Grievance Committee, they shall be removed from the Committee and permanently ineligible to serve as a member of the Committee.

8. RETALIATION

A HOS member or employee shall not retaliate against another member or employee who submits a grievance to the Grievance Committee. If a member or employee of the HOS is determined to have retaliated against another member or employee who submitted a grievance to the Grievance Committee, that member or employee will be subject to termination of membership or employment, in accordance with HOS Bylaw Article 12, Section 10.

9. RECORDS

For the HOS, the principal place of business and storage of administrative records is at the "casita." Anyone authorized to view the records can do so at the "casita" unless the building cannot be opened due to unforeseen circumstances, such as earthquakes, pandemics, etc. where it is not possible to have access to the building due to restrictions.

Section 1 – Your Information			
1. First Name		2 MI	3 Last Name
4 Mailing Address		5 City	6 State
7 Zip Code	8 Telephone #	9 Cell Phone #	10 Email Address
11 Are you represented by legal counsel? Select one <input type="radio"/> YES <input type="radio"/> NO	12 If yes, provide name and contact information.		
Section 2 – Information About Decision, Action, Condition or Policy Against Which You Have A Grievance			
13 Date the grievance issue occurred?	14 Where did the grievance issue occur?	15 Did any physical injuries occur?	16 Did any property damage occur?
17 Person or Persons against whom the grievance in being filed.			
18 Describe the decision, action, condition or policy against which you have a grievance? Attach additional pages, if needed.			
19 Did you attempt to resolve the issue informally? Select one <input type="radio"/> YES <input type="radio"/> NO	20 If yes, identify person you contacted.	21 What was the outcome of your attempt to resolve the issue?	
22 Explain in detail how you were adversely affected by the decision, action, condition or policy. Attach additional pages, if needed.			
23 What remedy would be a solution to your grievance? Attach additional pages, if needed.			
Section 3 - Signature			
Signature:		Date:	

HOUSE OF SPAIN PROCEDURES	
PROCEDURE: Treasurer Procedures	Procedure No. Pro-3004
	PAGE: 1 OF: 80
NOTATIONS:	EFFECTIVE: 08/02/2020
	REVISED: 09/06/2020
	00/00/0000 00/00/0000

Background Information

The Bylaws of the House of Spain/Casa de España in San Diego¹ (Article 4, Section 9) describes Treasurer's duties in very broad terms (**Attachment A1**). Section 2 of the Administrative Handbook identifies the specific responsibilities of the Treasurer (**Attachment A2**). The Standing Rules of the House of Pacific Relations International Cottages, Inc.(HPR) contains a Finance Rule that regulates certain financial activities of the House of Spain (**Attachment A3**).

Treasurer Procedures

The procedures listed below provide specific information about how the Treasurer carries out the duties and responsibilities identified in the Bylaws and Section Two of the Administrative Manual.

Upon Assuming Office
A-1. Meet with the outgoing Treasurer and receive all files and records maintained by the Treasurer, including the HOS Chase checkbook, bank statements, and Fidelity Investment records. The outgoing Treasurer will turn over a confidential information file that includes financial account information, Internal Revenue Service Employer Identification Number (EIN), HOS safe combination, etc.
A-2. Meet with Chase Bank (Hillcrest Branch) to replace the previous Treasurer's name and contact information with the incoming Treasurer's name and contact information. The bank requires documentation on HOS letterhead identifying the name and contact information of the incoming Treasurer. The letter must be signed by the HOS President and/or Secretary. The bank will issue a debit card to the new Treasurer that has a card number specific to the Treasurer. ² The Treasurer can access the bank statements online by establishing a user name and password. The HOS maintains a checking and savings account at Chase Bank.
A-3. Meet with Fidelity Investments to replace the previous Treasurer's name and contact information with the incoming Treasurer's name and contact information. Documentation on HOS letterhead identifying the name and contact information of incoming Treasurer will be required. The letter must be signed by the HOS President and/or Secretary (Attachment A4). The Treasurer can access the Fidelity Investment Statements online by establishing a user name and password. The HOS Fidelity Investment Account has a <i>Fidelity Total Market Index Fund</i> and a <i>Fidelity 500 Index Fund</i> . The purpose of the investment account is to provide the HOS with a long-term account with a reasonable prospect of growth that will insure a long-term source of income if membership dues, donations, and other income are inadequate to cover expenses in the future.

¹ The House of Spain/Casa de España in San Diego is referred to as the **HOS** throughout this document.

² The HOS President also has debit card with a unique card number. Other HOS Board members may also have a debit card with a unique card number.

A-4. Meet with the HOS Accountant to review the working relationship between the HOS Treasurer and Accountant. The Accountant has access to the Chase Bank and Fidelity Investments online statements so that data can be downloaded for the preparation of monthly Performance Reports. The Accountant cannot deposit or withdraw funds.

A-5. Create “Income” and “Expense” folders to file bank deposit receipts and expense receipts. Most HOS income consists of membership dues, food sales at the annual Ethnic Food Fair and December Nights, donations, and Fidelity Investments capital gains and dividends. Monthly expenses consist of utilities, board meetings, event food, President’s travel expenses, docent payments, and miscellaneous items.

A-6. Create an annual **Treasurers’ General Journal** to record income and expenses. (**Attachment A5**). Income data sources consist of electronic membership dues payments and checks, major event food sales (e.g., Ethnic Food Fair and December nights), and open house donations. Expense data typically consists of sales receipts, automatic payments from the Chase bank account for utilities, and bank fund transfers.

- Annual membership dues can be paid by cash, check, or online. Dues received by cash and check are deposited by either the President or Treasurer depending on who receives them. Online dues payments can be made through the HOS website. Online dues payments are processed by **Stripe**, a financial services company, and deposited into the Chase Bank checking account. A fee is deducted from each dues payment for processing the payment. A notification of a dues payment from **Stripe** is included as an example (**Attachment A6**).
- The Treasurer, President and other authorized Board members emails copies of paid receipts, invoices, and bank transfers to the Accountant (**Attachment 7**). The President and Board members copy the Treasurer on their emails to the Accountant.
- Several monthly expenses are set up as “auto pay” payments and are listed as “ACH debit” payment on the Chase checking account statement (**Attachment 8**).

A-7. The **House of Pacific Relations (HPR)** is a consortium of ‘houses’ representing 32 cultures.³ The HOS is one of the 32 houses in the consortium, and incoming Treasurers need to sign up for the HPR Google Group for Treasurers. The process for finding and joining the group is listed in **Attachment A9**.

- Throughout the year, the HOS will receive invoices and receipts from the HPR Treasurer. Examples of HPR invoices include an invoice for HOS’s rental of the Hall of Nations, December Nights Shared Expenses, and 10% Profit Payment for Ethnic Food Fair and December Nights events (**Attachment A10**). Note that the HPR Treasurer will send all houses an **Expenses Reporting Forms** to all houses for Ethnic Food Fair and December Nights.

Monthly Activities

January –

- a. The Treasurer prepares and presents a **Monthly Treasurer’s Report** to the Board of Directors (**Attachment A11**). The report is typically emailed to the Board members a few days before the meeting. The HOS Accountant prepares a Performance Report, Variance Report, and Transaction Report and forwards them to the Treasurer. The Accountant also prepares a quarterly report at the end of December, March, June, and September that are included with the following monthly report. Since the HOS Monthly Board meeting occurs on the 1st Sunday of the month, the preparation and distribution of the report is sometimes difficult to complete before the meeting.

³ The House of Pacific Relations is referenced as **HPR** throughout the remainder of this document.

- b. The Treasurer presents the **Annual Budget** to the Board of Directors. The budget is prepared by the Treasurer and HOS Accountant in conjunction with the President and Sergeant-at-Arms (**Attachment A12**).
- c. The HOS celebrates **El Dia de Reyes (Three Kings Day)** in the Hall of Nations and gifts are given to children. In 2020, HOS commenced requesting a \$5.00 per family donation to help defray the cost of the event.
- d. A **December Nights Volunteer Party** may be held in January if it is not held in the later part of the preceding December. This event is hosted by the HOS and the Treasurer's responsibility is to pay whatever expenses may be incurred.
- e. The HPR conducts an **Annual Presidents and Treasurers meeting** for all of the member houses. Attendance at this meeting by the HOS Treasurer is important because information about record keeping and reports for the year is distributed and discussed.
- f. The HPR has specified a set of **Responsibilities of House Treasurers** that the HOS Treasurer is responsible to perform each year (**Attachment A13**). The **HPR Finance Standing Rules** contains information that pertains to all of the member houses (**Attachment A3**).
- g. **Donations** are typically received each Saturday and Sunday when the casita is open. U.S./Spain **Flag Pins** are also available for purchase. Docents place the donations and Flag Pins money in envelopes and place them in the slot of a locked cabinet in the casita office. At the end of the month the Treasurer or President tallies the donations and sales separately and deposits them in the HOS checking account.
- h. The HOS Accountant prepares and submits **Federal 1099 Forms** for HOS Independent Contractors (**Attachment A14**). The IRS receipt is emailed to the President and Treasurer.

February –

- a. The **Cervantes Festival** is sponsored each February by the Alcalá de Henares – San Diego Sister City Society, and the HOS assists by selling paella lunches and allowing the Society to use the casita on an as-needed basis. The proceeds of the paella sales are donated to the Sister City Society (**Attachments A15**).
- b. The **HPR sponsors an installation dinner** for all house Presidents within the HPR consortium. The HOS pays for the HOS Board members and spouses attending the dinner.
- c. The HOS sponsors a **St. Valentine's potluck dinner** celebration for the HOS members at the casita. The celebration is usually scheduled for a Saturday evening near February 14.
- d. Direct the HOS Accountant to increase the Scholarship Restricted Account by \$1,000.00. The Scholarship Restricted Account is included in the Chase Bank High Yield Saving Account so no actual transfer of funds between High Yield Saving Account and the Scholarship Restricted Account is required. Funds remaining in the Scholarship Restricted Account at the end of the fiscal year will remain in the account. Thus, the account may cumulatively increase year-to-year. Funding of the Scholarship Restricted Account was adopted by a motion of the HOS Board of Directors on July 5, 2020.

March –

- a. The HOS celebrates **La Pepa** (adoption of Spain's 1st Constitution on March 19, 1812, in Cádiz). This membership only potluck event is held at the casita on a Saturday evening near March 19.
- b. The HOS Accountant prepares and submits the **Federal Form 990-EZ** tax return and **California Form 199** tax return (**Attachment A16**).
- c. The HOS Accountant prepares an **Annual Registration Renewal Fee Report** to the Attorney General of California, and sends the form to the HOS Treasurer for signature and payment of the annual fee (**Attachment A17**).

April –

- a. The HOS, in conjunction with the Commanding Officer, Naval Base Point Loma (NBPL) sponsors an annual **Battle of San Diego Bay** celebration. In 2019, the celebration was downsized to a brief flag raising ceremony on a Sunday in April at the NBPL ceremonial area. Following the ceremony, the attendees go to the reserved seating area in the Ocean View at Ballast Point restaurant for a brunch. Invitees make their reservation with the HOS or Ocean View restaurant. Attendee brunch fees may be paid directly to the Ocean View or may be paid to the HOS. The HOS pays the brunch expense for the HOS officers and invited dignitaries and spouses.

May –

- a. HPR sponsors an annual **Ethnic Food Fair** in HPR cottage area on the Sunday prior to Memorial Day between 12:00 pm to 5:00 pm. See the **HOS Administrative Handbook Ethnic Food Fair Procedures** for further information concerning the HOS Treasurer's procedures. Refer to Attachment 3 for additional information about payments to HPR.

June –

- a. The HOS sponsors a **Fiesta de San Juan** potluck celebration on the 3rd Saturday of June for the HOS membership.

July –

- a. The HOS presents an **Independence Day celebration** on July 4th and the weekend nearest the 4th of July in conjunction with the San Diego Chapter of the Sons of the American Revolution (SDSAR). There are no unusual Treasurer activities for this event.
- b. The Accountant prepares a **HOS Annual Financial Report** and transmits it to the Treasurer, who submits it to HPR (**Attachment A3 and A18**).

August –

- a. In August of even numbered years, the HOS receives a Reminder Notice from the California Secretary of State concerning the submission of a (**Form SI-100**) **Statement of Information** prior to October 31. The HOS Accountant completes and submits the form plus a \$20.00 filing fee (**Attachment A22**).
- b. Whenever a change occurs in the office of Chief Executive Officer (President), Secretary, Chief Financial Officer (Treasurer), or Agent for Service of Process (HOS Accountant) between the normal biannual submittals, the HOS must submit an updated (**Form SI-100**) **Statement of Information** that includes the names and addresses of the new officers or accountant. No filing fee is required when submitting an updated form.

September –

- a. The HOS participates in the annual **Cabrillo Festival** at NBPL. This festival is held the 1st Friday and Saturday of the month.
- b. On Friday afternoon a wreath laying ceremony is conducted at the Cabrillo statue located at the **Cabrillo National Monument**. This ceremony is sponsored by the Cabrillo National Monument.
- c. A social event is held at the **Ocean View at Ballast Point** restaurant on Friday evening. The HOS pays for the Board members and Spanish officers and spouses that attend this social event.
- d. The **Cabrillo Festival** is held from 12:00 pm to 5:00 pm at **NBPL Smuggler's Cove recreation area**. The HOS reserves a food service area and sells paella. The Treasurer functions as the Cashier at the HOS food booth (**Attachment A19**).

October –

- a. The HOS hosts the **HPR Lawn Program** on the Sunday nearest October 12. HOS sets up a Paella Food Booth and sells paella.

- b. The HOS Board of Directs selects a Queen and up to six princesses or junior princesses each year to represent the HOS as established in HOS Policy No. P 303. The Queens' Organization holds an installation dinner each year, normally in October. The HOS pays the cost of the dinner for the Queen and Princesses, their parents, and HOS Board of Directors and their guests.

November –

- a. The **HOS Annual Meeting** is held on the 2nd Sunday in November. The Treasurer presents the **Annual Financial Report** prepared by the HOS Accountant (**Attachment A20**), and copies are available for members who desire a copy. A copy of the Financial Report is shown on the TV screen during the presentation.
- b. The Treasurer prepares an **Annual Report Year-to-Year Comparison** for the Board of Directors information (**Attachment A21**).
- c. Members are encouraged to pay **annual dues** electronically prior to the Annual Meeting using the dues renewal using the *Information [Membership]* tabs on the HOS website. During the meeting check-in process, the Treasurer sits at the check-in table to **collect membership dues** from members as they check-in. The HOS Secretary provides a list of members to the Treasurer, and the HOS Sergeant-of-Arms compiles a list of the members that paid electronically before the meeting.

December –

- a. The HOS participates in the annual **December Nights** on the 1st Friday and Saturday of December. See the **HOS Administrative Handbook December Nights Procedures** for further information concerning the HOS Treasurer's procedures.

Attachments:

- A1 - HOS Bylaws, Article 4, Section 9
 A2 - Administrative Handbook, Section Two
 A3 - House of Pacific Relations Finance Standing Rule
 A4- Fidelity Investments Letter
 A5 - Sample HOS General Journal
 A6 - Online Membership Payment Information
 A7 - Examples of Transmissions to HOS Accountant
 A8- Chase Bank Statement Example
 A9 - HPR Find and Join a Google Group Instruction
 A10- HPR Invoices and Expense Reporting Forms
 A11- HOS Monthly Treasurer's Report
 A12- HOS Annual Budget
 A13 - HPR Responsibilities of House Treasurers
 A14 - Federal 1099E Forms Submittal Acknowledgment
 A15 - Cervantes Festival Financial Report
 A16 - Federal and State Tax Returns
 A17 - Attorney General Annual Registration Renewal Fee Report
 A18 -Annual Financial Statement Submitted to HPR
 A19 - Cabrillo Festival Financial Report & Herms Worksheet
 A20 -HOS Annual Treasurer's Report
 A21 - Treasurer's Annual Report Year-to-Year Comparison
 A22 - California Secretary of State Statement of Information (Form SI-100)

BYLAWS OF HOUSE OF SPAIN, CASA DE ESPAÑA IN SAN DIEGO

(HEREAFTER REFERRED TO AS HOUSE OF SPAIN.) A CALIFORNIA PUBLIC BENEFIT CORPORATION

ARTICLE 4: OFFICERS

SECTION 9. DUTIES OF TREASURER

Subject to the provisions of these Bylaws relating to the "Execution of Instruments, Deposits and Funds," the Treasurer shall:

Have charge and custody of, and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors.

Receive, and give receipt for, monies due and payable to the corporation from any source whatsoever.

Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursements.

Keep and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.

Exhibit at all reasonable times the books of account and financial records to any director of the corporation, or to his or her agent or attorney, on request therefore.

Render to the President and directors, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the corporation.

Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.

In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation of the corporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

Adopted June 13, 2010 Revised August 4, 2013 Second Revision 11/9/2014

**HOUSE OF SPAIN
ADMINISTRATIVE HANDBOOK**

SECTION TWO:Duties and Responsibilities of the Treasurer:

The Treasurer shall have charge and custody of, and be responsible for, all funds and securities of the corporation, and deposit all such fund in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors. (See *Bylaws*, Article 4, Section 9.) The Treasurer is responsible for all financial matters related the House of Spain. If a paid accountant is retained via contract, the Treasurer works in tandem with the Accountant and the President.

Specific Responsibilities of the Treasurer include:

1. Keeps accurate accounting records including income and expenses.
2. Retains source documents, such as receipts, invoices, payments; etc.
3. Keeps and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of the assets, liabilities, receipts, disbursements, gains and losses.
4. Exhibits at all reasonable times the books of account and financial records to any director of the corporation or to his or her agent or attorney, on request therefore.
5. Prepares the budget for the next year.
6. Prepares a Treasurer's report for the monthly meeting of the board.
7. Prepares a report for the annual membership meeting.
8. Works with the paid accountant to ensure that all state and federal reports are completed and submitted in a timely manner.
9. Prepares and submits any and all HPR financial reports to the House of Pacific Relations as required.
10. Pays invoices received from the House of Pacific Relations. HPR prefers electronic payments.

House of Pacific Relations Bylaws and Standing Rules



STANDING RULES
of the
House of Pacific Relations
International Cottages, Inc.

STANDING RULES

of the

HOUSE OF PACIFIC RELATIONS

INTERNATIONAL COTTAGES, Inc.

FINANCES

1. Bills have to be paid within 30 days of their receipt, including bills for shared expenses for special events, insurance, HPR Directories, Hall of Nations rental fees, etc. Unless all bills are paid within 60 days, Houses will not be allowed to rent the Hall of Nations or participate in special events.
2. Each outstanding invoice carries a \$50.00 per month charge until paid in full. 3. Ten percent of the net profits from the Ethnic Food Fair, International Christmas Festival, and other HPR sponsored events should be paid to HPR within 60 days of receipt of the shared expense bill or 10% invoice. This does not apply to Lawn Programs.
3. Ten percent of the net profits from the Ethnic Food Fair, International Christmas Festival, and other HPR sponsored events should be paid to HPR within 60 days of receipt of the shared expense bill or 10% invoice. This does not apply to Lawn Programs.
4. Sales tax is due and payable to the California Department of Tax and Fee Administration on all House fundraisers if the House has three or more fundraisers in a year. If a House sells food and beverages at its Lawn Program, at the Ethnic Food Fair, and at International Christmas Festival, and/or any other HPR authorized fund raiser, it must pay California sales tax on all fundraisers. To avoid paying sales tax, use the term Suggested Donation for every fundraiser beyond the second fund raiser. This procedure does not apply to open house hosting.
5. The HPR Treasurer handles both of the following insurance policies:
 - a. Liability Insurance: Each House is required to pay an equal portion of the liability insurance that the City requires. The Liability policy is available on the HPR Presidents Google Group.
 - b. Personal Property Insurance: A House may also carry personal property insurance. Personal property insurance will cover fire and vandalism, but will NOT cover theft.
6. All checks should be made out to the House of Pacific Relations and sent to the address listed in the HPR Directory.
7. Funds collected for long-range planning must only be used for stated long-range purposes authorized by the HPR Assembly of Delegates and the City of San Diego.
8. Funds collected for long-range planning must only be used for stated long-range purposes authorized by the HPR Assembly of Delegates and the City of San Diego.

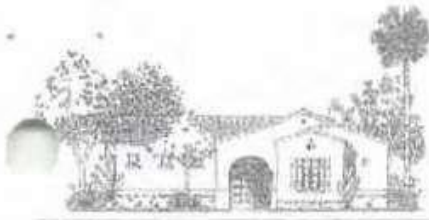
SCHEDULE OF MAXIMUM FINES FOR HOUSES

1.	Failure to have a delegate at a meeting of the Assembly of Delegates	\$25 first missed meeting	Bylaws 5.1.1.1
		\$50 second missed meeting	Bylaws 5.3(e)
		\$75 third + missed meeting, per year	Bylaws 5.8.1(a)
2.	Failure to host in Hall of Nations on the assigned 4 th Tuesday	\$100	Bylaws 5.8.1(b)
3.	Failure to hold a Saturday or Sunday Open House in Cottage or Hall of Nations	\$100	Bylaws 4.2(a)
			Bylaws 4.2(c)
			Bylaws 5.8.1(b)
4.	Failure to hold an Open House for a <u>full</u> five hours	\$25	User Permit
5.	Failure to conduct a Lawn Program	\$250 plus up to \$250 of HPR out-of-pocket expenses incurred to fill program	Bylaws 4.2(b) Bylaws 5.8.1(c)
6.	Failure to adhere to Lawn Program timeframe (over/under time)	\$50	S.R. pg 4
7.	Every HPR invoice outstanding over 60 days	\$50 per month, per invoice	Bylaws 4.1(b)
			Bylaws 5.8.1(d)
			S.R. pg 20
8.	Failure to timely pay 10% of profits from sale of food and/or spirits at Ethnic Food Fair and/or International Christmas Festival (does not replace obligation to pay 10%)	\$50	Bylaws 5.8.1(e) S.R. pg 20

9.	Failure to reduce price to maximum allowed by HPR rules at Ethnic Food Fair, Lawn Program, and/or International Christmas Festival	\$25 on 2nd warning, booth shut down on 3 rd warning	S.R. pg 6, 9, 10
10.	Failure to pay for damage, losses, or extra maintenance as a result of improper use of the premises	\$50 plus the related cost	Bylaws 5.8.1(f)
11.	Failure of the House President/Vice President and Treasurer/Assistant Treasurer, or their designee, to be present at the annual First President/Treasurer Council Meeting or any specially called meetings	\$50	Bylaws 5.8.2(a)
12.	Failure to provide all reports required by HPR	\$25 first missed deadline \$50 second missed deadline \$75 third + missed deadline	Bylaws 5.8.1(f) Bylaws 3.4(b) Bylaws 4.1(d)
13.	Replacement of House Flag Badge	\$5 per badge	

Any appeal process must be initiated within 30 days of receipt of notice of fine with submission to the Executive Board.

Typically a deadline is set and the 2nd and 3rd deadlines follow by 30 days.



HOUSE OF SPAIN, CASA DE ESPAÑA, in San Diego

January 6, 2019

Fidelity Investments
7676 Hazard Center, Ste. 820
San Diego, CA 92108

Re: Elected Officers for Year 2019

To whom it may concern:

House of Spain, Casa de España, in San Diego, held a General Assembly meeting on November 11, 2018. The following individuals were elected to the Board of Directors for the year 2019:

President	Jesús Benayas
Vice-President:	Nina Yguerabide
Secretary:	Penelope Bledsoe
Treasurer:	Philip Hinshaw

Sincerely,

A handwritten signature in cursive script that reads "Penelope Bledsoe".

Penelope Bledsoe
Secretary
HOS/CDE in San Diego

Sample HOS General Journal 2019						
Date	Income	Expense	For	Payer / Payee	Payment Method	Person
11/01/19		\$7.21	Board Mtg Food	Food 4 Less	Debit Card	Benayas
11/01/19		\$19.94	Board Mtg Food	Sam's Club	Debit Card	Benayas
11/01/19		\$119.54	General Assembly Helper Gift	Burlington	Debit Card	Benayas
11/01/19		\$14.00	Queen's Dinner Gift	Burlington	Debit Card	Benayas
11/01/19	\$50.00		Membership 00124	Redacted	Squarespace	email
11/03/19		\$69.32	Ramos Family Flowers	Redacted	Check 4109	Hinshaw
11/03/19	\$48.25		Membership 00125	Redacted	Squarespace	email
11/03/19	\$48.25		Membership	Redacted	Stripe	email
11/03/19		\$86.19	General Assembly Food	Albertsons	Debit Card	Benayas
11/03/19		\$83.09	General Assembly Gifts	World Market	Debit Card	Benayas
11/04/19		\$67.17	Utility	SDGE	Auto Pay	Bank Statement
11/04/19	\$48.25		Membership 00127	Redacted	Squarespace	email
11/04/19	\$30.00		Reimbursement	Cabrillo Festival	Deposit	Hinshaw
11/04/19	\$40.00		Membership	Redacted	Deposit	Benayas
11/04/19	\$183.00		Lemonade Deposit+\$125 Donation	HOS	Deposit	Hinshaw
11/04/19		\$360.00	Docent Services	Redacted	Transfer	Hinshaw
11/05/19		\$150.00	Webmaster Service July-October	Redacted	Debit Card	Hinshaw
11/06/19		\$95.66	December Nights Food	La Espanola Meats	Debit Card	Benayas
11/06/19		\$17.78	Business Lunch	Tacos El Paisa	Debit Card	Benayas
11/07/19		\$10.95	General Assembly Food	Smart & Final	Check 4083	Benayas
11/08/19	\$48.25		Membership 00128	Redacted	Squarespace	email
11/08/19		\$400.00	Annual Meeting Cash	HOS	Teller	Hinshaw
11/08/19	\$40.00		Membership	Redacted	Check 9242	email
11/08/19	\$48.25		Membership	Redacted	Stripe	email
11/09/19		\$87.61	General Assembly Food	Sam's Club	Debit Card	Benayas
11/09/19	\$48.25		Membership	Redacted	Stripe	email
11/11/19		\$47.02	Business Lunch	Tacos el Paisa	Debit Card	Benayas
11/12/19	\$400.00		Annual Meeting Cash	HOS	Teller	Hinshaw
11/12/19	\$680.00		Annual Meeting Income	HOS	Teller	Hinshaw
11/12/19		\$17.72	Phone Service	Consumer Cellular	Auto Pay	Bank Statement
11/12/19		\$42.58	Water	City San Diego	Auto Pay	Bank Statement
11/13/19		\$3.50	Phone Service	ATT	Auto Pay	Bank Statement

Sample HOS General Journal 2019						
Date	Income	Expense	For	Payer / Payee	Payment Method	Person
11/14/19		\$58.60	Gasoline	Arco	Debit Card	Benayas
11/18/19		\$315.00	Docent Services	Redacted	Bank Transfer	Hinshaw
11/21/19		\$5.16	Postage	SDSU Professor	Debit Card	Benayas
11/21/19		\$53.96	Water	City San Diego	Auto Pay	Bank Statement
11/21/19		\$85.00	Accounting Service	Debit This - Credit That	Auto Pay	Bank Statement
11/22/19		\$10.32	Postage	SDSU Library	Debit Card	Benayas
11/22/19	\$48.25		Membership 00131	Redacted	Squarespace	email
11/22/19	\$50.00		Membership	Redacted	Stripe	email
11/30/19		\$8.15	For Board Meeting	Sam's Club	Debit Card	Benayas
11/30/19		\$9.12	For Board Meeting	Restaurant Depot	Debit Card	Benayas
11/30/19		\$14.36	For Board Meeting	Sam's Club	Debit Card	Benayas
Total	\$1,810.75	\$2,258.95				
Month	Income	Expense				
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November	\$1,810.75	\$2,258.95	<< Insert formula to copy from above			
December						
Total	\$1,810.75	\$2,258.95	<< Insert formula to copy from above			

Color Code Legend		
	Squarespace	Membership dues payments made through HOS website - Squarespace receives the payment
	Stripe	Stripe- the firm that processes the membership payment and deposits in bank after deducting a fee
	Bank Transfer	Payments made by Treasurer using Chase Bank money transfer feature
	Auto Pay	Payments made by Chase Bank us ¹ in ² g ⁹ the Automatic Payment feature

Philip Hinshaw

From: House of Spain <hossd7@gmail.com>
Sent: Friday, November 22, 2019 4:54 PM
To: Philip y Mary Hinshaw
Subject: Fwd: Payment of \$50.00 (from Raquel Santana)

FYI

Visit our website: www.houseofspainsd.com

Or follow us: [@houseofspainsd](https://twitter.com/houseofspainsd)

Facebook **Twitter** **Instagram**



----- Forwarded message -----

From: Stripe <support@stripe.com>

Date: Thu, Nov 21, 2019 at 7:57 PM

To: <hossd7@gmail.com>

stripe

Congratulations!

