



6550 N. High Street  
Worthington, Ohio 43085

T: 614-436-3100

## Worthington City Council Agenda

Louis J.R. Goorey Municipal Building  
John P. Coleman Council Chamber

Tuesday, November 12, 2019 ~ 7:30 PM

### CITY COUNCIL MEMBERS

**Bonnie D. Michael**  
President

**Scott Myers**  
President Pro-Tem

**Rachael Dorothy**  
Council Member

**Douglas Foust**  
Council Member

**Beth Kowalczyk**  
Council Member

**David Robinson**  
Council Member

**Douglas Smith**  
Council Member

### CITY STAFF MEMBERS

**Matthew Greeson**  
City Manager

**D. Kay Thress**  
Clerk of Council

#### 1. Call To Order

#### 2. Roll Call

#### 3. Pledge of Allegiance

#### 4. Special Presentation(s)

##### 4.A. Residential Property Assessed Clean Energy (R-PACE)

*Executive Summary:* Caleb Bell of Bricker & Eckler LLP will give a presentation on Residential Property Assessed Clean Energy programming.

#### 5. Reports of City Officials

##### 5.A. Policy Item(s)

##### 5.A.I. Proposed 2020 Operating Budget - Presentations from Community Groups

*Executive Summary:* The Worthington Historical Society, Old Worthington Partnership and McConnell Arts Center will present their requests for funding.

5.A.II. Proposed 2020 Budget - Department Overview

Executive Summary: Staff will overview the proposed 2020 operating budgets for Parks & Recreation and Service & Engineering.

5.A.III. Financial Report - October 2019

Executive Summary: The Financial Report for the month of October is attached.

Recommendation: Motion to Accept as Presented

**6. Reports of Council Members**

**7. Other**

**8. Executive Session**

**9. Adjournment**



**STAFF MEMORANDUM**  
**City Council Meeting – November 12, 2019**

Date: November 6, 2019

To: Matthew H. Greeson, City Manager

From: David McCorkle, Economic Development Manager

Subject: **Residential PACE**

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**EXECUTIVE SUMMARY**

Caleb Bell of Bricker & Eckler LLP will give a presentation on Residential Property Assessed Clean Energy programming.

**BACKGROUND/DESCRIPTION**

Members of the Worthington City Council have expressed interest in learning more about Residential Property Assessed Clean Energy (R-PACE) programming. Staff have invited Caleb Bell, Partner at Bricker & Eckler LLP and counsel for the Columbus Energy Special Improvement District, to give a presentation on this subject.

Property Assessed Clean Energy (PACE) is a tool used to finance energy efficiency and renewable energy improvements. Property owners can finance the up-front costs of eligible energy-saving improvements and then repay those costs over a period of time through an assessment on their property taxes.

Ohio's PACE programs have been specific to commercial properties thus far. As an example, the City of Worthington worked with Trivium Development in 2016 to approve PACE financing for the redevelopment of 350 W. Wilson Bridge Road. To date, the Columbus Energy Special Improvement District has approved 38 commercial PACE projects totaling almost \$100 million in private investment. This success has led to interest in similar programs for homeowners, termed Residential PACE. Several Ohio communities are now working to create their own R-PACE programs.

R-PACE is expected to roll out statewide in the coming months. Ohio will become the fourth state to offer R-PACE programs, joining California, Missouri, and Florida. The U.S. Department of Energy reports that, as of 2019, more than 200,000 homeowners have made

#### 4.A. - Residential PACE

\$5 billion in energy efficiency and other improvements through R-PACE financing in the three other states.





**STAFF MEMORANDUM**  
**City Council Meeting – November 12, 2019**

Date: November 6, 2019

To: Matthew H. Greeson, City Manager

From: Robyn Stewart, Assistant City Manager

Subject: **Proposed 2020 Budget - Presentations from Community Groups**

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**EXECUTIVE SUMMARY**

The Worthington Historical Society, Old Worthington Partnership, and McConnell Arts Center will present their requests for funding.

**BACKGROUND/DESCRIPTION**

The City has received grant applications from the Worthington Historical Society, Old Worthington Partnership, and McConnell Arts Center, which are attached.

The Worthington Historical Society has submitted a grant application for \$32,500, which is the same amount that they received last year. (Note: City Council appropriated an additional allocation to the Historical Society in 2019 in the amount of \$36,000 for work to be done at the Orange Johnson House.)

The grant request for the Old Worthington Partnership includes \$55,000 for the Partnership Grant, \$55,800 which are holdover funds from the Convention and Visitors Bureau (CVB), and approximately \$10,000 in bed tax. The CVB was dissolved last year after the Old Worthington Partnership agreed to take on their duties. The Convention and Visitors Bureau Fund holds the funds that were transferred from the CVB upon its dissolution and the City currently has an ordinance that allocates 66% of hotel tax revenue to the Convention and Visitors Bureau Fund. Staff suggests the process of funding CVB activities could be simplified from the way the Partnership requested funding. Since so little bed tax funding is being generated, the current ordinance regarding the allocation of 66% of hotel tax to the CVB Fund could remain in place and the City Council can simply allocate the full amount it chooses to provide to the Partnership for CVB activities from the CVB Fund. If Council wishes to fund the full amount requested by the Partnership, then \$55,000 would come from the Special Groups funding in the General Fund and \$65,800 would come from the CVB Fund.

The McConnell Arts Center has submitted a grant application in the amount of \$220,000 for an operating grant and \$5,000 for community arts programming. The grant application from the MAC requests the same amount as was allocated in 2019 and is consistent with the proposed budget.

**FINANCIAL IMPLICATIONS/FUNDING SOURCES** (if applicable)

The Proposed 2020 Operating Budget includes the \$32,500 requested by the Historical Society and the \$55,000 requested by the Partnership for general activities in the Special Groups allocation. It also includes the \$220,000 requested by the MAC. The Proposed Operating Budget provided only the 66% of bed tax revenue (estimated by staff to be \$8,000) for CVB activities pending receipt of the request from the Partnership. The CVB Fund has a current balance of \$111,742 which is sufficient to fund the full request.

**ATTACHMENTS**

Grant Application – Worthington Historical Society  
Grant Application – Old Worthington Partnership  
Grant Application – McConnell Arts Center

# **APPLICATION FOR GRANT FUNDING - 2020**

## **CITY OF WORTHINGTON**



**APPLICATION - 2020**  
**CITY OF WORTHINGTON**  
**GRANT FUNDING**

**Due: November 1, 2019**

**ORGANIZATION NAME:** *Worthington Historical Society*

**CONTACT NAME:** *Kate LaLonde, Director*

**CONTACT ADDRESS:** *50 West New England Avenue, 43085*

**CONTACT PHONE:** *614-885-1247 (OFFICE), 614-378-1099 (CELL)*

**CONTACT E-MAIL:** *info@worthingtonhistory.org*

**AMOUNT REQUESTED FOR CALENDAR YEAR 2020:** *\$32,500*

**ADDITIONAL GENERAL INFORMATION REQUIRED AS ATTACHMENTS TO THE APPLICATION:**

ATTACHMENT I: List of Board Members and Officers of the Not for Profit

ATTACHMENT II: Federal and/or State Not for Profit documentation

ATTACHMENT III: Federal 990 tax filings

ATTACHMENT IV: Copy of most recent audit for not-for-profit or predecessor agencies. If the agency did not conduct a Certified Professional Audit, please provide a financial review by a Certified Public Accountant (CPA). Please submit the audit or financial review with a letter signed by the organization's CPA and a current balance statement and income statement

ATTACHMENT V: Fiscal Year End financial statements for 2017 and 2018

**If not provided to the City in the past three years or there have been changes made to the documents provided most recently to the City, please provide:**

ATTACHMENT VI: Articles of Incorporation, By-Laws, resumes of key administrative personnel, policies and procedures, and organizational chart(s)

## GENERAL INFORMATION

**In the space provided below, please provide the mission statement for your organization and a description of its goals.**

The Worthington Historical Society (WHS) is dedicated to creating experiences that inspire and promote public interest in Worthington's history. To maintain Worthington's legacy for future generations, the Society will preserve and interpret its properties and collections and provide educational opportunities to the community.

The Society maintains three properties: the Orange Johnson House, the Old Rectory (which houses the Doll Museum, administrative offices, Shop, and collections storage), and the Jeffers Mound. The Society also collects and maintains items directly related to the history of the Worthington area.

The organization's primary purpose is to provide a repository for the community's collective history and materials; objects, photographs, archives, and first person accounts passed down through many mediums that allow the preservation of a multi-dimensional picture of the city's history. The collections as a whole are preserved for the benefit of the community. As the History Relevance Campaign states, "History lays the groundwork for strong, resilient communities. No place really becomes a community until it is wrapped in human memory: family stories, tribal traditions, and civic commemorations. No place is a community until it has awareness of its history. Our connections and commitment to one another are strengthened when we share stories and experiences." The City of Worthington maintains a unique character because of its thoughtful and purposeful regard for its past. The Society aims to continue its role in keeping the past alive throughout the community.

Current goals include:

- Continued maintenance of three historic sites in Worthington; the Orange Johnson House, the Old Rectory and the Jeffers Mound.
  - The Doll Museum and Shop at the Old Rectory are open five days a week and by appointment
  - The Orange Johnson House is open for tours Sundays, April – December, as well for group tours by appointment throughout the year.
- Continuation of established events and educational programming including Pioneer Days, Historic Walking Tours, tours at the Orange Johnson House, Historic Bus Tours, Ghost Tours, the Worthington Tour of Homes & Gardens, and biannual history talks at the Griswold Center.
- Digitization of materials from the Society's archives to be made accessible to the public through the Worthington Libraries' website *Worthington Memory*
- Continued creation of new programming and efforts to increase visibility of the Orange Johnson House and the Doll Museum, thus growing the number of visitors to the museums.
- Inclusion of programming that highlights contributions of Worthington citizens to women's suffrage in honor of the centennial of the passage of the 19th amendment. Additionally,

programming will feature Worthington architecture and items from our collection, particularly clothing, that shines a light on the 1920s as we enter 2020.

- Engagement of new volunteers to continue the growth of the Society's offerings and enhance those already in place.
- Attraction of new members who support the Society's goals to preserve Worthington's history.
- Continuation of joint local history programming in partnership with the Worthington Libraries, including the initiative to actively collect community oral histories.
- Execution of the final phase of the Orange Johnson House Bicentennial Project, with the replacement of the brick walls on the north and west perimeters for the Orange Johnson House property. As the Federal wing of the home celebrated its bicentennial in 2019, the community and city council have donated and/or pledged just under \$100,000 toward this effort, now scheduled for spring of 2020.

## **PURPOSE OF GRANT**

**Describe specifically how you propose to use the grant funds. Please attach a budgetary breakdown for the use of the grant funds.**

As in previous years, the Worthington Historical Society will use grant funds to cover a percentage of several budget areas. This includes portions of administrative expenses such as insurance, staff salaries, and publicity.

Staff provides support to the important education and collections work being done by committed and passionate volunteers. Attracting an audience for the programming offered is a vital part of the Society's success. Staff is also able to devote time to grant writing and fundraising, which provides financial support for preservation projects undertaken by the Society.

Additionally, funds will be used to support expenses for our educational programming. The Society's educational programs have relatively few expenses, and many supplies are donated to the Society by volunteers.

Finally, funds will also help support undertakings in the Society's collections area. The WHS provides the community, and in turn the City of Worthington, a repository where the physical pieces of Worthington history are able to reside in perpetuity. Continued proper storage and maintenance of these artifacts and archives is essential for future patrons to be able to enjoy and learn from each item for years to come.

The attached budget provides in detail how City funds will be used in the 2019-2020 fiscal year budget.

## FINANCIAL INFORMATION

**Provide a detailed budget of revenues and expenses showing the current year adopted budget and projecting/forecasting revenues and expenses for four (4) additional years. Please provide a sufficient breakdown of revenues and expenses to clearly demonstrate how the City's funding fits within the revenue picture. Is the City's funding necessary for the program/project? Will it be used to leverage funding from other sources?**

City funding is a crucial part of the Worthington Historical Society budget that enables the organization to operate at its present level. Staff funding, as well as support for educational programs, is provided in part with the community grant from the City of Worthington. Without this funding, cuts to staff would be necessary, resulting in decreased capacity to interact with membership, the Worthington community, visitors and researchers. The Society provides tours of our sites, holds events, assists with research requests, and provides access to our collections for research. The Society continues to schedule ambitious calendars of events, paired with the continuation of preservation work at our sites and with collections. The organization of volunteers and the publicity of accomplishments and events being provided by the dedicated volunteer corps require consistent attention that can only be provided through dedicated staff.

City funds also provide support for educational endeavors such as Children's Christmas, Christmas Open Houses, Pioneer Days, and speakers for educational programming at biannual meetings.

Other imperative expenses to the Society include the following:

- Cost of maintaining three historic Worthington sites
- Cost of insuring the collections & properties, as well as liability insurance
- Fees for continuing education of volunteers and staff who serve in museum collection management positions requiring special skill sets
- Cost of maintaining objects and archives donated to the Society by members of the community.

These substantial expenses, particularly the day-to-day operating costs and continued maintenance associated with the three historic sites, consume a great deal of funding raised by the Society through paid memberships, fundraisers and event proceeds. Restoration work is also funded through these methods, and is paired with fundraising campaigns. These projects are carefully considered and deferred until the Society is able to raise sufficient funds for each individual project.

*See attached for:*

- Current Budget
- Projected Budgets for the next four years

## PROGRAMMING

**In the space provided below, please list and describe your programs or proposed programs. Also (on additional pages as necessary), please list organizations with which you will partner to provide programming.**

- **Pioneer Days** in collaboration with the **Worthington City Schools** (May), and **St. John's Episcopal Church**
  - This program, provided to the Worthington City School district's eleven 3<sup>rd</sup> grades, and the 3<sup>rd</sup> grades from St. Michael and Worthington Christian Schools at no cost, complements the local history curriculum. Students receive an in-school orientation visit from a Historical Society volunteer prior to their field trip. WHS volunteers provide a guided tour of the Orange Johnson House, assist and guide 3<sup>rd</sup> graders to do grave rubbings at St. John's Cemetery and play pioneer games with students on the Village Green. In 2019, this program reached 1080 students, teachers and parent volunteers.
- Varied schedule of **Historical Walking Tours & Bus Tours** each year in collaboration with **Worthington Parks & Recreation/The Griswold Center, Walnut Grove Cemetery** and **Community Senior Centers/Residences**
  - In 2019, in partnership with the **Griswold Center/Worthington Parks & Recreation**, the WHS again offered three different bus tour itineraries, each focusing on a unique aspect of Worthington history. Participation increased by 62% in 2019 with five separate tours taking place.
  - The Society also offers the same itineraries to Senior Centers/Senior Residences/groups with buses and WHS volunteers serve as tour guides who ride along on each center's own bus.
  - In November 2019 the Society will add a third itinerary to our **Walnut Grove Cemetery** walking tour series. It will focus on a number of Veterans buried in the cemetery in conjunction with **Veterans Day** weekend.
- Continuing partnership with the **Worthington Chapter of the Daughters of the American Revolution (D.A.R.)**, who provided volunteers for a spring clean-up of the vegetable garden at the Orange Johnson House. The Society provided programing support highlighting the preservation of family heirlooms at a D.A.R. chapter meeting. In 2019, the chapter donated time for their National Day of Service and cleaned up the Old Rectory grounds in preparation for the winter.
- In 2019, fundraising events included the **Antique Sale** on the Village Green in collaboration with **the Worthington Chamber of Commerce's Market Day** and the **Worthington Tour of Homes & Gardens**. The latter event was made possible by the participation of six private residences and several community businesses and buildings that opened their doors including the **Sharon Memorial Hall**, the **Masonic Lodge**, and the **High Road Gallery**.
- **The Ghost Tour**, a consistently sold-out event, introduces tour attendees to a number of historic people and sites in Old Worthington, telling their stories in first person to create an entertaining and educational experience.