You've just received a payment through Stripe.

PAYMENT

\$50.00 — Redacted

METADATA

websiteId — 54e68c0ae4b0f761f4778fc5

[View in Stripe Dashboard](#)

PAYMENT ID

pi_1FhTGsHyLY3jr2No4t5zyXIH

We'll be here to help you with any step along the way. You can find answers to most questions and get in touch with us through our support website.

Stripe, 510 Townsend Street, San Francisco, CA 94103

Philip Hinshaw

To: Fernando J Moscoso (fjmoscoso@DebitThisandCreditThat.com)
Cc: Benayas, Jesus
Subject: Paid Invoice
Attachments: Redacted Subcontractor Invoice.pdf

Fernando,

I paid this invoice by a bank transfer this morning.

Philip L. Hinshaw
HOS Treasurer
(619) 448-8858
philiphinshaw@cox.net

Name Redacted

INVOICE

BILL TO

House of Spain, Casa de Espana in San Diego
PO Box 33064
San Diego, CA 92163

Invoice # 101
Date 3/3/2020

DESCRIPTION	AMOUNT
Docent Services	\$360.00

BALANCE DUE **\$360.00**

<u>Date</u>	<u>Hours</u>
02/01/20	6.00
02/08/20	6.00
02/15/20	6.00
02/22/20	6.00
<u>Total Hours</u>	<u>24.00</u>
<u>Hourly Rate</u>	<u>\$15.00</u>
<u>Monthly Cost</u>	<u>\$360.00</u>

*Paid \$360.00
3/4/20
PHH*

Philip Hinshaw

To: Fernando J Moscoso (fjmoscoso@DebitThisandCreditThat.com)
Cc: Henry Herms (hjr4015@sbcglobal.net)
Subject: Redacted Name Membership Dues
Attachments: Redacted Name Dues Adjusted.pdf

Fernando,

I deposited the attached membership dues check this morning.

Philip L. Hinshaw
HOS Treasurer
(619) 448-8858
philiphinshaw@cox.net

2697
11.35/1210 CA
90002

2-29-2020
Date

Pay to the Order of House of Spain \$40^{00/100}
Forty & no/100 Dollars

BANK OF AMERICA Valued Customer
ACH RTT 12100388

For 2020 MEMBERSHIP

overpayment

HA

Be alert each or check at your Chase ATM. In kiosk of your check can be printed on your receipt.

By Transaction Summary

Transaction #101
Account Number Ending In: 1000
Billinging Object: 450.00

Further review may result in delayed availability of this deposit.

Walmart Chase Bank, S.A.
El Centro, CA 92521
1-800-830-9825
For satisfaction notice, same day feedback at: chase.com/feedback

Branch: El Centro, CA
Phone: 951-251-1416

Business Date: 02/02/2020
Sender: 612

Thank you - Eagle
Cashier: 489

CHASE CHASE CHASE CHASE CHASE

Philip Hinshaw

From: Philip Hinshaw <philiphinshaw@cox.net>
Sent: Monday, March 02, 2020 3:06 PM
To: Fernando J Moscoso (fjmoscoso@DebitThisandCreditThat.com)
Cc: Benayas, Jesus
Subject: Deposits for February 2020 HOS Open House
Attachments: Casita Open House Donations.pdf

Deposit Slips

Philip L. Hinshaw
HOS Treasurer
(619) 448-8858
philiphinshaw@cox.net

CHASE CHASE CHASE CHASE CHASE CHASE CHASE CHASE CHASE CHASE

February 2020
Casita Lemonade
Sales PH

Deposit cash or checks
at most Chase ATMs.
An image of your check can
be printed on your receipt.

My Transaction Summary

Transaction #272	
Account Number Ending In:	1045
Checking Deposit	\$113.00
Cash In	\$41.00

Further review may result in delayed availability of this deposit.

JPMorgan Chase Bank, N.A.
El Cajon, Branch 741367
1-800-935-9935

Your satisfaction matters. Share your feedback at: chase.com/sendusfeedback

Member FDIC. Equal Housing Lender
Please keep your receipt
03/02/2020 14:17

Business Date 03/02/2020
Session #129

Thank you - Angie
Cashbox #08

CHASE CHASE CHASE CHASE CHASE CHASE CHASE CHASE CHASE CHASE

Casita Key Inn
Sales
February 2020
PH

Deposit cash or checks
at most Chase ATMs.
An image of your check can
be printed on your receipt.

My Transaction Summary

Transaction #271	
Account Number Ending In:	1045
Checking Deposit	\$25.00
Cash In	\$35.00

Further review may result in delayed availability of this deposit.

JPMorgan Chase Bank, N.A.
El Cajon, Branch 741367
1-800-935-9935

Your satisfaction matters. Share your feedback at: chase.com/sendusfeedback

Member FDIC. Equal Housing Lender
Please keep your receipt
03/02/2020 14:17

Business Date 03/02/2020
Session #129

Thank you - Angie
Cashbox #08

Philip Hinshaw

From: benayas.jesus <jesus_benayas@yahoo.com>
Sent: Friday, March 06, 2020 1:30 PM
To: Philip Hinshaw; Fernando J. Moscoso
Subject: Receipt
Attachments: HOS_business_meetings_gasoline-March-5-20.jpg

Please see attached receipt, paid with the debit card of the HOS.

Thanks
Jesus

HOS BUSINESS & MEETINGS
GAS

ARCO GASOLINE

ARCO AMPM 42002
8001 BROADWAY AVE
LEMON GROVE, CA
ARCO42002001

JB

Description	Qty	Amount
debit fee	1	0.35
PLUS CA #07 SELF @ 3.559/ G	14.514G	51.66
Subtotal		52.01
Tax		0.00
TOTAL		52.01
DEBIT \$		52.01

DEBIT
Payment from
Primary Account
XXXXXXXXXXXX5785
Auth #: 094119
Resp Code: 000
Stan: 10832686597
Reference: 97457

SITE ID: ARCO42002001

THANK YOU
FOR CHOOSING ARCO
COMMENTS?
CALL 1-800-322-2726

ST# 42002 TILL XXXX DR# 0 TRAN# 9074015
CSH: 0 03/05/20 16:43:45

Treasurer Procedures

BUSINESS CLASSIC (...1045)

HOUSE OF SPAIN, CASA DE ESPANA, IN SAN

\$5,673.21

Available balance

\$20,644.03

Available credit

\$26,317.24

Available plus credit

\$5,673.21

Present balance

Account activity

SHOWING	All transactions			
Date	Description	Type	Amount	Balance
Mar 17, 2020	CHECK # 4114	Check	-\$45.00	\$5,673.21
Mar 16, 2020	Online Transfer 9301610201 to [REDACTED] #####3839 transaction #: 9301610201 03/16	Account transfer	-\$105.00	\$5,718.21
Mar 13, 2020	THE PRINT BUTTON 619-2580600 CA 03/12 (...4161)	Card	-\$71.50	\$5,823.21
Mar 12, 2020	CONSUMER CELLULAR INC 800-6864460 OR 03/11 (...5785)	Card	-\$17.83	\$5,894.71
Mar 11, 2020	ATT Payment 788340011EPAYE PRD ID: 9864031004	ACH debit	-\$26.75	\$5,912.54
Mar 5, 2020	ARCO #42002 AMPM LEMON GROVE CA 725703 03/05 (...5785)	Card	-\$52.01	\$5,939.29
Mar 4, 2020	Online Transfer 9262212291 to [REDACTED] #####3690 transaction #: 9262212291 03/04	Account transfer	-\$360.00	\$5,991.30
Mar 3, 2020	SD GAS ELEC PAID SDGE 7544456730 WEB ID: 5951184800	ACH debit	-\$58.70	\$6,351.30
Mar 2, 2020	FOOD4LESS 0318 LEMON GROVE CA 452755 02/29 (...5785)	Card	-\$5.37	\$6,410.00
	Online Transfer 9251978337 to [REDACTED] #####3839 transaction #: 9251978337 03/02	Account transfer	-\$525.00	\$6,415.37
	DEPOSIT ID NUMBER 786235	Deposit	\$35.00	\$6,940.37
	DEPOSIT ID NUMBER 786238	Deposit	\$40.00	\$6,905.37
	DEPOSIT ID NUMBER 786236	Deposit	\$43.00	\$6,865.37
	DEPOSIT ID NUMBER 786234	Deposit	\$170.00	\$6,822.37
	DEPOSIT ID NUMBER 786233	Deposit	\$350.00	\$6,652.37
Feb 28, 2020	SAMSCLUB #6235 SAN DIEGO CA 981108 02/28 (...5785)	Card	-\$13.57	\$6,302.37

3/18/2020

Treasurer Procedures

BUSINESS CLASSIC (...1045) - chase.com

Date	Description	Type	Amount	Balance
	WITHDRAWAL 02/28	Misc. debit	-\$350.00	\$6,315.94
	EIG*BLUEHOST.COM 888-4014678 UT 02/27 (...5785)	Card	-\$166.80	\$6,665.94
Feb 27, 2020	STARBUCKS STORE 25047 SAN DIEGO CA 02/26 (...5785)	Card	-\$7.30	\$6,832.74
Feb 26, 2020	RESTAURANT DEPOT SAN DIEGO CA 643416 02/26 (...5785)	Card	-\$60.90	\$6,840.04
	WM SUPERC Wal-Mart Sup CHULA VISTA CA 02/26 (...3526)	Card	-\$29.48	\$6,900.94
	DEPOSIT ID NUMBER 364847	Deposit	\$40.00	\$6,930.42
	DEPOSIT ID NUMBER 364848	Deposit	\$50.00	\$6,890.42
Feb 25, 2020	POINT LOMA SEAFOODS SAN DIEGO CA 02/24 (...5785)	Card	-\$32.75	\$6,840.42
Feb 21, 2020	DNH*GODADDY.COM 480-5058855 AZ 02/20 (...5785)	Card	-\$18.17	\$6,873.17
	CITY OF SANDIEGO WATER BILL 610000010312 PPD ID: 1956000776	ACH debit	-\$53.96	\$6,891.34
	HOMEGOODS MILLENNIA SH CHULA VISTA CA 02/21 (...3526)	Card	-\$4.34	\$6,945.30
	Online Payment 9104906659 To Debit This and Credit That 02/21	Bill payment	-\$85.00	\$6,949.64
Feb 20, 2020	MARITIME MUSEUM ASSOCI SAN DIEGO CA 458421 02/20 (...5785)	Card	-\$77.53	\$7,034.64
	THE HOME DEPOT #0659 LEMON GROVE CA 533642 02/20 (...5785)	Card	-\$9.13	\$7,112.17
	SQUARESPACE INC. HTTPSSQUARESP NY 02/20 (...5785)	Card	-\$192.00	\$7,121.30
Feb 18, 2020	FOOD4LESS 0318 LEMON GROVE CA 535452 02/18 (...5785)	Card	-\$19.36	\$7,313.30

Find and Join HPR Google Group

Find and join a group

Go to: https://support.google.com/groups/answer/1067205?hl%3Den%26ref_topic%3D2458614

You can join a Google Group to have discussions about a topic or to communicate with your team, organization, class, or other group. Some groups grant immediate membership, but others require you to request membership.

Join a group

1. Sign in to Google Groups. Learn how to join if you do not have a Google Account.
2. In the box at the top, enter a subject, like "cooking" or "football."
 - Optional: If a group is open, you can read messages sent by its members by clicking the group name.
3. To join a group, click Join group or Apply to join group. If a group is invite-only, you can ask to be invited by clicking Contact owner.

After you've joined a group, you get a confirmation email. If you applied to a group or contacted a group owner, the group owner needs to approve your application before you can participate in that group.

Change your settings and display name

You can change your display name, photo, email address, and how frequently you get email from the group.

1. Sign in to Google Groups.
2. Click My groups.
3. Choose a group.
4. In the top right, click My settings and then Membership and email settings.
5. Choose your settings.
6. Click Save.

Join a Google group without a Gmail address

If you don't have a Google Account, you can:

- Read posts in public groups
- Search for posts in public groups

You need a Google Account to:

Create and manage a group

- Join a group
- Post to a group
- Delete a post
- Read a restricted group's posts

To use these features with Google Groups, you can create a Google Account without changing your email address.

You can also link a non-Gmail email address to an existing Google Account. The linked email address can be made an owner or manager. Learn how to sign in to your Google Account with another email address.

Treasurer Procedures

Attachment A10

House of Pacific Relations International Cottages Inc.
2125 Park Blvd
San Diego, CA 92101

Invoice

BILL TO

Philip Hinshaw
House of Spain
Spain

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2019-225	03/01/2019	\$36.00	04/30/2019	Net 60	

DATE	ACTIVITY	QTY	RATE	AMOUNT
01/05/2019	Hall Rental Hall of Nations rental	1	36.00	36.00

Make check payable to : House of Pacific Relations

BALANCE DUE

\$36.00

Mail to:

Charlotte Carroll Treasurer
6233 Lake Alamo Ave
San Diego, CA 92119

36.00
36.00
36.00
36.00
36.00

Please forward to your 2019 House treasurer, if you are no longer the treasurer

Thanks for your business!
House of Pacific Relations International Cottages Inc.

INVOICE 2019-225

DUE 04/30/2019

\$36.00

Review and pay

Powered by QuickBooks

House of Pacific Relations International Cottages Inc.

2125 Park Blvd San Diego, CA 92101

If you receive an email that seems fraudulent, please check with the business owner before paying.



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DUE 03/02/2020

\$396.80

Review and pay

Powered by QuickBooks

House of Pacific Relations International Cottages Inc.

2125 Park Blvd San Diego, CA 92101

If you receive an email that seems fraudulent, please check with the business owner before paying.



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BVTB

House of Pacific Relations International Cottages Inc.
 25 Park Blvd
 San Diego, CA 92101

Invoice

BILL TO
 Philip Hinshaw
 House of Spain
 Spain

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2020-098	02/01/2020	\$0.00	03/02/2020	Net 30	

DATE	ACTIVITY	QTY	RATE	AMOUNT
12/06/2019	ICF Food Shared Expense ICF Shared Expenses - Food Sales	1	410.80	410.80

Make check payable to : House of Pacific Relations

PAYMENT 410.80
 BALANCE DUE **\$0.00**

Mail to:
 Charlotte Carroll Treasurer
 6233 Lake Alamo Ave
 San Diego, CA 92119

PAID

LVTD

Please forward to your 2019 House treasurer, if you are no longer the treasurer

Ethnic Food Fair Income and Expense Reporting

House of Spain

DATE: 9/8/2019

TOTAL SALES:	\$3,087.00
PRODUCTION EXPENSES:	1,807.14
SHARED EXPENSES:	\$171.75
NET INCOME:	1108.11

The Excel version of this form has formulas for your convenience.

The Shared Expense amount of \$171.75 has been pre-entered
Invoices have already been issued.

Based on the above, the 10% of net income to HPR will be billed.

Please complete and submit this form ASAP and no later than
September

Return by Email to HPRTreasurer@gmail.com or in person

Questions? Email me or give me a call at 619-788-8768



International Christmas Festival Income and Expense Reporting

HOUSE OF SPAIN

DATE: February 4, 2020

	House/Tent	Spirit Garden
TOTAL SALES:	\$14,974.09	
PRODUCTION EXPENSES:	\$7,412.95	
SHARED EXPENSES:	\$410.80	
NET INCOME:	\$7,150.34	0
10% due to HPR (will be invoiced)	\$715.03	0

The Excel version of this form has formulas for your convenience.

House/Tent shared expenses were \$410.80 per booth/location. Invoices have been issued.

Spirit Garden participation fee/expenses were \$735 per participant

Based on the above, the 10% of net income due to HPR will be billed.

Please complete and submit this form ASAP and no later than April 1, 2020

Return by Email to HPRTreasurer@gmail.com or in person

Questions? Email me or give me a call at 619-788-8768



House of Pacific Relations International Cottages Inc.

A/R AGING DETAIL
As of January 31, 2020

DATE	TRANSACTION TYPE	NUM	CUSTOMER	DUE DATE	AMOUNT	OPEN BALANCE
91 or more days past due						
10/22/2019	Payment		House of Spain	10/22/2019	-400.00	-14.00
Total for 91 or more days past due					\$ -400.00	\$ -14.00
Current						
01/08/2020	Invoice	2020-057	House of Iran	02/07/2020	36.00	36.00
01/08/2020	Invoice	2020-062	House of Peru	02/07/2020	36.00	36.00
01/08/2020	Invoice	2020-068	House of Ukraine	02/07/2020	66.00	66.00
01/08/2020	Invoice	2020-059	House of Korea	02/07/2020	72.00	72.00
01/08/2020	Invoice	2020-056	House of Italy	02/07/2020	108.00	108.00
01/12/2020	Invoice	2020-071	House of Sweden	02/12/2020	100.00	100.00
Total for Current					\$418.00	\$418.00
TOTAL					\$18.00	\$404.00

108.00
108.00
3418.00
309.00



Treasurer's Report December 2019

January 4, 2020

The Accountant's December 2019 Performance Reports shows an income of \$19,409.80, expenses of \$8,406.64, and a net income of \$11,003.16 (see Attachment 1, page 1). The December Nights event income was \$14,974.00, expenses were \$7,283.27, and the gross profit was 7,680.73 (see Attachment 2). The HPR 10% fee is expected to be \$768.07 and the net profit is expected to be \$6,912.66.

The 2019 total income was \$60,738.84. The major sources of income were Investment (\$33,739.96 [56%]), Major Events (\$20,658.00 [34%]), Membership Dues (\$3,487.36 [6%]), and Casita Open House (\$1,488.19 [2%]) [see Attachment 1, page 1]. The 2019 total expenses were \$34,059.04. The major expenses were Major Events (\$11,238.68 [33%]) and Docents \$7,770.00 [23%].

As shown in the Statement of Activities Summary section (Attachment 1, page 2), the actual 2019 revenue of \$60,738.84 is \$17,941.25 greater than the budgeted revenue of \$42,797.25. The actual expenses of \$34,059.04 were \$8,728.95 less than the budgeted expenses of \$42,787.99. The cumulative net income for 2019 is \$26,679.00 in contrast to the budgeted net income of \$9.60.

Respectively,

Philip L. Hinshaw

Philip L. Hinshaw
Treasurer

House of Spain, Casa de Espana in San Diego

Treasurer's Report as of December 2019

Statement of Activities

	December-19		January through December 2019		Actual		Annual Budget
	Budget	Variance	Actual	Budget	Variance		
Revenue							
Donations							
Casita Open House	143.00	93.00	50.00	1,488.19	1,136.00	352.19	1,136.00
Cultural/Education	0.00	0.00	0.00	223.97	0.00	223.97	0.00
Other	0.00	0.00	0.00	954.87	0.00	954.87	0.00
Scholarship	23.97	0.00	23.97	120.77	0.00	120.77	0.00
Events							
Major	15,004.00	24,500.00	(9,496.00)	20,658.00	36,141.00	(15,483.00)	36,141.00
Other	0.00	0.00	0.00	60.00	160.00	(100.00)	160.00
Interest	0.45	46.00	(45.55)	5.72	51.79	(46.07)	51.79
Investment	4,188.38	115.00	4,073.38	33,739.96	1,380.00	32,359.96	1,380.00
Membership Dues	50.00	236.00	(186.00)	3,487.36	3,928.80	(441.44)	3,928.80
Total Revenue	19,409.80	24,990.00	(5,580.20)	60,738.84	42,797.59	17,941.25	42,797.59
Expenses							
Accountant	85.00	90.00	5.00	1,020.00	1,080.00	60.00	1,080.00
Bank Service Charge	20.36	52.50	32.14	20.36	82.50	62.14	82.50
Business Travel	108.71	115.50	6.79	1,113.61	1,126.07	12.46	1,126.07
Cleaning and casual labor	0.00	8.40	8.40	0.00	165.90	165.90	165.90
Computer related expenses	26.75	47.25	20.50	283.09	385.80	102.71	385.80
Conference and meetings	0.00	103.95	103.95	727.63	1,421.47	693.84	1,421.47
Cultural/Education	0.00	0.00	0.00	1,422.31	0.00	(1,422.31)	0.00
Docent	540.00	550.00	10.00	7,770.00	9,800.00	2,030.00	9,800.00
Dues & Subscription	40.00	0.00	(40.00)	40.00	0.00	(40.00)	0.00
Events Major	6,889.60	9,200.00	2,310.40	11,238.68	15,302.55	4,063.87	15,302.55
Events Other	0.00	0.00	0.00	847.51	950.79	103.28	950.79
Fees, License & Permits	0.00	0.00	0.00	35.25	193.20	157.95	193.20
Furniture and Equipment	0.00	0.00	0.00	645.43	0.00	(645.43)	0.00
HPR 10%	0.00	0.00	0.00	1,691.65	2,672.25	980.60	2,672.25
HPR Other	0.00	0.00	0.00	509.00	2,362.08	1,853.08	2,362.08
Insurance	0.00	0.00	0.00	231.00	242.55	11.55	242.55
Marketing	0.00	0.00	0.00	324.34	302.40	(21.94)	302.40
Miscellaneous	0.00	0.00	0.00	169.30	129.20	(40.10)	129.20
Office supplies	0.00	25.00	25.00	315.89	300.00	(15.89)	300.00
Postage & Delivery	22.00	70.00	48.00	575.96	840.00	264.04	840.00
Scholarships	500.00	500.00	0.00	1,500.00	1,000.00	(500.00)	1,000.00
Supplies	91.26	158.55	67.29	1,438.79	2,168.11	729.32	2,168.11
Utilities	82.96	145.95	62.99	1,659.24	1,806.37	147.13	1,806.37
Web Design	0.00	141.75	141.75	480.00	456.75	(23.25)	456.75
Total Expenses	8,406.64	11,208.85	2,802.21	34,059.04	42,787.99	8,728.95	42,787.99
Net Income/(Loss)	11,003.16	13,781.15	(2,777.99)	26,679.80	9.60	26,670.20	9.60

Financial Position

BANK ACCOUNTS

	Checking	High Yield Savings	Fidelity Investments
Beginning	4,328.51	19,338.16	142,340.33
Revenue	25,536.34	11,304.88	Gain 4,188.38
Expenses	<u>19,722.01</u>	<u>10,000.00</u>	Loss <u>0.00</u>
	\$5,814.33	\$1,304.88	\$4,188.38
Ending	<u>\$ 10,142.84</u>	<u>\$ 20,643.04</u>	<u>\$ 146,528.71</u>

Total \$177,314.59

House of Spain, Casa de Espana in San Diego

Treasurer's Report as of December 2019

RESTRICTED ACCOUNTS

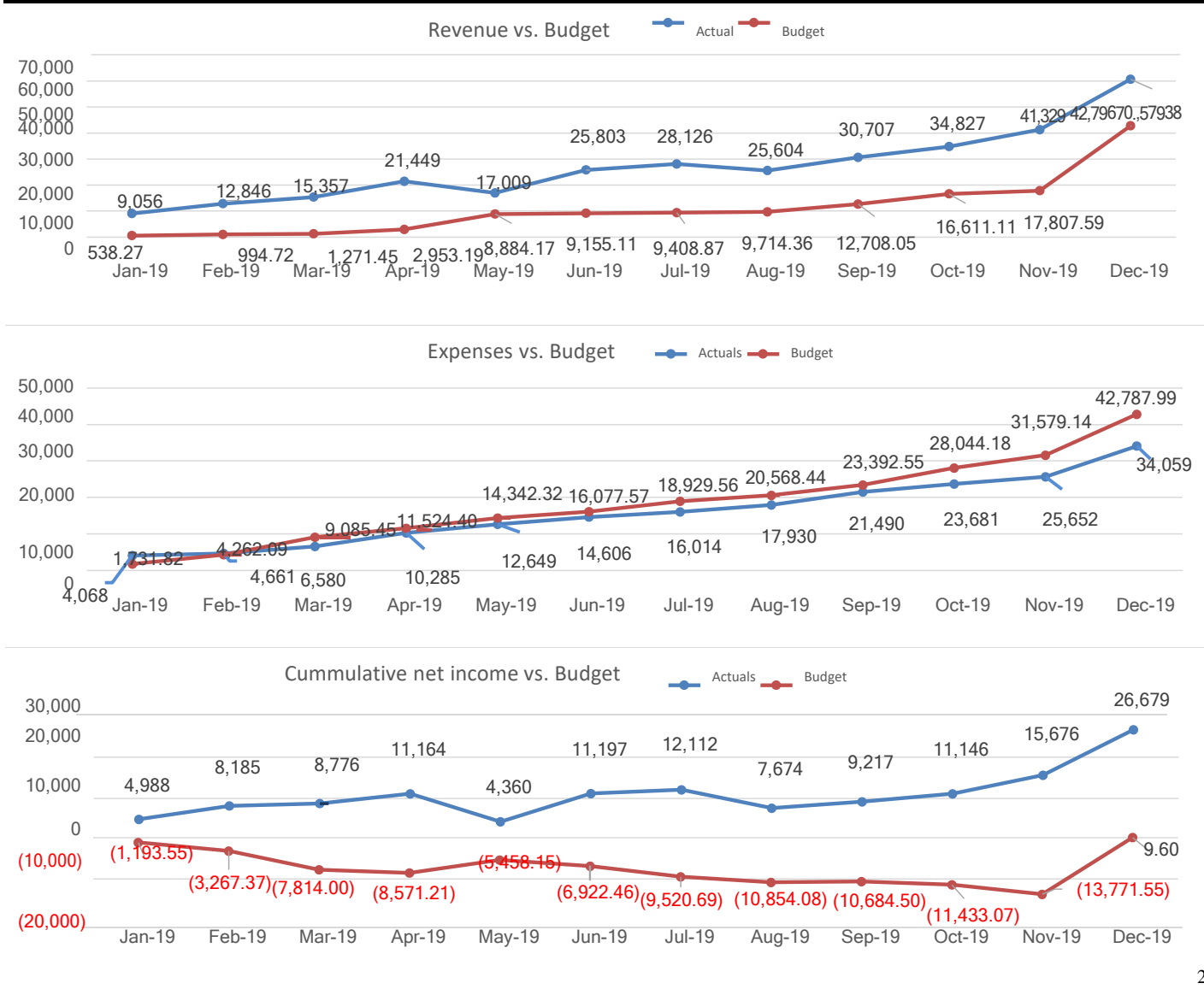
Emergency Ops Funds (1)		Education/Cultural (2)		FFE* (1)		Scholarship (2)	
Beginning	22,023.97	Beginning	2,292.81	Beginning	57,188.38	Beginning	687.20
Revenue	0.00	Revenue	0.00	Revenue	0.00	Revenue	23.97
Expenses	<u>0.00</u>	Expenses	<u>0.00</u>	Expenses	<u>0.00</u>	Expenses	<u>500.00</u>
	0.00		0.00		0.00		(476.03)
Ending	<u>\$22,023.97</u>	Ending	<u>\$2,292.81</u>	Ending	<u>\$57,188.38</u>	Ending	<u>\$211.17</u>

*Fixtures, Furniture, & Equipment

Note:

- (1) Included in the Fidelity Account
- (2) Included in the High Yield Savings

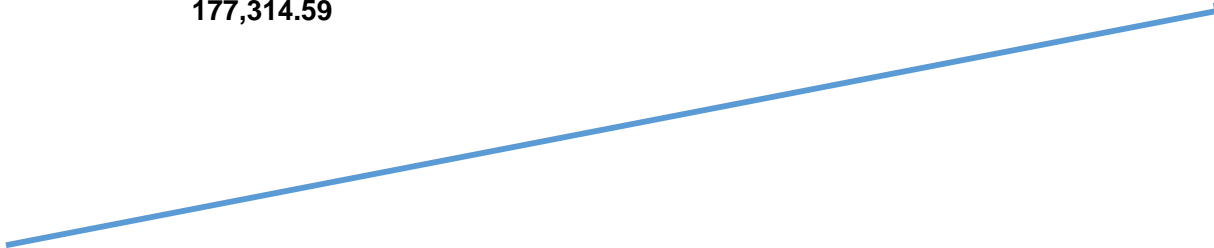
Summary



House of Spain, Casa de Espana in San Diego

Variance Checking Report December 2019

Account	Per bank statement	Per QuickBooks	VARIANCE (Have not cleared the bank)			
			Date	Check#	Name	Amount
Checking	10,162.84	10,142.84				
Fidelity Investments	146,528.71	146,528.71				
High Yield Savings	20,643.04	20,643.04				
	177,334.59	177,314.59				
Total						
Bank - Checking	10,162.84					
QB - Checking	10,142.84					
Difference	20.00					
			12/10/2019	4091	Gail S. Erfani	<u>20.00</u>
						20.00



House of Spain, Casa de Espana in San Diego

TRANSACTION REPORT

December 2019

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
			Redacted Name				
Business Checking							
Beginning Balance							4,328.51
12/02/2019	Expenditure		Antonio Serrano	December Nights	Events - Major	(51.82)	4,276.69
12/02/2019	Deposit		ARCO	2020 Dues	Membership Dues	50.00	4,326.69
12/02/2019	Transfer				High Yield Savings	6,000.00	10,326.69
12/02/2019	Deposit			- Queen Coronation Ticket	Events:Major	30.00	10,356.69
				2019			
12/02/2019	Deposit		Stevon Mikal Jhaki Marshall	Lemonade	Donations:Casita Open House	48.00	10,404.69
12/02/2019	Expenditure			ACH Transfer	Docent	(450.00)	9,954.69
12/02/2019	Expenditure		Sam's Club	December nights supplies (Lemonade & Peanuts)	Events - Major	(129.62)	9,825.07
12/03/2019	Journal Entry	Petty Cash		December Nights	-Split-	(3,000.00)	6,825.07
12/03/2019	Expenditure		Food 4 Less	December Nights	Events - Major	(21.62)	6,803.45
12/03/2019	Expenditure		SDG&E		Utilities	(65.24)	6,738.21
12/03/2019	Expenditure		Restaurant Depot	December Nights - 22 - Paella Ingredients	Events - Major	(5,446.94)	1,291.27
12/04/2019	Deposit		Restaurant Depot	Returned	Events - Major	41.93	1,333.20
12/04/2019	Expenditure		ASAP Appliance Rental	December Nights	Events - Major	(400.00)	933.20
12/04/2019	Expenditure		Trader Joe's	December Nights - Wine	Events - Major	(116.79)	816.41
12/04/2019	Transfer				High Yield Savings	1,000.00	1,816.41
12/05/2019	Expenditure		Sam's Club	December Nights - Bread & Salami	Events - Major	(51.72)	1,764.69
12/05/2019	Expenditure		Abbey Party Rents	December Nights - Canopy	Events - Major	(573.33)	1,191.36
12/05/2019	Expenditure		The Home Depot	December Nights Supplies	Events - Major	(11.76)	1,179.60
12/06/2019	Expenditure		Amazon	Toys - Dia de Reyes	Events - Major	(225.69)	953.91
12/06/2019	Check	4086	SD /Alcala Sister Cities Society	2020 Membership	Dues and Subscriptions	(40.00)	913.91
12/06/2019	Deposit		Fernando J Moscoso	Scholarships	Donations:Scholarship	23.97	937.88
12/06/2019	Expenditure		David Buenaventura	Supplies - Cream	Events - Major	(5.68)	932.20
12/09/2019	Check	4088	Food 4 Less	December Nights Parking	Events - Major	(20.00)	912.20
12/09/2019	Journal Entry	Petty CashR		December Nights	-Split-	3,000.00	3,912.20
12/09/2019	Deposit		Restaurant Depot	Dec. Nights Refund Left item not opened	Events - Major	273.44	4,185.64
12/09/2019	Deposit			December Nights Proceeds	Events:Major	14,974.00	19,159.64
12/10/2019	Expenditure				Computer related expenses	(26.75)	19,132.89
12/10/2019	Expenditure	4091		CHECK # 4091	Events - Major	(20.00)	19,112.89
12/10/2019	Transfer			This is part of the December Nights Proceeds	High Yield Savings	(8,000.00)	11,112.89
12/11/2019	Check	4085		Dec. Nights Transportation Res. Depot Food	Events - Major	(90.00)	11,022.89
12/12/2019	Check	4089		December Nighs Parking	Events - Major	(20.00)	11,002.89
12/12/2019	Expenditure		Maria Williams		Utilities	(17.72)	10,985.17
12/16/2019	Check	4090	Constantine	December Nights Parking	Events - Major	(20.00)	10,965.17
12/16/2019	Expenditure		Sam's Club	HOS Supplies	Supplies	(47.32)	10,917.85
12/16/2019	Expenditure		ARCO		Business Travel	(53.62)	10,864.23
12/16/2019	Check	4087		HOS Supplies	Supplies	(11.53)	10,852.70
12/20/2019	Expenditure		Debit This and Credit That		Accountant	(85.00)	10,767.70
12/23/2019	Check	4110		CHECK # 4110	Postage & Delivery	(22.00)	10,745.70
12/23/2019	Check	4092		Books HOS	Supplies	(32.41)	10,713.29
12/23/2019	Expenditure			ACH Transfer	Docent	(90.00)	10,623.29
12/23/2019	Check	4111		CHECK # 4111	Scholarships	(500.00)	10,123.29
12/30/2019	Deposit		Alex Morales	Limonada Donations	Donations:Casita Open House	95.00	10,218.29
12/31/2019	Journal Entry	Bank Fees		Cash Deposit Immediate	-Split-	(20.36)	10,197.93
12/31/2019	Expenditure		ARCO		Business Travel	(55.09)	10,142.84
Total for Business Checking						\$5,814.33	
TOTAL						\$5,814.33	

House of Spain, Casa de Espana in San Diego

TRANSACTION REPORT

October - December, 2019


DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Business Checking							
Beginning Balance							5,847.08
10/02/2019	Check	4082	[REDACTED]		Supplies	(57.00)	5,790.08
10/02/2019	Expenditure		SDG&E		Utilities	(76.81)	5,713.27
10/02/2019	Expenditure		ARCO		Business Travel	(64.98)	5,648.29
10/03/2019	Deposit		[REDACTED]	Net of Stripe fees	Donations:Other	67.67	5,715.96
10/07/2019	Expenditure		Sam's Club	Food for BOD	Conference and meetings	(17.76)	5,698.20
10/07/2019	Deposit		[REDACTED]	Educational Outreach	Donations:Cultural/Education	23.97	5,722.17
10/07/2019	Deposit			Lemonade	Donations:Casita Open House	102.00	5,824.17
10/07/2019	Expenditure		Food 4 Less	BOD Meeting	Conference and meetings	(4.89)	5,819.28
10/07/2019	Expenditure		Restaurant Depot	BOD Meeting	Conference and meetings	(17.39)	5,801.89
10/09/2019	Expenditure		AT&T		Computer related expenses	(50.00)	5,751.89
10/09/2019	Expenditure		Smart & Final	HOS Supplies for National Day of Spain	Supplies	(60.55)	5,691.34
10/11/2019	Expenditure		ARCO		Business Travel	(56.65)	5,634.69
10/15/2019	Check	4108	[REDACTED]	September Docent	Docent	(630.00)	5,004.69
10/15/2019	Expenditure		Consumer Cellular		Utilities	(17.70)	4,986.99
10/15/2019	Expenditure	USPS	[REDACTED]	Book to the Library of Congress	Postage & Delivery	(5.16)	4,981.83
10/15/2019	Docent	(270.00)	4,711.83				
10/22/2019	Deposit		[REDACTED]		Membership Dues	40.00	4,751.83
10/22/2019	Deposit		[REDACTED]		Membership Dues	50.00	4,801.83
10/23/2019	Deposit			Net of Stripe fees	-Split-	212.12	5,013.95
10/23/2019	Expenditure		Debit This and Credit That		Accountant	(85.00)	4,928.95
10/24/2019	Expenditure		House of Pacific Relations	HPR Queens Dinner	Events - Major	(400.00)	4,528.95
10/24/2019	Deposit			Net of Stripe fees	-Split-	135.04	4,663.99
10/25/2019	Deposit			Net of Stripe fees	-Split-	86.79	4,750.78
10/25/2019	Deposit			Queens Coronation Dinner	Events:Major	146.00	4,896.78
10/25/2019	Deposit		[REDACTED]		Membership Dues	40.00	4,936.78
10/25/2019	Deposit		[REDACTED]		Membership Dues	50.00	4,986.78
10/25/2019	Deposit		[REDACTED]		Membership Dues	40.00	5,026.78
10/28/2019	Deposit			Net of Stripe fees	-Split-	96.50	5,123.28
10/28/2019	Expenditure		ARCO		Business Travel	(62.25)	5,061.03
10/28/2019	Expenditure		[REDACTED]		Docent	(315.00)	4,746.03
10/30/2019	Deposit			Net of Stripe fees	-Split-	144.75	4,890.78
11/01/2019	Expenditure		Tacos El Paisa	Lunch with [REDACTED]	Conference and meetings	(14.49)	4,876.29
11/01/2019	Deposit		[REDACTED]	Net of Stripe Fees	Membership Dues	48.25	4,924.54
11/01/2019	Expenditure		Burlington	Queens Dinner Gift Coronation	Events - Major	(14.00)	4,910.54
11/01/2019	Expenditure		Burlington	General Assembly - Gifts for Helpers	Supplies	(119.54)	4,791.00
11/01/2019	Expenditure		Sam's Club	Bread for HOS BOD - Cold Cuts	Conference and meetings	(19.94)	4,771.06
11/01/2019	Expenditure		Food 4 Less	Food for HOS BOD	Conference and meetings	(7.21)	4,763.85
11/04/2019	Cabrillo Festival Refund	Events:Major	30.00	4,793.85	11/04/2019 Expenditure	World Market General Assembly - Gifts for Helpers Supplies	(83.09)
11/04/2019	Deposit			October Lemonade	Donations:Casita Open House	183.00	4,893.76
11/04/2019	Expenditure		Albertsons	Food for General Assembly	Conference and meetings	(86.19)	4,807.57
11/04/2019	Deposit		[REDACTED]		Membership Dues	40.00	4,847.57
11/04/2019	Expenditure		[REDACTED]		Docent	(360.00)	4,487.57
11/04/2019	Expenditure		SDG&E		Utilities	(67.17)	4,420.40
11/05/2019	Expenditure		La Espanola Meats, Inc.	December Nights - Supplies	Events - Major	(95.66)	4,324.74
11/06/2019	Deposit			Net of Stripe Fees	-Split-	144.75	4,469.49
11/06/2019	Expenditure		[REDACTED]		Web Design	(150.00)	4,319.49
11/07/2019	Check	4083	CHECK 3350	CHECK # 4083 - General Assembly Food	Conference and meetings	(10.95)	4,308.54
11/08/2019	Journal Entry	Petty Cash -AM		cash withdraw for annual meeting	-Split-	(400.00)	3,908.54
11/08/2019	Deposit		Iris Engstrand	[REDACTED]	Membership Dues	40.00	3,948.54

House of Spain, Casa de Espana in San Diego

11/08/2019	Expenditure	Tacos El Paisa	TRANSACTION REPORT	Conference and meetings	(17.78)	3,930.76
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House of Spain, Casa de Espana in San Diego

TRANSACTION REPORT

Date	Type	Account	Description	Category	Amount	Balance
11/12/2019	Expenditure	Sam's Club	General Assembly	Conference and meetings	(87.61)	3,843.15
11/12/2019	Journal Entry	Petty Cash - AMR	cash withdraw for annual meeting	-Split-	400.00	4,243.15
11/12/2019	Expenditure	City of San Diego - Water		Utilities	(42.58)	4,200.57
11/12/2019	Expenditure	Consumer Cellular		Utilities	(17.72)	4,182.85
11/12/2019	Deposit			Donations:Casita Open House	50.00	4,232.85
11/12/2019	Check	4109	Penelope Bledsoe	Flowers for Ramos Funeral	(69.32)	4,163.53

Treasurer Procedures

Attachment A11

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
11/12/2019	Expenditure		AT&T		Computer related expenses	(3.50)	4,160.03
11/12/2019	Deposit				Membership Dues	680.00	4,840.03
11/13/2019	Deposit			Net of Stripe Fees	Membership Dues	48.25	4,888.28
11/13/2019	Expenditure		Tacos El Paisa		Conference and meetings	(47.02)	4,841.26
11/14/2019	Deposit			Net of Stripe Fees	-Split-	96.50	4,937.76
11/14/2019	Expenditure		ARCO		Business Travel	(58.60)	4,879.16
11/18/2019	Expenditure				Docent	(315.00)	4,564.16
11/21/2019	Expenditure		USPS	Book to SDSU History Department	Postage & Delivery	(5.16)	4,559.00
11/21/2019	Expenditure		City of San Diego - Water		Utilities	(53.96)	4,505.04
11/21/2019	Expenditure		Debit This and Credit That		Accountant	(85.00)	4,420.04
11/22/2019	Expenditure		USPS	Books to Ron May & SDSU Library	Postage & Delivery	(10.32)	4,409.72
11/26/2019	Deposit			Net of Stripe Fees	Membership Dues	48.25	4,457.97
11/27/2019	Expenditure		BJ Rentals	December Nights Propane	Events - Major	(71.05)	4,386.92
11/27/2019	Expenditure		Anita Fire Hose Co.	December Nights Fire Extinguisher	Events - Major	(26.78)	4,360.14
11/30/2019	Expenditure		Food 4 Less		Conference and meetings	(8.15)	4,351.99
11/30/2019	Expenditure		Restaurant Depot		Conference and meetings	(9.12)	4,342.87
11/30/2019	Expenditure		Sam's Club		Conference and meetings	(14.36)	4,328.51
12/02/2019	Transfer				High Yield Savings	6,000.00	10,328.51
12/02/2019	Deposit			Queen Coronation Ticket	Events:Major	30.00	10,358.51
12/02/2019	Deposit			2019 Lemonade	Donations:Casita Open House	48.00	10,406.51
12/02/2019	Expenditure		Sam's Club	December nights supplies (Lemonade & Peanuts)	Events - Major	(129.62)	10,276.89
12/02/2019	Expenditure			ACH Transfer	Docent	(450.00)	9,826.89
12/02/2019	Expenditure		ARCO	December Nights	Events - Major	(51.82)	9,775.07
12/02/2019	Deposit			2020 Dues	Membership Dues	50.00	9,825.07
12/03/2019	Journal Entry	Petty Cash		December Nights	-Split-	(3,000.00)	6,825.07
12/03/2019	Expenditure		Food 4 Less	December Nights	Events - Major	(21.62)	6,803.45
12/03/2019	Expenditure		SDG&E		Utilities	(65.24)	6,738.21
12/03/2019	Expenditure		Restaurant Depot	December Nights - 22 - Paella Ingredients	Events - Major	(5,446.94)	1,291.27
12/04/2019	Transfer				High Yield Savings	1,000.00	2,291.27
12/04/2019	Expenditure		Trader Joe's	December Nights - Wine	Events - Major	(116.79)	2,174.48
12/04/2019	Expenditure		ASAP Appliance Rental	December Nights	Events - Major	(400.00)	1,774.48
12/04/2019	Deposit		Restaurant Depot	Returned	Events - Major	41.93	1,816.41
12/05/2019	Expenditure		The Home Depot	December Nights Supplies	Events - Major	(11.76)	1,804.65
12/05/2019	Expenditure		Abbey Party Rents	December Nights - Canopy	Events - Major	(573.33)	1,231.32
12/05/2019	Expenditure		Sam's Club	December Nights - Bread & Salami	Events - Major	(51.72)	1,179.60
12/06/2019	Check	4086	SD /Alcala Sister Cities Society	2020 Membership	Dues and Subscriptions	(40.00)	1,139.60
12/06/2019	Expenditure		Food 4 Less	Supplies - Cream	Events - Major	(5.68)	1,133.92
12/06/2019	Deposit			Scholarships	Donations:Scholarship	23.97	1,157.89
12/06/2019	Expenditure		Amazon	Toys - Dia de Reyes	Events - Major	(225.69)	932.20
12/09/2019	Journal Entry	Petty CashR		December Nights	-Split-	3,000.00	3,932.20
12/09/2019	Check	4088		December Nights Parking	Events - Major	(20.00)	3,912.20
12/09/2019	Deposit		Restaurant Depot	Dec. Nights Refund Left item not opened	Events - Major	273.44	4,185.64
12/09/2019	Deposit			December Nights Proceeds	Events:Major	14,974.00	19,159.64
12/10/2019	Expenditure	4091		CHECK # 4091	Events - Major	(20.00)	19,139.64
12/10/2019	Transfer			This is part of the December Nights Proceeds	High Yield Savings	(8,000.00)	11,139.64
12/10/2019	Expenditure		AT&T		Computer related expenses	(26.75)	11,112.89
12/11/2019	Check	4085		Dec. Nights Transportation Res. Depot Food	Events - Major	(90.00)	11,022.89
12/12/2019	Check	4089		December Nighs Parking	Events - Major	(20.00)	11,002.89
12/12/2019	Expenditure		Consumer Cellular		Utilities	(17.72)	10,985.17
12/16/2019	Check	4087		HOS Supplies	Supplies	(11.53)	10,973.64
12/16/2019	Expenditure		Sam's Club	HOS Supplies	Supplies	(47.32)	10,926.32
12/16/2019	Check	4090		December Nights Parking	Events - Major	(20.00)	10,906.32
12/16/2019	Expenditure		ARCO		Business Travel	(53.62)	10,852.70
12/20/2019	Expenditure		Debit This and Credit That		Accountant	(85.00)	10,767.70
12/23/2019	Check	4111		CHECK # 4111	Scholarships	(500.00)	10,267.70
12/23/2019	Check	4110		CHECK # 4110	Postage & Delivery	(22.00)	10,245.70
12/23/2019	Expenditure			ACH Transfer	Docent	(90.00)	10,155.70
12/23/2019	Check	4092		Books HOS	Supplies	(32.41)	10,123.29
12/30/2019	Deposit			Limonada Donations	Donations:Casita Open House	95.00	10,218.29
12/31/2019	Journal Entry	Bank Fees		Cash Deposit Immediate	-Split-	(20.36)	10,197.93
12/31/2019	Expenditure		ARCO		Business Travel	(55.09)	10,142.84
Total for Business Checking						\$4,295.76	
TOTAL						\$4,295.76	

House of Spain, Casa de Espana in San Diego

REVENUE DETAIL - QUARTERLY

October - December, 2019

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUN
Donations						
Casita Open House						
10/07/2019	Deposit			Lemonade	Donations:Casita Open House	102.00
10/30/2019	Deposit			Net of Stripe fees	Donations:Casita Open House	48.25
11/04/2019	Deposit		Sagrario Din	October Lemonade	Donations:Casita Open House	183.00
11/12/2019	Deposit		[REDACTED]	DEPOSIT ID NUMBER 886272	Donations:Casita Open House	50.00
12/02/2019	Deposit			Lemonade	Donations:Casita Open House	48.00
12/30/2019	Deposit			Limonada Donations	Donations:Casita Open House	95.00
Total for Casita Open House						\$526.25
Other						
10/03/2019	Deposit		Henry Herms	Net of Stripe fees	Donations:Other	67.67
Total for Other						\$67.67
Total for Donations						\$593.92
Events						
Major						
10/25/2019	Deposit			Queens Coronation Dinner	Events:Major	146.00
11/04/2019	Deposit			Cabrillo Festival Refund	Events:Major	30.00
12/02/2019	Deposit			Juan Carlos Fernando - Queen Coronation Ticket 2019	Events:Major	30.00
12/09/2019	Deposit			December Nights Proceeds	Events:Major	14,974.00
Total for Major						\$15,180.00
Total for Events						\$15,180.00
Interest						
10/31/2019	Journal Entry	Interest		Interest	Interest	0.49
11/30/2019	Journal Entry	Interest Earned			Interest	0.46
12/31/2019	Journal Entry	Interest		Interest earned	Interest	0.45
Total for Interest						\$1.40
Investment						
10/31/2019	Journal Entry	Investment		To record unrealized gain	Investment	2,884.26
11/30/2019	Journal Entry	Investment		To record unrealized gains	Investment	5,092.14
12/31/2019	Journal Entry	Investment		To record gain	Investment	4,188.38
Total for Investment						\$12,164.78
Membership Dues						
10/22/2019	Deposit		[REDACTED]	DEPOSIT ID NUMBER 797255	Membership Dues	50.00
10/22/2019	Deposit		[REDACTED]	DEPOSIT ID NUMBER 797256	Membership Dues	40.00
10/23/2019	Deposit			Net of Stripe fees	Membership Dues	38.54
10/23/2019	Deposit			Net of Stripe fees	Membership Dues	38.54
10/23/2019	Deposit			Net of Stripe fees	Membership Dues	48.25
10/23/2019	Deposit			Net of Stripe fees	Membership Dues	38.54
10/23/2019	Deposit			Net of Stripe fees	Membership Dues	48.25
10/24/2019	Deposit			Net of Stripe fees	Membership Dues	48.25
10/24/2019	Deposit			Net of Stripe fees	Membership Dues	38.54
10/24/2019	Deposit		Harold and Olivia	Net of Stripe fees	Membership Dues	48.25
10/25/2019	Deposit		[REDACTED]	DEPOSIT ID NUMBER 797277	Membership Dues	50.00
10/25/2019	Deposit		[REDACTED]	DEPOSIT ID NUMBER 797279	Membership Dues	40.00
10/25/2019	Deposit		[REDACTED]	DEPOSIT ID NUMBER 797276	Membership Dues	40.00

Treasurer Procedures

Attachment A11

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
10/25/2019	Deposit			Net of Stripe fees	Membership Dues	38.54
10/25/2019	Deposit			Net of Stripe fees	Membership Dues	48.25
10/28/2019	Deposit			Net of Stripe fees	Membership Dues	48.25
10/28/2019	Deposit			Net of Stripe fees	Membership Dues	48.25
10/30/2019	Deposit			Net of Stripe fees	Membership Dues	48.25
10/30/2019	Deposit			Net of Stripe fees	Membership Dues	48.25
11/01/2019	Deposit			Net of Stripe Fees	Membership Dues	48.25
11/04/2019	Deposit			DEPOSIT ID NUMBER 197297	Membership Dues	40.00
11/06/2019	Deposit			Net of Stripe Fees	Membership Dues	48.25
11/06/2019	Deposit			Net of Stripe Fees	Membership Dues	48.25
11/06/2019	Deposit			Net of Stripe Fees	Membership Dues	48.25
11/08/2019	Deposit			DEPOSIT ID NUMBER 897059	Membership Dues	40.00
11/12/2019	Deposit			DEPOSIT ID NUMBER 886273	Membership Dues	680.00
11/13/2019	Deposit			Net of Stripe Fees	Membership Dues	48.25
11/14/2019	Deposit			Net of Stripe Fees	Membership Dues	48.25
11/14/2019	Deposit			Net of Stripe Fees	Membership Dues	48.25
11/26/2019	Deposit			Net of Stripe Fees	Membership Dues	48.25
12/02/2019	Deposit			2020 Dues	Membership Dues	50.00
Total for Membership Dues						\$2,042.95
TOTAL						\$29,983.05

House of Spain, Casa de Espana in San Diego

EXPENSE DETAIL - QUARTERLY

October - December, 2019

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Accountant						
10/23/2019	Expenditure		Debit This and Credit That	Online Payment 8672270133 To Deb it This and Credit That	Accountant	85.00
11/21/2019	Expenditure		Debit This and Credit That	Online Payment 8778587541 To Deb it This and Credit That	Accountant	85.00
12/20/2019	Expenditure		Debit This and Credit That	Online Payment 8880753475 To Deb it This and Credit That	Accountant	85.00
Total for Accountant						\$255.00
Bank Service Charge						
12/31/2019	Journal Entry	Bank Fees		Cash Deposit Immediate	Bank Service Charge	20.36
Total for Bank Service Charge						\$20.36
Business Travel						
10/02/2019	Expenditure		ARCO	ARCO #42002 AMPM LEMON GROVE CA 832078 10/02	Business Travel	64.98
10/11/2019	Expenditure		ARCO	ARCO #68220 SPRING VALLEY CA 787724 10/11	Business Travel	56.65
10/28/2019	Expenditure		ARCO	ARCO #68220 SPRING VALLEY CA 851246 10/28	Business Travel	62.25
11/14/2019	Expenditure		ARCO	ARCO #68220 SPRING VALLEY CA 796805 11/14	Business Travel	58.60
12/16/2019	Expenditure		ARCO	ARCO #68220 SPRING VALLEY CA 733450 12/14	Business Travel	53.62
12/31/2019	Expenditure		ARCO	ARCO #68220 SPRING VALLEY CA 809078 12/31	Business Travel	55.09
Total for Business Travel						\$351.19
Computer related expenses						
10/09/2019	Expenditure		AT&T	ATT Payment 0631 88011EPAYG PPD ID: 9864031004	Computer related expenses	50.00
11/12/2019	Expenditure		AT&T	ATT Payment 0319 44011EPAYL PPD ID: 9864031004	Computer related expenses	3.50
12/10/2019	Expenditure		AT&T	ATT Payment 8501 02011EPAYQ PPD ID: 9864031004	Computer related expenses	26.75
Total for Computer related expenses						\$80.25
Conference and meetings						
10/07/2019	Expenditure		Sam's Club	Food for BOD	Conference and meetings	17.76
10/07/2019	Expenditure		Restaurant Depot	BOD Meeting	Conference and meetings	17.39
10/07/2019	Expenditure		Food 4 Less	BOD Meeting	Conference and meetings	4.89
10/07/2019	Expenditure		Food 4 Less	BOD Meeting	Conference and meetings	7.21
11/01/2019	Expenditure		Food 4 Less	Food for HOS BOD	Conference and meetings	14.49
11/01/2019	Expenditure		Tacos El Paisa	Lunch with [REDACTED]	Conference and meetings	19.94
11/01/2019	Expenditure		Sam's Club	Bread for HOS BOD - Cold Cuts	Conference and meetings	86.19
11/01/2019	Expenditure		Sam's Club	Bread for HOS BOD - Cold Cuts	Conference and meetings	10.95
11/04/2019	Expenditure		Albertsons	Food for General Assembly	Conference and meetings	17.78
11/07/2019	Check	4083	CHECK 3350	CHECK # 4083 - General Assembly Food	Conference and meetings	87.61
11/08/2019	Expenditure		Tacos El Paisa	Lunch with [REDACTED]	Conference and meetings	47.02
11/12/2019	Expenditure		Sam's Club	General Assembly	Conference and meetings	8.15
11/13/2019	Expenditure		Tacos El Paisa	[REDACTED]	Conference and meetings	
11/30/2019	Expenditure		Food 4 Less	Food for BOD 12/1/2019	Conference and meetings	