- **Children's Christmas**, an immersive experience for children in grades 3 - 5 to "live" in Pioneer times for an evening during the holiday season. It serves approximately 45 children each year.
- **Christmas Open Houses at the Orange Johnson House**, on three Sundays each December. The community is offered the opportunity to visit the museum at no cost. Since 2015, in lieu of admission, visitors donated non-perishable food items to benefit the **Worthington Resource Pantry**.
- Partnership with the **Worthington Libraries** to add further content from the Worthington Historical Society collections to "**Worthington Memory**". Provision of rotating exhibits in the **Old Worthington Library's** "Worthington Room".
- Partnership with local doll club, "**Galatia**" who provides exhibition support and expertise in relation to the Doll Museum collections.
- The Society provides two free talks each year at the Annual & General Meetings that are open to the public. Presentations highlight various aspects of Worthington history. In 2019, the spring meeting, presented by Society Director Kate LaLonde, focused on the many residents of the Orange Johnson House from 1863 to 1963. The fall meeting will be led by Society Curator Sue Whitaker and focus on "Treasures and Curiosities from the Society's Collection".
- Provided talks and tours on various subjects, both on and off-site for at numerous events throughout the year including **the City of Worthington's Citizen's Academy, the Griswold Center, and Sons of the American Revolution**.
- The Society is a member of the **Ohio Local History Alliance** and hosted the March 2019 Region 6 Conference at the Griswold Center. Over 50 museum professionals gathered in Worthington for continuing education in the field of working in small history museums. Further, they experienced a Behind-the-Scenes tour at the Old Rectory.
- In the spring of 2019, the Society hosted sophomore student Maggie Potter from **Linworth Alternative Program** for her "Interim" project. She assisted with photographing and cataloguing collections as part of our ongoing inventory and transcribed a collection of Griswold family letters from the 1930s.
- During the summer of 2019, the Society hosted Sarah Martin, a student intern from Goshen College in Indiana for a 120 hour internship. She authored articles for our newsletter, created an exhibit about Worthington schools for the Worthington Library, contributed to our continuing inventory project and worked with our archival collection.
- Continued effort to finish the digitization of the Society's collection records, including a photographic inventory.
  - In 2018 Society volunteers, staff and interns added 2283 records and edited an additional 2940.
  - In 2019 Society volunteers, staff and interns added 1139 records and edited an additional 2721.

- In 2019, the Society presented two musical performances at the Orange Johnson House featuring the Tröndlin fortepiano; both featuring trios. In the spring Worthington resident Melissa Robol played the fortepiano along with flutist Kana Mirakoshi and vocalist Jocelyn Lieberfarb. The Camarata trio, featuring Suzanne Newcomb (piano), Luis Biava (cello), and Ariane Sletner (violin) performed the works of Clara Schumann on two evenings in September to celebrate the 200th anniversary of her birth; a fitting concert, as we also celebrate the Orange Johnson House's bicentennial year.
- The Society's Orange Johnson House was featured in a 2019 WOSU "**Columbus Neighborhoods**" production, "Notable Women of Columbus" and also provided costuming for cast members.
- The **Doll Museum at the Old Rectory** hosted numerous groups for tours from around the state of Ohio in 2019, including the **YWCA of Piqua**, **Girl Scouts of America "Trefoil One"** and residents from local senior living sites in Central Ohio.

## **PUBLIC BENEFIT**

**Please outline (use data if available) the public exposure, participation, and public benefit being derived from the organization's programs and activities. Please include a description of the impact of the City's funds on this exposure, participation and benefit. What would be the impact to the organization if it did not receive funding from the City?**

The Worthington Historical Society provides the citizens of Worthington and people from the Columbus area, as well as tourists and researchers from across the country, access to the history of the place, the people, and the culture of Worthington from the time of its establishment by the Scioto Company in 1803 forward.

Programming reaches a broad and varied audience: elementary school students at Pioneer Days, millennials and young professionals at events such as the Ghost Tour, families at events at the Orange Johnson House, and seniors with events in partnership with the Griswold Center, such as Historic Bus tours, to name a few. It is interesting to note that our October 2019 Ghost Tour attracted attendees from 21 zip codes, with only about 45% of the 120 guests from the 43085 or 43235 zip codes.

The Society opens the Orange Johnson House to the public on a weekly basis, and also sponsors special events at the site. Volunteers interpret early Worthington history and create engaging experiences that help connect audiences to our past. In 2018, over 1600 people, primarily non-members visited the Orange Johnson House. This early Worthington site appeals to audiences well beyond our membership. While members support the preservation of the museum financially, it is the community at large that benefits from its operation. The Orange Johnson House serves as a unique tourist destination in Worthington that welcomes visitors from the greater Central Ohio area and farther afield.

The Doll Museum at the Old Rectory also draws visitors from both the local community and beyond. Continued airing of the 2014 episode of WOSU's "Broad & High" featuring the Doll Museum, both in Columbus and other widespread markets, has increased the number of visitors over past years. Visitors from surrounding states have made the museum a stop on their travels, as the doll collection is unique in its breadth and quality. As of October 2019 the Old Rectory has had over 1300 recorded visitors to the Shop and Doll Museum. The shoppers who make purchases from the Society's

donated and consigned collectibles support the Society through sales proceeds. Guests who voluntarily signed the Old Rectory Guest book, thus far in 2019, have come from 53 cities, 14 states and 3 countries.

Each year, the Society fields many research requests that are handled by our collections and archives department. Society volunteers provide an average of 75 hours of active assistance to patrons annually for research projects. Whether an individual is researching a relative from afar, a business is looking for photos of their buildings or residents of Worthington are looking to learn more about their properties, the Society is able to share its historic collections and research. By being an accessible repository for Worthington's history, including first person accounts, photographs, records and archives of the community, the organization can continue to serve future researchers and offer Worthingtonians a way to connect to their past.

On three Sundays each December, the Society opens the Orange Johnson House to the community without an admission fee. The open houses offer accessibility to the museum and provide a way for visitors to experience the house outside the confines of a traditional tour. Music programming, refreshments and a self-guided tour of the seasonally decorated Orange Johnson House make this a favorite holiday tradition for visitors.

Volunteer participation drives our ability to produce events and maintain our properties. This is crucial to our success and cannot be overlooked. A dedicated corps of volunteers who believe in our mission and share a deep-rooted passion for Worthington make each Society success possible. It has been said, *"Volunteering is the ultimate exercise in democracy. You vote in elections once a year, but when you volunteer, you vote every day about the kind of community you want to live in."* Over 200 volunteers donate thousands of hours annually, allowing the Society to keep our museums open, host events on and off-site and share our collections with the community through exhibits, programs, and at our research library.

City funding allows the Society to maintain staff that can support the impressive work, programming and knowledge our volunteers offer. By coordinating publicity in print media, maintaining the Society's website, and running a variety of social media platforms, staff is able to communicate to audiences, both in the immediate area and around the world. Further, city funding allows the Society's preservation accomplishments, educational programming, collections and fundraising events. All of these components are crucial to finding audiences interested in engaging with our offerings, and also connecting with those patrons who offer financial support necessary to continue operation.

With staff coordinating day-to-day office functions, fielding inquiries for tours and research, organizing volunteer efforts, and maintaining membership, the Society is able to sustain continuity in operations. Staff is able to provide the support necessary to allow our volunteers to use their strengths in sharing and preserving Worthington's history. Without City funding, staff cuts would necessitate that volunteers spend more time on organization and less time providing the educational programming and preservation efforts that are a vital part of the Worthington Historical Society's mission.

**ATTACHMENT I:**

**2019-2020 Worthington Historical Society Board of Directors**

Jutta Catharine Pegues	President
John Mueller	Vice President, Finance & Treasurer
Frank Shepherd	Vice President, Facilities
Steffanie Haueisen	Vice President, Education
Susan Whitaker	Curator
Charles Warner	Parliamentarian
Jeri Arent	Member at Large
Karen Cantlon	Member at Large
David Hahm	Member at Large
David Rankey	Member at Large
John Snouffer	Member at Large

**Staff**

Kate LaLonde	Director
Margaret Lawrence	Office Support



TREASURY DEPARTMENT  
INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR

Cin:EO:62-52

IN REPLY REFER TO

Form 2954

431-FNT

AUG 22 1962

The Worthington Historical Society, Inc.,  
137 East Granville Road  
Worthington, Ohio

Gentlemen:

PURPOSE
Educational & Charitable
FORM 990A REQUIRED
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
ACCOUNTING PERIOD END- ING
June 30

Based upon the evidence submitted, it is held that you are exempt from Federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code, as it is shown that you are organized and operated exclusively for the purpose shown above. Any questions concerning taxes levied under other subtitles of the Code should be submitted to us.

You are not required to file Federal income tax returns so long as you retain an exempt status, unless you are subject to the tax on unrelated business income imposed by section 511 of the Code and are required to file Form 990-T for the purpose of reporting unrelated business taxable income. Any changes in your character, purposes or method of operation should be reported immediately to this office for consideration of their effect upon your exempt status. You should also report any change in your name or address. Your liability for filing the annual information return, Form 990A, is set forth above. That return, if required, must be filed after the close of your annual accounting period indicated above.

Contributions made to you are deductible by donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to or for your use are deductible for Federal estate and gift tax purposes under the provisions of section 2055, 2106 and 2522 of the Code.

You are not liable for the taxes imposed under the Federal Insurance Contributions Act (social security taxes) unless you file a waiver of exemption certificate as provided in such Act. You are not liable for the tax imposed under the Federal Unemployment Tax Act. Inquiries about the waiver of exemption certificate for social security taxes should be addressed to this office.

This is a determination letter, and is predicated upon the amendment of your articles of incorporation, as proposed.

Very truly yours,

*P. L. Charles*

P. L. Charles  
District Director

NWK

FORM 2954 (REV. 8-61)



Form **990****Return of Organization Exempt From Income Tax**

OMB No. 1545-0047

**2018**Department of the Treasury  
Internal Revenue Service

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

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

**Open to Public Inspection**

**A** For the 2018 calendar year, or tax year beginning JULY 1, 2018, and ending JUNE 30, 2019

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

**C** Name of organization WORTHINGTON HISTORICAL SOCIETY, INC.  
 Doing business as \_\_\_\_\_  
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite  
50 W. NEW ENGLAND AVE.  
 City or town, state or province, country, and ZIP or foreign postal code  
WORTHINGTON, OH 43085

**D** Employer identification number 31-0726223

**E** Telephone number (614) 885-1247

**F** Name and address of principal officer: JUTTA PEGUES 50 W. NEW ENGLAND AVE WORTHINGTON, OH 43085

**G** Gross receipts \$ \_\_\_\_\_

**H(a)** Is this a group return for subordinates? ☐ Yes ☒ No  
**H(b)** Are all subordinates included? ☐ Yes ☒ No n/a  
 If "No," attach a list. (see instructions)

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

**J** Website: WWW.WORTHINGTONHISTORY.ORG

**K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶

**L** Year of formation: 1963 **M** State of legal domicile: OHIO

**Part I Summary**

**1** Briefly describe the organization's mission or most significant activities: PRESERVATION OF THE HISTORICAL PROPERTIES, ARTIFACTS AND INFORMATION. EDUCATION OF THE GENERAL PUBLIC ABOUT THE HISTORY OF THE CITY OF WORTHINGTON.

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

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

**4** Number of independent voting members of the governing body (Part VI, line 1b) 11

**5** Total number of individuals employed in calendar year 2018 (Part V, line 2a) 11

**6** Total number of volunteers (estimate if necessary) 2

**7a** Total unrelated business revenue from Part VIII, column (C), line 12 164

**b** Net unrelated business taxable income from Form 990-T, line 38 0

	Prior Year	Current Year
<b>8</b> Contributions and grants (Part VIII, line 1h)	102,575	89,357.19
<b>9</b> Program service revenue (Part VIII, line 2g)	12,569	11,312.00
<b>10</b> Investment income (Part VIII, column (A), lines 3, 4, and 7d)	31,537	953.35
<b>11</b> Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	0	64,327.66
<b>12</b> Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	146,681	165,950.20
<b>13</b> Grants and similar amounts paid (Part IX, column (A), lines 1–3)		
<b>14</b> Benefits paid to or for members (Part IX, column (A), line 4)		
<b>15</b> Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)		
<b>16a</b> Professional fundraising fees (Part IX, column (A), line 11e)	34,255	43,250.50
<b>b</b> Total fundraising expenses (Part IX, column (D), line 25) ▶		
<b>17</b> Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	96,668	69,463.73
<b>18</b> Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	130,923	111,914.23
<b>19</b> Revenue less expenses. Subtract line 18 from line 12	15,758	54,035.97
<b>20</b> Total assets (Part X, line 16)	Beginning of Current Year	End of Year
<b>21</b> Total liabilities (Part X, line 26)	1,805,181.00	1,859,216.91
<b>22</b> Net assets or fund balances. Subtract line 21 from line 20	0	0
	1,805,181.00	1,859,216.91

**Part II Signature Block**

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

**Sign Here** Signature of officer John E. Mueller Date 10-28-2019  
JOHN E. MUELLER, TREASURER  
 Type or print name and title

**Paid Preparer Use Only** Print/Type preparer's name \_\_\_\_\_ Preparer's signature \_\_\_\_\_ Date \_\_\_\_\_  
 Check ☐ if self-employed PTIN \_\_\_\_\_  
 Firm's name ▶ \_\_\_\_\_ Firm's EIN ▶ \_\_\_\_\_  
 Firm's address ▶ \_\_\_\_\_ Phone no. \_\_\_\_\_

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

For Paperwork Reduction Act Notice, see the separate instructions.

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**Part III Statement of Program Service Accomplishments**Check if Schedule O contains a response or note to any line in this Part III ☐

1 Briefly describe the organization's mission:

PRESERVATION OF THE HISTORIC PROPERTIES, ARTIFACTS, AND INFORMATION. EDUCATION OF THE GENERAL PUBLIC ABOUT THE CITY OF WORTHINGTON.

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

If "Yes," describe these new services on Schedule O.

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

If "Yes," describe these changes on Schedule O.

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

4a (Code: ) (Expenses \$ 55,284.74 including grants of \$ 0) (Revenue \$ 11,312.00)

PRESERVATION AND MAINTENANCE OF THREE HISTORICAL PROPERTIES AND COLLECTIONS. BOTH THE ORANGE JOHNSON HOUSE (HIGH ST.) AND OLD RECTORY (NEW ENGLAND AVE.) ARE OPEN TO THE PUBLIC. THE ORANGE JOHNSON HOUSE WAS BUILT IN 1811 AND THE OLD RECTORY WAS BUILT IN 1845. BOTH BUILDINGS HAVE A LONG HISTORY OF SERVICE TO THE CITY OF WORTHINGTON.

THE HP JEFFERS MOUND IS CONSIDERED TO BE THE OLDEST MANMADE STRUCTURE IN OHIO, DATING BACK TO THE TIME FRAME 100 BC TO 400 AD.

ALL THREE PROPERTIES ARE ON THE NATIONAL REGISTRY OF HISTORIC PLACES

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

EDUCATION ABOUT WORTHINGTON HISTORY. PARTICIPATION IN WORTHINGTON MARKET DAY ACTIVITIES. THIRD GRADE SCHOOL WEEK WHERE STUDENTS FROM ALL OF THE ELEMENTARY SCHOOLS ARE GIVEN LESSONS ON WORTHINGTON HISTORY ON THE HISTORIC WORTHINGTON VILLAGE GREEN AND ORANGE JOHNSON HOUSE.

YEARLY OPEN HOUSE AT THE ORANGE JOHNSON HOUSE THAT DEMONSTRATES HOW PIONEERS LIVED AND COOKED MEALS.

SEVERAL EDUCATIONAL PROGRAMS THROUGHOUT THE YEAR WITH WALKING TOURS, BUS TOURS, AND SHORT TOURS ABOUT WORTHINGTON HISTORY INCLUDING BUILDINGS EVENTS, AND PEOPLE WHO LIVED

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

IN WORTHINGTON.

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

4e Total program service expenses ▶

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**Part IV Checklist of Required Schedules**

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

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**Part IV Checklist of Required Schedules (continued)**

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

**Part V Statements Regarding Other IRS Filings and Tax Compliance**Check if Schedule O contains a response or note to any line in this Part V ☐

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

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

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

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

**Section A. Governing Body and Management**

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

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

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

**Section C. Disclosure**

**17** List the states with which a copy of this Form 990 is required to be filed ► OH/O

**18** Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.  
☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain in Schedule O)

**19** Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

**20** State the name, address, and telephone number of the person who possesses the organization's books and records ►

JOHN E. MUELLER, TREASURER 50 W. NEW ENGLAND AVE.