Treasurer Procedures

Attachment A11

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
11/30/2019	Expenditure		Restaurant Depot	Food for BOD 12/1/2019	Conference and meetings	9.12
11/30/2019	Expenditure		Sam's Club	Food for BOD	Conference and meetings	14.36
Total for Conference and meetings						\$362.86
Docent						
10/15/2019	Check	4108	[REDACTED]	September Docent	Docent	630.00
10/21/2019	Expenditure		[REDACTED]	Online Transfer 8768964656 to [REDACTED] M #####3690 transaction #:	Docent	270.00
10/28/2019	Expenditure		[REDACTED]	Online Transfer 8796234654 to [REDACTED] #####3839	Docent	315.00
11/04/2019	Expenditure		[REDACTED]	Online Transfer 8822572485 to [REDACTED] #####3690 transaction #:	Docent	360.00
11/18/2019	Expenditure		[REDACTED]	Serrano # Online Transfer 8872315084 to [REDACTED] #####3839	Docent	315.00
12/02/2019	Expenditure		[REDACTED]	ACH Transfer	Docent	450.00
12/23/2019	Expenditure		[REDACTED]	ACH Transfer	Docent	90.00
Total for Docent						\$2,430.00
Events - Major						
10/24/2019	Expenditure		House of Pacific Relations	hPR Queens Dinner	Events - Major	400.00
11/01/2019	Expenditure		Burlington	Queens Dinner Gift Coronation	Events - Major	14.00
11/05/2019	Expenditure		La Espanola Meats, Inc.	December Nights - Supplies	Events - Major	95.66
11/27/2019	Expenditure		Anita Fire hose Co.	December Nights Fire Extinguisher	Events - Major	26.78
11/27/2019	Expenditure		BJ Rentals	December Nights Propane	Events - Major	71.05
12/02/2019	Expenditure		ARCO	December Nights	Events - Major	51.82
12/02/2019	Expenditure		Sam's Club	December nights supplies (Lemonade & Peanuts)	Events - Major	129.62
12/03/2019	Expenditure		Food 4 Less	December Nights	Events - Major	21.62
12/03/2019	Expenditure		Restaurant Depot	December Nights - 22 - Paella Ingredients	Events - Major	5,446.94
12/04/2019	Expenditure		Trader Joe's	December Nights - Wine	Events - Major	116.79
12/04/2019	Expenditure		ASAP Appliance Rental	December Nights	Events - Major	400.00
12/04/2019	Deposit		Restaurant Depot	Returned	Events - Major	-41.93
12/05/2019	Expenditure		The home Depot	December Nights Supplies	Events - Major	11.76
12/05/2019	Expenditure		Abbey Party Rents	December Nights - Canopy	Events - Major	573.33
12/05/2019	Expenditure		Sam's Club	December Nights - Bread & Salami	Events - Major	51.72
12/06/2019	Expenditure		Food 4 Less	Supplies - Cream	Events - Major	5.68
12/06/2019	Expenditure		David Buenaventura	Toys - Dia de Reyes	Events - Major	225.69
12/09/2019	Check	4088	[REDACTED]	December Nights Parking	Events - Major	20.00
12/09/2019	Deposit		Restaurant Depot	Dec. Nights Refund Left item not opened	Events - Major	-273.44
12/10/2019	Expenditure	4091	[REDACTED]	December Nights Parking	Events - Major	20.00
12/11/2019	Check	4085	[REDACTED]	Dec. Nights Transportation Res. Depot Food	Events - Major	90.00
12/12/2019	Check	4089	[REDACTED]	December Nighs Parking	Events - Major	20.00
12/16/2019	Check	4090	[REDACTED]	December Nights Parking	Events - Major	20.00
Total for Events - Major						\$7,497.09
Postage & Delivery						
10/15/2019	Expenditure		USPS	Book to the Library of Congress	Postage & Delivery	5.16
11/21/2019	Expenditure		USPS	Book to SDSU Library Department	Postage & Delivery	5.16
11/22/2019	Expenditure		USPS Cash Basis	Books to [REDACTED] & SDSU Library	Postage & Delivery	10.32

Treasurer Procedures

Attachment A11

12/23/2019 Check	4110	Penelope Bledsoe	CHECK # 4110	Postage & Delivery	22.00
Total for Postage & Delivery					\$42.64
Scholarships					
12/23/2019 Check	4111		CHECK # 4111	Scholarships	500.00
Total for Scholarships					\$500.00

Treasurer Procedures

Attachment A11

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Supplies						
10/02/2019	Check	4082	[REDACTED]	HOS Princess Supplies	Supplies	57.00
10/11/2019	Expenditure		Smart & Final	HOS Supplies for National Day of Spain	Supplies	60.55
11/01/2019	Expenditure		Burlington	General Assembly - Gifts for helpers	Supplies	119.54
11/04/2019	Expenditure		World Market	General Assembly - Gifts for helpers	Supplies	83.09
11/12/2019	Check	4109	[REDACTED]	Flowers for Ramos Funeral	Supplies	69.32
12/16/2019	Expenditure		Sam's Club	HOS Supplies	Supplies	47.32
12/16/2019	Check	4087	[REDACTED]	HOS Supplies	Supplies	11.53
12/23/2019	Check	4092	[REDACTED]	Books HOS	Supplies	32.41
Total for Supplies						\$480.76
Utilities						
10/02/2019	Expenditure		SDG&E	SD GAS ELEC PAID SDGE 7544 456730 5951184800	WEB ID: Utilities	76.81
10/15/2019	Expenditure		Consumer Cellular	CONSUMER CELLULAR INC 800-686446 0 OR 10/11	Utilities	17.70
11/04/2019	Expenditure		SDG&E	SD GAS ELEC PAID SDGE 7544 456730 5951184800	WEB ID: Utilities	67.17
11/12/2019	Expenditure		City of San Diego - Water	CITY OF SANDIEGO WATER BILL 6100 00010312PPD ID: 1956000776	Utilities	42.58
11/12/2019	Expenditure		Consumer Cellular	CONSUMER CELLULAR INC 800-686446 0 OR 11/11	Utilities	17.72
11/21/2019	Expenditure		City of San Diego - Water	CITY OF SANDIEGO WATER BILL 6100 00010312 PPD ID: 1956000776	Utilities	53.96
12/03/2019	Expenditure		SDG&E	SD GAS ELEC PAID SDGE 7544 456730 5951184800	WEB ID: Utilities	65.24
12/12/2019	Expenditure		Consumer Cellular	CONSUMER CELLULAR INC 800-686446 0 OR 12/11	Utilities	17.72
Total for Utilities						\$358.90
Web Design			Brittany Reed			
11/06/2019	Expenditure		[REDACTED]	PAYPAL *BRITTMREED 402-935-7733 CA	11/06 Web Design	150.00
Total for Web Design						\$150.00
TOTAL						\$12,529.05

HOS General Journal						
2019 December Nights Income & Expenses						
Date	Income	Expenses	Item	Payer/Payee	Payment	Person
12/02/19	\$3,000.00		December Nights Cash - Savings	Withdraw	Cash	Hinshaw
12/03/19	\$3,000.00		December Nights Cash - Checking	Withdraw	Cash	Hinshaw
12/09/19		\$3,000.00	Return of Cash - Savings	December Nights Cash	Deposit	Hinshaw
12/09/19		\$3,000.00	Return of Cash - Checking	December Night Cash	Deposit	Hinshaw
12/9/19	\$6,000.00	\$6,000.00	Cash in - Cash out			
12/04/19	\$1,000.00		Transfer from Savings 1467	December Nights Food Cost	Bank Transfer	Hinshaw
11/27/19		\$71.05	BJ Rentals	Propane	Debit Card	Benayas
11/27/19		\$26.78	Anita Fire Hose	Inspect Fire Extinguisher	Debit Card	Benayas
12/04/19		\$400.00	December Nights Refrigerator	A.S.A.P Appliance	Debit Card	Benayas
12/02/19		\$129.62	December Nights Food	Sam's Club	Debit Card	Benayas
12/02/19		\$51.82	December Nights Travel	ARCO	Debit Card	Benayas
12/03/19		\$21.62	December Nights Food	food 4 Less	Debit Card	Benayas
12/03/19		\$90.00	December Nights Food	Deliver of Food - Antonio Diaz	Check 4085	Benayas
12/03/19		\$5,446.94	December Nights Food	Restaurant Depot	Debit Card	Benayas
12/04/19		\$11.53	December Nights Food		Check 4087	Benayas
12/04/19		-\$41.93	December Nights Food Refund	Restaurant Depot	Debit Card	Benayas
12/04/19		\$116.79	December Nights Wine	Trader's Joe	Debit Card	Benayas
12/05/19		\$51.72	December Nights Food	Sam's Club	Debit Card	Benayas
12/05/19		\$11.76	December Nights Burner Lighter	Home Depot	Debit Card	Benayas
12/05/19		\$573.33	December Nights Tent	Abbey Party Rental	Debit Card	Benayas
12/06/19		\$5.68	December Nights Food	food 4 Less	Debit Card	Benayas
12/07/19		\$20.00	December Nights parking		Check 4089	Benayas
12/07/19		\$20.00	December Nights parking		Check 4088	Benayas
12/07/19		\$20.00	December Nights parking		Check 4090	Benayas
12/08/19		-\$273.44	December Nights Food Refund	Restaurant Depot	Debit Card	Benayas
12/13/19		\$20.00	December Nights parking		Check 4091	Benayas
12/13/19		\$10.00	Electricity Cost	SDGE		
12/13/19		\$500.00	Helper's Celebration			
12/09/19	\$14,974.00		Proceeds Deposit			
TOTAL	\$14,974.00	\$7,283.27				
		\$10.00	HPR Vouchers			
		\$7,680.73	Gross Profit			
		\$768.07	Anticipated 10% HPR Fee			

House of Spain, Casa de Espana in San Diego													
Draft 2020 Budget with Lawn Program as of 11/18/19 @ 7:41 pm													
Revenue	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Donations													
Casita Open House	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$900.00
Cultural/Education													
Other	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$96.00
Scholarship													
Events													
Major					\$3,537.00				\$2,541.00	\$2,286.00		\$23,737.00	\$32,101.00
Other													
Interest	\$0.00	\$0.44	\$0.46	\$0.51	\$0.49	\$0.44	\$0.52	\$0.48	\$0.49	\$0.49	\$0.48	\$0.47	\$5.27
Investment	\$310.00	\$310.00	\$310.00	\$310.00	\$310.00	\$310.00	\$310.00	\$310.00	\$310.00	\$310.00	\$310.00	\$310.00	\$3,720.00
Membership Dues	\$412.00	\$48.00	\$40.00	\$87.00	\$197.00	\$96.00	\$148.00	\$282.00	\$135.00	\$895.00	\$988.00	\$233.00	\$3,561.00
Total Income	\$805.00	\$441.44	\$433.46	\$480.51	\$4,127.49	\$489.44	\$541.52	\$675.48	\$3,069.49	\$3,574.49	\$1,381.48	\$24,363.47	\$40,383.27
													Across
Expense	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Accountant	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$1,080.00
Bank Service Charge												\$35.00	\$35.00
Business Travel	\$99.70		\$93.45	\$56.70	\$116.55	\$53.55	\$164.85	\$108.15	\$107.10	\$193.20	\$107.10	\$105.00	\$1,205.40
Cleaning and casual labor	\$60.00			\$60.00			\$60.00			\$60.00			\$240.00
Computer related expenses		\$25.00	\$30.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$50.00	\$45.00	\$48.00	\$348.00
Conference and meetings	\$225.70		\$18.90	\$30.45	\$12.60	\$36.75	\$15.75	\$28.35	\$14.70	\$42.00	\$244.65	\$10.99	\$680.89
Cultural / Educational				\$983.85	\$0.00	\$509.25							\$1,493.10
Docent	\$972.00	\$864.00	\$972.00	\$864.00	\$972.00	\$864.00	\$972.00	\$864.00	\$972.00	\$864.00	\$972.00	\$720.00	\$10,872.00
Events -Major	\$247.80	\$25.20	\$772.80	\$974.40	\$1,057.35				\$850.50	\$420.00	\$1,353.45	\$6,993.00	\$12,694.50
Events - Other	\$364.30		\$400.00			\$105.00	\$0.00		\$420.00				\$1,289.35
Fees, License & Permits			\$26.25				\$0.00		\$10.50				\$36.75
Furniture and Equipment						\$677.25	\$0.00						\$677.25
HPR 10%	\$1,479.40						\$180.60		\$116.55				\$1,776.60
HPR Other	\$496.60		\$37.80								\$500.00		\$1,034.45
Insurance						\$242.55							\$242.55
Marketing		\$340.20											\$340.20
Miscellaneous	\$23.10				\$154.35							\$15.75	\$193.20
Office supplies			\$164.85	\$57.75	\$66.15		\$100.80						\$389.55
Postage & Delivery	\$153.30		\$23.10				\$5.25	\$5.25	\$315.00	\$5.25		\$52.50	\$559.65
Scholarships								\$500.00				\$500.00	\$1,000.00
Supplies	\$128.10		\$191.10	\$147.00	\$9.45	\$19.95	\$202.65	\$35.70	\$270.90	\$123.90	\$402.15	\$452.55	\$1,983.45
Utilities	\$144.90	\$143.85	\$123.90	\$90.30	\$319.20	\$74.55	\$190.05	\$137.55	\$141.75	\$99.75	\$145.95	\$142.80	\$1,754.55
Web Design	\$94.50			\$126.00			\$126.00						\$346.50
Total Expense	\$4,579.60	\$1,488.25	\$2,944.15	\$3,505.45	\$2,822.65	\$2,697.85	\$2,132.95	\$1,794.00	\$3,334.00	\$1,948.10	\$3,860.30	\$9,165.59	\$40,272.94
													Across
Net Income/(Loss)	-\$3,774.60	(\$1,046.81)	(\$2,510.69)	(\$3,024.94)	\$1,304.84	(\$2,208.41)	(\$1,591.43)	(\$1,118.52)	(\$264.51)	\$1,626.39	(\$2,478.82)	\$15,197.88	\$110.33
													Across
Cumulative Net Income	-\$3,774.60	(\$4,821.41)	(\$7,332.10)	(\$10,357.04)	(\$9,052.20)	(\$11,260.66)	(\$12,852.09)	(\$13,970.61)	(\$14,235.12)	(\$12,608.73)	(\$15,087.55)	\$110.33	\$110.33

Responsibilities of House Treasurers

1. Pay all duly invoiced HPR bills and assessments approved by the Assembly of Delegates. All invoices are due within 30 days, and are past due after 60 days and subject to late fees.

Common billings include:

- Hall of Nations rental
- ICF and EFF shared expenses
- 10% of profits from ICF and EFF
- Insurance coverage for cottages
- Piano tuning
- Fire extinguisher recharge
- Penalties and Fines
- Tickets to the Presidents' Installation and Queens' Coronation dinners

2. Make sure your house is current in its financial affairs with the City, State, and IRS:

Houses under the HPR umbrella file their tax returns with the IRS and FTB through HPR:

- Provide a financial report to the HPR Treasurer covering the period October 1 through September 30 – **Due November 1, 2019**
- Include copies of all bank account statements for October 2018 and September 2019
- Houses/organizations currently under the HPR umbrella include Austria, Czech & Slovak, Denmark, USA, Queens, and Ladies Auxiliary.

Houses with their own 501(c)(3) or 501(c)(4) status need to be current with the following:

- Annual filings of tax returns with the IRS and FTB (state)
- Annual filing with the California Attorney General
- Biannual filing (every two years) with the California Secretary of State
- Filing with the California Department of Tax and Fee Administration (formerly Board of Equalization) if you have a seller's permit or have more than 2 selling events per year.

3. The City of San Diego requires all Houses to submit a financial report. The financial reports are due to HPR by **August 1** (no later than the August Assembly of Delegates meeting). The financial reports are for the period of **July 1, 2018 through June 30, 2019** (matching the City's fiscal year).
4. Submit Income and Expense reporting for the Ethnic Food Fair and International Christmas Festival – **due no later than 60 days after the Shared Expense Invoice** is issued.
5. House **Membership List** is due to the HPR Correspondence Secretary by **May 1, 2019** (no later than the May Assembly of Delegates meeting (this is not necessarily the Treasurer's responsibility, just a reminder).

House of Spain, Casa de Espana x Confirmation x +

← → ↻ iop.intuit.com/in/taxesForms/forms.jsp

Apps QuickBooks Login

intuit. 1099 E-File Service House of Spain, Casa de Espana in San Diego ▾

[Back to Home](#)

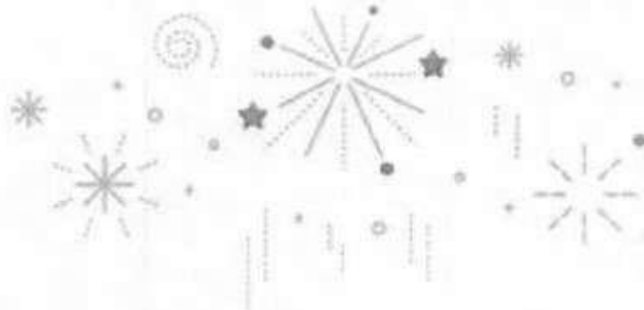
Review your info

Pay for service

Choose delivery option

Congratulations! You submitted your 1099s to

3 1099's submitted, \$8790.00 reported



The January 28 delivery deadline has passed. Contractors will get their online
can't guarantee their printed 1099s will be postmarked by the IRS dea

[File an extension?](#)

➔ What happens next

1. We'll **send an email** to fmoscoso@debitthisandcreditthat.com when the IRS accepts your fo
2. We'll **print and mail 1099s** to all of your contractors.
3. If you provided email addresses for your contractors, we'll invite them to **view their 1099s** or
4. Download and print copies for your records. The IRS requires that you keep a copy of 1099s years.

Check with your state agency for any additional 1099 filing requirements. [Do I need to file w](#)

📌 Find an error on a 1099?

You may not need to fix it? For details, see [Safe Harbor Guidelines](#)

From: Philip Hinshaw <philiphinshaw@cox.net>
Sent: Monday, January 27, 2020 8:33 PM
To: Fernando J Moscoso <fjmoscoso@DebitThisandCreditThat.com>
Cc: Benayas, Jesus <jesus_benayas@yahoo.com>
Subject: RE: IRS Form 1099 MISC

Fernando,

[REDACTED]

Philip

From: Fernando J Moscoso [<mailto:fjmoscoso@DebitThisandCreditThat.com>]
Sent: Monday, January 27, 2020 8:25 PM
To: Benayas, Jesus; Philip Hinshaw
Subject: IRS Form 1099 MISC

Hi Jesus and Phillip,

I am filing the 2019 IRS Form 1099 MISC for the Independent Contractors this week. May I please have Stevon Marshall's email address? Stevon will have the opportunity to receive his form via email.

Thank you

Fernando J. Moscoso
Principal Accountant

Debit This and Credit That
111 Woodman St.
San Diego, CA 92114

Ph: (619) 944 - 7128
Email: fjmoscoso@DebitThisandCreditThat.com


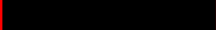
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Philip Hinshaw

From: Fernando J Moscoso <fjmoscoso@DebitThisandCreditThat.com>
Sent: Wednesday, January 29, 2020 10:19 PM
To: Philip Hinshaw; Benayas, Jesus
Subject: RE: IRS Form 1099 MISC

Good evening,

IRS Form 1099 MISC was submitted for the following independent contractors (view picture below):

1. Fernando Moscoso
Debit This and Credit That
2. 
3. 

Cervantes Festival 2020			
Saturday, February 29, 2020			
Date	Income	Expense	Item
2/26/20		\$60.90	Paella Supplies
2/28/20		\$350.00	Change for Cash Box
2/29/20		\$5.37	Ice
2/29/20		\$92.46	On-hand food supplies
2/29/20	\$1,921.00		Paella Sales
2/29/20	\$158.73		HOS Food Costs
2/29/20	\$350.00		Return of Cash Box Change
Total	\$2,429.73	\$508.73	
	\$508.73		Expenses
2/29/20	\$1,921.00		Net Profit donated to SD/Heneras Sister City

Form **990-EZ**

Short Form
Return of Organization Exempt From Income Tax

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

OMB No. 1545-1150

2018

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

- ▶ Do not enter social security numbers on this form as it may be made public.
- ▶ Go to www.irs.gov/Form990EZ for instructions and the latest information.

A For the 2018 calendar year, or tax year beginning January 1, 2018, and ending December, 20 18

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization <u>House of Spain, Casa de Espana in San Diego</u> Number and street (or P.O. box, if mail is not delivered to street address) Room/suite <u>P.O. Box 33064</u> City or town, state or province, country, and ZIP or foreign postal code <u>San Diego, CA 92163</u>	D Employer identification number <u>33-0942219</u> E Telephone number <u>619-615-3188</u> F Group Exemption Number ▶
--	--	---

G Accounting Method: Cash Accrual Other (specify) ▶

I Website: ▶ www.houseofspainsd.com **H** Check if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

J Tax-exempt status (check only one) - 501(c)(3) 501(c) () ◀ (insert no.) 4947(a)(1) or 527

K Form of organization: Corporation Trust Association Other

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ. ▶ \$

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)
Check if the organization used Schedule O to respond to any question in this Part I

	Description	Column	Amount
Revenue	1 Contributions, gifts, grants, and similar amounts received	1	2,268
	2 Program service revenue including government fees and contracts	2	36,847
	3 Membership dues and assessments	3	3,926
	4 Investment income	4	-5,646
	5a Gross amount from sale of assets other than inventory	5a	
	b Less: cost or other basis and sales expenses	5b	
	c Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
	6 Gaming and fundraising events:		
	a Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
	b Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	
c Less: direct expenses from gaming and fundraising events	6c		
d Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d		
7a Gross sales of inventory, less returns and allowances	7a		
b Less: cost of goods sold	7b		
c Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
8 Other revenue (describe in Schedule O)	8		
9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	37,395	
Expenses	10 Grants and similar amounts paid (list in Schedule O)	10	
	11 Benefits paid to or for members	11	
	12 Salaries, other compensation, and employee benefits	12	
	13 Professional fees and other payments to independent contractors	13	7,700
	14 Occupancy, rent, utilities, and maintenance	14	1,717
	15 Printing, publications, postage, and shipping	15	890
	16 Other expenses (describe in Schedule O)	16	27,776
17 Total expenses. Add lines 10 through 16	17	38,083	
Net Assets	18 Excess or (deficit) for the year (Subtract line 17 from line 9)	18	-688
	19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	151,323
	20 Other changes in net assets or fund balances (explain in Schedule O)	20	
	21 Net assets or fund balances at end of year. Combine lines 18 through 20	21	150,635

SCHEDULE A
(Form 990 or 990-EZ)

Public Charity Status and Public Support

OMB No. 1545-0047

2018

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Complete if the organization is a section 501(c)(3) organization or a section 4047(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.

Name of the organization House of Spain, Casa de Espana in San Diego	Employer identification number 33-0942219
--	---

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		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

**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.

OMB No. 1545-0047

2018

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Name of the organization

House of Spain, Casa de Espana in San Diego

Employer identification number

33-0942219

Explanation of other expenses from Part I line 16 Form 990EZ

Business Travel - \$973

Computer related expenses - \$322

Conference and meetings - \$2,745

Program related expenses - \$19,529

Fees, License & Permits - \$184

Furniture and Equipment - \$200

Insurance - \$231

Marketing - \$288

Miscellaneous - \$138

Office Supplies - \$286

Postage & Delivery - \$890

Scholarships - \$500

Supplies - \$2,345

Web Design - \$300

Bank Service Charge - \$35

Form 199

OTHER INCOME

STATEMENT 1

<u>DESCRIPTION</u>	<u>AMOUNT</u>
PROGRAM SERVICE REVENUE	36,847
MEMBERSHIP	3,926
TOTAL TO FORM 199, PART II, LINE 7	<u>40,773</u>

TAXABLE YEAR

California Exempt Organization Annual Information Return

FORM

2018

199

Calendar Year 2018 or fiscal year beginning (mm/dd/yyyy) 01/01/2018 and ending (mm/dd/yyyy) 12/31/2018

Corporation/Organization name
House of Spain, Casa de Espana in San Diego

California corporation number
C 2 2 6 7 8 8 3

Additional information. See instructions.
FEIN
3 3 0 9 4 2 2 1 9

Street address (suite or room)
P.O. Box 33064

PMB no.

City
San Diego

State
CA

Zip code
92163

Foreign country name Foreign province/state/county Foreign postal code

A First Return Yes No

B Amended Return Yes No

C IRC Section 4947(a)(1) trust Yes No

D Final Information Return?
 Dissolved Surrendered (Withdrawn) Merged/Reorganized
 Enter date: (mm/dd/yyyy) / /

E Check accounting method: (1) Cash (2) Accrual (3) Other

F Federal return filed? (1) 990T (2) 990PF (3) Sch H (990) (4) Other 990 series

G Is this a group filing? See instructions. Yes No

H Is this organization in a group exemption? If "Yes," what is the parent's name? Yes No

I Did the organization have any changes to its guidelines not reported to the FTB? See instructions. Yes No

J If exempt under R&TC Section 23701d, has the organization engaged in political activities? See instructions. Yes No

K Is the organization exempt under R&TC Section 23701g? If "Yes," enter the gross receipts from nonmember sources \$ Yes No

L If organization is a public charity exempt under R&TC Section 23701d and meets the filing fee exception, check box. No filing fee is required.

M Is the organization a Limited Liability Company? Yes No

N Did the organization file Form 100 or Form 109 to report taxable income? Yes No

O Is the organization under audit by the IRS or has the IRS audited in a prior year? Yes No

P Is federal Form 1023/1024 pending? Yes No
Date filed with IRS

Part I Complete Part I unless not required to file this form. See General Information B and C.

Receipts and Revenues	1	Gross sales or receipts from other sources. From Side 2, Part II, line 8	1	35,127	00
	2	Gross dues and assessments from members and affiliates	2		00
	3	Gross contributions, gifts, grants, and similar amounts received	3	2,268	00
	4	Total gross receipts for filing requirement test. Add line 1 through line 3. This line must be completed. If the result is less than \$50,000, see General Information B.	4	37,395	00
	5	Cost of goods sold	5		00
	6	Cost or other basis, and sales expenses of assets sold	6		00
	7	Total costs. Add line 5 and line 6	7		00
	8	Total gross income. Subtract line 7 from line 4	8		00
Expenses	9	Total expenses and disbursements. From Side 2, Part II, line 18	9	38,083	00
	10	Excess of receipts over expenses and disbursements. Subtract line 9 from line 8	10		00
Filing Fee	11	Total payments	11		00
	12	Use tax. See General Information K	12		00
	13	Payments balance. If line 11 is more than line 12, subtract line 12 from line 11	13		00
	14	Use tax balance. If line 12 is more than line 11, subtract line 11 from line 12	14		00
	15	Filing fee \$10 or \$25. See General Information F	15		00
	16	Penalties and Interest. See General Information J	16		00
	17	Balance due. Add line 12, line 15, and line 16. Then subtract line 11 from the result	17		00

Sign Here

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 taxpayer) is based on all information of which preparer has any knowledge.

Signature of officer Title Date Telephone

Paid Preparer's Use Only

Preparer's signature Date Check if self-employed PTIN P 0 2 0 9 9 6 7 9

Firm's name (or yours, if self-employed) and address Fernando Moscoso/Debit This and Credit That Firm's FEIN 4 5 1 5 0 3 5 0 4

111 Woodman St., San Diego, CA 92114 Telephone (6 1 9) 7 9 3 - 6 6 1 0

May the FTB discuss this return with the preparer shown above? See instructions. Yes No

MAIL TO:
 Registry of Charitable Trusts
 P.O. Box 903447
 Sacramento, CA 94203-4470
 (916) 210-6400

WEB SITE ADDRESS:
www.ag.ca.gov/charities/

**ANNUAL REGISTRATION RENEWAL FEE REPORT
 TO ATTORNEY GENERAL OF CALIFORNIA**

Section 12586 and 12567, California Government Code
 11 Cal. Code Regs. section 301-307, 311, and 312

Failure to submit this report annually, no later than the 15th day of the 5th month after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of \$600, plus interest, and/or fines or filing penalties as defined in Government Code section 12566.1. IRS extensions will be honored.



State Charity Registration Number <u>CT0174703</u> House of Spain, Casa de Espana in San Diego Name of Organization PO Box 33064 Address (Number and Street) San Diego, CA 92163 City or Town, State and ZIP Code	Check if: <input type="checkbox"/> Change of address <input type="checkbox"/> Amended report Corporate or Organization No. <u>2267883</u> Federal Employer I.D. No. <u>33-0942219</u>
---	---

ANNUAL REGISTRATION RENEWAL FEE SCHEDULE (11 Cal. Code Regs. sections 301-307, 311, and 312)
 Make Check Payable to Attorney General's Registry of Charitable Trusts

Gross Annual Revenue	Fee	Gross Annual Revenue	Fee	Gross Annual Revenue	Fee
Less than \$25,000	0	Between \$100,001 and \$250,000	\$50	Between \$1,000,001 and \$10 million	\$150
Between \$25,000 and \$100,000	\$25	Between \$250,001 and \$1 million	\$75	Between \$10,000,001 and \$50 million	\$225
				Greater than \$50 million	\$300

PART A - F

F	House of Spain, Casa de Espana In San Diego P.O. Box 33063 San Diego, CA 92163-2064	4067																														
C																																
PART B - \$	DATE <u>3/14/19</u>	90-7162/3222																														
Note: 1. During officer, 2. During 3. During 4. During intern 5. During provide an attachment listing the name, address, and telephone number of the person... 6. During this reporting period, did the organization receive any governmental funding? If so, provide an attachment listing the name of the agency, mailing address, contact person, and telephone number. 7. During this reporting period, did the organization hold a raffle for charitable purposes? If "yes," provide an attachment indicating the number of raffles and the date(s) they occurred. 8. Does the organization conduct a vehicle donation program? If "yes," provide an attachment indicating whether the program is operated by the charity or whether the organization contracts with a commercial fundraiser for charitable purposes. 9. Did your organization have prepared an audited financial statement in accordance with generally accepted accounting principles for this reporting period?	PAY TO THE ORDER OF <u>Registry of Charitable Trusts</u> \$ <u>25.00</u> Twenty Five DOLLARS	Is for each "yes" <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>X</td> </tr> <tr> <td>2</td> <td></td> <td>X</td> </tr> <tr> <td>3</td> <td></td> <td>X</td> </tr> <tr> <td>4</td> <td></td> <td>X</td> </tr> <tr> <td>5</td> <td></td> <td>X</td> </tr> <tr> <td>6</td> <td></td> <td>X</td> </tr> <tr> <td>7</td> <td></td> <td>X</td> </tr> <tr> <td>8</td> <td></td> <td>X</td> </tr> <tr> <td>9</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	1		X	2		X	3		X	4		X	5		X	6		X	7		X	8		X	9		X
	Yes	No																														
1		X																														
2		X																														
3		X																														
4		X																														
5		X																														
6		X																														
7		X																														
8		X																														
9		X																														

FOR [Redacted] Philip Hinshaw

Organization's area code and telephone number (619) 615 - 3189

Organization's e-mail address info@houseofspaind.com

I declare under penalty of perjury that I have examined this report, including accompanying documents, and to the best of my knowledge and belief, the content is true, correct and complete.