(614) 885-1247

WORTHINGTON, OH 43085



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**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**Check if Schedule O contains a response or note to any line in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

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

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

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations	
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former				
SALARIES JULY 2018-JUNE 2019											
(1) KATHERINE D. LALONDE EXECUTIVE DIRECTOR	30				X	X		32,018.14			
(2) MARGARET LAWRENCE STAFF ASSISTANT	20				X			7,956.00			
(3) JUTTA PEGUES PRESIDENT	10			X							
(4) JOHN MUELLER TREASURER	5			X							
(5) FRANK SHEPHERD VP FACILITIES	5			X							
(6) STEPHANIA HAVELSEN VP EDUCATION	5			X							
(7) JUE WHITAKER CURATOR	10	X									
(8) JERI ARENT ARCHIVIST	10	X									
(9) CHARLES WARNER PARLIAMENTARIAN	1	X									
(10) KAREN CANTLON AT LARGE	1	X									
(11) DAVID NAHM AT LARGE	1	X									
(12) DAVID RANNEY AT LARGE	15	X									
(13) JOHN SNUFFER AT LARGE	1	X									
(14)											

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

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(15)										
(16)										
(17)										
(18)										
(19)										
(20)										
(21)										
(22)										
(23)										
(24)										
(25)										
<b>1b Sub-total</b>								<b>39,974.14</b>		
<b>c Total from continuation sheets to Part VII, Section A</b>										
<b>d Total (add lines 1b and 1c)</b>								<b>39,974.14</b>		

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

**3** Did the organization list any **former** officer, director, or trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual

**4** For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual

**5** Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person

	Yes	No
<b>3</b>		X
<b>4</b>		X
<b>5</b>		X

**Section B. Independent Contractors**

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

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

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



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**Part VIII Statement of Revenue**Check if Schedule O contains a response or note to any line in this Part VIII ☐

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants and Other Similar Amounts	1a	Federated campaigns . . . . .	1a			
	b	Membership dues . . . . .	1b	8,725.00		
	c	Fundraising events . . . . .	1c	31,050.78		
	d	Related organizations . . . . .	1d			
	e	Government grants (contributions)	1e	32,500.00		
	f	All other contributions, gifts, grants, and similar amounts not included above	1f	17,081.41		
	g	Noncash contributions included in lines 1a-1f: \$				
	h	<b>Total.</b> Add lines 1a-1f . . . . .		89,357.19	89,357.19	
Program Service Revenue	2a	DALL MUSEUM TOURS AND DONATIONS	Business Code			
	b	OJ HOUSE TOURS		2,186.00		
	c	CITY TOURS		887.00		
	d	MISC EVENTS		3,854.00		
	e	RESTRICTED USE FUNDS		1,829.00		
	f	All other program service revenue .		2,556.00		
	g	<b>Total.</b> Add lines 2a-2f . . . . .		11,312.00	11,312.00	
	3	Investment income (including dividends, interest, and other similar amounts) . . . . .		953.35	953.35	
4	Income from investment of tax-exempt bond proceeds					
5	Royalties . . . . .					
Other Revenue	6a	Gross rents . . . . .	(i) Real	(ii) Personal		
	b	Less: rental expenses . . . . .				
	c	Rental income or (loss) . . . . .				
	d	Net rental income or (loss) . . . . .				
	7a	Gross amount from sales of assets other than inventory . . . . .	(i) Securities	(ii) Other		
	b	Less: cost or other basis and sales expenses . . . . .				
	c	Gain or (loss) . . . . .				
	d	Net gain or (loss) . . . . .				
	8a	Gross income from fundraising events (not including \$ 31,050.78 of contributions reported on line 1c). See Part IV, line 18 . . . . .	a	0		
	b	Less: direct expenses . . . . .	b	0		
	c	Net income or (loss) from fundraising events . . . . .		0		
	9a	Gross income from gaming activities. See Part IV, line 19 . . . . .	a			
	b	Less: direct expenses . . . . .	b			
	c	Net income or (loss) from gaming activities . . . . .				
	10a	Gross sales of inventory, less returns and allowances . . . . .	a			
	b	Less: cost of goods sold . . . . .	b			
	c	Net income or (loss) from sales of inventory . . . . .				
	Miscellaneous Revenue					
11a	GAIN FROM SECURITIES	Business Code				
b	HELP BY COLUMBUS		64,327.66			
c	FOUNDATION					
d	All other revenue . . . . .					
e	<b>Total.</b> Add lines 11a-11d . . . . .		64,327.66	64,327.66		
12	<b>Total revenue.</b> See instructions . . . . .		165,950.20	165,950.20		

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**Part IX Statement of Functional Expenses**

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

Check if Schedule O contains a response or note to any line in this Part IX ☐**Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.**

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21 . . . . .				
2 Grants and other assistance to domestic individuals. See Part IV, line 22 . . . . .				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16 . . . . .				
4 Benefits paid to or for members . . . . .				
5 Compensation of current officers, directors, trustees, and key employees . . . . .	39,974.14		39,974.14	
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) . . . . .				
7 Other salaries and wages . . . . .				
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits . . . . .				
10 Payroll taxes . . . . .	3,276.36		3,276.36	
11 Fees for services (non-employees):				
a Management . . . . .				
b Legal . . . . .				
c Accounting . . . . .				
d Lobbying . . . . .				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees . . . . .				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.) . . . . .				
12 Advertising and promotion . . . . .				
13 Office expenses . . . . .	6,067.99		6,067.99	
14 Information technology . . . . .				
15 Royalties . . . . .				
16 Occupancy . . . . .				
17 Travel . . . . .				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings . . . . .	208.00		208.00	
20 Interest . . . . .				
21 Payments to affiliates . . . . .				
22 Depreciation, depletion, and amortization . . . . .				
23 Insurance . . . . .	7,303.00		7,303.00	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a <u>EDUCATION EXPENSES</u> . . . . .	3,475.50	3,475.50		
b <u>PROPERTY MAINTENANCE</u> . . . . .	28,179.91	28,179.91		
c <u>EVENTS</u> . . . . .	982.79	982.79		
d <u>RESTORATION PROJECTS</u> . . . . .	22,446.54	22,446.54		
e All other expenses . . . . .				
25 Total functional expenses. Add lines 1 through 24e	111,914.23	55,084.74	56,829.49	
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720) . . . . .				

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**Part X Balance Sheet**Check if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
<b>Assets</b>	1 Cash—non-interest-bearing	66,901	1	55,671.15
	2 Savings and temporary cash investments	178,375	2	179,312.83
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net		4	
	5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges		9	
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 834,346		
	b Less: accumulated depreciation	10b		
	11 Investments—publicly traded securities	834,346	10c	834,346.00
	12 Investments—other securities. See Part IV, line 11	725,559	11	789,886.93
	13 Investments—program-related. See Part IV, line 11		12	
	14 Intangible assets		13	
	15 Other assets. See Part IV, line 11		14	
16 <b>Total assets.</b> Add lines 1 through 15 (must equal line 34)	1,805,181	15		
<b>Liabilities</b>	17 Accounts payable and accrued expenses		16	1,859,216.91
	18 Grants payable		17	
	19 Deferred revenue		18	
	20 Tax-exempt bond liabilities		19	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		20	
	22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		21	
	23 Secured mortgages and notes payable to unrelated third parties		22	
	24 Unsecured notes and loans payable to unrelated third parties		23	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17–24). Complete Part X of Schedule D		24	
	26 <b>Total liabilities.</b> Add lines 17 through 25	0	25	
<b>Net Assets or Fund Balances</b>	Organizations that follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.			
	27 Unrestricted net assets		26	0
	28 Temporarily restricted net assets		27	
	29 Permanently restricted net assets		28	
	Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.			
	30 Capital stock or trust principal, or current funds		29	
	31 Paid-in or capital surplus, or land, building, or equipment fund		30	
	32 Retained earnings, endowment, accumulated income, or other funds		31	
	33 Total net assets or fund balances	1,805,181	32	1,859,216.91
34 <b>Total liabilities and net assets/fund balances</b>	1,805,181	33	1,859,216.91	

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**Part XI Reconciliation of Net Assets**Check if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	165,950.20
2	Total expenses (must equal Part IX, column (A), line 25)	2	111,914.23
3	Revenue less expenses. Subtract line 2 from line 1	3	54,035.97
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	1,805,181.00
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	1,859,216.91

**Part XII Financial Statements and Reporting**Check if Schedule O contains a response or note to any line in this Part XII ☐

- 1 Accounting method used to prepare the Form 990: ☐ Cash ☐ Accrual ☐ Other \_\_\_\_\_  
If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.
- 2a Were the organization's financial statements compiled or reviewed by an independent accountant? . . .  
If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both:  
☒ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis *ONLY ONE ENTITY*
- b Were the organization's financial statements audited by an independent accountant? *ONLY ONE ENTITY*  
If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:  
☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis
- c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?  
If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.
- 3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? . . .
- b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.

	Yes	No
2a	X	
2b		X
2c	X	
3a		N/A
3b		N/A

Form 990 (2018)

**SCHEDULE A**  
**(Form 990 or 990-EZ)**Department of the Treasury  
Internal Revenue Service**Public Charity Status and Public Support**

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

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2019****Open to Public  
Inspection**

Name of the organization

**NORTHINGTON HISTORICAL SOCIETY**

Employer identification number

**31-0726223****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)						
<b>Total</b>						

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Cat. No. 11285F

Schedule A (Form 990 or 990-EZ) 2019



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Schedule A (Form 990 or 990-EZ) 2019

Page **2****Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

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

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ►	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") . . . . .						
<b>2</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf . . . . .						
<b>3</b> The value of services or facilities furnished by a governmental unit to the organization without charge . . . . .						
<b>4 Total.</b> Add lines 1 through 3 . . . . .						
<b>5</b> The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) . . . . .						
<b>6 Public support.</b> Subtract line 5 from line 4						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ►	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
<b>7</b> Amounts from line 4 . . . . .						
<b>8</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources . . . . .						
<b>9</b> Net income from unrelated business activities, whether or not the business is regularly carried on . . . . .						
<b>10</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) . . . . .						
<b>11 Total support.</b> Add lines 7 through 10						
<b>12</b> Gross receipts from related activities, etc. (see instructions) . . . . .					<b>12</b>	
<b>13 First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> . . . . .						<input type="checkbox"/>

**Section C. Computation of Public Support Percentage**

<b>14</b> Public support percentage for 2019 (line 6, column (f) divided by line 11, column (f)) . . . . .	<b>14</b>	%
<b>15</b> Public support percentage from 2018 Schedule A, Part II, line 14 . . . . .	<b>15</b>	%
<b>16a 33 1/3% support test—2019.</b> If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization . . . . .		<input type="checkbox"/>
<b>b 33 1/3% support test—2018.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization . . . . .		<input type="checkbox"/>
<b>17a 10%-facts-and-circumstances test—2019.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization . . . . .		<input type="checkbox"/>
<b>b 10%-facts-and-circumstances test—2018.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization . . . . .		<input type="checkbox"/>
<b>18 Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions . . . . .		<input type="checkbox"/>

Schedule A (Form 990 or 990-EZ) 2019

Schedule A (Form 990 or 990-EZ) 2019

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

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

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	111,949	87,292	102,300	102,575	89,357	493,473
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	12,376	14,402	11,705	12,569	11,312	62,364
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 <b>Total.</b> Add lines 1 through 5	124,325	101,694	114,005	115,144	100,669	555,837
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year	110					110
c Add lines 7a and 7b	110					110
8 <b>Public support.</b> (Subtract line 7c from line 6.)						110
<b>Section B. Total Support</b>						555,727

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
9 Amounts from line 6	124,325	101,694	114,005	115,144	100,669	555,837
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	(1,749)	39,249	52,914	31,537	953	122,900
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b	(1,749)	39,249	52,914	31,537	953	122,900
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 <b>Total support.</b> (Add lines 9, 10c, 11, and 12.)	122,576	140,943	166,919	146,681	101,622	678,741
14 <b>First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> ▶ <input type="checkbox"/>						

**Section C. Computation of Public Support Percentage**

15 Public support percentage for 2019 (line 8, column (f), divided by line 13, column (f))	15	82 %
16 Public support percentage from 2018 Schedule A, Part III, line 15	16	74 %

**Section D. Computation of Investment Income Percentage**

17 Investment income percentage for 2019 (line 10c, column (f), divided by line 13, column (f))	17	18 %
18 Investment income percentage from 2018 Schedule A, Part III, line 17	18	26 %
19a <b>33 1/3% support tests—2019.</b> If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization ▶ <input checked="" type="checkbox"/>		
b <b>33 1/3% support tests—2018.</b> If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization ▶ <input checked="" type="checkbox"/>		
20 <b>Private foundation.</b> If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ▶ <input type="checkbox"/>		

Schedule A (Form 990 or 990-EZ) 2019

LAST PAGE OF SCHEDULE A





**SCHEDULE D**  
**(Form 990)**Department of the Treasury  
Internal Revenue Service**Supplemental Financial Statements**

► Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.  
► Attach to Form 990.

► Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2019****Open to Public Inspection**

Name of the organization

**WORTHINGTON HISTORICAL SOCIETY**

Employer identification number

**31-0726223****Part I****Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

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

**Part II****Conservation Easements.**

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

- 1 Purpose(s) of conservation easements held by the organization (check all that apply).  
☐ Preservation of land for public use (for example, recreation or education) ☐ Preservation of a historically important land area  
☐ Protection of natural habitat ☐ Preservation of a certified historic structure  
☐ Preservation of open space
- 2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.
- |  | Held at the End of the Tax Year |
|--|---------------------------------|
| a Total number of conservation easements . . . . .   | <b>2a</b>                       |
| b Total acreage restricted by conservation easements . . . . .   | <b>2b</b>                       |
| c Number of conservation easements on a certified historic structure included in (a) . . . . .   | <b>2c</b>                       |
| d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register . . . . . | <b>2d</b>                       |
- 3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ►
- 4 Number of states where property subject to conservation easement is located ►
- 5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? . . . . . ☐ Yes ☐ No
- 6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ►
- 7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ► \$
- 8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? . . . . . ☐ Yes ☐ No
- 9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III****Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

- 1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.
- b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:
- (i) Revenue included on Form 990, Part VIII, line 1 **NONE OF THESE IN PART VIII, LINE 1** ► \$ **0**
- (ii) Assets included in Form 990, Part X . . . . . ► \$ **834,346**
- 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:
- a Revenue included on Form 990, Part VIII, line 1 . . . . . ► \$
- b Assets included in Form 990, Part X . . . . . ► \$

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Cat. No. 52283D

Schedule D (Form 990) 2019

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

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

**Part IV Escrow and Custodial Arrangements.**

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

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

**Part V Endowment Funds.**

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

- |  | (a) Current year | (b) Prior year | (c) Two years back | (d) Three years back | (e) Four years back |
|--|------------------|----------------|--------------------|----------------------|---------------------|
| 1a Beginning of year balance                     |                  |                |                    |                      |                     |
| b Contributions                                  |                  |                |                    |                      |                     |
| c Net investment earnings, gains, and losses     |                  |                |                    |                      |                     |
| d Grants or scholarships                         |                  |                |                    |                      |                     |
| e Other expenditures for facilities and programs |                  |                |                    |                      |                     |
| f Administrative expenses                        |                  |                |                    |                      |                     |
| g End of year balance                            |                  |                |                    |                      |                     |
- 2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a Board designated or quasi-endowment \_\_\_\_\_%
- b Permanent endowment \_\_\_\_\_%
- c Term endowment \_\_\_\_\_%
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- |  | Yes    | No |
|--|--------|----|
| (i) Unrelated organizations  | 3a(i)  |    |
| (ii) Related organizations   | 3a(ii) |    |
| b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? | 3b     |    |
- 4 Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

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

Complete if the organization answered "Yes" on Form 990, Part VII, line 1.					
Description of property		(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a	Land . . . . .	UNK			246,900
b	Buildings . . . . .	UNK			313,400
c	Leasehold improvements . . . . .				
d	Equipment . . . . .				
e	Other . . . . .	DOLL COLLECTION			274,046
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.) . . . . . ▶					834,346



Schedule D (Form 990) 2019

31-0726223 Page 3

**Part VII Investments—Other Securities.**

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

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

**Part VIII Investments—Program Related.**

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

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

**Part IX Other Assets.**

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

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

**Part X Other Liabilities.**

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

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

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

Schedule D (Form 990) 2019



Schedule D (Form 990) 2019

31-0726223 Page 4

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

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

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

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

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

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

**Part XIII Supplemental Information.**

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

PART III, LINE 4 - HISTORICAL ARTIFACTS FROM THE NINETEENTH AND EARLY TWENTIETH CENTURIES ARE DISPLAYED IN OUR MUSEUMS AT 50 W. NEW ENGLAND AVE AND 956 HIGH ST IN WORTHINGTON, OHIO. IN ADDITION, ARTIFACTS ARE DISPLAYED AT THE WORTHINGTON PUBLIC LIBRARY AND WORTHINGTON CITY HALL FROM TIME TO TIME. THE ARTIFACTS DEMONSTRATE HOW PIONEERS LIVED AND SURVIVED IN CENTRAL OHIO DURING THE TIME PERIOD CITED EARLIER. FINALLY, THE SOCIETY OWNS A PLOT OF LAND CONTAINING A HOPEWELL MOUND DATING BACK TO 100 BC TO 400 AD.

PART VI. VALUES FOR LAND, BUILDINGS, AND COLLECTIONS WERE OBTAINED FROM THE PREVIOUS YEAR FORM 990.

Schedule D (Form 990) 2019

LAST PAGE OF SCHEDULE D.

**SCHEDULE G**  
**(Form 990 or 990-EZ)**Department of the Treasury  
Internal Revenue Service

Name of the organization

**Supplemental Information Regarding Fundraising or Gaming Activities**

Complete if the organization answered "Yes" on Form 990, Part IV, line 17, 18, or 19, or if the organization entered more than \$15,000 on Form 990-EZ, line 6a.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2019**Open to Public  
InspectionWORTHINGTON HISTORICAL SOCIETY

Employer identification number

31-0726223**Part I****Fundraising Activities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 17.  
Form 990-EZ filers are not required to complete this part.**1** Indicate whether the organization raised funds through any of the following activities. Check all that apply.

- a** ☒ Mail solicitations  
**b** ☐ Internet and email solicitations  
**c** ☐ Phone solicitations  
**d** ☐ In-person solicitations  
**e** ☐ Solicitation of non-government grants  
**f** ☐ Solicitation of government grants  
**g** ☐ Special fundraising events

- 2a** Did the organization have a written or oral agreement with any individual (including officers, directors, trustees, or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services? ☐ Yes ☐ No  
**b** If "Yes," list the 10 highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least \$5,000 by the organization.

(i) Name and address of individual or entity (fundraiser)	(ii) Activity	(iii) Did fundraiser have custody or control of contributions?		(iv) Gross receipts from activity	(v) Amount paid to (or retained by) fundraiser listed in col. (i)	(vi) Amount paid to (or retained by) organization
		Yes	No			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
<b>Total</b>						

- 3** List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.



Schedule G (Form 990 or 990-EZ) 2019

31-0726223

Page 2

**Part II Fundraising Events.** Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

		(a) Event #1 (event type)	(b) Event #2 (event type)	(c) Other events (total number)	(d) Total events (add col. (a) through col. (c))
Revenue	1	Gross receipts . . . . .	31,050.78		31,050.78
	2	Less: Contributions . . . . .			
	3	Gross income (line 1 minus line 2) . . . . .	31,050.78		31,050.78
Direct Expenses	4	Cash prizes . . . . .			
	5	Noncash prizes . . . . .			
	6	Rent/facility costs . . . . .			
	7	Food and beverages . . . . .			
	8	Entertainment . . . . .			
	9	Other direct expenses . . . . .	PART OF OFFICE ADMIN		
	10	Direct expense summary. Add lines 4 through 9 in column (d) . . . . . ▶			
11	Net income summary. Subtract line 10 from line 3, column (d) . . . . . ▶				31,050.78

**Part III Gaming.** Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))	
Revenue	1	Gross revenue . . . . .				
Direct Expenses	2	Cash prizes . . . . .				
	3	Noncash prizes . . . . .		NO GAMING		
	4	Rent/facility costs . . . . .				
	5	Other direct expenses . . . . .				
	6	Volunteer labor . . . . .	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	
	7	Direct expense summary. Add lines 2 through 5 in column (d) . . . . . ▶				
	8	Net gaming income summary. Subtract line 7 from line 1, column (d) . . . . . ▶				

9 Enter the state(s) in which the organization conducts gaming activities:

a Is the organization licensed to conduct gaming activities in each of these states? ☐ Yes ☐ No

b If "No," explain:

10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year? ☐ Yes ☐ No

b If "Yes," explain:

Schedule G (Form 990 or 990-EZ) 2019

LAST PAGE OF SCHEDULE G

**SCHEDULE O**  
**(Form 990 or 990-EZ)**

 Department of the Treasury  
 Internal Revenue Service

Name of the organization

**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](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2019**
**Open to Public  
Inspection**

Employer identification number

WORTHINGTON HISTORICAL SOCIETY, INC.

31-0726223

1. 990 PART IV, LINES 12a AND 12b. ALSO PART XII, LINES 2a AND 2b. INDEPENDENT CPA FIRM CONDUCTED A REVIEW OF A PERCENTAGE OF REVENUES AND EXPENDITURES TO BACKUP RECEIPTS AND INVOICES. DID NOT CONDUCT A COMPLETE AUDIT.
2. 990 PART VI, LINE 2. THE EXECUTIVE DIRECTOR IS THE DAUGHTER OF BOARD OF TRUSTEES MEMBER - CURATOR OF THE DOLL COLLECTION AND MUSEUM.
3. 990 PART VI, LINE 6. THE ORGANIZATION HAS MEMBERS.
4. 990 PART VI, LINE 7a. YES, THE SOCIETY HAS DOZENS OF DUES-PAYING MEMBERS INCLUDING THE BOARD OF TRUSTEES. MEMBERS VOTE ANNUALLY ON BOARD MEMBERS AND OFFICERS.
5. 990 PART VI, LINE 8b. NO. NO COMMITTEE HAS AUTHORITY TO ACT ON BEHALF OF THE BOARD OF TRUSTEES.
6. 990 PART VI, LINE 11b. THE FINANCE COMMITTEE REVIEWS THE TAX RETURN PRIOR TO BOARD REVIEW. THE TREASURER MAKES AVAILABLE COPIES OF THE TAX RETURN TO BOARD MEMBERS PRIOR TO SUBMISSION OF THE RETURN FOR BOARD APPROVAL.
7. 990 PART VI, LINE 12c. ANY POTENTIAL CONFLICT OF INTEREST MUST BE BROUGHT BEFORE THE BOARD IN DISCLOSURE.
8. 990 PART VI, LINES 15a AND 15b. THE BOARD OF TRUSTEES APPOINTS A COMMITTEE TO REVIEW THE JOB DESCRIPTIONS OF THE TWO PART-TIME EMPLOYEES (EXECUTIVE DIRECTOR AND STAFF ASSISTANT) AND MAKES RECOMMENDATIONS ON ANY JOB DUTIES AND SALARIES. NO FRINGE BENEFITS ARE PROVIDED TO THE EMPLOYEES BY THE SOCIETY. THE BOARD OF TRUSTEES CONSIDERS THE RECOMMENDATIONS OF

Schedule O (Form 990 or 990-EZ) (2019)

Page **2**

Name of the organization

WORTHINGTON HISTORICAL SOCIETY INC.

Employer identification number

31-0726223

THE COMMITTEE AND MAKES ITS DECISIONS, WHICH IS  
RECORDED IN THE MEETING MINUTES.

9. 990 PART VI, LINE 19. THE GOVERNING DOCUMENTS AND  
FINANCIAL STATEMENTS WOULD BE AVAILABLE UPON  
REQUEST.

10. 990, SCHEDULE D, PART V, ENDOWMENTS

WORTHINGTON HISTORICAL SOCIETY ALON WITH MANY OTHER  
CHARITABLE ORGANIZATIONS MAINTAIN PUBLICLY TRADED  
SECURITIES IN ENDOWMENTS IN THE COLUMBUS FOUNDATION.  
THE COLUMBUS FOUNDATION IS NOT RELATED TO THE  
WORTHINGTON HISTORICAL SOCIETY. INDIVIDUALS MAY  
CONTRIBUTE MONEY TO THE COLUMBUS FOUNDATION CREDITED  
TO THE ACCOUNT OF WORTHINGTON HISTORICAL SOCIETY.

Schedule O (Form 990 or 990-EZ) (2019)

LAST PAGE OF SCHEDULE O

**WORTHINGTON HISTORICAL SOCIETY**

**FRANKLIN COUNTY**

**JULY 1, 2018 TO JUNE 30, 2019  
AGREED-UPON PROCEDURES**



## **Julian & Grube, Inc.**

*Serving Ohio Local Governments*

333 County Line Rd. West, Westerville, OH 43082 Phone: 614.846.1899 Fax: 614.846.2799

### **Independent Accountant's Report on Applying Agreed-Upon Procedures**

Worthington Historical Society  
Franklin County  
50 West New England Avenue  
Worthington, Ohio 43085

To the Board of Directors and Management:

We have performed the procedures enumerated below, with which were agreed to by the Board of Directors and the Management of the Worthington Historical Society, solely to assist the Board of Directors and Management in evaluating receipts, disbursements and balances recorded in the cash-basis accounting records of the Worthington Historical Society for the fiscal year ended June 30, 2019. Management is responsible for recording transactions and maintaining support for its receipts, disbursements, and balances. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

This report only describes exceptions exceeding \$10.

#### **Cash and Investments**

1. We tested the mathematical accuracy of the June 30, 2019 bank reconciliation and agreed to support. We found no exceptions.
2. We selected five outstanding checks from the June 30, 2019 bank reconciliation. We traced four of the outstanding checks to the subsequent July bank statement. One of the outstanding checks selected is still outstanding as of our report date. We found no exceptions.
3. We reviewed investment statements, including the June 30, 2019 statement, to determine if any unusual transactions have occurred in the investment account. We found no exceptions.

#### **Payroll Cash Disbursements**

1. For the two part-time employees, we verified the monthly pay rates were approved by the Board of Directors. We noted no exceptions.
2. We examined the personnel files to ensure the required documents (W-4, I-9, etc.) were maintained as required by the Society. We noted no exceptions.
3. We reviewed the excel workbook used to calculate monthly payroll to determine if it is using correct pay rates and withholdings appear reasonable. We noted no exceptions.

Worthington Historical Society  
 Franklin County  
 Independent Accountants' Report on  
 Applying Agreed-Upon Procedures  
 Page 2

4. We examined Federal, FICA, Ohio and City of Worthington tax withholdings per the excel workbook for the two part-time employees to determine if the amounts were properly withheld and remitted timely to the respective taxing authority. We noted the following:

<b>Withholding (plus employer share, where applicable)</b>	<b>Date Due</b>	<b>Date Paid</b>	<b>Payroll Report "Claimed"</b>	<b>Amount Paid Per General Ledger</b>
Federal income taxes, Medicare and Social Security	July 31, 2019	June 19, 2019	\$1,934.06	\$1,934.06
Ohio income taxes	July 31, 2019	June 19, 2019	\$158.39	\$158.39
City of Worthington income tax	July 31, 2019	June 19, 2019	\$261.61	\$261.61

#### **Non-Payroll Cash Disbursements**

We haphazardly selected ten disbursements from the itemized categories report for the fiscal year ended June 30, 2019 and determined whether:

- The disbursements were for a Society purpose. We found no exceptions.
- The check number, date, payee name and amount recorded on the returned, canceled check and/or disbursement authorization form agreed to the check number, date, payee name and amount recorded in the itemized categories report. We found no exceptions.
- The vendor invoice had a fully-completed disbursement authorization form attached to the vendor invoice and filed in the appropriate monthly folder. We found no exceptions.

#### **Receipt Transactions**

We haphazardly selected ten receipt transactions from the itemized categories report for the fiscal year ended June 30, 2019 and determined whether:

- The receipt amounts recorded in the cash journal within Quicken agreed to the receipt support. We found no exceptions.
- The receipts were posted to the appropriate account. We found no exceptions.
- The receipt slips were fully completed and filed in the appropriate monthly folder. We found no exceptions.



Worthington Historical Society  
Franklin County  
Independent Accountants' Report on  
Applying Agreed-Upon Procedures  
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We were not engaged to, and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the receipts, disbursements, and balances. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Board of Directors and Management of the Worthington Historical Society, and is not intended to be, and should not be used by anyone other than these specified parties.

A handwritten signature in cursive script that reads "Julian & Grube, Inc.".

Julian and Grube, Inc.  
October 18, 2019

<b>Worthington Historical Society</b>					<b>Through</b>	<b>6/30/2018</b>
<b>July 2017-June 2018</b>						
<b><u>INCOME</u></b>		<b>Budget</b>	<b>May-18</b>	<b>Jun-18</b>	<b>YTD</b>	<b>Left in Budget</b>
<b><u>Admissions</u></b>	O J House	1,400.00	30.00	52.00	1,185.00	215.00
	<b>Total Admissions</b>	<b>1,400.00</b>	<b>30.00</b>	<b>52.00</b>	<b>1,185.00</b>	<b>215.00</b>
<b><u>Donations</u></b>	General Fund - Annual Fund Raiser	10,000.00	580.04	250.00	9,383.04	616.96
	Bequests	500.00			0.00	500.00
	Gift & Consignment Shop	10,000.00			12,000.00	-2,000.00
	Kroger Community Rewards	500.00		44.54	342.42	157.58
	Other Sources - Igive, Ismile, etc	0.00			205.00	-205.00
	Cols Foundation Distribution	3,000.00			3,710.86	-710.86
	Memorial	0.00	350.00		1,200.00	-1,200.00
	<b>Total Donations</b>	<b>24,000.00</b>	<b>930.04</b>	<b>294.54</b>	<b>26,841.32</b>	<b>-2,841.32</b>
<b><u>Dues</u></b>	Businesses	1,300.00			50.00	1,250.00
	Individuals	8,700.00	3,330.00	900.00	6,205.00	2,495.00
	<b>Total Dues</b>	<b>10,000.00</b>	<b>3,330.00</b>	<b>900.00</b>	<b>6,255.00</b>	<b>3,745.00</b>
<b><u>Grants</u></b>	City Grant	27,500.00			27,500.00	0.00
	Other Grants	1,000.00			1,000.00	0.00
	<b>Total Grants</b>	<b>28,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>28,500.00</b>	<b>0.00</b>
<b><u>Projects</u></b>	Market Days	500.00			540.00	-40.00
	Tour of Homes	3,000.00			3,332.00	-332.00
<b><u>Educational Projects</u></b>	Griswold Joint Programs	1,500.00	155.00		190.00	1,310.00
	3rd Grade Days	100.00			0.00	100.00
	Children's Christmas	600.00			925.00	-325.00
	Christmas Open House	100.00			120.00	-20.00
	Tours-Ghost, Bus, Walking, etc.	2,000.00	80.00	67.00	2,935.00	-935.00
	General Education	100.00	50.00		1,114.00	-1,014.00
	<b>Total Special Projects Income</b>	<b>7,900.00</b>	<b>285.00</b>	<b>67.00</b>	<b>9,156.00</b>	<b>-1,256.00</b>
<b><u>Investments</u></b>	<b>Total Investment Income</b>	<b>1,300.00</b>	<b>125.85</b>	<b>71.48</b>	<b>1,121.39</b>	<b>178.61</b>
<b><u>Other Income</u></b>	Open	0.00			14.00	14.00
<b>TOTAL OPERATING INCOME</b>		<b>73,100.00</b>	<b>4,700.89</b>	<b>1,385.02</b>	<b>73,072.71</b>	<b>41.29</b>
	<b>Restricted Programs-Doll Fund,</b>	<b>0.00</b>	<b>10,262.00</b>	<b>23,637.25</b>	<b>43,192.20</b>	<b>-43,192.20</b>
	<b>Mound, Piano, Windows</b>					
<b><u>TOTAL INCOME</u></b>		<b>73,100.00</b>	<b>14,962.89</b>	<b>25,022.27</b>	<b>116,264.91</b>	<b>-43,150.91</b>