Philip Hinshaw Signature of authorized officer Philip Hinshaw Printed Name Treasurer Title 3/14/19 Date

ANNUAL FINANCIAL STATEMENT
 (For City-sponsored Councils, Advisory Boards, and Permit Holders)
 Fiscal Year (July 1 – June 30)

For: House of Spain, Casa de Espana in San Diego Date Submitted: 7/14/19

Council / Advisory Boards / Organization

1. Balance at the beginning of last Fiscal Year	\$	<u>111,817</u>		
2. Fiscal Year Receipts				
a. Membership Fees	\$	<u>3,689</u>		
b. Registrations	\$	<u> </u>		
c. Food Sales	\$	<u>32,832</u>		
d. Donations	\$	<u>3,298</u>		
e. Admissions	\$	<u> </u>		
f. Other	\$	<u>11,279</u>		
g. Other	\$	<u> </u>		
			Total Receipts	\$ <u>51,097</u>
3. Fiscal Year Expenditures				
a. Contractual Services	\$	<u>8,565</u>		
b. Equipment/Supplies	\$	<u>3,242</u>		
c. Petty Cash	\$	<u> </u>		
d. Awards/Prizes	\$	<u> </u>		
e. Food/Refreshments	\$	<u>14,314</u>		
f. Production Cost	\$	<u> </u>		
g. Other	\$	<u>3,975</u>		
h. Other	\$	<u>7,315</u>		
			Total Expenditures	\$ <u>37,412</u>
4. Sub-total (receipts minus expenditures)	\$	<u>13,685</u>		
5. Petty Cash	\$	<u>0</u>		
6. Total (#4 plus #5)	\$	<u>13,685</u>		
7. New Balance (+ or - #1)	\$	<u>125,502</u>		

I certify that this is a true financial statement for the Organization/Council/Board for the Fiscal Year 2018 - 2019

Philip L. Herndon

House of Spain

Treasurer

Genis B. Benayon

House of Spain

Chair or President

Reviewed by Area Manager _____ Date Reviewed _____

Reviewed by District Manager _____ Date Reviewed _____

General Instructions: We understand that financial record keeping practices may vary among different organizations. Certain sections or categories of this form may not apply to your organization, but may apply to others. If you wish to provide attachments, please do so. It is important that you keep accurate records when handling money on public park land. Your cooperation is appreciated. Also, please be aware that the City Auditor may choose to audit financial records of any organization operating by permit on city park land.

Cabrillo Festival			
Saturday, September 28, 2019			
Change			
Withdraw from bank			\$1,200
Deposit in bank			\$1,200
Balance			\$0
Income			
	\$1.00	226	\$226
	\$5.00	57	\$285
	\$10.00	50	\$500
	\$20.00	54	\$1,080
	\$50.00	3	\$150
	\$100.00	3	\$300
	Total		\$2,541
Ticket Sales			
Ending No.		738,730	
Beginning No.		(738,478)	
Price			\$10
Total		252	\$2,520
Difference			\$21
Complimentary Tickets			
Number of tickets		34	\$10 \$340
Expenses			
Cabrillo Social Event Tickets			\$390.00
Cabrillo Festival Fee			\$100.00
Cabrillo Festival Food			\$719.60
Olive Oil			\$15.00
Spices			\$4.00
Wine (1)			\$2.50
Beer (6)			\$3.00
Water (4)			\$2.00
Plates (300)			\$20.00
Utensils			\$20.00
Propane			\$25.00
Other			\$5.00
Total			\$1,306.10
Profit & Loss			
Income			\$2,541.00
Expenses			(\$1,306.10)
Profit			\$1,234.90

Treasurer Procedures

Evento Cabrillo Festival
Fecha 9/28/2019 Saturday
Clima (tiempo) Fair weather-warm

PAELLA \$10 Ticket
 Number Sold 252
 Complementary 34
 Workers 9
 Sales \$2,520 \$2,520
 Money collected \$2,541

paelleras
 cocidas 3
 platos por
 paelleras 98

GASTOS (1-7)

\$ 1,209.60

Gastos

	1 Restaurant depot food	\$719.60
	2 Pre event - Social/Dinner	\$ 390.00
	3 Cabrillo booth rental	\$ 100.00
	4 Flowers	
	5	
	6	

Gastos total

\$ 1,209.60

Total

\$1,209.60

GANANCIA TOTAL

\$ 1,331.40

Gastos no realizados - del bodega de la casita

(Net)

Volunteer

hours

Jesus 14
 Henry 12
 Nina 12
 phillip 8
 Mary H 6
 Pedro 6
 Carlos 6
 Alvaro 5
 Luis 3
 Nati 3

1	Olive oil	
2	spices	
3	wine -1	\$ 2.50
4	beer -6	\$ 3.00
5	water 4	\$ 2.00
6	plates (300)	
7	utensels	
8		
9		
10		

Total

\$ 7.50

Total

75

Comentarios

Began selling 11:15 finished #1 at 12:30, Second @1:40 half hour delay third sold out @ 3:30
Medium crowd- arrive late crowd
Overcast. A lite wind.
Crowd larger than it appeared
Many people came to eat during intermissions.
cleaned up by 4, presentation ended at 3:30, loaded vehicles at 4 departed 4:15.

House of Spain, Casa de Espana in San Diego

Annual Report

November 1, 2018 through October 31, 2019

Prepared by: Fernando J Moscoso
Independent Accountant

Debit This and Credit That
111 Woodman St.
San Diego, CA 92114

House of Spain Casa de Espana in San Diego
Statement of Financial Position
As of October 31, 2019

ASSETS	
Current Assets	
Business Checking	4,890.78
Fidelity Investments	137,248.19
High Yield Savings	19,337.70
Savings - Allocated Reserves	304.43
Total Current Assets	<u>161,781.10</u>
 TOTAL ASSETS	 <u>161,781.10</u>
 LIABILITIES & NET ASSETS	
Equity	
Unrestricted Net Assets	72,630.81
Restricted Net Assets	78,003.98
Net Income	11,146.31
Total Equity	<u>161,781.10</u>
 TOTAL LIABILITIES & NET ASSETS	 <u>161,781.10</u>

NOTES

Temporary Restricted Fund:	
Emergency Ops Fund	22,023.97
Education/Cultural	2,292.81
FFE*	53,000.00
Scholarships	687.20
	<u>78,003.98</u>

*Fixture, Furniture, and Equipment

House of Spain Casa de Espana in San Diego

Profit & Loss

November 1, 2018 through October 31, 2019

Income	
Donations	
Casita Open House	1,786.94
Cultural/Education	223.97
Other	954.87
Scholarship	96.80
Events	
Major	29,361.00
Other	60.00
Interest	5.76
Investment	16,328.36
Membership Dues	3,560.65
Total Income	52,378.35
Expense	
Accountant	1,020.00
Bank Service Charge	34.54
Business Travel	1,148.97
Computer related expenses	342.84
Conference and meetings	639.18
Cultural / Educational	1,422.31
Docent	8,010.00
Events - Major	12,090.70
Events - Other	847.51
Fees, License & Permits	35.25
Furniture and Equipment	645.43
HPR 10%	1,691.65
HPR Other	853.62
Insurance	231.00
Marketing	324.34
Miscellaneous	184.30
Office supplies	315.89
Postage & Delivery	588.48
Scholarships	1,500.00
Supplies	1,870.05
Utilities	1,670.21
Web Design	330.00
Total Expense	35,796.27
Net Income	<u>16,582.08</u>

House of Spain Casa de Espana in San Diego 2018 - 2019 Financial Reports Comparison			
Statement of Financial Position	10/31/2018	10/31/2019	Difference
ASSETS			
Current Assets			
Business Checking	\$14,642.82	\$4,890.79	(\$9,752.03)
Fidelity Investments	\$110,919.83	\$137,248.19	\$26,328.36
High Yield Savings	\$19,331.94	\$19,337.70	\$5.76
Savings - Allocated Reserves	\$304.43	\$304.43	\$0.00
Total Current Assets	\$145,199.02	\$161,781.11	\$16,582.09
TOTAL ASSETS	\$145,199.02	\$161,781.11	\$16,582.09
LIABILITIES & NET ASSETS			
Equity			
Unrestricted Net Assets	\$86,164.26	\$72,630.81	(\$13,533.45)
Temp. Restricted Net Assets	\$41,968.59	\$78,003.98	\$36,035.39
Net Income	\$17,066.17	\$11,146.31	(\$5,919.86)
Permanently Restricted	\$0.00	\$0.00	
Total Equity	\$145,199.02	\$161,781.10	\$16,582.08
TOTAL LIABILITIES & NET ASSETS	\$145,199.02	\$161,781.10	\$16,582.08

Restricted Accounts			
Temporary Restricted Fund:	\$43,404.00	10/31/2019	
Emergency Operations	\$22,000.00	\$22,023.97	\$23.97
Educational / Cultural	\$3,515.12	\$2,292.81	(\$1,222.31)
Fixtures, Furniture & Equipment	\$8,504.37	\$53,000.00	\$44,495.63
Scholarships	\$96.80	\$687.20	\$590.40
FGMF*	\$7,852.30	\$0.00	(\$7,852.30)
Total restricted Accounts	\$41,968.59	\$78,003.98	\$36,035.39

* Merged into Emergency Operations Fund in 2019.

House of Spain Casa de Espana in San Diego			
2018 - 2019 Financial Reports Comparison			
Profit & Loss	10/31/2018	10/31/2019	Difference
INCOME			
Donations	\$4,295.80		(\$4,295.80)
Casita Open House		\$1,786.94	\$1,786.94
Cultural / Education		\$223.97	\$223.97
Other		\$954.87	\$954.87
Scholarship		\$96.80	\$96.80
Events			
Major	\$39,160.00	\$29,361.00	(\$9,799.00)
Other	\$160.00	\$60.00	(\$100.00)
Interest	\$5.78	\$5.76	(\$0.02)
Investment	\$6,393.89	\$16,328.36	\$9,934.47
Membership Dues	\$4,071.67	\$3,560.65	(\$511.02)
TOTAL INCOME	\$54,087.14	\$52,378.35	(\$1,708.79)
EXPENSE			
Accountant	\$915.00	\$1,020.00	\$105.00
Bank Service Charge	\$50.28	\$34.54	(\$15.74)
Business Travel	\$947.02	\$1,148.97	\$201.95
Cleaning and casual labor	\$8.06	\$0.00	(\$8.06)
Computer related expenses	\$316.14	\$342.84	\$26.70
Conference and meetings	\$2,630.84	\$639.18	(\$1,991.66)
Cultural / Educational	\$0.00	\$1,422.31	\$1,422.31
Docent	\$5,220.00	\$8,010.00	\$2,790.00
Events - Major	\$828.24	\$12,090.70	\$11,262.46
Events - Other	\$14,480.22	\$847.51	(\$13,632.71)
Fees, License & Permits	\$184.00	\$35.25	(\$148.75)
Furniture and Equipment	\$199.85	\$645.43	\$445.58
HPR 10%	\$293.16	\$1,691.65	\$1,398.49
HPR Other	\$4,653.46	\$853.62	(\$3,799.84)
Insurance	\$231.00	\$231.00	\$0.00
Marketing	\$288.00	\$324.34	\$36.34
Miscellaneous	\$123.04	\$184.30	\$61.26
Office supplies	\$371.07	\$315.89	(\$55.18)
Postage & Delivery	\$840.12	\$588.48	(\$251.64)
Scholarships	\$500.00	\$1,500.00	\$1,000.00
Supplies	\$1,874.48	\$1,870.05	(\$4.43)
Utilities	\$1,631.99	\$1,670.21	\$38.22
Web Design	\$435.00	\$330.00	(\$105.00)
TOTAL EXPENSE	\$37,020.97	\$35,796.27	(\$1,224.70)
NET INCOME	\$17,066.17	\$16,582.08	(\$484.09)



Secretary of State
 Business Programs Division
 P.O. Box 944230
 Sacramento, CA 94244-2300

ATTACHMENT 22

FIRST CLASS PRST
 PERMIT 1662
 US POSTAGE
 PAID
 SACRAMENTO CA

RETURN SERVICE REQUESTED

Reminder Notice

Required Statement(s) Due to Be Filed:
 (Form SI-100) Statement of Information
 Due Date: 10-31-2020

NOTICE: To avoid the penalty and suspension process, the entity should make sure the information on the Secretary of State's records is up to date. Updates to an entity record must be made through filing a complete Statement of Information with our office.

See reverse for instructions →

*****3-DIGIT 921

Tray 7



C2267883
 House of Spain, Casa De Espana, In San Diego
 PO Box 33064
 San Diego CA 92163-2064

ATTACHMENT 22

A *Statement of Information* is **due** for filing with the California Secretary of State.

Filing Options

For faster service submit **online** at bizfile.sos.ca.gov. Forms are also available at bizfile.sos.ca.gov, if you wish to **mail** in your Statement.

If the entity was formed to manage a common interest development, a *Statement by Common Interest Development Association* must be submitted with the Statement of Information by mail or in person (drop off).

Late Penalty – Failure to file the Statement of Information by the due date on the front side of this card may result in the assessment of a penalty. Notification of an assessed penalty will be sent to the entity by the Franchise Tax Board. If the required statement is not filed, the entity may be **suspended** or **forfeited**.

If you are no longer doing business in California, the entity must continue to file the required Statement of Information until the entity is dissolved or surrendered with the California Secretary of State. For forms and information, go to: www.sos.ca.gov/business-programs/business-entities.

CORP REM (REV 11/2019)





California Secretary of State
Electronic Certified Copy

I, ALEX PADILLA, Secretary of State of the State of California, hereby certify that the attached transcript of 2 pages is a full, true and correct copy of the original record in the custody of the California Secretary of State's office.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California on this day of August 23, 2020

Handwritten signature of Alex Padilla in black ink.

ALEX PADILLA
Secretary of State

Verification Number: P3ZLZDP
Entity (File) Number: C2267883

To verify the issuance of this Certificate, use the Verification Number above with the Secretary of State Electronic Verification Search available at bizfile.sos.ca.gov





**California Secretary of State
Electronic Filing**

FILED

Secretary of State
State of California

Corporation - Statement of Information

Entity Name: HOUSE OF SPAIN, CASA DE ESPANA,
IN SAN DIEGO

Entity (File) Number: C2267883

File Date: 08/21/2020

Entity Type: Corporation

Jurisdiction: CALIFORNIA

Document ID: GH87812

Detailed Filing Information

1. Entity Name: HOUSE OF SPAIN, CASA DE ESPANA, IN SAN DIEGO
2. Business Addresses:
 - a. Street Address of Principal Office in California: 2168 Pan American Road E
San Diego, California 92101
United States of America
 - b. Mailing Address: P.O. Box 33064
San Diego, California 92163
United States of America
3. Officers:
 - a. Chief Executive Officer: Jesus Benayas
P.O. Box 33064
San Diego, California 92163
United States of America
 - b. Secretary: Pedro Diaz
P.O. Box 33064
San Diego, California 92163
United States of America

Certificate Verification Number: P3ZLZDP
Use bizfile.sos.ca.gov to verify the certified copy.

Document ID: GH87812



California Secretary of State Electronic Filing

Officers (Cont'd):

- c. Chief Financial Officer: Philip Hinshaw
P.O. Box 33064
San Diego, California 92163
United States of America
4. Agent for Service of Process: Fernando Moscoso
111 Woodman Street
San Diego, California 92114
United States of America

By signing this document, I certify that the information is true and correct and that I am authorized by California law to sign.

Electronic Signature: Fernando J Moscoso

Use bizfile.sos.ca.gov for online filings, searches, business records, and resources.

Certificate Verification Number: P3ZLZDP
Use bizfile.sos.ca.gov to verify the certified copy.

Document ID: GH87812

Instructions for Completing the Statement of Information (Form SI-100)

For faster processing, the required statement for most corporations can be filed online at bizfile.sos.ca.gov.

Every **California nonprofit, credit union and general cooperative corporation** must file a Statement of Information with the California Secretary of State, **within 90 days** of registering with the California Secretary of State, and **every two years** thereafter during a specific 6-month filing period based on the original registration date, as described in the chart below. Changes to information contained in a previously filed Statement of Information can be made by filing a new Form SI-100, **completed in its entirety**. A California stock, agricultural cooperative or registered foreign corporation is not authorized to file Form SI-100 and must file a Statement of Information using Form SI-550.

Status of Corporation: In order to file Form SI-100, the status of the corporation **must** be active or suspended on the records of the California Secretary of State. The status of the corporation can be checked online on the Secretary of State's Business Search at BusinessSearch.sos.ca.gov. See the FTB Suspension section below for information about resolving an FTB suspended status.

Fees: See chart below. Checks should be made payable to the Secretary of State.

Copies: To obtain a copy or certified copy of this filed Statement of Information, include payment for copy fees and certification fees at the time this Statement of Information is submitted. Copy fees are \$1.00 for the first page and \$.50 for each attachment page. For certified copies, there is an additional \$5.00 certification fee, per document.

Processing Times: For current processing times, go to www.sos.ca.gov/business/be/processing-times.

Type of Filing	Description	Form to Use	Fee
Initial Filing	The initial filing is due 90 days from the entity's registration date.	Statement of Information - Form SI-100	\$20.00
Required Periodic Filing	<ul style="list-style-type: none"> • Credit Unions and Cooperative Corporations: This statement is due every year based on the entity's registration date. • California Nonprofit Corporations: This statement is due every two years based on the entity's registration date. • The filing period includes the registration month and the immediately preceding five (5) months. 	Statement of Information, - Form SI-100	\$20.00
No Fee Statement	A Statement of Information submitted before the next required statement is due but after the initial or required filing requirements have been met to update information including changes to information for the agent for service of process.	Statement of Information - Form SI-100	No Fee

Statutory Required 6 Month Filing Window for Corporations

Month of Registration	Statement of Information Applicable Filing Period	
	First Day of	Through Last Day of
January	August	January
February	September	February
March	October	March
April	November	April
May	December	May
June	January	June
July	February	July
August	March	August
September	April	September
October	May	October
November	June	November
December	July	December

If you are not completing this form online, please type or print legibly in black or blue ink. Complete the Statement of Information (Form SI-100) as follows:

Item	Instruction	Tips
1.	Enter the name of the corporation exactly as it appears on file with the California Secretary of State, including the entity ending (ex: "Jones & Company, Inc." or "Smith Construction Company").	
2.	Enter the 7-digit file number issued to the corporation by the California Secretary of State at the time of registration.	<ul style="list-style-type: none"> • The 7-digit file number is provided by the Secretary of State above the file stamp at the top of the corporation's registration document filed with the California Secretary of State. • To ensure you have the correct file number and exact name of the corporation, look to your registration document filed with the California Secretary of State and any name change amendments. • Secretary of State Records can be accessed online through our Business Search at BusinessSearch.sos.ca.gov. While searching the Business Search, be sure to identify your corporation correctly including the jurisdiction that matches your corporation.
3a.	Enter the complete street address, city, state, and zip code of the corporation's principal office in California, if any.	<ul style="list-style-type: none"> • If the corporation has a principal office in California, the complete street address is required, including the street name and number, city and zip code. • Address must be a physical address. • Do not enter a P.O. Box address, an "in care of" address, or abbreviate the name of the city.
3b.	If different from the address in Item 3a, enter the complete mailing address, city, state, and zip code of the corporation.	<ul style="list-style-type: none"> • This address will be used for mailing purposes and may be a P.O. Box address or "in care of" an individual or entity. • Do not abbreviate the name of the city.
4.	Enter the name and complete business or residential address of the corporation's: <ol style="list-style-type: none"> a. Chief Executive Officer (i.e. president) b. Secretary and c. Chief Financial Officer (i.e. treasurer). 	<ul style="list-style-type: none"> • Do not abbreviate the name of the city. • Every corporation is required to have at least these 3 officers • Any number of offices may be held by the same person unless the articles of incorporation or bylaws provide otherwise, except, in the case of a nonprofit <i>public benefit</i> or <i>religious</i> corporation, neither the secretary nor the chief financial officer or treasurer may serve concurrently as the president or chairperson of the board (Section 5213 or 9213). • An additional title for the Chief Executive Officer or Chief Financial Officer may be added; however, the preprinted titles on this form must not be altered, except in the case of a general cooperative corporation, which may include the name and address of its general manager instead of the name and address of its chief executive officer. (Section 12570(a).) • Unless the articles of incorporation or bylaws provide otherwise, the president, or if there is no president, the chairperson of the board, is the chief executive officer of the corporation. • Unless the articles of incorporation or bylaws provide otherwise, if there is no chief financial officer, the treasurer is the chief financial officer of the corporation.

5.	<p>The corporation must have an Agent for Service of Process.</p> <p>There are two types of Agents that can be named:</p> <ul style="list-style-type: none"> • an individual (e.g. owner, director or any other individual) who resides in California with a physical California street address; OR • a registered corporate agent qualified with the California Secretary of State. 	<ul style="list-style-type: none"> • An Agent for Service of Process is responsible for accepting legal documents (e.g. service of process, lawsuits, subpoenas, other types of legal notices, etc.) on behalf of the corporation. • You must provide information for either an individual OR a registered corporate agent, not both. • If using a registered corporate agent, the corporation must have a current agent registration certificate on file with the California Secretary of State as required by Section 1505.
5a & b.	<p>If Individual Agent:</p> <ul style="list-style-type: none"> • Enter the name of the agent for service of process and the agent's complete California street address, city and zip code. • If an individual is designated as the agent, complete Items 5a and 5b ONLY. Do not complete Item 5c. 	<ul style="list-style-type: none"> • The complete street address is required, including the street name and number, city and zip code. • Do not enter a P.O. Box address, an "in care of" address, or abbreviate the name of the city. • Many times, a small corporation will designate an officer or director as the agent for service of process. • The individual agent should be aware that the name and the physical street address of the agent for service of process is a public record, open to all (as are all the addresses of the corporation provided in filings.)
5c.	<p>If Registered Corporate Agent:</p> <ul style="list-style-type: none"> • Enter the name of the registered corporate agent <i>exactly</i> as registered in California. • If a registered corporate agent is designated as the agent, complete Item 5c ONLY. Do not complete Items 5a and 5b. 	<ul style="list-style-type: none"> • Before a corporation is designated as agent for another corporation, that corporation must have a current agent registration certificate on file with the California Secretary of State as required by Section 1505 stating the address(es) of the registered corporate agent and the authorized employees that will accept service of process of legal documents and notices on behalf of the corporation. • Advanced approval must be obtained from a registered corporate agent prior to designating that corporation as your agent for service of process. • No California or foreign corporation may register as a California corporate agent unless the corporation currently is authorized to engage in business in California and is in good standing on the records of the California Secretary of State. • Provide your Registered Corporate Agent's exact name as registered with the California Secretary of State. To confirm that you are providing the exact name of the Registered Corporate Agent, go to https://businessfilings.sos.ca.gov/frmlist1505s.asp.
6.	<p>Check the box if the corporation is formed to manage a common interest development. If the corporation is not formed to manage a common interest development, do not check the box and proceed to Item 7.</p>	<ul style="list-style-type: none"> • Common Interest Developments (CIDs) are a type of organization of property owners that allow property owners to pool resources to manage and share common areas and facilities. • Residential CIDs can be single-family detached houses, two-story townhouses, garden-style units with shared "party walls," and apartment-like, multistory high rises. • Commercial or industrial CIDs generally consist of individual owners of property that share common space or facilities and the use of the property is limited to only commercial and industrial purposes. • The most common type of association of property owners is organized as a nonprofit mutual benefit corporation.
7.	<p>Type or print the date, the name and title of the person completing this form and sign where indicated.</p>	

Mail Submission Cover Sheet (Optional): To make it easier to receive communication related to **this document**, including the purchased copy of the filed document, if any, complete the Mail Submission Cover Sheet. For the Return Address: Enter the name of a designated person and/or company and the corresponding mailing address. Please note that the Mail Submission Cover Sheet will be treated as correspondence and will not be made part of the filed document.

Where to File: The completed form along with the applicable fees can be mailed to Secretary of State, Statement of Information Unit, P.O. Box 944230, Sacramento, CA 94244-2300 or delivered in person (drop off) to the Sacramento office, 1500 11th Street, Sacramento, CA 95814.

Legal Authority: General statutory filing provisions are found in California Corporations Code sections 6210, 8210, 9660 or 12570 and California Financial Code section 14101.6. All subsequent statutory references are to the California Corporations Code, unless otherwise stated. Failure to file this Statement of Information by the due date may result in the assessment of a \$50.00 penalty. (Sections 6810, 8810, 9690 or 12670; California Revenue and Taxation Code section 19141.)

Common Interest Development Association: Every domestic nonprofit corporation formed to manage a common interest development under the Davis-Stirling Common Interest Development Act (for example, a homeowners' association) or the Commercial and Industrial Common Interest Development Act also must file a Statement By Common Interest Development Association (Form SI-CID) together with the Statement of Information (California Civil Code sections 5405 and 6760). Both forms are available on the Secretary of State's website at bizfile.sos.ca.gov.

FTB Suspension: If the corporation's status is FTB suspended, the status must be resolved with the California Franchise Tax Board (FTB) for the corporation to be returned to active status. For revivor requirements, go to FTB's website at <https://www.ftb.ca.gov> or contact FTB at (800) 852-5711 (from within the U.S.) or (916) 845-6500 (from outside the U.S.).



Secretary of State
 Business Programs Division
 Statement of Information, P.O. Box 944230, Sacramento, CA 94244-2300

Mail Submission Cover Sheet

Instructions:

- Complete and include this form with your submission. **This information only will be used to communicate with you in writing about the submission.** This form will be treated as correspondence and will not be made part of the filed document.
- Make all **checks or money orders** payable to the Secretary of State.
- Standard processing time for **submissions** to this office is approximately 5 business days from receipt. All **submissions** are reviewed in the date order of receipt. For updated processing time information, go to www.sos.ca.gov/business/be/processing-times.

Optional Copy and Certification Fees:

- If applicable, include optional copy and certification fees with your submission.
- For applicable copy and certification fee information, refer to the instructions of the specific form you are submitting.

Entity Information: (Please type or print legibly)

Name: _____

Entity Number (if applicable): _____

Comments: _____

Return Address: For written communication from the Secretary of State related to this document, or if purchasing a copy of the filed document enter the name of a person or company and the mailing address.

Name: [_____]

Company:

Address:

City/State/Zip: [_____]

Secretary of State Use Only	
T/TR:	
AMT REC'D:	\$



Secretary of State
Statement of Information
 (California Nonprofit, Credit Union and
 General Cooperative Corporations)

SI-100

IMPORTANT — Read instructions **before** completing this form.