EXPENSES		Budget	May 18	Jun 18	YTD	Left in Budget
<b><u>Administration</u></b>	General Administration	4,300.00	4.70	6.23	2,207.73	2,092.27
	Insurance	5,600.00			7,113.00	-1,513.00
	Office Supplies	1,600.00		100.00	1,337.40	262.60
	Taxes	2,800.00		755.07	2,646.66	153.34
	Salaries and Wages	30,400.00	2,177.16	3,944.92	31,608.32	-1,208.32
	Internet / Telephone Service	2,000.00	127.80	127.86	1,559.50	440.50
	WHS Membership Expenses	150.00			30.00	120.00
	<b>Total Administration</b>	<b>46,850.00</b>	<b>2,309.66</b>	<b>4,934.08</b>	<b>46,502.61</b>	<b>347.39</b>
<b><u>Education</u></b>	Association Dues & Meetings	750.00	125.00	160.00	523.00	227.00
	Exhibits	100.00			33.20	66.80
	General Education	1,100.00	50.00	121.98	1,950.54	-850.54
	Intelligencer - Printing & Postage	1,600.00	112.70	254.80	1,329.45	270.55
	Grant				600.00	-600.00
	<b>Total Education</b>	<b>3,550.00</b>	<b>287.70</b>	<b>536.78</b>	<b>4,436.19</b>	<b>-886.19</b>
<b><u>Collections</u></b>	Acquisitions	1,000.00			0.00	1,000.00
	Maintenance	250.00		69.99	510.89	-260.89
	Supplies	250.00			0.00	250.00
	<b>Total Coll Mgmt</b>	<b>1,500.00</b>	<b>0.00</b>	<b>69.99</b>	<b>510.89</b>	<b>989.11</b>
<b><u>OJ House</u></b>	Cleaning & Supplies	500.00			641.32	-141.32
	Grounds - Maintenance	1,500.00	50.00		1,253.88	246.12
	Repairs & Maint	3,100.00			631.26	2,468.74
	Security System	450.00		111.00	444.00	6.00
	Utilities - Gas, Elect, Water	4,100.00	5.47	317.39	4,396.38	-296.38
	<b>Total OJ House</b>	<b>9,650.00</b>	<b>55.47</b>	<b>428.39</b>	<b>7,366.84</b>	<b>2,283.16</b>
<b><u>Old Rectory</u></b>	Cleaning & Supplies	900.00	96.97	160.00	937.65	-37.65
	Grounds - Maintenance	1,000.00	985.00	200.00	2,000.00	-1,000.00
	Repairs & Maintenance	5,100.00			384.00	4,716.00
	Security System	250.00		60.00	240.00	10.00
	Utilities - Gas, Elect, Water	3,300.00	287.82	237.71	3,247.68	52.32
	<b>Total Old Rectory</b>	<b>10,550.00</b>	<b>1,369.79</b>	<b>657.71</b>	<b>6,809.33</b>	<b>3,740.67</b>
<b><u>Projects</u></b>	Market Days	50.00			0.00	50.00
	Tour of Homes	300.00			70.46	229.54
	Children's Christmas	600.00			344.71	255.29
	Christmas Open House	150.00			329.57	-179.57
	Tours-Ghost, Bus, Walking	0.00			154.95	-154.95
	Third Grade Days	0.00	187.69		187.69	-187.69
	<b>Total Projects Expenses</b>	<b>1,100.00</b>	<b>187.69</b>	<b>0.00</b>	<b>1,087.38</b>	<b>12.62</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>73,200.00</b>	<b>4,210.31</b>	<b>6,626.95</b>	<b>66,713.24</b>	<b>6,486.76</b>
<b>RESTRICTED PROGRAMS-Doll Fund, Mound, Piano</b>		<b>0.00</b>	<b>700.00</b>	<b>2,987.50</b>	<b>64,210.09</b>	<b>-64,210.09</b>
<b>TOTAL EXPENSES</b>		<b>73,200.00</b>	<b>4,910.31</b>	<b>9,614.45</b>	<b>130,923.33</b>	<b>-57,723.33</b>
<b>GAIN/(LOSS) FOR YEAR</b>		<b>-100.00</b>	<b>10,052.58</b>	<b>15,407.82</b>	<b>-14,658.42</b>	<b>14,558.42</b>

<b>Worthington Historical Society</b>					<b>Through</b>	<b>6/30/2019</b>
<b>July 2018-June 2019</b>						
<b><u>INCOME</u></b>		<b>Budget</b>	<b>May-19</b>	<b>Jun-19</b>	<b>YTD</b>	<b>Left in Budget</b>
<b><u>Admissions</u></b>	O J House	1,400.00	180.00	115.00	887.00	513.00
	<b>Total Admissions</b>	<b>1,400.00</b>	<b>180.00</b>	<b>115.00</b>	<b>887.00</b>	<b>513.00</b>
<b><u>Donations</u></b>	General Fund - Annual Fund Raiser	11,000.00	210.00	110.00	9,471.78	1,528.22
	Bequests	500.00			0.00	500.00
	Gift & Consignment Shop	12,000.00			11,874.00	126.00
	Kroger Community Rewards	300.00		64.54	303.03	-3.03
	Other Sources - Igive, Ismile, etc	0.00	12.48		37.48	-37.48
	Cols Foundation Distribution	10,000.00			4,666.90	5,333.10
	Memorial	250.00	0.00	0.00	200.00	50.00
	<b>Total Donations</b>	<b>34,050.00</b>	<b>222.48</b>	<b>174.54</b>	<b>26,553.19</b>	<b>7,496.81</b>
<b><u>Dues</u></b>	Businesses	600.00			400.00	200.00
	Individuals	8,700.00	3,520.00	2,260.00	8,325.00	375.00
	<b>Total Dues</b>	<b>9,300.00</b>	<b>3,520.00</b>	<b>2,260.00</b>	<b>8,725.00</b>	<b>575.00</b>
<b><u>Grants</u></b>	City Grant	32,500.00			32,500.00	0.00
	Other Grants	1,000.00			0.00	1,000.00
	<b>Total Grants</b>	<b>33,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32,500.00</b>	<b>1,000.00</b>
<b><u>Projects</u></b>	Market Days	500.00			575.00	-75.00
	Tour of Homes	0.00			0.00	0.00
<b><u>Educational Projects</u></b>	Griswold Joint Programs	1,000.00	0.00		35.00	1,000.00
	3rd Grade Days	50.00			0.00	50.00
	Children's Christmas	900.00			900.00	0.00
	Christmas Open House	100.00			8.00	92.00
	Tours-Ghost, Bus, Walking, etc.	2,500.00	105.00	315.00	3,854.00	-1,354.00
	General Education	500.00	0.00		346.00	154.00
	<b>Total Special Projects Income</b>	<b>5,550.00</b>	<b>105.00</b>	<b>315.00</b>	<b>5,718.00</b>	<b>-133.00</b>
<b><u>Investments</u></b>	<b>Total Investment Income</b>	<b>1,300.00</b>	<b>76.65</b>	<b>69.63</b>	<b>953.35</b>	<b>346.65</b>
<b><u>Other Income</u></b>	Open	0.00			0.00	0.00
<b>TOTAL OPERATING INCOME</b>		<b>85,100.00</b>	<b>4,104.13</b>	<b>2,934.17</b>	<b>75,301.54</b>	<b>9,798.46</b>
	<b>Restricted Programs-Doll Fund,</b>	<b>0.00</b>	<b>4,082.00</b>	<b>1,962.00</b>	<b>26,321.00</b>	<b>-26,321.00</b>
	<b>Mound, Piano, Windows</b>					
<b><u>TOTAL INCOME</u></b>		<b>85,100.00</b>	<b>8,186.13</b>	<b>4,896.17</b>	<b>101,622.54</b>	<b>-16,522.54</b>

EXPENSES		Budget	May 19	Jun 19	YTD	Left in Budget
<b><u>Administration</u></b>	General Administration	3,000.00	14.77	45.58	2,818.72	181.28
	Insurance	7,200.00			7,303.00	-103.00
	Office Supplies	1,600.00		-1.00	1,799.13	-199.13
	Taxes	3,500.00	126.00	2,352.58	4,829.82	-1,329.82
	Salaries and Wages	41,900.00	2,970.29	2,970.29	38,420.68	3,479.32
	Internet / Telephone Service	2,000.00	111.36	111.43	1,405.14	594.86
	WHS Membership Expenses	150.00			45.00	105.00
	<b>Total Administration</b>	<b>59,350.00</b>	<b>3,222.42</b>	<b>5,478.88</b>	<b>56,621.49</b>	<b>2,728.51</b>
<b><u>Education</u></b>	Association Dues & Meetings	500.00			208.00	292.00
	Exhibits	100.00			0.00	100.00
	General Education	1,100.00	575.00	55.55	1,479.89	-379.89
	Intelligencer - Printing & Postage	1,600.00	132.30	132.30	1,498.00	102.00
	Grant				0.00	0.00
	<b>Total Education</b>	<b>3,300.00</b>	<b>707.30</b>	<b>187.85</b>	<b>3,185.89</b>	<b>114.11</b>
<b><u>Collections</u></b>	Acquisitions	1,000.00			0.00	1,000.00
	Maintenance	500.00		187.50	497.61	2.39
	Supplies	250.00			0.00	250.00
	<b>Total Coll Mgmt</b>	<b>1,750.00</b>	<b>0.00</b>	<b>187.50</b>	<b>497.61</b>	<b>1,252.39</b>
<b><u>OJ House</u></b>	Cleaning & Supplies	600.00			288.88	311.12
	Grounds - Maintenance	1,500.00	109.96		154.96	1,345.04
	Repairs & Maint	3,000.00	285.25	241.99	8,190.73	-5,190.73
	Security System	450.00		111.00	444.00	6.00
	Utilities - Gas, Elect, Water	4,100.00	241.27	225.47	6,125.93	-2,025.93
	<b>Total OJ House</b>	<b>9,650.00</b>	<b>636.48</b>	<b>578.46</b>	<b>15,204.50</b>	<b>-5,554.50</b>
<b><u>Old Rectory</u></b>	Cleaning & Supplies	900.00	80.00	80.00	720.00	180.00
	Grounds - Maintenance	1,000.00	1,005.00	200.00	1,860.00	-860.00
	Repairs & Maintenance	5,000.00			7,165.95	-2,165.95
	Security System	250.00		60.00	240.00	10.00
	Utilities - Gas, Elect, Water	3,000.00	243.96	116.89	2,989.46	10.54
	<b>Total Old Rectory</b>	<b>10,150.00</b>	<b>1,328.96</b>	<b>456.89</b>	<b>12,975.41</b>	<b>-2,825.41</b>
<b><u>Projects</u></b>	Market Days	50.00			11.05	38.95
	Tour of Homes	150.00	42.00		42.00	108.00
	Children's Christmas	400.00			597.32	-197.32
	Christmas Open House	150.00			106.97	43.03
	Tours-Ghost, Bus, Walking	100.00			13.96	86.04
	Third Grade Days	0.00	0.00		211.49	-211.49
	<b>Total Projects Expenses</b>	<b>850.00</b>	<b>42.00</b>	<b>0.00</b>	<b>982.79</b>	<b>-132.79</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>85,050.00</b>	<b>5,937.16</b>	<b>6,889.58</b>	<b>89,467.69</b>	<b>-4,417.69</b>
<b>RESTRICTED PROGRAMS-Doll Fund, Mound, Piano</b>		<b>0.00</b>	<b>565.00</b>	<b>1,604.55</b>	<b>2,246.54</b>	<b>-22,446.54</b>
<b>TOTAL EXPENSES</b>		<b>85,050.00</b>	<b>6,502.16</b>	<b>8,494.13</b>	<b>111,914.23</b>	<b>-26,864.23</b>
<b>GAIN/(LOSS) FOR YEAR</b>		<b>50.00</b>	<b>1,683.97</b>	<b>-3,597.96</b>	<b>-10,291.69</b>	<b>10,341.69</b>

## **WORTHINGTON HISTORICAL SOCIETY**

**Incorporated under the laws of the State of Ohio, a non-profit corporation.**

### **CONSTITUTION**

#### **ARTICLE I – NAME**

The name of this corporation shall be “The Worthington Historical Society, Inc.”

#### **ARTICLE II – OBJECTIVES**

The objectives of this Society shall be:

SECTION 1. To discover, collect, and preserve materials, structures, and landmarks which may help to establish, illustrate, and arouse interest in the historical record of the founding and development of the community of Worthington;

SECTION 2. To maintain a museum and historical research library;

SECTION 3. To restore, furnish, and/or maintain the properties of the Society as an example of early life in the Worthington area;

SECTION 4. To provide public programs of educational and historical value; and

SECTION 5. To provide the financial support for all programs of the Society.

#### **ARTICLE III – MEMBERSHIP**

SECTION 1. Requirements for Membership: The members of this Society shall be those who subscribe to the objectives of the Society as stated above and who fulfill the requirements of membership as stated in the Bylaws.

SECTION 2. There shall be voting and non-voting categories of memberships as defined in the Bylaws.

#### **ARTICLE IV – OFFICERS**

SECTION 1. Elective Officers. The elective officers shall be as follows: President; Vice-President, Education; Vice-President, Facilities; Vice-President, Finance; Vice-President, Ways and Means; and Board Members at Large.

SECTION 2. Appointive Officers. The appointive officers shall be as follows: Curator, Historian and Parliamentarian.



SECTION 3. Advisor. The Advisor shall be the most recent past President of the Society.

SECTION 4. Chairpersons. Chairpersons for all Standing Committees, as defined in the Bylaws, shall be appointed by the President or the appropriate elective officer in consultation with the President.

SECTION 5. Elections and Appointments. The elective officers shall be elected by the voting membership of the Society. The president shall appoint the appointive officers. Procedures for elections and appointments shall be specified in the Bylaws.

## **ARTICLE V – BOARD OF TRUSTEES**

SECTION 1. Composition. The Board of Trustees shall be composed of the elective and appointive officers as specified in Article IV, Sections 1 and 2 and the Advisor as specified in Article IV, Section 3. The Director shall be a non-voting member of the Board of Trustees.

SECTION 2. Duties and Powers. The Board of Trustees shall be the governing body of the Society with full power and authority to formulate policy, conduct the business, and manage the affairs of the Society.

## **ARTICLE VI – MEMBERSHIP MEETINGS**

SECTION 1. Annual Membership Meetings. The Annual Membership Meeting of the Society shall be held in June of each year at a time and place to be fixed by the Board of Trustees. The meeting shall be held for the purpose of conducting the following business: election of elective officers, presentation of annual reports and the transaction of such other business as may be necessary.

There shall be at least one other general meeting of the membership of the Society during the year at the time and place to be fixed by the Board of Trustees.

SECTION 2. Special Meetings. Special meetings of the membership shall be called by the Secretary pursuant to a resolution of the Board of Trustees or upon written request of ten percent (10%) of the voting members of the Society. Calls for special meetings shall specify the time, place and purpose thereof and no business other than that specified in the call thereof shall be considered at such meeting.

SECTION 3. Notification. Notification of the time, place and pertinent agenda of all membership meetings shall be given to all voting members by either one of the following methods:

- (A) publication in The Intelligencer no later than ten (10) days prior to such meeting, and/or
- (B) notice delivered by U.S. mail, e-mail, telephone or in person to all voting members no later than ten (10) days prior to such meeting.

SECTION 4. Voting. Every act or decision done or made by a simple majority of those Society members [present at a duly held membership](#) meeting shall be regarded as the act of the Society unless a greater majority is required by the Society's Constitution or Bylaws.

## **ARTICLE VII – AMENDMENTS**

SECTION 1. Proposal. An amendment to this Constitution may be proposed by resolution of the Board of Trustees or by petition signed by ten percent (10%) of the members of the Society and presented to the Board of Trustees. At the time of passage of such resolution or submission of such petition, the Board of Trustees shall set a date and time for a meeting of the members of the Society for the purpose of voting on such amendment. Such meeting shall not be held later than sixty (60) days after passage of such resolution or the submission of such petition. Copies of each proposed amendment shall be available for inspection at a convenient location at all reasonable times prior to such meeting of the membership and the notice of such meeting shall indicate where such amendment can be examined.

SECTION 2. Adoption. Adoption of a proposed amendment to this Constitution shall require a two-thirds (2/3) majority of those members present at any membership meeting called for the purpose of voting for such amendment.

SECTION 3. Notice. Notice of all changes to this Constitution shall be distributed to the voting membership by U.S. mail, e-mail, telephone and/or in [The Intelligencer](#) thirty (30) days or more prior to their consideration.

## WORTHINGTON HISTORICAL SOCIETY

### BYLAWS

#### ARTICLE I – MEMBERSHIP

**SECTION 1.** The requirements for and rights of each category of membership in the Society are as follows:

- A. Individual Members.** Individual members shall be those individuals who have paid their annual dues of \$20. Individual members shall have, during the term of their membership, the rights and privileges of membership in the Society including receiving all official publications and shall be acknowledged in the Directory of the Society.
- B. Patrons.** Patrons shall be those individuals who have paid their annual dues of \$50. Patrons shall have, during the term of their membership, the rights and privileges of individual members.
- C. Silver Patrons.** Silver patrons shall be those individuals who have paid their annual dues of \$100. Silver patrons shall have, during the term of their membership, the rights and privileges of individual members.
- D. Golden Patrons.** Golden patrons shall be those individuals who have paid their annual dues of \$200. Golden patrons shall have, during the term of their membership, the rights and privileges of individual members.
- E. Seniors.** Senior members shall be those individuals aged sixty-five (65) years or older who have paid their dues of \$15 per year. Seniors shall have, during the term of their membership, the rights and privileges of individual members.
- F. Senior Couples.** Senior Couples shall be those couples aged sixty-five (65) years or older who have paid their dues of \$20 per year. Senior Couples shall have, during the term of their membership, the rights and privileges of individual members.
- G. Families.** Family members shall be those households of related individuals who have paid dues of \$25 per household per year. Each member of the family shall have the rights and privileges of an individual member.
- H. Voting Privileges.** Notwithstanding any of the foregoing, any member, in order to exercise voting privileges, shall have reached the age of ten (10) years.



- I. Organization and Business Members.** Any organization or business may become a member of the Society by paying dues at one of five (5) levels as follows: Pioneer \$30, Settler \$50, Town Crier \$100, Town Marshall \$200 and Village Founder \$500. Organization and business members shall not have the right to vote or serve as a Trustee, but shall have all other rights and privileges of membership in the Society including the right to receive all official publications and to be acknowledged in the Directory of the Society.
- J. Honorary Members.** Honorary members shall be those individuals who have made significant contributions of their time or services to the Society. Any voting member of the Society may propose to the Trustees a candidate for Honorary membership. The Trustees shall confer honorary memberships. Honorary members shall not be required to pay dues and shall have all rights and privileges of membership in the Society including the right to receive all official publications. They shall be acknowledged as such in the Directory of the Society.
- K. Life Members.** The Society no longer offers Life Memberships. Life members shall be those individuals who have purchased a Life Membership in the past. Life members shall not be required to pay dues and shall have all rights and privileges of membership in the Society including the right to receive all official publications. They shall be acknowledged as such in the Directory of the Society.

**SECTION 2. Dues.** The annual term for each category of membership, except Honorary and Life members, shall be the same as the respective fiscal year. The Trustees shall establish rules and regulations for payment of dues for each annual term of membership.

## **ARTICLE II – TRUSTEES**

**SECTION 1. Duties.** The affairs of the Society shall be exercised, conducted and controlled by the Trustees. The Trustees shall act as caretakers for all funds and property of the Society and shall authorize all expenditures of Society funds. The Trustees shall determine any plan for the restoration and management of the premises owned or operated by the Society; shall consider and act upon appointments, resignations and removal of officers. The Trustees shall reserve the right to initiate, review and terminate all contracts.

**SECTION 2. Meetings and Attendance.** Meetings of the Trustees shall be held monthly. Special meetings may be held at the call of the President, or any three (3) Trustees.

**SECTION 3. Voting Privileges.** Each Trustee shall have one vote at meetings. A Trustee must be present at a regular or duly called special meeting of the Trustees in order to vote. No Trustee may vote by proxy at a meeting of the Trustees. When necessary the President (or Vice President in the President's absence) may conduct a poll

of trustees in writing, by e-mail or by telephone in which case the affirmative vote of a majority of the Trustees shall be required to approve the proposed action.

**SECTION 4. Membership Requirement.** All Trustees must be members of the Society.

**SECTION 5. Notice.** The President or his or her designee shall give notice of each meeting of the Trustees, whether regular or special, to each Trustee.

**SECTION 6. Quorum.** A simple majority of the total authorized number of Trustees shall constitute a quorum for all meetings of the Trustees. Every act or decision done or made by a simple majority vote of the Trustees at a meeting shall be regarded as an act of the Trustees unless the Society's Constitution or Bylaws require a greater number.

**SECTION 7. Resignation.** Resignation from office shall be submitted in writing to the President.

**SECTION 8. Removal of Officers.**

- a) **Elective Officers.** An elective officer may be removed from office, with or without cause, at any time by a simple majority vote of the members of the Society present at a duly called membership meeting, provided that the proposal to remove such elective officer has been submitted in writing to the entire voting membership at least fifteen (15) days prior to the membership meeting.
- b) **Appointive Officers.** The President may remove an appointive officer from office, with or without cause, at any time.

**SECTION 9. Funds, Records and Property.** Immediately upon the resignation or removal from office of an elective or appointive officer, all funds, records or property belonging to the Society and in the possession of such officer shall be delivered to the Trustees or to an agent designated in writing by the Trustees.

**SECTION 10. Advisory Board.** The Advisory Board shall consist of the Trustees as defined in the Constitution and the Chairpersons of Standing Committees. The Board shall meet quarterly for the purpose of information dissemination and as a forum for open discussion between the trustees and the Standing Committee Chairpersons. The Board shall possess and exercise all powers delegated to it by the Trustees. It shall keep minutes of all meetings that shall be presented to the Trustees at its next regular or special meeting.

**ARTICLE III – DUTIES OF OFFICERS**

**SECTION 1. President.** The President shall prepare the agenda for and preside at all meetings of the membership, Advisory Board and Trustees; shall be

the chief administrative officer of the Society; shall exercise, subject to the policies of the trustees, a general supervision over the affairs of the Society; shall compile an annual report to the Society at the end of each year; shall execute all contracts and legal documents on behalf of the Society; shall be an ex-officio member of all departments, committees and other subdivisions of the Society, except the Nominating Committee; shall approve expenditures of all funds not specifically budgeted to other officers; shall supervise all employees of the Society; shall coordinate the Society's relation with all elements of the community, including government and business interests; shall be the liaison with other historical societies and shall perform all duties incident to the office and such other duties as may be assigned to him or her from time to time by these Bylaws or the trustees. The President shall be the direct supervisor of the Society's paid Director.

**SECTION 2. Vice-President—Facilities.** The Vice-President—Facilities shall be responsible for administering the care and upkeep of Society properties. Committees reporting to him or her include the Orange Johnson Property Management, Old Rectory Property Management, Gardens and Indian Mound. The Vice-President—Facilities shall preside at meetings in the absence and at the request of the President and shall perform such other duties as may be assigned from time to time by the President.

**SECTION 3. Vice-President—Education.** The Vice-President – Education shall be responsible for the external programs of the Society, planning, coordinating, scheduling and implementing according to the objectives of the Society. Chairmen reporting to him or her include Third Grade Days, Special Events, Children's Christmas, Exhibits, Membership meetings, Library Exhibits and Docents. The Vice-President—Education shall also preside at meetings in the absence and at the request of the President and shall perform such other duties as may be assigned from time to time by the President.

**SECTION 4. Recording Secretary.** The recording Secretary shall record the minutes at all meetings of the Society, the Board and the Trustees; shall keep a record of all official documents of the Society; shall keep a record of attendance of the Trustees; and shall perform such other duties as may be assigned to him or her from time to time by the President.

**SECTION 5. Vice-President—Finance.** The Vice-President—Finance shall be the chief financial officer of the Society and shall be responsible for and have custody of all funds of the Society. The Vice-President—Finance shall pay out funds of the Society only as authorized by the Society's annual budget as approved by the Trustees or by special approval of the Trustees. The Vice-President—Finance shall deposit the funds of the Society to its credit in such banks and depositories as the Trustees, may from time to time, designate. He or she shall keep in books of the Society full and accurate accounts of all moneys received and paid for account of the Society. The Vice-President—Finance shall

prepare and submit monthly and annual financial reports, in such form as shall be approved by the trustees, to the Trustees and shall be responsible for ensuring the preparation and filing of tax returns and reports. The Vice-President—Finance shall be the chair of the Finance Committee and shall perform such other duties as may, from time to time, be assigned to him or her by the President.

**SECTION 6. Vice-President—Ways and Means.** The Vice-President—Ways and Means shall oversee the Chairs of the various fundraising activities of the Society on the Board of Trustees. These shall include Antique Shows, Flea Market, Tour of Homes, Ice Cream Social, Business Memberships, the Gift and Exchange Shop and the Christmas Fair. He or she shall perform such other duties as may, from time to time, be assigned to him by the President.

**SECTION 7. Parliamentarian.** The Parliamentarian shall advise the President and other Trustees concerning parliamentary procedure and shall perform all duties incident to the office and shall perform such other duties as may, from time to time, be assigned to him by the President.

**SECTION 8. Vice-President--Curator.** The Vice-President—Curator shall be responsible for collections management, acquiring or rejecting, cataloguing, preserving, displaying and/or storing all historical data, collections and articles in the Society's possession in accordance with the objectives of the Society. The Curator is responsible for the archival office, records and files. The Curator shall be chair of the Collections Management Committee.

**SECTION 11. Advisor and Trustee Members-at-Large.** The Advisor and Trustee Members-at-Large shall bring to the Trustees a concern for furthering the purposes of the Society and a willingness to assume responsibility for special assignments. They shall perform such duties as may be assigned, from time to time, by the President.

#### **ARTICLE IV – FISCAL ADMINISTRATION**

**SECTION 1. Fiscal Year.** The fiscal year of this Society shall be from July 1 to June 30.

**SECTION 2. Check Signing.** The Trustees shall designate those persons authorized to sign checks for the Society.

**SECTION 3. Annual Budget.** The Finance Committee shall prepare the annual budget of the Society for consideration of the Trustees. Such budget shall be submitted to the Trustees no later than its regular July meeting each year.

**SECTION 4. Expenditure of Funds.** The Vice-President—Finance is authorized to expend any funds provided for in the annual budget approved by the



Trustees. Expenditures of unbudgeted funds must have prior approval of the Trustees.

**SECTION 5. Designated Funds.** Monies donated and/or designated for special use shall be recorded in appropriate funds by the Vice-President Finance until purchases can be made as specified. If a special item is requested by the donor(s), the money shall be held until said item is located by the appropriate committee for the purchase. The donor is then to be notified.

**SECTION 6. Audit.** The financial records of the Society shall be reviewed or audited at the close of each fiscal year by a competent person chosen by the President.

## **ARTICLE V – ELECTIONS**

**SECTION 1. Supervision of Elections.** The three Trustee Members-at-Large shall supervise the election of elective officers.

**SECTION 2. Election Year.** Elections shall be held at the regular membership meeting every June.

### **SECTION 3. Nominating Committee.**

- a) **Election.** The Nominating Committee shall consist of five (5) voting members of the Society elected by the Trustees upon the recommendation of the President at its regular January meeting. The committee shall select one of its members to act as chair.
- b) **Duties.** It shall be the duty of the Nominating Committee to nominate one (1) candidate for each of the elective offices to be filled at the annual membership meeting in June. The Nominating Committee shall report at the April Board of Trustees meeting and shall include a resume of the qualifications of each candidate.

### **SECTION 4. The Election Procedures.**

- a) **Presentation of Candidates to the Membership.** The names and resumes of the qualifications for each candidate nominated by the Nominating Committee shall be published in the *Intelligencer* at least four (4) weeks prior to the annual meeting in June.
- b) **Additional Nominations.** Additional candidates may be nominated by petition, one candidate per petition. Each petition must include a resume of the candidate's qualifications, the consenting signature of the candidate and the signatures of at least ten members in good standing. Petitions must be submitted to the Board Members At Large at least thirty (30) days prior to the annual meeting in June.

- c) **Election.** The election shall be held at the annual meeting in June, and shall be by ballot if there is more than one (1) candidate for any office. The ballot shall contain the names of candidates nominated by the Nominating Committee and by petition, as provided for in paragraph (b) above. Candidates nominated by the Nominating Committee shall be so designated on the ballots and in the resumes. Write-in votes shall not be permitted. A majority of those voting for each office shall be required for election of a candidate.

**SECTION 5. Terms of Office.** Elective officers shall each serve a term of two (2) years, which term shall commence on July 1 for the year of their election and continue through June 30, two years thereafter, unless earlier terminated as provided in Section 8 of Article II hereof. No person shall serve as President of the Society for more than two (2) consecutive two (2) year terms.

**SECTION 6. Vacancies in Office.** In the event that an elective office shall be vacant, a majority vote of the Board of Trustees shall be required to fill the vacancy.

In the event that an appointive office be vacant, the President shall fill the vacancy.

## **ARTICLE VI – APPOINTMENT**

**SECTION 1. Procedure.** Appointive officers shall be appointed by the President and shall meet the qualifications specified in the standing rules of the Society.

**SECTION 2. Terms of Office.** The term of office of an appointive officer shall be two (2) years commencing July 1 and continue through June 30, two years thereafter, unless earlier terminated as provided in Section 8 of Article II hereof.

## **ARTICLE VII – PARLIAMENTARY PROCEDURE**

The current Roberts' Rules of Order shall govern parliamentary procedure in all cases to which it is applicable and to the extent it is not inconsistent with other provisions of the Constitution and Bylaws of the Society.

## **ARTICLE VIII – STANDING COMMITTEES**

**SECTION 1. Names of Committees.** There shall be the following standing committees of the Society:

- Antique Shows
- Archives
- Children's Christmas
- Christmas Fair
- Collections Management
- Costumes
- Docents
- Dolls

Exhibitions  
Finance  
Flea Market  
Fundraising  
Furnishing, Decorating & Acquisitions  
Gardens  
Gift and Exchange Shop  
Historical Research  
Ice Cream Social  
Indian Mound  
Individual Memberships  
Library  
Memberships, Business  
Memberships, Individual  
Nominating  
Old Rectory Property Management  
Orange Johnson Property Management  
Personnel  
Study Groups  
Third Grade Days  
Tour of Homes  
Volunteers  
Ways & Means

**SECTION 2. Committee Members.** The chairperson of the Committee shall appoint all committee members.

**SECTION 3. Responsibilities.** The responsibilities of the standing committees shall be stated in the standing rules.

## **ARTICLE IX – STUDY GROUPS**

**SECTION 1. Membership.** Each member of a study group of the Society shall be a voting member of the Society in good standing.

**SECTION 2. Purpose.** The purpose of the Society Study Groups shall be to promote the objectives of the Society through their:

- (a) Fiscal support of Society programs and projects;
- (b) Study and research;
- (c) Programs, projects and activities.

## **ARTICLE X – AMENDMENTS**

**SECTION 1. Proposal.** An amendment to these objectives may be proposed by resolution of the Board of Trustees or by petition signed by ten percent (10%) of the members of the Society and presented to the Board of Trustees. At the time of passage of such resolutions or submissions of such petition, the Board of Trustees shall set, at the Board of Trustee's election, a date and time for a meeting of either a) the members of the

Society or b) the Board of Trustees for the purpose of voting on such amendment. Such vote shall be taken at a membership meeting, if so requested in the petition submitted to the Board of Trustees. Such meeting shall be held not later than sixty (60) days after such proposed amendment is to be taken at a membership meeting, copies of the proposed amendment shall be available for inspection at a convenient location at all reasonable times prior to such meeting and notice of such meeting shall indicate where such amendment can be examined. If the vote on such proposed amendment shall be submitted in writing to all members of the Board of Trustees no later than five (5) days prior to the meeting at which the vote shall be taken.