Filing Fee – \$20.00;

Copy Fees – First page \$1.00; each attachment page \$0.50;
 Certification Fee - \$5.00 plus copy fees

1. Corporation Name (Enter the **exact** name of the corporation as it is recorded with the California Secretary of State)

This Space For Office Use Only

2. 7-Digit Secretary of State File Number

3. Business Addresses

a. Street Address of California Principal Office, if any - Do not enter a P.O. Box	City (no abbreviations)	State	Zip Code
		CA	
b. Mailing Address of Corporation, if different than item 3a	City (no abbreviations)	State	Zip Code

4. Officers The Corporation is required to enter the names and addresses of **all** three of the officers set forth below. An additional title for Chief Executive Officer or Chief Financial Officer may be added; however, the preprinted titles on this form must not be altered.

a. Chief Executive Officer/	First Name	Middle Name	Last Name	Suffix
Address		City (no abbreviations)	State	Zip Code
b. Secretary	First Name	Middle Name	Last Name	Suffix
Address		City (no abbreviations)	State	Zip Code
c. Chief Financial Officer/	First Name	Middle Name	Last Name	Suffix
Address		City (no abbreviations)	State	Zip Code

5. Service of Process (Must provide either Individual **OR** Corporation.)

INDIVIDUAL – Complete Items 5a and 5b only. Must include agent's full name and California street address.

a. California Agent's First Name (if agent is not a corporation)	Middle Name	Last Name	Suffix
b. Street Address (if agent is not a corporation) - Do not enter a P.O. Box	City (no abbreviations)	State	Zip Code
		CA	

CORPORATION – Complete Item 5c only. Only include the name of the registered agent Corporation.

c. California Registered Corporate Agent's Name (if agent is a corporation) – Do not complete Item 5a or 5b

6. Common Interest Developments

Check here if the corporation is an association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act (California Civil Code section 4000, et seq.) or under the Commercial and Industrial Common Interest Development Act (California Civil Code section 6500, et seq.). The corporation must file a Statement by Common Interest Development Association (Form SI-CID) as required by California Civil Code sections 5405(a) and 6760(a). See Instructions.

7. The Information contained herein, including in any attachments, is true and correct.

Date _____ Type or Print Name of Person Completing the Form _____ Title _____ Signature _____

HOUSE OF SPAIN PROCEDURES	
PROCEDURE: Docent Duties in Opening and Closing the Casita	Procedure No. Pro-4001
	PAGE: 1 OF: 3
NOTATIONS:	EFFECTIVE: 08/02/2020
	REVISED: 00/00/00
	00/00/00

PURPOSE: The purpose is to establish a procedure for opening and closing the House of Spain cottage "Casita".

OPENING THE CASITA:

1. Open the back door and disarm the alarm by entering the 4-digit code (see Procedure Pro-1001).
2. Close back door to keep public from entering.
3. Pick up the casita telephone and dial **619-820-1632** (President, Jesús Benayas), if nobody picks up the telephone, leave a message saying that you are at the casita.
4. Prepare the lemonade, candies and set up the refreshment table.
5. Make sure that the casita public area is clean.
6. Make sure that the casita is set up with the flyers and information sheets.
7. Open the blinds on each of the windows.
8. Turn on the lights at all four display cases.
9. Turn on the lights in the public area.
10. Turn on the TV, Amplifier and DVD player. Press **PLAY** to start the video or CD.
11. Open the Main Entrance door and set out the "Members Only" sign.
12. Set up the Flag of Spain at the public entrance to the casita.
13. Set up the 1776 flags of Spain and the U.S.A. by the front window outside of the casita.
14. Set up the Map of Spain, Map of the World and three Poster Displays at the entrance of the casita.
15. Set up the signs of "House of Spain" outside, one by the Pan American Road East sidewalk and the other by the House of Hungary (make sure the arrows point in the correct direction).
16. After the casita and signs are all in their place, remove the "Members Only" sign so the public is welcome.
17. As people come in, greet them with "Welcome to the House of Spain" and use the counter to keep track of how many people come in.

NOTE: On Saturdays and Sundays the “Casita” can be open from 11:00 am to 4:00 pm or 12:00 pm to 5:00 pm per HPR. This flexibility allows the volunteers to leave the cottages before it gets dark in the winter time.

CLOSING THE CASITA:

1. At 4:00pm/5:00 start closing the casita.
2. Pick up the Map of Spain, Map of the World and the three Poster Displays at the entrance of the casita and put them inside (same place as they were when you opened the casita).
3. Close one of the Main Doors (so people start seeing that you are closing).
4. Roll up the Flag of Spain, the 1776 flags, and put inside the casita.
5. Pick up the signs “House of Spain” by the House of Hungary and the Pan American Road East.
6. Close and lock the Main Door.
7. Clean the lemonade container, candy tray and table.
8. Count the money in the “Donations Jar” put it in an envelope and put it in the counter slot. Write the date, the attendance, the hosts and the amount of money on the envelope and also put that information on the “attendance” file in the computer.
9. Turn off the TV, amplifier, DVD player, and printer (if used.)
10. Close the blinds on each of the windows. Make sure windows are securely locked. Double check the window in the bathroom.
11. Turn off the lights at all four display cases.
12. Make sure the kitchen counters are clean and free of crumbs that attract insects.
13. Clean the casita floor with a broom and then with the wet mop.
14. Tie trash bags tightly and them to the dumpster. Unused trash bags can be found on the shelves in the bathroom.
15. Turn off the lights and fans in the public area and the rest of the casita. Close the back door and set up the **ALARM** (see Procedure Pro-1001).
16. Open the door, walk outside and close the door.
17. Make sure that you hear the alarm beeping and that the door is locked. Double check the front door from the outside.

MAKING LEMONADE INSTRUCTIONS:

1. Find the lemonade dispenser.
2. Find the powdered lemonade.
3. Find the plastic pitcher.

4. In the plastic pitcher, put ten (10) lemonade measure cups of powder, and then fill it up with cold water from the kitchen faucet. Stir the contents to make sure that the powder and water is well mixed.
5. Pour the contents of the plastic pitcher into the lemonade dispenser.
6. The lemonade dispenser should be now almost full, add ice from the freezer.
7. Put lemonade dispenser on top of the refreshment table in the visitor's area. Place 9 oz. cups and paper napkins next to the lemonade dispenser.
8. Repeat steps 4 and 5 one more time and as needed during the open house. Try to have very little left by 4:00/5:00 pm

CANDY TRAY INSTRUCTIONS:

1. Find a nice tray.
2. Put a nice white napkin on top of the tray and put several kinds of wrapped candy on the tray.
3. Put the candy tray on top of the refreshment table in the visitor's area.

REFRESHMENT TABLE SET-UP (On this table we should have):

1. The lemonade dispenser.
2. The candy tray.
3. The "Donations are Welcome" sign.
4. The "Donation Jar" with three (3) dollars in it.
5. Napkins and 9 oz. glasses.

Section 4: Procedures

Ethnic Food Fair

HOUSE OF SPAIN PROCEDURES	
PROCEDURE: Ethnic Food Fair Schedule of Activities	Procedure No. Pro-5001
	PAGE: 1 OF: 16
NOTATIONS:	EFFECTIVE: 08/02/2020
	REVISED: 00/00/00
	00/00/00 00/00/00

The House of Spain / Casa de España (HOS) participates in the annual San Diego Ethnic Food Fair (EFF) celebration. This one-day event is the second major activity of the year for the House of Spain, and a significant amount of work is required by many HOS members to make the Ethnic Food Fair a success each year. The HOS EFF is held at the casita and tables are set up in the lawn area adjacent to the casita.

The below matrix contains a list of the activities associated with the Ethnic Food Fair event and the timing of each event.

Balboa Park Ethnic Food Fair			
Last Sunday in May			
Item	Timing	Activity	Notes
1	April	Submit HPR paperwork that includes information about food, drinks, dancing, etc. (See Attachment #1)	
2	May HOS Board Meeting	Commence recruiting members to sign up for commitment to work shifts. (See Attachment #2).	
3	2-wks before event	Inspect Fire Extinguishers to insure they are approved. They should be since they are good for one year and they were approved in November for the December Nights event.	
4	2-wks before event	Insure that 3 tanks of propane are refilled and are inworking order.	
5	1-wk before event	Purchase supplies for the paellas from Restaurant Depot. (See Attachment #3)	
6	Tuesday prior to event	<ul style="list-style-type: none"> a. Pick up food order from the Restaurant Depot and deliver to the casita. Normally, two cars or an SUV are required. b. Use the HOS coolers for food that must be kept chilled or frozen. The coolers are stored in the HOS attic. c. Organize other food within the casita. 	
7	Tuesday prior to event	Treasurer obtains change from Chase Bank.	
10	Wednesday prior to event	Cut green peppers, organize rice, spices, and other food items.	
11	Thursday prior to event	Review the food list to make sure that everything is ready.	
12	Sunday at 9:00 am	Set up 10-foot tent, decorate it and organize cooking utensils.	
13	Sunday after event	Put equipment, cooking utensils, and other materials away.	

Section 4: Procedures

Ethnic Food Fair

14	Week after event	<ul style="list-style-type: none"> a. Treasurer deposits proceeds in Chase Bank. b. Extract Ethnic Food Fair Income & Expense Data from the Treasurer’s General Journal (See Attachment #4). c. Prepare Ethnic Food Fair Ticket Sales Tabulation and Treasurer’s Report (See Attachments 5a & 5b). d. Compare reports with Henry Herms Ethnic Food Fair report (See Attachment 6). 	
15	HPR Follow Up	<ul style="list-style-type: none"> a. After receiving the Ethnic Food Fair Income and Reporting Form from the House of Pacific Relations (HPR) Treasurer the HOS Treasurer fills in the form and submit it to the HPR Treasurer (See Attachment #7). b. Pay the ICF Food Shared Expense Invoice when received from the HPR Treasurer (See Attachment #8). <u>To be added when received in 2021</u> c. Pay the EFF 10% of Profit Invoice when received from the HPR Treasurer (See Attachment #9). This normally occurs in August or September. 	

List of Attachments:

1. HPR Questionnaire Information Form
State Food Safety Certification of Completion
IRS EIN Notice
2. Ethnic Food Fair Assignment List
3. Restaurant Depot Sample Order List
4. HOS General Journal Excerpt
- 5a. Ethnic Food Fair Ticket Sales Tabulation and Treasurer’s Report Spreadsheet
- 5b. Ethnic Food Fair Ticket Sales Tabulation and Treasurer’s Report Word/PDF file
6. Ethnic Food Fair Henry Herms’ Report
7. HPR Ethnic Food Fair Income and Expense Reporting form
8. HPR Shared Expense Invoice
9. HPR 10% Profit Invoice

HPR QUESTIONNAIRE INFORMATION FORM

2019 International Ethnic Food Fair

HOUSE OF SPAIN

CONTACT PERSON: JESUS BENAYAS

EMAIL ADDRESS: JESUS-BENAYAS@YAHOO.COM

PHONE NUMBER: 619-820-1632

ALL HOUSES PARTICIPATING IN THE ETHNIC FOOD WILL BE SELLING – NO DONATION STATUS

SELLING FROM YOUR: COTTAGE; BOOTH;

IF YOU ARE NOT SELLING FROM A BOOTH — DO NOT ANSWER THE FOLLOWING QUESTIONS

Each House using the lawn is required to use their own equipment, i.e., tents, tables, chairs, electrical extension cords, generators, lighting, appliances, etc. Each House will only be allowed to use one booth – maximum size of 20’ wide x 15’ deep. HPR is not responsible for any damaged or stolen equipment.

Where is your preference for your booth area: does not matter; cottage area; Palisades area; lawn area near the Hall of Nations.

What is the size of your tent/canopy (not to exceed 20’ wide x 15’ deep) 10' X 10'

What kind of food preparation equipment will you be using: charcoal BBQ; gas BBQ; electric BBQ; gas-heater; electric-heater; gas/electric deep fryer; electric/crockpot; coffee pot; other (please name at the bottom of this page)

What is your electric power requirements: 20 amps; 40 amps

If you do not know please advise what you will be using:

WE USE ELECTRICITY FROM OUR COTTAGE

LOCATION OF BOOTH ASSIGNED BY COORDINATOR: _____

ANY QUESTIONS THAT NEEDS TO BE ANSWERED – please write then on a separate piece of paper

Please forward electronic copies of this document to:
Courtney Wilson wcalexandria@gmail.com



County of San Diego
 DEPARTMENT OF ENVIRONMENTAL HEALTH
 FOOD AND HOUSING DIVISION
 P.O. BOX 129261, SAN DIEGO, CA 92112-9261
 (858) 505-6900 FAX (858) 505-6998



APPLICATION FOR TEMPORARY FOOD FACILITY PERMIT

1. CONTACT INFORMATION:

- a) Name of Food Booth: House of Spain
- b) Name of Applicant : Jesus Benayas
- c) Applicant Mailing Address: 2168 Pan American Road East, San Diego, CA 92101
- d) Applicant Email Address (required): jesus_benayas@yahoo.com
- e) Applicant Phone Number(required): 619-615-3188
- f) Person in Charge (if different from applicant): same
- g) Person in Charge Cell Phone (required): 619-820-1632
 Alternate Phone: 619-462-7982
- h) Person in Charge Email (required): jesus_benayas@yahoo.com

2. EVENT INFORMATION:

- a) Name of Special Event: Ethnic Food Fair
- b) Location of Event: Balboa Park (International Cottages)
- c) Dates of Event: Sunday 26 of May

3. ANNUAL VENDOR APPLICANTS MUST SUBMIT THE FOLLOWING WITH YOUR APPLICATION:

- a) Photocopy of your Food Safety Manager Certificate
- b) Commissary Letter of Agreement (see Appendix B)

4. TYPE OF FOOD BOOTH (Please check one):

- Pre-packaged Foods - 100% pre-packaged foods
- Sampling/Demonstrator - Distributing pre-packaged samples or samples pre-portioned at an approved permanent food facility (no preparation or assembly on site at the event)
- Unpackaged Foods - Open food and drink operations
- Out of County Mobile Food Facility

5. MENU (List all food items, including toppings beverages, and pre-packaged food items):

Food Item	How Served		Made to Order		Off-site Prep		On-site Prep		Describe Preparation Method
	Hot	Cold	Yes	No	Yes	No	Yes	No	
Paella	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cooked on Pan over propane grill
Battel Water	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bought at store
Lemonade	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Country Time lemonade mix
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

OFFSITE FOOD PREPARATION LOCATION:

Name of Site Used: N/A

Health Permit Number: N/A

Statements		
Initial next to the statements below, indicating that you understand and will abide by them.		
<u>JB</u>	1	All potentially hazardous cold foods shall be held at or below 45°F at all times, including transportation. All potentially hazardous hot foods shall be held at 135°F or higher at all times.
<u>JB</u>	2	Rapid reheating/cooking devices (e.g., oven, grill, microwave) must be capable of reheating food to 165°F within 60 minutes. Steam tables, heat lamps, and crock-pots are not designed as rapid reheating units.
<u>JB</u>	3	Hot-holding devices (e.g., steam table, heat lamp) must be capable of holding hot foods at or above 135°F at all times.
<u>JB</u>	4	I have and will use a probe thermometer for checking internal food temperatures.
<u>JB</u>	5	A handwashing station with warm water (100-108°F), dispensed soap, and paper towels is required to be set up for use <u>prior</u> to beginning any food preparation and must be maintained supplied throughout the event.
<u>JB</u>	6	All foodhandlers have been trained in food safety. For annual vendors: I have completed the Food Safety Manager course and submitted a copy of my certificate with this application.
<u>JB</u>	7	All booths must have overhead protection and be able to provide a full enclosure for their booth in the event of inclement weather, to protect from vermin, or as required by the Department of Environmental Health during inspection.
<u>JB</u>	8	I will provide smooth and easily cleanable floor if booth is located on dirt or grass (booths located on asphalt/concrete do not require additional flooring).
<u>JB</u>	9	Application must be returned at least 14 days prior to event or a late fee will be assessed.
Print Name: <u>Jesus Benayas</u>		Title: <u>President</u>

FEES:

100% Prepackaged Foods, Sampling or Demonstrator

\$112 - Single Event Permit (1-4 days) Fee _____

\$302 - Annual Permit (Multi-event/Yearly) Fee _____

Unpackaged Foods, Out of County Mobile

\$194 - Single Event Permit (1-4 days) Fee _____

\$587 - Annual Permit (Multi-event/Yearly) Fee _____

Non-profit Vendor (eligible for two fee exempt booths per year) Fee _____

IRS 501 ©(3) Number: _____
A copy of your 501 ©3 letter must be attached to this application.

Late Fee
Applies if application is submitted less than 14 days prior to event

\$138 Fee _____

Total Amount Due _____

PAYMENT METHOD: Online Mail Check Pay in Person

Checks will not be accepted less than 15 days prior to the event.

Make checks payable to County of San Diego

To pay online, request an invoice and payment instructions will be emailed to you

I declare under penalty of perjury that to the best of my knowledge and belief, the statements made herein are correct and true. I hereby consent to all necessary inspections made pursuant to law and incidental to the issuance of this permit and the operation of this business.

X Josie B. Bernage
Applicant/Organizer Signature

4/2/2019
Date



StateFoodSafety

FOOD MANAGER CERTIFICATION

PRESENTED TO

Jesus Benayas

for successfully completing the StateFoodSafety Food Protection Manager Certification Exam.
 This exam is accredited by the American National Standards Institute (ANSI).

Oct 15, 2018
 DATE OF ISSUANCE
 Valid five (5) years from date of issuance.



ca5ch-hjcf05f
 VERIFICATION NUMBER
 Verify certificate online at
www.statefoodsafety.com/Verify

Form 12
 EXAMINATION FORM

Bryan Chapman
 Bryan Chapman, CCFP, CP-FS
 CEO, StateFoodSafety



VERIFICATION CODE
 Use any QR Code reader on a
 mobile device to verify.



ID 1020

DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
FRESNO CA 93888

DATE OF THIS NOTICE: 01-18-2001
NUMBER OF THIS NOTICE: CP 575 K
EMPLOYER IDENTIFICATION NUMBER: 33-0942219
FORM: SS-4 (TELE-TIN)
8916808052 0

X

HOUSE OF SPAIN IN SAN DIEGO
% JOAQUIN ANGUERA
4834 MT ROYAL PL
SAN DIEGO CA 92117

FOR ASSISTANCE CALL US AT:
1-800-829-1040

OR WRITE TO THE ADDRESS
SHOWN AT THE TOP LEFT.

IF YOU WRITE, ATTACH THE
STUB OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER (EIN)

Thank you for your Tele-TIN phone call. We assigned you Employer Identification Number (EIN) 33-0942219. This EIN will identify your business account, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Use your complete name and EIN shown above on all federal tax forms, payments and related correspondence. If you use any variation in your name or EIN, it may cause a delay in processing and incorrect information in your account. It also could cause you to be assigned more than one EIN.

If you want to apply to receive a ruling or a determination letter recognizing your organization as tax exempt, and have not already done so, you should file Form 1023/1024, Application for Recognition of Exemption, with the IRS Ohio Key District Office. Publication 557, Tax Exempt Status for Your Organization, is available at most IRS offices and has details on how you can apply.

If you haven't already completed Form SS-4, Application for Employer Identification Number, we need you to do it now so your account record will be complete. You can get Form SS-4 at your local IRS office or by calling 1-800-TAX-FORM (1-800-829-3676). After you complete the Form SS-4, sign and date it and write your new EIN, 33-0942219, in the upper right hand corner. Please return it to us with the bottom part of this notice by 02-02-2001. We've enclosed an envelope for your convenience.

Keep this part for your records.

CP 575 K (Rev. 1-2001)

Return this part with any correspondence
so we may identify your account. Please
correct any errors in your name or address.

CP 575 K

8916808052

Your Telephone Number Best Time to Call
() -

DATE OF THIS NOTICE: 01-18-2001
EMPLOYER IDENTIFICATION NUMBER: 33-0942219
FORM: SS-4 (TELE-TIN)

INTERNAL REVENUE SERVICE
FRESNO CA 93888

HOUSE OF SPAIN IN SAN DIEGO
% JOAQUIN ANGUERA
4834 MT ROYAL PL
SAN DIEGO CA 92117

Ethnic Food Fair Assignment List					
#	Activity	Person	Timing	Time of Day	Notes
1	Prepare HPR Paperwork	Benayas Herms	April		
2	Commence recruiting members and prepare Assignment Sheet	Benayas	Commence at May Board Mtg		
3	Inspect Fire Extinguishers and recharge if needed	Benayas	2 wks before event		
4	Fill Propane Tanks and replace as needed (every 5/6 years)	Benayas	1 wk before event		
5	Submit Restaurant Depot food order	Benayas	1 wk before event		
6	Pick up food order	Benayas	Tues. prior to event	10:00-12:00	
7	Obtain change from Chase bank	Treasurer	Tues. prior to event		
8	Cut green pepper, organize rice, spices ,and other food	Benayas	Wed. prior to event	12:00-2:00	
9	Verify foods are ready	Benayas	Thur. prior to event	3:00-5:00	
Sunday					
10	Set up & decorate area	1	Sunday (9:00 pm - 11:00 am)	9:00-11:00	
		2		9:00-11:00	
		3		9:00-11:00	
		4		9:00-11:00	
		5		9:00-11:00	
10	Food Preparation	1	Sunday (9:00 am - 4:00 pm)	9:00-12:00	
		2		9:00-12:00	
		3		9:00-12:00	
		4		12:00-5:00	
		5		12:00-5:00	
		6		12:00-5:00	
10	Food Serving	1	Sunday (11:00 am - 5:00 pm)	11:00-2:00	
		2		3:00-7:00	
		3		3:00-7:00	
		4		7:00-11:00	
		5		7:00-11:00	
		6		7:00-11:00	
10	Cashier	1	Sunday (11:00 am - 5:00 pm)	3:00-7:00	
		2		3:00-7:00	
		3		7:00-11:00	
		4		7:00-11:00	
11	Put equipment, cooking utensils, and other equipment away	1	Sunday after event	11:00-12:00	
		2		11:00-12:00	
		3		11:00-12:00	
		4		11:00-12:00	
14	Deposit proceeds in bank	Treasurer	Monday after event		

Restaurant Depot Sample Order List

Client	House of Spain (Casa de España)	To	Restaurant Depot
Contacts	Jesus Benayas 619 462 7982 (order)Jesus Benayas Cell 619-820-1632	Location:	Downtown
Pick-up order date:	December 3, 2019	Contact	Javier Cruz (619-233-0200)
Pick-up time:	1:00 pm	email	amanager.603@jetrord.com


	Ingredients	Quantity for 1 paella	Quantify for 4 paellas	Item Number	Price
	75/25 Albergó Olive Oil	4-cups	2 gallons		
	Pollo	25 lbs	100 lbs (2½ boxes)		
	Gambas (41/51 bolsa de 2 lbs)	10 lbs (5-bags 2lbs each)	4 boxes (5-bags per box)		
	Calamares (1 bolsa 2 lbs)	4 lbs (2 bags)	8 bags (2-lbs each bag)		
	Tomato 1 lata	6 lbs 6oz. (1 can)	4-cans		
	Pimientos verdes 1 bolsa	4-5 lbs	1 box		
	Almejas pequenas 2 lata	2 X 51 oz. (3lbs. 3oz.)	8 cans		
	Jugo de Almejas 2 latas	2 X 46 oz. each	8 cans		
	Guisantes 1 bolsa	40 oz. (2 lbs, 8 oz.)	4 bags		
	Fire Roasted Red Peppers Diced	Can 1-lb 1.6 Oz	4 cans		
	Rice (50 lbs bag)	17 lbs	2 bags of 50 lbs each		
	Knorr Chicken broth	3 large spoons	1 large can		
	Dehydrated onions	2 large spoons	1 large container		
	Ice	1 bag of six bags	4 bags of ?? bags		
	Potatoes Chips	1 box	4 boxes		
	Chorizo	1 piece	4 pieces		
	Salchichon	1 piece	4 pieces		
	Sharp Cheese (Cheddar??)	1 piece	4 pieces		
	Jamon	1 piece	4 pieces		
	7" Plate compostable white,	1 cases (1,000 CT each)	4 cases (1,000 CT each)	760695024384	
	Cutlery kit	3 cases (250 per case)	12 cases (250 per case)	760695008742	
	Convert to English		Some entry unit don't correspond to 1 paellacolumn		

HOS General Journal 2019						
Date	Income	Expense	For	Payer / Payee	Payment	Person
05/20/19		\$600.00	Ethnic Food Fair Change	Chase	Debit Card	Hinshaw
05/22/19		\$886.60	Ethnic Food Fair Food	Restaurant Depot	Debit Card	Benayas
05/25/19		\$120.54	Ethnic Food Fair Food	Sam's Club	Debit Card	Benayas
05/28/19	\$3,537.00		EFF Deposit	Philip Hinshaw	Cash deposit	Hinshaw
	\$3,537.00	\$1,607.14				

**House of Spain/Casa de España Ethnic Food Fair
May 00, 2020
Financial Summary**

2020 Ethnic Food Fair Financial Data			
Cash Receipts			
Bills	No.	Total	
\$1	227	\$227	
\$5	44	\$220	
\$10	16	\$160	
\$20	139	\$2,780	
\$50	2	\$100	
\$100	2	\$200	
Grand Total			\$3,687.00
Gross Receipts			\$3,687.00
Change Deposit		\$600.00	
Net Receipts			\$3,087.00
Expenses			
Labor Cost		\$150.00	
Restaurant Depot		\$886.60	
Costco		\$120.54	
Spices		\$15.00	
Olive Oil		\$35.00	
Propane		\$20.00	
Gasoline		\$30.00	
HPR Shared Expense		\$250.00	
Volunteer Lunch		\$300.00	
Total Expenses		\$1,807.14	
Net Income			\$1,279.86
HPR 10% Payment		\$127.99	
Net-Net Income			\$1,151.87

Ticket Sales		
Tickets	Paella	Drinks
Ending #	417767	7351424
Beginning #	417469	7351355
Sold	298	69
Price	\$10.00	\$2.00
Sales	\$2,980.00	\$138.00
Total Sales	\$3,118.00	

Submitted,

 Philip L. Hinshaw
 House of Spain Treasurer

Ethnic Food Fair Procedures

Event **FOOD FAIR**
 Date 5/26/19
 Weather rain forecast

PAELLA (\$10 ticket) 298 2980
 Complementary 0 paelleras prepared 3
 Workers 15
 Earnings \$2,980 plates per pallera 104

DRINKS (\$2 ticket) Number sold 69 Water
 138 138 LEMONAIDE

GRAND TOTAL - \$3,118 **Costs**

GROSS SALES \$3,118 Cash \$3,087.00

GASTOS (1-7) \$ 1,807.14 \$ 1,807.14
 Net Sales \$1,310.86 \$1,279.86
 HPR 10% \$ 131.09

Anticipated EFF Earnings \$1,179.77

- 1 Restaurant depot \$ 886.60
- 2 Costco \$ 120.54
- 3 Andres \$ 150.00
- 4 Volunteer lunch \$ 300.00
- 5 propane \$ 20.00
- 6 Gasoline \$ 30.00
- 7 HPR Costs \$ 250.00
- 8 Spices 15.00
- 9 Olive oil 35.00

Total \$ 1,807.14 \$ -

SUN

Arrive set up 8:30
 Start start cook 9:30
 Serve 1 serving 11:00
 2 12:30 1:30
 3 2:00 PM 1:30
 last sale 3:50 PM 1:50
 END

VOLUNTEERS

May	PRE	SUN	Total
Jesus	10	9	19
Becky	2	7	9
Henry		9	9
Nina	2	9	11
Nati		8	8
Regli		8	8
AlanMorales		6	6
David		9	9
Phillip	2	8	10
Alvaro	4		4
	20	73	93

Comments

Threatened rain
 Sales at 3:40 very slow.

Ethnic Food Fair Income and Expense Reporting

Spain

9/9/2019

HOUSE OF

DATE:

TOTAL SALES:	\$3,087.00
PRODUCTION EXPENSES:	\$1,807.14
SHARED EXPENSES:	\$ 171.75
NET INCOME:	\$1,108.11

The Excel version of this form has formulas for your convenience.

The Shared Expense amount has been pre-entered Invoices have already been issued.

Based on the above, the 10% of net income to HPR will be billed.