**SECTION 2. Adoption.** A proposed amendment may be adopted by either of the following two methods:

- a) If submitted to a meeting of the Board of Trustees, such amendment shall require two-thirds (2/3) vote of the total number of members of the executive Board.
- b) If submitted to a meeting of the membership, such amendment shall require a simple majority vote of those members present at any membership meeting called for the purpose of voting on such amendment,

**SECTION 3. Notice.** Notice of all changes to these Bylaws shall be distributed to the voting membership in the Intelligencer within sixty (60) days of their adoption.

## **ARTICLE XI**

**SECTION 1.** This Society can be dissolved upon a majority vote of the membership, written notice of such vote having been given to the membership thirty days prior to vote.

**SECTION 2.** No member shall be entitled to share in the distribution of the assets of the Society upon its dissolution.

**SECTION 3.** Upon dissolution all assets of the Society—property and capital shall become the property of the City of Worthington under the care of the Worthington City Council.

**SECTION 4.** In the event the City of Worthington does not accept the assets and property of the Society it shall be distributed at the direction of the Board to an Ohio organization or organizations exempt under Section 501(c) (3) of the Internal Revenue Code.



CERTIFICATE OF SECRETARY

The undersigned hereby certifies that she is Secretary of the WORTHINGTON HISTORICAL SOCIETY, INC. and that the foregoing Bylaws consisting of twelve (12) pages, of which this is the thirteenth (13<sup>th</sup>) page were adopted as and for the Bylaws of the WORTHINGTON HISTORICAL SOCIETY, INC.

\_\_\_\_\_

Secretary

DATED: \_\_\_\_\_

## Worthington Historical Society

### Policies and Procedures

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## **CODE OF ETHICS**

The Worthington Historical Society (WHS) staff, trustees and volunteers are committed to meeting the highest standards of personal integrity and professional ethics.

We recognize and value the talent, expertise and contributions of all WHS staff, trustees and volunteers, and together we strive to meet the highest professional standards.

### **CONDUCT**

Trustees, staff, and volunteers of WHS shall observe the highest standards of honesty and good faith in all transactions touching their duties to the WHS. They shall not use their positions with the WHS, directly or indirectly, for private gain, or to obtain favors or benefits for themselves, members of their families, or any other persons.

The following statements are meant to define the relationship between the WHS and its trustees, staff, and volunteers.

1. WHS trustees, staff, and volunteers have both the right and the obligation to present information related to Worthington history and culture and the WHS collections, regardless of format.
2. The WHS has the right to expect its trustees, staff, and volunteers to conduct themselves in a manner that supports the mission of the institution and protects its public reputation and credibility.
3. WHS trustees, staff, and volunteers are obligated to insure that their personal publications, speeches, or other activities are not construed to be the policies or opinions of the WHS.

### **DISCLOSURE/CONFLICT OF INTEREST**

Each trustee shall disclose to the board any personal, business, or organizational interests and affiliations that could be construed as a conflict of interest. This disclosure shall be made at the time any conflict or potential conflict of interest becomes apparent. Trustees shall abstain from voting on any issue where a conflict of interest may exist.

WHS staff must disclose personal professional activities, outside employment or consulting, and private collecting to the Board President. Disclosure must occur prior to concluding agreements or contracts, or beginning actual participation in such activities. In the case of personal collecting, disclosure shall occur at the time of employment, or at other times as designated by the Board President.

Conflict of interest for trustees, staff, and volunteers may include (but is not limited to) these considerations:

1. Converting WHS property to private purposes or using WHS personnel, equipment, or supplies in private endeavors.
2. Using their positions or confidential WHS information for financial or other personal gain, or in any way contrary to the best interests of the WHS.

3. Soliciting or proselytizing for charitable, religious, public service, or other organizations during duty hours (for staff) or using in any way the name of the WHS for the benefit of such organizations.
4. Competing with or impeding the WHS's mission.
5. Participating in the solicitation of bids or in the awarding of contracts that may result in financial or personal gain to the trustee, employee, or volunteer: to members of their family, or to a business with which they may be associated. For staff, advertising or soliciting for private consulting or outside employment of any type wherein the advertisement or solicitation refers to their employment with the WHS.
6. Accepting any economic opportunity under circumstances in which there is a significant possibility the opportunity is being provided to influence the individual's conduct in the performance of official WHS duties.
7. Advertising or endorsing, whether or not compensation is received, any product or service in which the advertisement or endorsement refers to an individual's association with the WHS.

## **OBLIGATIONS**

Trustees, Staff Members and Volunteers are obligated to conduct themselves in a manner that supports the mission of the institution and protects its public reputation and credibility.

### **A. Appraising**

WHS staff, trustees and volunteers may not appraise, either for a fee or as a service, objects or property of the type collected by or associated with the operation of any department of the WHS. Providing reference to resources for prices or values reflected in published lists, catalogs, or auction reports does not constitute appraisal.

### **B. Collecting**

Collecting by staff or trustees of items or materials generically similar to those within the WHS's collections should be done with care to maintain the necessary distinction between official and private activities. Staff and trustees shall be prudent in the acquisition, retention, and/or disposition of their personal collections, and shall not engage in collecting activities or in the investing or selling of artifacts and historical objects to their own advantage if such advantage is gained through the exploitation of their positions at the WHS. Items from the WHS collections, including deaccessioned items, shall not be given, sold, or otherwise transferred, publicly or privately, to trustees, staff, volunteers or their immediate families or representatives. The utmost discretion must be exercised to insure that no real or apparent conflict of interest arises between staff or trustees collecting for him/herself and the WHS.

WHS staff, trustees and volunteers may not have in their homes any item or materials from the WHS's collections or otherwise owned by the WHS except during the performance of official WHS business.

### **C. Consulting/Outside Employment**

Private consulting by staff on any topic relating to Worthington History and WHS collections may be a conflict of interest. Private consulting may be undertaken only with permission of The Board of Trustees.

As time and resources allow, WHS staff may engage in professional consulting under the auspices of



organizations or institutions with which the WHS has a supporting or cooperating relationship including, but not limited to AAM AASLH, or OLHA. When such professional consulting is undertaken on the employee's own time, the employee may accept reasonable honoraria and reimbursement of travel and other expenses.

**D. Referrals of Vendors**

WHS staff shall be circumspect in referring the public to commercial vendors of goods and services such as appraisers, restorers, or dealers. Whenever possible, the names of more than a single source should be provided so that no appearance of personal favoritism is created, along with a verbal or written disclaimer that providing such a list does not constitute an endorsement.

**E. Speaking**

Public speaking to groups, organizations, or agencies on topics relating to Worthington's history and WHS collections is part of the WHS's mission. WHS staff, trustees and volunteers, as part of their roles, may provide such services as time and resources allow. When speaking is undertaken and supported by the expenditure of WHS funds or the use of WHS resources, the speaker may not accept personal payment or reimbursement of travel and other expenses.

## **POLICY ON NON-DISCRIMINATION AND ANTI-HARASSMENT**

### **EQUAL OPPORTUNITY EMPLOYER**

The Worthington Historical Society is an Equal Opportunity Employer and complies with all applicable federal, state and local fair employment practices laws. The Society strictly prohibits and does not tolerate discrimination against employees, applicants or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender, age, physical or mental disability, citizenship, past, current or prospective service in the uniform services, and genetic information. All employees and other workers are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits and termination of employment.

### **ANTI-HARASSMENT**

The Society strictly prohibits and does not tolerate unlawful harassment against employees or any other covered persons (including volunteers and interns) because of race, religion, creed, national origin, ancestry, sex (including pregnancy), gender, age, physical or mental disability, citizenship, genetic information, or past, current or prospective service in the uniformed services.

All Society employees, other workers, and visitors are prohibited from harassing employees and other covered persons based on the individual's sex or gender (including pregnancy). Sexual harassment means any harassment based on someone's sex or gender. It includes offensive remarks about an individual's sex or gender, as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature.

Prohibited harassment, whether based on someone's sex, gender, or any other protected characteristic identified above, can be verbal (including derogatory statements, slurs or jokes), physical (including assault or inappropriate physical contact), visual (including cartoons, drawings or derogatory gestures), and online (including derogatory or sexually suggestive postings in any social media).

### **COMPLAINT PROCEDURE**

If you are subjected to any conduct that you believe violates this policy, you must promptly speak to, write, or otherwise contact the President of this Society. Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. The Society will then conduct an investigation and take prompt corrective action, if appropriate.

### **NO RETALIATION**

No one will be subject to, and the Society prohibits, any form of discipline, reprisal, intimidation, or retaliation for good faith reporting of incidents of discrimination or harassment of any kind, pursuing any claim or cooperating in related investigations.

### **VIOLATION OF THIS POLICY**

Any employee, regardless of position or title, whom the Society determines has subjected an individual to discrimination, harassment, or retaliation in violation of this Policy, will be subject to discipline, up to and including termination of employment.

## **FINANCE POLICIES**

### **BILLS**

All bills over \$500 must be submitted and approved by the Board.

*Approved by the Board on December 9, 2015*

### **CHECK SIGNING PRIVILEGES**

The following officers are authorized to sign checks: Treasurer, President, Assistant Treasurer

*Approved by the Board on August 7, 1996*

Any check exceeding \$1000 requires two signatures.

*Approved by the Board on July 10, 1996*

*Revised by the Board, October 2016*

### **COLUMBUS FOUNDATION FUNDS**

The Society will use the Columbus Foundation to manage the Society's Endowment Fund and Reserve Fund. The Endowment Fund and Reserve Fund would be held by the Columbus Foundation in one account but the reserve fund would be located in a separate "sub account." The principal and income for the two accounts would be invested in two separate investment funds and would be accounted for separately by the Columbus Foundation and then as a single Worthington Historical Society account.

The two separate accounts would be as follows:

1. Endowment Fund would be invested in the Wellington Fund with a 70 percent growth and a 30 percent yield formula; and the
2. Reserve Fund would be invested in the Wellesley Fund with a 30 percent growth and a 70 percent yield formula.

An 80 percent vote of the Board would be required to remove or withdraw income or principal from the Endowment or Reserve Fund. A two-thirds Board vote would be necessary to change the investment mix in either fund.

*Approved by the Board on July 2, 1997*

## **GIFT ACCEPTANCE POLICY**

### **GIFT PLANNING**

Prospective donors to the WHS are to be encouraged by staff to seek the assistance of independent legal and tax advisors relating to their gifts and the resulting tax and estate planning consequences.

#### ***Donor Confidentiality***

*In general, information concerning donors or prospective donors shall be kept confidential by the WHS and its authorized personnel. Donor names within giving ranges will be published in WHS publications and on other recognition walls, plaques, etc. for recognition purposes, unless a donor requests anonymity.*

### **USE OF LEGAL COUNSEL**

When appropriate, the WHS will seek the advice of legal counsel in matters relating to the acceptance of certain gifts. Review by legal counsel will generally occur in the case of:

- Closely held stock transfers that are subject to restrictions or buy-sell agreements;
- Gifts that require the WHS to make payments or assume obligations (other than standard charitable gift annuity contracts);
- Transactions with potential conflicts of interest;
- Transactions that raise tax issues regarding the tax-exempt status of the WHS; and
- Other instances in which use of legal counsel is deemed appropriate by the Finance Committee of the Board of Trustees.

### **GENERAL GIFT ACCEPTANCE CONDITIONS**

The WHS will accept only gifts that are consistent with its core educational values and are:

- Compatible with the mission of the WHS and of its individual programs;
- In compliance with the state and federal statutes, regulations, rulings, or court decisions that stipulate the conditions under which contributions can be tax favored; and
- Compatible with the tax-exempt status of the WHS.

Unless a specific exception is granted by the Finance Committee, the WHS will not accept any gift that:

- Violates any federal, state, or local statute or ordinance;
- Creates a fund with restrictive clauses incompatible with the WHS mission, or that gives the donor the right to designate the recipient of fellowship funds;
- Commits the WHS to name a fund where the gift is potentially revocable in any way;
- Requires the WHS to employ a specified person now or at a future date;
- Knowingly exposes the WHS to litigation or other liabilities;
- Requires the payment of maintenance costs or other expenses (e.g. debt service) for which no specific provision has been made;
- Generates unrelated business income to the WHS which may jeopardize its tax-exempt status, or
- Otherwise appears to be financially unsound.

### **ACCEPTANCE OF SPECIFIC OUTRIGHT GIFTS**

#### **Cash and Checks**

Cash and checks may be accepted regardless of the amount. The value of any cash or check gift is its face value.



**Corporate Matching Gifts**

Donors are encouraged to ask their employers to match their personal contributions as a way to maximize the benefit to the WHS. The individual's gift plus the corporate matching gift is credited to the individual's record. The individual's charitable tax deduction is limited to the individual's gift. The individual and the corporation are credited on recognition lists.

**Publicly Traded Securities**

Securities that are traded on the New York and American Stock Exchanges, as well as other major U.S. and foreign exchanges and the NASDAQ, corporate bonds, government issues, and agency securities may be accepted by the WHS. The WHS will sell such securities as soon as possible after the securities have been transferred to the WHS. In no event will an employee or volunteer working on behalf of the WHS commit to a donor that a particular security will be held unless authorized by the Board of Trustees. The value of a gift of securities is the mean (average) of the high and low of the stock(s) or bond(s) on the day the transfer is made by the donor to the WHS. The value of the securities will be the gift value credited to the donor. The WHS recognizes that the donor must have philanthropic intent and is willing to accept the gift's fair market value as determined by a mutually agreed upon third party with relevant expertise.

**Closely Held Securities**

Non-publicly traded securities may only be accepted after approval of the Board of Trustees. Such securities subsequently may be disposed of only with the approval of the Board of Trustees. Prior to completion of any gift of this kind, the WHS will not commit to resell it to any specific party of parties.

**Real Property**

No gift of real estate will be accepted without prior approval of the Board of Trustees. No gift of real estate will be accepted without first receiving a qualified appraisal by a party chosen by the WHS who will have no business or other relationship to the donor. Regarding a gift of real property, the Board of Trustees will review an acceptable deed and necessary documentation. The cost of obtaining necessary documents and fees associated with environmental studies; property taxes; maintenance, management and insurance appraisals; title reports; and legal fees should be borne by the donor. The Board of Trustees will not accept real estate to fund a charitable gift annuity without seeking an opinion as to the permissibility of this action under the laws of the state or states involved. In general, the WHS will not accept real estate encumbered by a mortgage.

**Tangible Personal Property**

No personal property will be accepted unless there is reason to believe the property can be sold in a reasonable amount of time. No personal property will be accepted that obligates the WHS to ownership of it in perpetuity. No perishable property or property that will require special facilities or security to safeguard the property will be accepted without prior approval of the Board of Trustees. *The exceptions to this policy are gifts of collections items related to the mission of the WHS (see Collections & Acquisitions policies).*

**Intangible Personal Property**

Intangible property of any description—including mortgages, notes, copyrights, royalties, easements—whether real or personal, will be accepted only by action of the Board of Trustees.

**Policy for Acceptance of Deferred Gifts****Bequests**

Gifts through wills (bequests) will be encouraged by the WHS. Gifts from the estates of deceased donors consisting of property that is not acceptable will be rejected only by action of the Finance Committee or the Curator of the Board of Trustees. Attempts will be made to discover bequest expectancies wherever possible in order to plan for the financial future of the WHS and to reveal situations that might lead to gifts that cannot be accepted by the WHS. Where possible, intended

bequests of property other than cash or marketable securities should be brought to the attention of the Finance Committee, the Buildings and Grounds Committee (if the bequest involves real estate), or the Curator of the Board of Trustees.

#### **Charitable Trusts and Charitable Lead Trusts**

The WHS may be named a beneficiary or remainder beneficiary in charitable remainder trusts and charitable lead trusts. The WHS is not authorized to act as a trustee of charitable trusts.