Please complete and submit this form ASAP and no later than September

Return by Email to HPRTreasurer@gmail.com or in person

Questions? Email me or give me a call at 619-788-8768

Insert 2021 HPR Shared Expense Invoice When Received

2020 EFF Cancelled due to Coronavirus

Ethnic Food Fair Procedures

Attachment

House of Pacific Relations International Cottages Inc.
2125 Park Blvd
San Diego, CA 92101

Invoice

BILL TO

Philip Hinshaw
House of Spain
Spain

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2019-448	09/14/2019	\$0.00	11/13/2019	Net 60	

DATE	ACTIVITY	QTY	RATE	AMOUNT
09/14/2019	EFF 10% EFF 10% of Profit	1	110.81	110.81

Make check payable to : House of Pacific Relations

PAYMENT 110.81

Mail to:
Charlotte Carroll Treasurer
6233 Lake Alamo Ave San
Diego, CA 92119

BALANCE DUE **\$0.00**

PAID

Please forward to your 2019 House treasurer, if you are no longer the treasurer

HOUSE OF SPAIN PROCEDURES	
PROCEDURE: December Nights Schedule of Activities	Procedure No. Pro-5002
	PAGE: 1 OF: 31
NOTATIONS:	EFFECTIVE: 08/02/2020
	REVISED: 00/00/00
	00/00/00

The House of Spain / Casa de España (HOS) participates in the annual House of Pacific Relations (HPR) San Diego December Nights (International Christmas Festival [ICF]) celebration. This two-day event is the major event of the year for the HOS, and a significant amount of work is required by many HOS members to make December Nights a success each year. The below matrix contains a list of the activities associated with the December Nights event and the timing of each event.

Balboa Park December Nights First Friday and Saturday in December			
Item	Timing	Activity	Notes
1	November	Complete and submit forms required by HPR. Forms include HPR Questionnaire, Stage Entertainment Form(s), Temporary Food Facility Permit Application, State Food Safety Certificate of Completion, and IRS EIN Notice (See Attachment #1). Additional forms are required if participating in the Spirit Garden where alcohol is sold.	
2	November HOS Board Meeting	Discussion of who participates in each specific activity and who oversees that activity	
3	1 st week of November	Contact Abbey Rentals and reserve canopy, sides, divider, and delivery and pick up dates (See Attachment #2)	
4	1 st week of November	Contact A.S.A.P Appliance Rental Co. to reserve refrigerators, delivery and pick up dates (See Attachment #3)	
5	Minus 3 weeks	Send food order to Restaurant Depot. (See Attachment #4)	
6	Minus 3 weeks	Commence recruiting members to sign up for specific work shifts (See Attachment #5).	
7	Minus 2 weeks	Inspect Fire Extinguishers to insure they are approved (See Attachment #6).	
8	Minus 1 week	Insure that 5 tanks of propane are refilled and are in working order (See Attachment #7).	
9	Minus 1 week	Contact Antonio Diaz at (619-988-0635) to arrange transportation for delivery of food items from Restaurant Depot to casita. Normal cost is \$150 - \$200.	
10	Monday prior to event	A.S.A.P Appliances delivers refrigerators to casita.	
11	Tuesday prior to event	Restaurant Depot food order delivered to casita by Antonio Diaz. Place refrigerated food in refrigerators. Organize other food within the casita. Treasurer obtains change from Chase Bank. Normally \$500 in 1s, \$2,500 in 5s, and \$3,000 in 10s will be adequate.	
12	Wednesday prior to event	Cut "green peppers", organize rice, spices, and other food items	

Section 4: **Procedures**

December Nights

Item	Timing	Activity	Notes
13	Thursday prior to event	Abbey Rents sets up canopy. HOS representative must be at casita to direct set up activity.	
14	Friday 10:00 am	Finish canopy set up, decorate canopy and organize cooking utensils.	December Nights
15	Saturday 9:00am	Commence setting up cooking utensils.	
16	Saturday after event	Put equipment, cooking utensils, and other materials away. Abbey Rents disassembles tent and removes from site.	
17	Monday after event	A.S.A.P. Appliance picks up canopy and refrigerators.	
18	Week after the event	<ul style="list-style-type: none"> a. Treasurer deposits proceeds in Chase Bank. b. Extract December Nights Income & Expense Data from the Treasurer’s General Journal (See Attachment #8.A). c. Prepare December Nights Ticket Sales Tabulation (See Attachment #8.B). d. Prepare December Nights Treasurer’s Report (See Attachment #8.C). e. Prepare Henry Herms December Nights Report (See Attachment #8.D). 	
19	In January or February after event	<ul style="list-style-type: none"> f. After receiving the International Christmas Festival (ICF) Income and Reporting Form from the House of Pacific Relations (HPR) Treasurer the HOS Treasurer fills in the form and submits it to the HPR Treasurer (See Attachment #8.E). This usually occurs in late February. g. Pay the ICF Food Shared Expense Invoice when received from the HPR Treasurer (See Attachment #8.F). This usually occurs in late January or early February. h. Pay the ICF 10% of Profit Invoice when received from the HPR Treasurer (See Attachment #8.G). This usually occurs in March or April. i. A HOS Board appointed committee arranges a luncheon or dinner for the HOS Christmas Nights volunteers (See Attachment #8.H). This event may be in the casita or a nearby restaurant. 	

List of Attachments:

- 1.A HPR Questionnaire Information Form
- 1.B Stage Entertainment Information Form (Friday)
- 1.C Stage Entertainment Information Form (Saturday)
- 1.D Application for Temporary Food Facility Permit
- 1.E State Food Safety Certificate of Completion
- 1.F IRS EIN Notice
2. Canopy Rental Invoice
3. Refrigerators Rental Invoice
4. Paella Ingredients Sample Order List
5. December Nights Assignment List
6. Fire Extinguisher Testing Invoice
7. Propane Purchase Invoice
- 8.A HOS Treasurer's General Journal Excerpt
- 8.B December Nights Ticket Sales Data
- 8.C December Nights Treasurer's Report
- 8.D December Nights Henry Herms' Report
- 8.E International Christmas Festival (ICF) Income and Expense Report
- 8.F ICF Food Shared Expense Invoice
- 8.G ICF HPR 10% Profit Invoice
- 8.H Volunteer Recognition Lunch/Dinner Henry Herms Report

HPR QUESTIONNAIRE INFORMATION FORM
2019 INTERNATIONAL CHRISTMAS FESTIVAL

HOUSE OF _____SPAIN_____

CONTACT PERSON: _____Jesus Benayas_____

EMAIL ADDRESS: _____jesus_benays@yahoo.com_____

PHONE NUMBER: _____619-820-1632_____

ALL HOUSES PARTICIPATING IN THE INTERNATIONAL CHRISTMAS FESTIVAL WILL BE SELLING – NO DONATION STATUS

SELLING FROM YOUR: _____COTTAGE; _____X_____BOOTH;

IF YOU ARE NOT SELLING FROM A BOOTH -----DO NOT ANSWER THE FOLLOWING QUESTIONS

Each House using the lawn is required to use their own equipment, i.e., tents, tables, chairs, electrical extension cords, generators, lighting, appliances, etc. Each House will only be allowed to use one booth – maximum size of 20’ wide x 15’ deep. HPR is not responsible for any damaged or stolen equipment.

Where is your preference for your booth area: _____does not matter; _____cottage area; _____X_____Palisades area; _____lawn area near the Hall of Nations **We will do the best we can due to construction**

What is the size of your tent/canopy (not to exceed 20’ wide x 15’ deep) _____20’ X 15’ _____
This will be restricted due to construction – not the same room as usual

What kind of food preparation equipment will you be using: _____charcoal BBQ; _____X_____gas BBQ; _____electric BBQ; _____gas-heater; _____electric-heater; _____gas/electric deep fryer; _____electric/crockpot; _____coffee pot; _____other (please name at the bottom of this page)

What is your electric power requirements: _____X_____20 amps; _____40 amps
If you do not know please advice what you will be using:

LOCATION OF BOOTH ASSIGNED BY COORDINATOR: _____

ANY QUESTIONS THAT NEEDS TO BE ANSWERED – **please write then on a separate piece of paper**

Please forward electronic copies of this document to:
Heather Wilson at heatherjwilson7@gmail.com

STAGE ENTERTAINMENT INFORMATION FORM

2019 INTERNATIONAL CHRISTMAS FESTIVAL

Please fill out a separate form for each performance group

HOUSE OF Spain

CONTACT PERSON: Evangelina Yguerabide

EMAIL ADDRESS: ninaesp@pacbell.net

PHONE NUMBER: (858) 453-4258

NAME OF PERFORMANCERS: Olé Flamenco

HOW MANY IN GROUP: 8 to 10

DESCRIPTION OF PERFORMANCE:

Juanita Franco instructor of Flamenco and Spanish Classical dance is original from Sevilla, Spain. She invites students of all ages to participate. In her classes. Olé Flamenco is the name of Juanita's professional dance troupe, providing flamenco dance performances for private parties and functions throughout Southern California. Juan Moro, guitarist and Juan de Dios singer are her accompanists.

HOW LONG IS THE PERFORMANCE: 1 hour

REQUESTED START TIME (we will attempt to accommodate, not guaranteed) 4:00PM

LIVE MUSIC YES / NO

WHAT INSTRUMENTS: guitar

HOW MANY INSTRUMENTS NEED TO BE PLUGGED INTO SOUND SYSTEM (0 – 2) 0

RECORDED MUSIC YES / NO INPUT TYPE i.e. laptop, flash-drive, mp3, CD, etc. CD

HOW MANY MICROPHONES ARE REQUIRED (0 – 4) 3

DO YOU REQUIRE A MUSIC STAND YES / NO

TIME SLOT REQUESTED **FRIDAY** AT _____ (4:00 – 10:00 P.M.)

SATURDAY AT 4:00 to 5:00 (12:00 NOON – 10:00 P.M.)

TIME SLOT ASSIGNED BY COORDINATOR: _____

ANY QUESTIONS THAT NEEDS TO BE ANSWERED – [please write then on a separate piece of paper](#)

HOUSE OF SPAIN

Olé Flamenco

SATURDAY PERFORMANCE WE NEED 3 CHAIRS ON STAGE

Lights in the dressing rooms

STAGE ENTERTAINMENT INFORMATION FORM

2019 INTERNATIONAL CHRISTMAS FESTIVAL

Please fill out a separate form for each performance group

HOUSE OF SPAIN
 CONTACT PERSON: Evangelina Yguerabide
 EMAIL ADDRESS: ninaesp@pacbell.net
 PHONE NUMBER: (858) 453-4158
 NAME OF PERFORMANCERS: Sabor Andaluz
 HOW MANY IN GROUP: 18-20 8-10n on stage at a time

DESCRIPTION OF PERFORMANCE:

Sabor Andaluz was created 15 years ago by the talented San Diego Flamenco dancer, choreographer and instructor Stephania Rey. She began her flamenco instruction at the age of eight with Spanish native instructor. We train students of all ages and from all parts of San Diego County in Flamenco, Spanish Classical Dances and Bollywood.

Gerty Rey is director

HOW LONG IS THE PERFORMANCE: 1 hour

REQUESTED START TIME (we will attempt to accommodate, not guaranteed) 7:00 PM

LIVE MUSIC YES / NO X

WHAT INSTRUMENTS:

HOW MANY INSTRUMENTS NEED TO BE PLUGGED INTO SOUND SYSTEM (0 – 2)

RECORDED MUSIC YES X / NO INPUT TYPE *i.e. laptop, flash-drive, mp3, CD, etc.* mp3, CD

HOW MANY MICROPHONES ARE REQUIRED (0 – 4) 0

DO YOU REQUIRE A MUSIC STAND YES / NO X

TIME SLOT REQUESTED FRIDAY AT 7:00 -8:00PM (4:00 – 10:00 P.M.)
SATURDAY AT (12:00 NOON – 10:00 P.M.)

TIME SLOT ASSIGNED BY COORDINATOR:

ANY QUESTIONS THAT NEEDS TO BE ANSWERED – [please write then on a separate piece of paper](#)

HOUSE OF SPAIN

Sabor Andaluz

FRIDAY PERFORMANCE WE NEED 6 CHAIRS ON STAGE

Lights in the dressing rooms



County of San Diego
 DEPARTMENT OF ENVIRONMENTAL HEALTH
 FOOD AND HOUSING DIVISION
 P.O. BOX 129261, SAN DIEGO, CA 92112-9261
 (858) 505-6900 FAX (858) 505-6998



APPLICATION FOR TEMPORARY FOOD FACILITY PERMIT

1. CONTACT INFORMATION:

- a) Name of Food Booth: House of Spain
- b) Name of Applicant: Jesus Benayas, President
- c) Applicant Mailing Address (required): 2168 Pan American Rd. West, San Diego, CA 92101
Street City State Zip
- d) Applicant Email Address (required): jesus_benayas@yahoo.com
- e) Applicant Phone Number(required): 619-820-1632
- f) Person in Charge (if different from applicant): Same
- g) Person in Charge Cell Phone (required): same
 Alternate Phone: 619-615-3188
- h) Person in Charge Email (required): jesus_benayas@yahoo.com

2. EVENT INFORMATION:

- a) Name of Special Event: December Nights at Balboa Park
- b) Location of Event: House of Pacific Relations, International houses area
NOTE: If applying for an annual permit, please list your first event that you plan on participating in
- c) Dates of Event: December 6 & 7, 2019

3. ANNUAL VENDOR APPLICANTS MUST SUBMIT THE FOLLOWING WITH YOUR APPLICATION:

- a) Photocopy of your Food Safety Manager Certificate
- b) Commissary Letter of Agreement (see Appendix B)

4. TYPE OF FOOD BOOTH (Please check one):

- Pre-packaged Foods - 100% pre-packaged foods. No open food preparation on site of event.
- Demonstrator - Portioning of food made and served at an approved permanent food facility.
- Unpackaged Foods - Open food and drink operations.
- Out of County Mobile Food Facility - Please provide a copy of your current health permit.

5. **MENU** (List all food items, including toppings beverages, and pre-packaged food items):

Food Item	How Served		Made to Order		Off-site Prep		On-site Prep		Describe Preparation Method
	Hot	Cold	Yes	No	Yes	No	Yes	No	
PAELLA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GAS BROS
BOTTLE WATER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LEMONADE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

OFFSITE FOOD PREPARATION LOCATION:

Name of Site Used: HOUSE OF N/A

Health Permit Number: _____

Statements

Initial next to the statements below, indicating that you understand and will abide by them.

<u>JB</u>	1	All potentially hazardous cold foods shall be held at or below 45°F at all times, including transportation. All potentially hazardous hot foods shall be held at 135°F or higher at all times.
<u>JB</u>	2	Rapid reheating/cooking devices (e.g., oven, grill, microwave) must be capable of reheating food to 165°F within 60 minutes. Steam tables, heat lamps, and crock-pots are not designed as rapid reheating units.
<u>JB</u>	3	Hot-holding devices (e.g., steam table, heat lamp) must be capable of holding hot foods at or above 135°F at all times.
<u>JB</u>	4	I have and will use a probe thermometer for checking internal food temperatures.
<u>JB</u>	5	A handwashing station with warm water (100-108°F), dispensed soap, and paper towels is required to be set up for use <u>prior</u> to beginning any food preparation and must be maintained supplied throughout the event.
<u>JB</u>	6	All foodhandlers have been trained in food safety. For annual vendors: I have completed the Food Safety Manager course and submitted a copy of my certificate with this application.
<u>JB</u>	7	All booths must have overhead protection and be able to provide a full enclosure for their booth in the event of inclement weather, to protect from vermin, or as required by the Department of Environmental Health during inspection.
<u>JB</u>	8	I will provide smooth and easily cleanable floor if booth is located on dirt or grass (booths located on asphalt/concrete do not require additional flooring).
<u>JB</u>	9	Application must be returned at least 14 days prior to event or a late fee will be assessed.

Print Name: JESUS BENAYAS Title: PRESIDENT

FEES:

100% Prepackaged Foods

\$119 - Single Event Permit (1-4 days) Fee _____

\$315 - Annual Permit (Multi-event/Yearly) Fee _____

Demonstrator (Portioning of food made and served at an approved permanent food facility)

\$119 - Single Event Permit (1-4 days) Fee _____

\$315 - Annual Permit (Multi-event/Yearly) Fee _____

Unpackaged Foods, Out of County Mobile

\$207 - Single Event Permit (1-4 days) Fee _____

\$612 - Annual Permit (Multi-event/Yearly) Fee _____

Non-profit Vendor (eligible for two fee exempt permits per year) Fee _____

IRS 501 © 3 Number: _____
A copy of your 501 © 3 letter must be attached to this application.

Late Fee

\$147 - Applies if application is submitted less than 14 days prior to event. Fee _____

Total Amount Due _____

PAYMENT METHOD: Online Pay in Person

All fees are due with the submission of your application.
To pay online, request an invoice and payment instructions will be emailed to you.
You will not be permitted to operate if payment has not been received prior to the event date.

We do not offer prorated billing.
Credits or refunds cannot be issued after your application has been processed,
even if you do not participate in an event.

I declare under penalty of perjury that to the best of my knowledge and belief, the statements made herein are correct and true. I hereby consent to all necessary inspections made pursuant to law and incidental to the issuance of this permit and the operation of this business.

x *Jesús B. Benayo*
Applicant/Organizer Signature

10/9/19
Date

StateFoodSafety 
Food Safety Training & Certification

Certificate of Completion

Awarded to

Jesus Benayas

For successfully completing the

Food Safety Manager Training



c9fdb-hjij9db

Certificate Verification Number

Verify at www.foodhandlerverification.com



This program prepares the learner
for the Food Protection Manager
Certification Exam.


Bryan Chapman, CCFS, CP-FS
CEO, StateFoodSafety

StateFoodSafety 
Food Safety Training & Certification

Oct 11, 2018

Issue Date (valid for 5 years)

⚠ CAUTION! This training certificate is not the Food Manager Certification.

You have completed the Food Safety Manager Training. If you are required to get the Food Manager Certification and only purchased the Food Safety Manager Training, you can purchase the exam and schedule a proctored session at statefoodsafety.com/fsm. If your area has a Demonstration of Knowledge requirement, check with your health department for any additional steps you need to take beyond completing this training.

How to get the Food Manager Certification.

This training prepares you for the nationally-accredited Food Protection Manager Certification Exam. You also have access to study materials in your account called **Learning Extras** to help prepare for the exam. The exam must be taken from an ANSI-accredited provider in a proctored setting. You can purchase the exam and schedule a proctored session at statefoodsafety.com/fsm. Good luck!

This training certificate meets "Demonstration of Knowledge" requirements.

If your health department has a Demonstration of Knowledge requirement, it's likely that your workplace will be inspected by the health department at least once. Be sure to keep a copy of this certificate (above) on file to show the health inspector that you have received comprehensive food safety training and are prepared to effectively lead and train your staff in safe food handling procedures.

DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
FRESNO CA 93888

DATE OF THIS NOTICE: 01-18-2001
NUMBER OF THIS NOTICE: CP 575 K
EMPLOYER IDENTIFICATION NUMBER: 33-0942219
FORM: SS-4 (TELE-TIN)
8916808052 0

X

HOUSE OF SPAIN IN SAN DIEGO
% JOAQUIN ANGUERA
4834 MT ROYAL PL
SAN DIEGO CA 92117

FOR ASSISTANCE CALL US AT:
1-800-829-1040

OR WRITE TO THE ADDRESS
SHOWN AT THE TOP LEFT.

IF YOU WRITE, ATTACH THE
STUB OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER (EIN)

Thank you for your Tele-TIN phone call. We assigned you Employer Identification Number (EIN) 33-0942219. This EIN will identify your business account, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Use your complete name and EIN shown above on all federal tax forms, payments and related correspondence. If you use any variation in your name or EIN, it may cause a delay in processing and incorrect information in your account. It also could cause you to be assigned more than one EIN.

If you want to apply to receive a ruling or a determination letter recognizing your organization as tax exempt, and have not already done so, you should file Form 1023/1024, Application for Recognition of Exemption, with the IRS Ohio Key District Office. Publication 557, Tax Exempt Status for Your Organization, is available at most IRS offices and has details on how you can apply.

If you haven't already completed Form SS-4, Application for Employer Identification Number, we need you to do it now so your account record will be complete. You can get Form SS-4 at your local IRS office or by calling 1-800-TAX-FORM (1-800-829-3676). After you complete the Form SS-4, sign and date it and write your new EIN, 33-0942219, in the upper right hand corner. Please return it to us with the bottom part of this notice by 02-02-2001. We've enclosed an envelope for your convenience.

Keep this part for your records.

CP 575 K (Rev. 1-2001)

Return this part with any correspondence
so we may identify your account. Please
correct any errors in your name or address.

CP 575 K

8916808052

Your Telephone Number Best Time to Call
() -

DATE OF THIS NOTICE: 01-18-2001
EMPLOYER IDENTIFICATION NUMBER: 33-0942219
FORM: SS-4 (TELE-TIN)

INTERNAL REVENUE SERVICE
FRESNO CA 93888

HOUSE OF SPAIN IN SAN DIEGO
% JOAQUIN ANGUERA
4834 MT ROYAL PL
SAN DIEGO CA 92117

ABBEY PARTY RENTS
 8860 PRODUCTION AVENUE
 SAN DIEGO CA 92121
 Phone (858) 586-7400 Fax (858) 586-1660
 Web Site: ABBEYPARTYRENTALS.COM

DELIVERY DATE **EVENT DATE** **PICKUP DATE**
 12/05/2019 12/06/2019 12/07/2019

INVOICE # 0169916-2

MARIANNE **MARIANNE**
 Company Truck
 Terms C.O.D.

JESUS

041769
 HOUSE OF SPAIN
 PO BOX 33064
 SAN DIEGO CA 92163

INTERNATIONAL COTTAGES
 BALBOA PARK
 SAN DIEGO CA 92101

619-462-7982

1	CANOPY, 20X MESSAGE	\$0.00	\$0.00
1	CANOPY, 20X20 WHITE	\$263.70	\$263.70
60	SIDEWALL, WHITE 8'HI/FT 2 SIDES OF TENT 1 DIVIDING WALL IN TENT	\$1.65	\$99.00
1	SLIDER 10'	\$11.80	\$11.80
400	ASTROTURF, GREEN 20' X 20' SECTION	\$0.50	\$200.00
1	/<<<< TIMED DELIVERY >>>>\	\$0.00	\$0.00
1	/<<<<< DELIVERY 3:00 PM >>>>\	\$0.00	\$0.00
	CONTACT ON SITE: JESUS CELL# 619-820-1632		
1	/<<<< TIMED PICK-UP >>>>\	\$0.00	\$0.00
1	/<<<<< PICK-UP 11:30 PM >>>>\	\$0.00	\$0.00

Item Total	\$574.50
Discount	\$86.17
Tax	\$0.00
Delivery	\$85.00
Set-up/Labor	\$0.00
Damage Waiver	\$0.00
Order Total	\$573.33

Restaurant Depot Sample Order List

Client	House of Spain (Casa de España)	To	Restaurant Depot
Contacts	Jesus Benayas 619 462 7982 (order) Jesus Benayas Cell 619-820-1632	Location:	Downtown
Pick-up order date:	December 3, 2019	Contact	Javier Cruz (619-233-0200)
Pick-up time:	1:00 pm	email	amanager.603@jetrord.com

Item Description	Cases/Units Needed		Price
Tyson Chicken Party Wings (5lb. bags)	14-boxes - 560-lbs(112 bags of 5-lbs)	2370009604	
Frozen Shrimp 41/50, 2 lbs. bags (Peal/Deveined/skin off/No head)	22-boxes -220 lbs (110 bags of 2 lbs)	8829944011468	
Calamari Rings Frozen	4-boxes (48 bags of 2 lbs)	829944014405	
75/25 Casetti Olive Oil	2-boses (12-gallons)	4023269077	
Fresh Green Bell Peppers	6- boxes	2060042708	
Diced Isabella Tomatoes	4 cases (24 cans/units)	760695002573	
Frozen Green Peas (James Farms) 2.5lbs each	2 cases (24 bags total)	760695010004	
Ice Bags (20 lbs)	4- bags		
Clam Juice (canned) Chef quality	4 cases (48 units)	760695017980	
Clams (canned) Chef quality	4 cases (48 units)	760695017973	
Fire Roasted Red Peppers Diced (can 1-lb 1.6 Oz)	2-cases (24 cans)	760695020478	
Uncle's Ben rice (50lbs bags)	8 bags of 50 lbs	5480001103	
Knorr, Chicken Base powder	2 unit	4800175945	
7" Plate Compostable White,	4 cases (1000 CT each)	760695024384	
Cutlery Kit	12 cases (250 per case)	760695008742	
Paper Towels	2-packages		
Polystyrene Plastic Glasses, RK9	2-Boxes 2500ct (9 Oz.)	4920200853	
2-Gallons Zipper Plastic bags	1-Box (100ct)	760695014668	
1-Gallon Zipper Plastic bags	1-Box (200ct)	760695014675	
Sandwich Zipper bags	1-Box (500ct)	760695014682	
Chopped Onions dehydrated	1-container (3-LBs)	760695575329	
Granulated Garlic	1-Container (7 LBs)	760695573202	
Jamon Serrano sliced; Salami; Sliced Turkey;			
Roast Beef sliced; Olives; Chips;			
Antonio Diaz, 619-988-0635, transportar comida del Restaurant Depot a la casita. Edgardo (Pedro) Oliva	Javier Cruz in Rest. Depot		

Notes:


1. This order will prepare 22 pans of paella which equates to 2,200 servings on 8" plates (22 x 100 = 2,200).

December Nights Assignment List					
#	Activity	Person	Timing	Time of Day	Notes
1	Prepare HPR Paperwork	Benayas Herms	November		
2	Prepare Assignment Sheet	Benayas	Commence at November BoardMtg		
3	Contact Abbey Rentals	Benayas	1st wk in November		
4	Contact A.S.A.P Rental	Benayas	1st wk in November		
5	Restaurant Depot food order	Benayas	3 wks before event		
6	Commence recruiting members	Benayas	3 wks before event		
7	Inspect Fire Extinguishers and recharge if needed	Benayas	2 wks before event		
8	Fill Propane Tanks and replace as needed (every 5/6 years)	Benayas	1 wk before event		
9	Contact Antonio Diaz	Benayas	1 wk before event		
10	Refrigerator deliver	Benayas	Mon. prior to event	10:00-12:00	
11	Food order arrives	Benayas	Tues. prior to event	10:00-12:00	
12	Food organization	Benayas	Wed. prior to event	12:00-2:00	
13	Set up tent	Benayas	Thur. prior to event	3:00-5:00	
Friday					
14	Set up & decorate tent	1	Friday (3:00 pm - 11:00 pm)	9:00-12:00	
		2		9:00-12:00	
		3		9:00-12:00	
		4		9:00-12:00	
		5		9:00-12:00	
14	Food Preparation	1	Friday (3:00 pm - 11:00 pm)	1:00-6:00	
		2		1:00-6:00	
		3		1:00-6:00	
		4		6:00-11:00	
		5		6:00-11:00	
		6		6:00-11:00	
14	Food Serving	1	Friday (3:00 pm - 11:00 pm)	3:00-7:00	
		2		3:00-7:00	
		3		3:00-7:00	
		4		7:00-11:00	
		5		7:00-11:00	
		6		7:00-11:00	
14	Cashier	1	Friday (3:00 pm - 11:00 pm)	3:00-7:00	
		2		3:00-7:00	
		3		7:00-11:00	
		4		7:00-11:00	

December Nights Procedures

Attachment 5

Saturday					
#	Activity	Person	Day	Time	Notes
15	Food Preparation	1	Saturday (12:00 - 11:00)	9:00-6:00	
		2		9:00-6:00	
		3		9:00-6:00	
		4		6:00-11:00	
		5		6:00-11:00	
		6		6:00-11:00	
15	Food Serving	1	Saturday (12:00 - 11:00)	12:00-6:00	
		2		12:00-6:00	
		3		12:00-6:00	
		4		6:00-11:00	
		5		6:00-11:00	
		6		6:00-11:00	
15	Cashier	1	Saturday (12:00 - 11:00)	12:00-6:00	
		2		12:00-6:00	
		3		6:00-11:00	
		4		6:00-11:00	
16	Put equipment, cooking utensils, and other equipment away	1	Saturday after event	11:00-12:00	
		2		11:00-12:00	
		3		11:00-12:00	
		4		11:00-12:00	
17	Abbey Rents disassembles tent and removes from site	1 Benayas	Saturday after event		
18	A.S.A.P Appliances picks up refrigerators	1 Benayas	Monday after event		
19	Deposit proceeds in bank	Treasurer	Monday after event		



Anita Fire Hose Company Etc.
 7937 North Avenue * Lemon Grove, California 91945
 619-462-3473 / 619-463-6060 FAX 619-465-3473 anitafire@sbcglobal.net
www.anitafirehosecompanyetc.com
 Lic. No. E2321


INVOICE NO.
39361

Date 11.25.19


Bill to: House of Spain Service Location: _____
 8235 Golden Ave. new
 change Lemon Grove, CA. 91945.

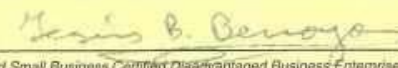
Attention: Accounts Payable Contact: _____
 Phone: (619) 820-1632 Fax: _____ Phone: _____ Fax: _____

Comments: _____
 Cash Check Charge C.C. Purchase Order No. _____
 Annual Service Call New Account Shop Other

UNIT	DESCRIPTION	PRICE	AMOUNT	
ANNUAL MAINTENANCE				
<u>2</u>	DRY CHEMICAL 2.5lb. 5 lb. 10lb. 20lb.	<u>1300</u>	<u>26.00</u>	
	CO ₂			
	HALON HALOTRON			
HYDROSTATIC TEST				
	NON-DOT			
	DOT			
6 YEAR MAINTENANCE				
	DRY CHEMICAL 2.5lb. 5 lb. 10lb. 20lb.			
	HALON HALOTRON			
<div style="border: 1px solid black; border-radius: 50%; padding: 10px; display: inline-block;"> <u>+ 3% sur charge</u> <u>total: 26.78</u> </div>				<u>total 26.00</u>

Disclaimers/Warns:
 Customer agrees to buy and company agrees to sell, supply or cause to be installed at customer's premises the portable fire extinguishers and/or other equipment described in accordance with the terms and conditions set forth herein.
 Customer agrees to pay the Company the total sum set forth on this invoice within the amount of time stated from the date of invoice. Past due accounts are subject to late charges. In the event that the Company shall institute legal proceedings to collect any sum due to the Company from the Customer, then and in that event the unsuccessful party shall pay the successful party attorney fees. Title to each and every item of equipment of this purchase shall remain in the Company until full payment as shown herein above has been made. If full payment is not made pursuant to this paragraph, Company may RETAKE possession of each item of equipment and Customer shall forfeit all rights and interest therein.
 Company warrants for one year from the date of delivery that all parts and components of the equipment provided shall be free from defects in material and workmanship. During the duration of the warranty period, Company will remedy either by repair or replacement of any defective or malfunctioning equipment at no charge to Customer, providing that the equipment is returned, shipping prepaid, unless otherwise directed by Company. This warranty does not cover any damage to equipment caused by accident, misuse, attempted unauthorized repair services, modification, misapplication or improper installation by any one other than Company.
 No other express warranty is given by Company. All implied warranties, including implied warranties of merchantability or fitness for a particular purpose are limited in duration to a time equal to the period of the express warranty as herein above set forth. Company shall not be liable for consequential damages, except as expressly set forth herein. Customer has relied on no representations or warranties made by Company and Customer assumes all risk for loss or damages to his premises or contents. In the event Customer shall resell any of the equipment herein provided, then and in that event, this warranty shall be void and of no further force and effect.

AGENT 

CUSTOMER Jesus B. Benayo 

We accept Most Major Credit Cards for payment Certified Woman Owned Business, Certified Small Business Certified Disadvantaged Business Enterprise

CUSTOMER COPY

11/26/2019

Merchant One Payment Gateway

Transaction Successful

Transaction Receipt	
Merchant:	Anita Fire Hose Company Etc - (Lemon Grove, CA)
Date/Time:	11/26/2019 10:10:11 AM PST
Transaction ID:	5032788119
Transaction Type:	Card Sale
Entry Method:	Keyed
Amount:	\$26.78
Credit Card Information	
CC Type:	Visa
CC Number:	*****5785
Auth. Code:	021013
Processor:	Primary Merchant Account
Billing Information	Shipping Information
US	US
Order Information	
Order ID:	39361
Cardholder Authorization	
I agree to pay the above total amount according to card issuer agreement.	
<p style="text-align: center;">----- Customer Signature</p>	

BJ's Rentals (Lemon Grove) #9

8121 Broadway
 Lemon Grove, Ca 91945
 www.bjsrentals.com
 619-460-7368 Phone 619-460-1017 Fax

Remit To:
 1800 McKinley Ave
 National City, CA 91950
 - - Phone

Contract Status : Completed

Invoice #: 989872-9
 Date Out: Tue 11/26/2019 10:00AM
 Operator: Joel Urena

CASH SALE
 CASH
 Customer #: 1171
 - -SALE Phone

Qty	Key	Items	Status	Returned Date	Price
18.84	PROP-9-9	PROPANE PER GALLON	Pulled		\$65.94

DECEMBER NIGHTS PROPANE
 js

Payments made on this contract:

Rental/Sale Paid \$71.05 Tue 11/26/2019 10:01AM Credit Card Visa xxxx-xxxx-xxxx-5785 Auth:080113
Total \$71.05

Rental Contract

- * All equipment, trailers and trucks must remain in San Diego County
- * All tire and track damage and abuse including flats and blowouts are customer's responsibility.
- * If the equipment does not function properly please notify the appropriate branch within 30 minutes of occurrence.
- * Customer acknowledges it is responsible for providing all personnel protective and safety equipment.
- * An additional fee of 12% of the total rental, BJ'S Rentals agrees to waive claims for damage to Equipment as specified in this contract. Equipment Protection Plan (EPP) is required unless customer has previously supplied BJ'S Rentals with a Certificate of Insurance showing that protection is provided to BJ'S Rentals for any damage to the rented item. Customer understands that the EPP is not insurance.
- * Customer acknowledges that BJ's Rentals will charge Customer's credit and/or debit card(s) upon commencement of rental and return any balance to Customer at rental termination. Customer should be aware refunds may be delayed subject to Customer's bank policies and procedures.
- * There will be a \$25.00 returned check fee on all checks that are returned unpaid by the bank upon which it is drawn.
- * This is a contract. The back of this contract contains important terms and conditions including lessor's disclaimer from all liability for injury or damage and details of customer's obligations. I certify that I have read and agree to all terms of this contract. BJ's Rentals agrees to be bound by the terms and conditions of the agreement.

Sales:	\$65.94
Subtotal:	\$65.94
San Diego Tax 7.75%:	\$5.11
Total:	\$71.05
Paid:	\$71.05
Amount Due:	\$0.00

Signature: _____
 CASH SALE

Signature: *Paul Thomas*
 President - BJ's Rentals

Invoice Date: Tue 11/26/2019

Hours: Mon - Fri 7:00am - 5:00pm Sat 7:30am - 4:00pm

Treasurer's HOS General Journal						
2019 December Nights Income & Expenses						
Date	Income	Expenses	Item	Payer/Payee	Payment	Person
12/02/19	\$3,000.00		December Nights Cash – Savings	Withdraw	Cash	Hinshaw
12/03/19	\$3,000.00		December Nights Cash – Checking	Withdraw	Cash	Hinshaw
12/09/19		\$3,000.00	Return of Cash – Savings	December Nights Cash	Deposit	Hinshaw
12/09/19		\$3,000.00	Return of Cash – Checking	December Night Cash	Deposit	Hinshaw
12/9/19	\$6,000.00	\$6,000.00	Cash in – Cash out			
12/04/19	\$1,000.00		Transfer from Savings 1467	December Nights Food Cost	Bank Transfer	Hinshaw
11/27/19		\$71.05	BJ Rentals	Propane	Debit Card	Benayas
11/27/19		\$26.78	Anita Fire Hose	Inspect Fire Extinguisher	Debit Card	Benayas
12/04/19		\$400.00	December Nights Refrigerator	A.S.A.P Appliance	Debit Card	Benayas
12/02/19		\$129.62	December Nights Food	Sam's Club	Debit Card	Benayas
12/02/19		\$51.82	December Nights Travel	ARCO	Debit Card	Benayas
12/03/19		\$21.62	December Nights Food	food 4 Less	Debit Card	Benayas
12/03/19		\$90.00	December Nights Food	Deliver of Food – Antonio Diaz	Check 4085	Benayas
12/03/19		\$5,446.94	December Nights Food	Restaurant Depot	Debit Card	Benayas
12/04/19		\$11.53	December Nights Food	Maria Williams	Check 4087	Benayas
12/04/19		-\$41.93	December Nights Food Refund	Restaurant Depot	Debit Card	Benayas
12/04/19		\$116.79	December Nights Wine	Trader's Joe	Debit Card	Benayas
12/05/19		\$51.72	December Nights Food	Sam's Club	Debit Card	Benayas
12/05/19		\$11.76	December Nights Burner Lighter	Home Depot	Debit Card	Benayas
12/05/19		\$573.33	December Nights Tent	Abbey Party Rental	Debit Card	Benayas
12/06/19		\$5.68	December Nights Food	food 4 Less	Debit Card	Benayas
12/07/19		\$20.00	December Nights parking	Chery Benayas	Check 4089	Benayas
12/07/19		\$20.00	December Nights parking	David Buenaventura	Check 4088	Benayas
12/07/19		\$20.00	December Nights parking	Maria Williams	Check 4090	Benayas
12/08/19		-\$273.44	December Nights Food Refund	Restaurant Depot	Debit Card	Benayas
12/13/19		\$20.00	December Nights parking	Gail Erfani	Check 4091	Benayas
12/13/19		\$10.00	Electricity Cost	SDGE		
12/13/19		\$500.00	Helper's Celebration			
12/09/19	\$14,974.00		Proceeds Deposit			
TOTAL	\$14,974.00	\$7,283.27				
		\$10.00	HPR Vouchers			
		\$7,680.73	Gross Profit			
		\$768.07	Anticipated 10% HPR Fee			

Treasurer's HOS General Journal								
2019 December Nights Food Expenses								
Date	Sam's Club	Food 4 Less	Restaur Depot	Williams	Home Depot	Trader's Joe	Food Deliver	Total
12/2/19	\$129.62							\$129.62
12/3/19		\$21.62						\$21.62
							\$90.00	\$90.00
12/3/19			\$5,446.94					\$5,446.94
12/4/19				\$11.53				\$11.53
12/4/19			-\$41.93					-\$41.93
12/4/19						\$116.79		\$116.79
12/5/19	\$51.72							\$51.72
12/5/19					\$11.76			\$11.76
12/6/19		\$5.68						\$5.68
12/8/19			-\$273.44					-\$273.44
TOTAL	\$181.34	\$27.30	\$5,131.57	\$11.53	\$11.76	\$116.79	\$90.00	\$5,570.29
							Across	\$5,570.29
Percent	3%	0%	92%	0%	0%	2%	2%	100%

2019 December Nights Ticket Sales Data

Friday Ticket Calculations								
Paella		Price	Total	Lemonade/Water		Price	Total	
End	155991			End	666898			
Begin	155819			Begin	666678			
		172	\$10	\$1,720		220	\$2	\$440
End	649910							
Begin	649752							
		158	\$10	\$1,580				
End	739115							
Begin	738730							
		385	\$10	\$3,850				
Total		715		\$7,150		220		\$440

Saturday Ticket Calculations								
Paella		Price	Total	Lemonade/Water		Price	Total	
End	739245			End	668992			
Begin	739166			Begin	668898			
		79	\$10	\$790		94	\$2	\$188
End	418000			End	325464			
Begin	417766			Begin	325337			
		234	\$10	\$2,340		127	\$2	\$254
End	7351775							
Begin	7351419							
		356	\$10	\$3,560				
End	7351806			End				
Begin	7351775			Begin				
		31	\$5	\$155		0		
Total		700		\$6,845		221		\$442

Total	1,415	\$13,995	441	\$882
Grand Total				\$14,877

Treasurer's Report December Nights 2019, Rev 2							
Friday, December 6, 2019							
1s	2s	5s	10s	20s	50s	100s	
111		62	16	67	3	7	
				142	3	2	
				75	2	5	
				59	1		
111	0	62	16	343	9	14	
\$111.00	\$0.00	\$310.00	\$160.00	\$6,860.00	\$450.00	\$1,400.00	\$9,291.00
Change							
1s		5s	10s				
\$100.00		\$500.00	\$1,000.00				\$1,600.00
Total Income							\$7,691.00
Tickets							
	#	\$	Total				
Drink	220	\$2.00	\$440.00				
Paella	715	\$10.00	\$7,150.00				
Total			\$7,590.00				
Saturday, December 7, 2019							
1s	2s	5s	10s	20s	50s	100s	
78		39	72	53	2	4	
		40	23	84	4	3	
			1	31	3	6	
				60			
				57			
78	0	79	96	285	9	13	
1	2	5	10	20	50	100	
\$78.00	\$0.00	\$395.00	\$960.00	\$5,700.00	\$450.00	\$1,300.00	\$8,883.00
Change							
1s		5s	10s				
\$100.00		\$500.00	\$1,000.00				\$1,600.00
Total Income							\$7,283.00
Tickets							
	#	\$	Total				
Drink	221	\$2.00	\$442.00				
Paella	669	\$10.00	\$6,690.00				
Paella	31	\$5.00	\$155.00				
Total			\$7,132.00				
GRAND TOTAL INCOME							\$14,974.00
\$189.00	\$0.00	\$705.00	\$1,120.00	\$12,560.00	\$400.00	\$0.00	\$14,974.00
Expenses as of 12/8/19							
Food	\$5,570.29						
Rentals	\$973.33						
Travel	\$51.82						
Parking	\$60.00						
Total	\$6,655.44						\$6,655.44
NET INCOME							\$8,318.56

"December Nights 2019

slight rain Fri upper 60's - Sat rain stopped @ 4

Henry Herms Report

FRIDAY			
PAELLA			
Sold \$10	700		paelleras cocidas 7
Sold \$5	50		
Sold	745		platos por paellera 111
Complementary	16		
Workers	16		
Sales	\$ 7,250.00	\$ 7,250.00	
DRINKS			
Begin			
End			
Sold	220		
Sales	440	\$440	
TOTAL		\$7,690	
Cash Total		\$7,691	

SATURDAY			
PAELLA			
Sold \$10	668		
Sold \$5	31		paelleras cocidas 7.5
Sold	699		
Complementary	30		platos por paellera 99
Workers	14		
Sales	6835	\$6,835	
DRINKS			
Begin			
End			
Sold	222		
Sales	444	\$444	
TOTAL		\$7,279	
Cash Total		\$ 7,283.00	

COSTS			
Restaurant Depot	\$ 5,570.29		
Delivery Charge & Tip			
Propane	\$ 71.05		
Fire extinguishers	\$ 26.78		
gasoline	\$ 51.82		
Electricity	\$ 10.00		
Parking Reimburse	\$ 60.00		
Refrigerators	\$ 400.00		
Tents (Abby Rents)	\$ 573.00		
Helper's Celebration	\$ 650.00		
HPR Shared expense			
sub total	\$ 7,412.94	sub total	\$ -
		Total Cost	\$ 7,412.94

Deposit

ANTICIPATED PAELLA TOTALS	Cash Total	\$14,974.00	
	Vouchers	\$ 10.00	
	Cost Total	\$ 7,412.94	\$ 7,412.94
	Gross profits	\$ 7,551.06	\$ (7,412.94)
	Hpr 10% (Anticipated)	\$ 757.11	\$ (741.29)
	NET (Anticipated)	\$ 6,813.95	\$ (6,671.65)

Rest De					2854.24		2854.24
Home dep					11.76		11.76
Del & hand					90.00		90.00
\$ Tree					11.53		11.53
La Espanola					95.66		95.66
Sams C					181.34		181.34
Food 4					27.30		27.30
TJ					116.79		116.79
FIRE EX					26.78		
PROPANE					71.05		
Gasoli					51.82		
ABBY					573.39		
REFER					400.00		
Elec					10.00		
					4521.66		
Elec costs 480 kWh is \$89.02							
		w	th	fri	sat		
5-Nov		5	5	5	8		
3-Dec		10	10	18	20		
RD		5446.94	-41.93		273.44	\$	5,678.45
Food 4 Less		5.68	21.62			\$	27.30
Trans food		90				\$	90.00
Park		60				\$	60.00
\$TREE		11.53				\$	11.53
TJ		116.79				\$	116.79
Home D		11.76				\$	11.76
Sams C		51.72	129.62			\$	181.34

Friday Number	End Time	Difference	Saturday Number	End Time	Difference
Begin	3:00		Begin	11:05	
1st	4:20	1:20	1st	2:30	3:30
2nd	5:35	1:15	2nd	3:30	1:00
3rd	6:35	1:00	3rd	5:00	1:30
4th	7:20	0:45	4th	5:55	0:55
5th	8:13	0:53	5th	6:55	1:00
6th	9:20	1:07	6th	7:55	1:00
7th	10:45	1:25	7th	9:00	1:05
8th	sold 50 at half price		8th	10:45	1:45
9th			9th	sold 50 at half price	
end	10th	0:00	10th		
			11th		
			End	12th	

NOTES

Sold 300 water. Buy 420 next year

Refrigerated about a quarter of first paella to volunteers after 3.5 hours-it was getting cold

Had 7paella ingredients left over Henry took 2 in coolers to freeze at home, 2 were in HOS freezer,Sold about 1/2 paella both nites as sales slowed.

VOLUNTEER HOURS

VOLUNTEER TIME	Pre	wed/Th	Fri	Sat	Post	
Jesus	25	4	15	15		59
Becky		4	11			15
Bob		3	14	14		31
Maruja		3	14	14		31
Phillip	3		15	15		33
Nina		3	12	12		27
Henry	1	3	13	14		31
Carlos				14		14
Penelope		3	10			13
Regli			13			13
Nati			13			13
Ronnie			8	6		14
Allan			10	6		16
Alex			7	6		13
Veronica			9			9
Giancarlo				8		8
David B			8	8		16
students combined			25	18		43
Alvaro B				14		14
Alvaro V			13	7		20
Susi L		3				3
Pedro R				6		
Volunteer Count	22					Total
TOTAL	29	26	210	177	0	Man-Hours 442

International Christmas Festival Income and Expense Reporting

HOUSE OF SPAIN

DATE: February 4, 2020

	House/Tent	Spirit Garden
TOTAL SALES:	\$14,974.09	
PRODUCTION EXPENSES:	\$7,412.95	
SHARED EXPENSES:	\$410.80	
NET INCOME:	\$7,150.34	0
10% due to HPR (will be invoiced)	\$715.03	0

The Excel version of this form has formulas for your convenience. House/Tent

shared expenses were \$410.80 per booth/location.

Invoices have been issued.

Spirit Garden participation fee/expenses were \$735 per participant Based

on the above, the 10% of net income due to HPR will be billed.

Please complete and submit this form ASAP and no later than April 1, 2020

Return by Email to HPRTreasurer@gmail.com or in person Questions? Email

me or give me a call at 619-788-8768

House of Pacific Relations International Cottages Inc.
 2125 Park Blvd
 San Diego, CA 92101

Invoice

BILL TO

Philip Hinshaw
 House of Spain
 Spain

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2020-098	02/01/2020	\$0.00	03/02/2020	Net 30	

DATE	ACTIVITY	QTY	RATE	AMOUNT
12/06/2019	ICF Food Shared Expense ICF Shared Expenses - Food Sales	1	410.80	410.80

Make check payable to : House of Pacific Relations

PAYMENT 410.80

Mail to:

Charlotte Carroll Treasurer
 6233 Lake Alamo Ave San
 Diego, CA 92119

BALANCE DUE **\$0.00**

PAID

Please forward to your 2019 House treasurer, if you are no longer the treasurer

December Nights Procedures

Attachment 8.G
Invoice

House of Pacific Relations International Cottages

qbohprtreas@gmail.com

BILL TO
Philip Hinshaw House of Spain Spain

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2020-122	03/23/2020	\$0.00	04/22/2020	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
03/23/2020	10% ICF	10% of ICF profit	1	715.03	715.03

Make check payable to : House of Pacific RelationsMail

to:

PAYMENT	715.03
BALANCE DUE	\$0.00

Charlotte Carroll Treasurer
6233 Lake Alamor Ave San
Diego, CA 92119

PAID

Please forward to your 2020 House treasurer, if you are no longer the treasurer



Payment receipt

You paid \$715.03

to House of Pacific Relations International Cottageson
3/24/2020

Invoice no.	2020-122
Invoice amount	\$715.03
Total	\$715.03

Payment method	*****1045
Transaction ID	AO30Y185

House of Pacific Relations International Cottages
qbohptreas@gmail.com

Event

Date	1/20/2019	From: 5:00-8:30 PM
Weather	Good - Cold	
Approved Budget for Event	\$1,200	
Attendance	27	
Invited	43	
Hours of (38) invited	1356	
Hours of (20) attended	1079	
Total Expenses Reception	\$56 .33	

Cost

1	Vons -pk chops, red peppers	\$33.96
2	Sea Food City - shrimp w/heads	\$19.23
3	Wallmart - spices, tablecloths, plates	\$42.73
4	Base - eclairs	\$9.22
5	Gas	\$33.06
6	Costco - pot & fruit salad, shrimp, cha	\$125.93
7	Restaurant Depot - baguette ingredients	\$210.18
8	Sams - bread & beer	\$61.52
Total		\$535.83

Costs not incurred directly (from storage)

1	Sangria 4 Litros	\$10.00
2	Flatware 30	\$2.50
3	Wine -red&white 4L	\$12.00
4	Napkins	\$2.00
5	water	\$3.00
6	soda	\$3.00
7		
8		
9		
10		
11		
Total		\$32.50

Related Costs not added in total expences

1	Utilities	\$30.00
2	Use of casita / cleaning	\$100.00
3	Laundry	\$20.00
4	Jesus labor @ \$25/hr	\$500.00
5		
6		
7		
8		
Total		\$650.00

Volunteers	Hours
Jesus	20
Becky	10
Maria	18
Bob	4
Antonio	1
Arkady	1

Comments

All inside - Cold after sunset
Event at restaurant @\$40 would be \$1200

House of Spain, Casa de España



in San Diego

HOUSE OF SPAIN

(CASA DE ESPAÑA IN SAN DIEGO)

ADMINISTRATIVE HANDBOOK

SECTION 5

APPENDICES

APPENDICES

INCLUDED IN APPENDICES:

Appendix #1: Non-Profit Governance, The Importance of By-Laws

Non-Profit Governance: The Importance Of By-Laws

By Lisa N. Thompson

The Bylaws of a nonprofit are the legally binding rules by which the organization is governed. They set forth the structure of the organization and guide the Board of Directors ("Board") in the conduct of its business. In essence, Bylaws are the operating manual for a nonprofit. Like an operating manual, all too often they are only referred to when something goes wrong.

A nonprofit that is exempt from federal income tax, as defined under Internal Revenue Code 501(c)(3), is required to submit a copy of its Bylaws along with its application for tax exemption under IRS form 1023 (Application for Tax Exemption). Nonprofits are required to keep records of their Bylaws, but unlike amendments to the Articles of Incorporation, Bylaws can be changed without officially filing the amendments with the Secretary of State.

While all Bylaws may be similar in substance and structure, when carefully drafted Bylaws should be unique to each organization and tailored to the needs of the nonprofit. To remain relevant, Bylaws should be reviewed by the Board every year or two, and amended whenever there are significant changes in the nonprofits' mission and/or operations. The Bylaws should accurately reflect how the organization operates, and if they do not, should be amended.

Board members have a duty to understand the Bylaws of the organization and ensure that the provisions are followed. A nonprofit that cannot show that its actions comport with the requirements of its Bylaws is vulnerable to lawsuits. A Board can protect itself from legal challenges by adhering to its Bylaws. While Bylaws are not necessarily public documents, nonprofits that make them available to the public increase the accountability and transparency of the organization.

In general, well-drafted Bylaws are simple, flexible and easy to understand. Under the provisions of RSA 292, New Hampshire law gives nonprofits relative flexibility in how an organization can draft its Bylaws to alter the standard, default provisions, and allow the addition of operating rules not mentioned in the statute. However, Bylaws should be in compliance with all applicable federal and state laws. As the operating manual for an organization, Bylaws serve multiple purposes and are an important reference for the Board, officers, and staff.

A good practice for nonprofits is to provide each new member of the Board with a copy of the Bylaws in their orientation materials, along with copies of the organizations' Articles of Incorporation, and IRS determination letter. All Board members, old and new, should become familiar with the Bylaws of the organization.

Before a Board changes or amends its Bylaws it should first confirm that the changes to be made are not prohibited by state law. Additionally, the Board should verify that any proposed amendments are consistent with other regulatory documents such as the Articles of Incorporation and, if applicable, other relevant statutes.

Additionally, a nonprofit is required to report changes to its Bylaws and other governing documents annually to the IRS on its IRS Form 990. The IRS requires that an organization report substantial changes to its character, purpose, or methods of operation as soon as possible. Such changes, if inconsistent with the organization's tax exemption, could affect its tax-exempt status. Minor changes only need to be reported by the nonprofit in its next annual Form 990 filing.

When drafting or revising the Bylaws of a nonprofit, it is important that they contain basic elements and include, at a minimum, the following provisions:

Amendments. There should be a procedure for how the Bylaws can be changed or amended. Generally, a vote of two-thirds of the Board is required to amend the Bylaws. However, to ensure consensus, some Boards require a super-majority vote (e.g., 66%) to amend Bylaws.

Committees. A committee has no management authority except that which is delegated to it by the Board, or the Bylaws. It is important that the Bylaws address what authority may be delegated to committees and what actions must be taken by the full Board. For example, by law, a Board cannot delegate to a committee the power to elect officers, amend or repeal the Bylaws, fill vacancies on the Board or committees, etc. The Bylaws should also provide how a committee is created or dissolved.

Conflict of Interest Policy. The Bylaws should include a provision stating the procedure for how the nonprofit will manage conflicts of interest between the organization and an insider. Rather than include the full conflict of interest policy in the Bylaws, at a minimum, the Bylaws should require the nonprofit to adopt a separate conflict of interest policy.

Elections. The Bylaws should stipulate whether Directors and officers are appointed or elected. The Board must have regular elections as required by the Bylaws, and a Board member cannot stay on the Board past his/her term unless re-elected in accordance with the Bylaws.

Meetings. The Bylaws should include the frequency of Board meetings and how the meeting will be conducted. Typically, Bylaws will specify a minimum number of Board meetings per year. In addition, the Bylaws should address how a special or emergency Board meeting may be called.

Members. Some nonprofits may have voting members (similar to shareholders of a for-profit corporation) who have the right to elect Board members and vote on other important matters. The Bylaws should address whether the organization has members and the rights of those members.

Number of Directors. New Hampshire law dictates that a nonprofit Board must be comprised of a minimum of five independent Directors. The Bylaws can set a minimum and maximum number of Directors. In addition, it is preferable to have an odd number of Directors to avoid tied voting.

Officers. It is important that the Bylaws clarifies who the officers of the organization are (titles)and create a job description for each office, detailing the duties and responsibilities of each position.

Quorum. The Bylaws should include specific language pertaining to what constitutes a quorum. A quorum is the minimum number of Board members who must be present to have a meeting and for official decisions to be made (usually a majority of the Board).

Removal. The Bylaws should contain a procedure for removing a Director or officer.

Terms. The Bylaws should specify how long Directors serve on the Board. Typically, terms for Directors are successive or staggered. The benefit of staggered terms is maintaining Board continuity. The Bylaws may also address term limits for Directors.

Voting. If the organization has voting members the Bylaws should clarify how the voting rules apply to its members. With respect to Board voting, the Bylaws should address the number of votes required to be an act of the organization.

Bylaws are not enforceable unless they are signed. Once the Bylaws, or the Amended and Restated Bylaws, of the organization are approved they should be signed by the officers of the nonprofit. Additionally, changes or amendments to the Bylaws should be recorded in the Board minutes and should follow proper procedure as outlined in the Bylaws with respect to approval of such amendments.

Bylaws are meant to address the governance of the organization and should not include informationpertaining to the day-to-day operation of the nonprofit. Policies and procedures relating to the organization's employees such as social media, whistleblower, employment and conflict of interest policies need not be addressed in the Bylaws and are more appropriately dealt with separately in an Employee Handbook or manual.

As a nonprofit evolves over time it is critical that the Board periodically reviews its Bylaws to ensure that they adequately reflect the organization and make necessary changes so that they remain an effective governance tool and are in compliance with all applicable laws.

For more information on starting a business, contact Lisa Thompson at lthompson@hagehodes.com or 603-668-2222.

<https://hagehodes.com/nonprofit-governance-the-importance-of-by-laws>