#### **Gifts of Life Insurance**

Donors will be encouraged to name the WHS as the “last beneficiary” to receive all or a portion of the benefits of insurance policies they have purchased on their lives. The WHS will not accept gifts from donors for the purpose of purchasing insurance on the donor’s life. The WHS will endorse no insurance product for use in funding gifts without the approval of the Board of Trustees. In no event will the WHS furnish lists of its donors to anyone for the purpose of marketing life insurance for the benefit of donors and/or the WHS, as this practice: represents a potential conflict of interest, may cause donor relation problems, and may subject the WHS to state insurance regulation should the activity be construed as involvement in the marketing of life insurance.

#### **Named Funds**

Donors may establish a named fund that may or may not be named for or by the donor, require that the corpus in whole or in part be invested permanently, and be restricted as to purposes.

#### **In-Kind Gifts**

The WHS gratefully accepts all appropriate in-kind contributions of skilled services and tangible assets consistent with its mission and non-profit status. Such gifts may be claimed as tax deductible contributions. Federal regulations state, however, that donors must estimate the fair market value of donated goods and services.

#### **Gift Agreements**

Gifts of any nature are normally accompanied by a letter or form from the donor that specifies the use to which the gift is to be put. Ideally, the gift letter should include the following points for ease in administering the fund:

1. Clearly state the donor's commitment to make a gift;
2. Provide a brief description of the gift (e.g., cash, shares of stock, personal property);
3. Declare the gift is irrevocable; and
4. Identify the purpose(s) for which the gift will be used.

When such a letter does not come with the gift, WHS staff will send a letter to the donor outlining these points, making a copy available to the Finance Department.

*Edited 2/15/2016*

## **FINANCE PROCEDURES**

### **INCOMING CASH/CHECKS:**

- All: incoming cash and checks are to be logged in the designated notebook by Staff.
- Deposit slips (see Accounting and Payroll Systems Overview) are to be filled out and funds are to be appropriately designated using the categories listed below.
- Deposit slips are to be placed in the Treasurer's mailbox
- The treasurer will be responsible for reconciling the deposit totals as documented by staff, making the deposits at the bank, and entering deposits in Quicken
- Staff will be responsible for printing or writing thank-you notes for all incoming donations.

### **DISBURSEMENT FORMS:**

- All spending requiring the issue of a check for payment is to use the Disbursement Form (Accounting and Payroll Systems Overview). Appropriate documentation in the form of an invoice or receipt must accompany the form.
- Spending is to be categorized using the funds/budget lines listed on the back of the form
- Spending of \$500 or higher must be authorized by the board, and the vote date and method (Board meeting or via email) must be referenced on the authorization line
- Completed disbursement forms are to be placed in the treasurer's mailbox to be paid.

### **DEBIT CARD FORMS:**

- All spending on the WHS debit cards must be turned in to the treasurer with the debit card spending form (Accounting and Payroll Systems Overview) and all appropriate documenting receipts.

### **ADDITIONAL PROCEDURAL NOTES**

- The treasurer will be responsible for backing up Quicken each time new income/expenses are entered on a removable storage medium that is kept off site

### **HONORARY OR MEMORIAL FUNDS**

Donated funds, given "in-honor-of" or as a memorial, will be accepted by the Society and the person being honored or their family will be notified. Disposition of funds will be at the discretion of the Board unless designated by the donor or request made by the honored person or the family of the deceased within six months of the last receipt.

*Approved on April 5, 1995 by the Executive Board, revised October 2016*

## **WORTHINGTON HISTORICAL SOCIETY ACCOUNTING AND PAYROLL SYSTEMS OVERVIEW**

### **BACKGROUND**

The Worthington Historical Society, Inc. (WHS) is a 501(C) (3) tax exempt organization that was established in 1955. The WHS mission statement is:

*The Worthington Historical Society is dedicated to creating experiences that inspire and promote public interest in Worthington's history. To maintain Worthington's legacy for future generations, the Society will preserve and interpret its properties and collections and provide educational opportunities to the community.<sup>1</sup>*

Currently, the WHS is directed by a 14 member Board of Directors who have donated a large number of service years to the society. In addition to the dedicated volunteers who participate in various educational activities, there is a part-time Executive Director and staff member.

The Executive Director and staff member coordinate the hosting of such events as the Tour of Homes, Market Days, Ghost Tours, Children's Christmas and Study Groups to name a few. The activities include posting of event board at the Village Green, publishing the monthly newsletter, discussions with city leadership and other local groups on local historical issues, etc.

Over the past five decades, the WHS has acquired and maintains the following properties:

- Orange Johnson House – 956 High Street
- Old Rectory – 50 West New England Avenue
- Indian Mound on Plesenton Drive

### **ACCOUNTING SYSTEM**

The WHS Accounting System is a cash basis system that uses Quicken 2005 and Microsoft Excel worksheets to record transactions such as deposits of cash and checks, make payments to vendors and report financial activities to the Board of Trustees. The WHS operates on a 12 month fiscal year ending June 30<sup>th</sup>.

#### **Accounting Records**

There are two Accounting Slips used to document revenue and expenditures. Each deposit and expenditure transaction must have one of these slips attached to ensure proper posting in Quicken 2005.

Copies of the Accounting Slips are located in two folders located on the credenza next to the western wall.

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<sup>1</sup> Internet URL: [http://www.worthingtonhistory.org/About\\_Us/Mission\\_/mission\\_.html](http://www.worthingtonhistory.org/About_Us/Mission_/mission_.html)

**Deposit Form****Worthington Historical Society****Deposit Form****Monies from** \_\_\_\_\_ **Amount \$** \_\_\_\_\_**Description** \_\_\_\_\_  
\_\_\_\_\_**Deposited into: General, Doll, Mound, Other** \_\_\_\_\_ **Fund****Deposit written by: JEM, Other:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_**Bank/Investment Account: FFB, CFB, Other:** \_\_\_\_\_**Recorded in Quicken by: JEM, Other:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

When the front of the Deposit Form is being completed by someone other than the Treasurer, the entries: *Monies from*, *Amount* and *Description* should be completed. All checks should be endorsed with the WHS “For Deposit Only” stamp.

The Treasurer will indicate the Fund the money is being deposited into, who created the bank deposit slip and what date the deposit was made, what bank the money will be deposited into and who and when the deposit transaction was recorded into Quicken.

*Disbursement Authorization*

Use the WHS Disbursement Authorization form to schedule a payment to a vendor / person.

The Board of Trustee member with authority over a specific area of interest such a Tour of Homes, Indian Mound, etc. will fill in the document and write their name in the “Authorized by” line. The Budget Category can be obtained from the back of the form.

The Treasurer will complete the form after the payment check is generated in Quicken.



**Worthington Historical Society Disbursement Authorization**

**Bill from** \_\_\_\_\_ **Amount \$** \_\_\_\_\_  
(Check will be made payable to the person named above)

**Invoice Number** \_\_\_\_\_ **Invoice Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Spent for** \_\_\_\_\_

**Authorized by** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Budget Category** \_\_\_\_\_  
(See back side of this form)

**Paid out of Fund: General, Doll, Mound, Other** \_\_\_\_\_

**Paid by: JEM, Other:** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Check #** \_\_\_\_\_

**Recorded in Quicken by: JEM, Other:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

*Storage*

All transaction documents are sorted in date order within each monthly folder and are grouped in three components: check payments, deposits, PayPal transactions.

At the end of year fiscal year, the folders are moved over to the 4-draw file cabinet on the north wall. Older documentation is moved to the basement. There is 7-year record retention for most WHS documents and the WHS Record Retention Schedule should be consulted before records are destroyed.

*Accounting Codes*

On the back of the Disbursement Authorization Form is the Budget (Accounting) codes used by WHS.

Each year, the Treasurer must inquire with the Executive Director as to new Special Projects where revenue and expense must be captured as new Special Projects are always being developed to further the society's educational mission.

**Budget Categories**

Complete the Disbursement Authorization Form with as much detail as possible and attach any supporting documentation such as copies of invoices or other documents. Cross mark or write in all requested information.

**Administration**

General Administration  
Postage and Shipping  
Printing and Publications  
Insurance  
Office Supplies  
Payroll Taxes  
Salaries/Wages  
Telephone Service  
WHS Membership Expenses

**Education**

Assoc Dues & Expenses  
Meetings  
Doll Program Expenses  
Exhibits

**Education (continued)**

Gen/Annual Meetings  
General Education  
Intelligenser – Postage  
Intelligenser – Printing

**Collections**

Acquisitions  
Maintenance  
Supplies

**Mound**

Grounds

**Orange Johnson House**

Cleaning & Supplies  
Grounds  
Security  
Utilities

**Old Rectory**

Cleaning & Supplies  
Grounds  
Repairs and Maint  
Security  
Utilities

**Special Projects**

Antique Show  
Children's Christmas  
Speaker's Bureau  
Tour of Homes  
Market Days  
Griswold Center Pgm  
Book Sales  
Tea

*Preparing the Monthly "Operating Budget" and Treasurer's Report***Generating the monthly Quicken report**

WHS uses 2005 Quicken software to record its financial transactions and generate checks. The Budget Categories are established within Quicken so the posting of transactions from Quicken to the Excel worksheet entitled "Operating Budget" is fairly quick.

To start the process, a monthly report is selected from the Quicken menu under "Reports", "Spending", "Itemized Categories". The report is tailored to a particular month such as April 2015.

The user then clicks on the "Expand All" button to reveal the contents of the various report headings: account, description, memo, etc. One can use the mouse pointer to expand the description and memo fields to show the data within each transaction.

The transactions are then posted to the Excel worksheet entitled "Operating Budget 201X", which shows the current and previous month's transactions. Revenue and Expenditures are on separate pages and one uses the Quicken 2005 control total per month.

## Monthly Operating Budget – April 2015

WORTHINGTON HISTORICAL SOCIETY OPERATING BUDGET					Through	5/30/2015
July 2014 - June 2015						
INCOME:		Budget	Feb 15	Apr 15	YTD	Differences
<b>Admissions</b>	Doll Tours	700.00	0.00	213.00	1,021.00	321.00
	O J House	500.00	0.00	396.00	986.00	486.00
	<b>Total Admissions</b>	<b>1,200.00</b>	<b>0.00</b>	<b>609.00</b>	<b>2,007.00</b>	<b>807.00</b>
<b>Donations</b>	General Fund - Annual Fund Raiser	10,000.00	380.00	1,075.00	8,515.00	-1,485.00
	Bequests	300.00	523.60	0.00	1,175.14	875.14
	Doll Fund	200.00	187.21	0.00	373.11	173.11
	Friends of the Mound Fund	5,000.00	0.00	1,918.00	5,443.00	2,443.00
	Snuffer Memorial	1,000.00	0.00	0.00	570.00	-430.00
	Gift & Consignment Shop	7,000.00	0.00	0.00	12,000.00	5,000.00
	Kroger Community Rewards	500.00	0.00	0.00	388.31	-111.69
	Other Sources - Igive, Iamile, etc	300.00	0.00	0.00	0.00	-300.00
	Piano Fund	0.00	0.00	1,000.00	1,000.00	1,000.00
	AmazonSmile	0.00	0.00	0.00	25.00	25.00
	Cole Foundation Distribution	0.00	1,453.10	0.00	7,894.01	7,894.01
	Open	0.00	0.00	0.00	405.00	405.00
	<b>Total Donations</b>	<b>22,300.00</b>	<b>2,543.91</b>	<b>3,993.00</b>	<b>37,788.57</b>	<b>15,488.57</b>
<b>Dues</b>	Businesses	1,300.00	100.00	0.00	255.00	-1,045.00
	Individuals	8,700.00	345.00	4,590.00	8,061.13	-638.87
	<b>Total Dues</b>	<b>10,000.00</b>	<b>445.00</b>	<b>4,590.00</b>	<b>8,316.13</b>	<b>-1,683.87</b>
<b>Grants</b>	City Grant	25,000.00	0.00	0.00	27,500.00	2,500.00
	Other Grants	0.00	0.00	0.00	0.00	0.00
	<b>Total Grants</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>27,500.00</b>	<b>2,500.00</b>
<b>Projects</b>						
<b>Special Projects</b>	Antique Show	14,000.00	9,236.36	0.00	10,576.36	-3,423.64
	Market Days	250.00	0.00	0.00	350.00	100.00
	Tour of Homes	3,000.00	0.00	0.00	3,858.75	858.75
	1812 Encumprment	0.00	0.00	0.00	371.00	371.00
	Bring the Farm	0.00	0.00	55.45	55.45	55.45
	Open	0.00	0.00	0.00	0.00	0.00
	Open	0.00	0.00	0.00	0.00	0.00
	Open	0.00	0.00	0.00	0.00	0.00
	Open	0.00	0.00	0.00	0.00	0.00
<b>Educational Projects</b>	Growold Joint Programs	0.00	0.00	0.00	0.00	0.00
	Tea	200.00	0.00	230.00	230.00	30.00
	Historic Bus Tours	1,050.00	0.00	0.00	1,172.14	122.14
	Discovering Kewpie Dolls	100.00	0.00	0.00	40.00	-60.00
	Silhouette	0.00	0.00	0.00	75.00	75.00
	3rd Grade Days	0.00	0.00	20.00	20.00	20.00
	Children's Christmas	600.00	0.00	0.00	800.00	200.00
	Christmas Open House	0.00	0.00	0.00	0.00	0.00
	Ghost Tours	500.00	0.00	0.00	1,260.00	760.00
	Open	0.00	0.00	0.00	0.00	0.00
<b>Construction Projects</b>						
	OJ House Roof Replacement	8,500.00	0.00	0.00	6,800.00	-1,700.00
	OR Restroom Renovation	0.00	0.00	0.00	0.00	0.00
	Open	0.00	0.00	0.00	0.00	0.00
	<b>Total Special Projects Income</b>	<b>28,200.00</b>	<b>9,236.36</b>	<b>305.45</b>	<b>25,608.70</b>	<b>-2,591.30</b>
<b>Investments</b>	<b>Total Investment Income</b>	<b>350.00</b>	<b>16.41</b>	<b>58.42</b>	<b>229.86</b>	<b>-120.14</b>
<b>Other Income</b>	Sales - Trivet	9,375.00	0.00	0.00	9,825.00	550.00
	Money found or Unclassified	0.00	0.00	0.00	114.87	114.87
	Open	0.00	0.00	0.00	24.71	24.71
	<b>Uncategorized Income</b>	<b>9,375.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,018.22</b>	<b>643.22</b>
	<b>TOTAL GROSS INCOME</b>	<b>96,425.00</b>	<b>12,241.67</b>	<b>9,555.87</b>	<b>111,608.06</b>	<b>15,183.06</b>
<b>Expenses on Back of this Page</b>						

Each Treasurer's Report is unique in reporting to the Board, in the case of April 2015 the Quicken control total was used to illustrate revenue and several components (donations for Mound and Piano Funds).

## BANKING

The WHS currently has banking relationship with two banks: First Financial and Central Federal. First Financial Bank is located at South Street and North High Street. Central Federal is located at Highland Avenue and North High Street.

### First Financial Bank

- Main Checking – the main checking account that is used to pay vendors and employees
- Paypal – an account used to receive PayPal and Square receipts
- Debit – an account used to acquire goods/services via a debit card
- Money Market – an account to generate interest income of excess cash, 20 bps yield
- Certificate of Deposit – one-year account matures August 19, 2015, 45 bps yield

### Central Federal Bank

- Money Market – an account to generate interest income of excess cash, 75 bps yield
- Certificate of Deposit – one-year matures January 2016, 105 bps yield

### Bank Account Configuration

The current bank setup consists of a Main Checking for most payments made by WHS. The Paypal and Debit account consists of \$500.00 balances to receive specific revenue receipts and make vendor payments via the WHS debit card. The \$500.00 balances for the Paypal and Debit accounts ensures there are no monthly charges by First Financial Bank.

Excess cash has been funneled into Money Market accounts and Certificates of Deposit at First Financial Bank and Central Federal Bank.

### Bank Account Reconciliation

Each month the Main Checking, Debit, PayPal and Money Market accounts are reconciled and their balances are reported to the Board of Trustees in the Treasurer's Report.

The current Treasurer scans the monthly bank statements and sends a copy of them to the President. This internal control procedure ensures someone other than the Treasurer has a copy of the bank statements and she uses the opportunity to verify the balances reported in the Treasurer's Report.

All bank statements are retained in the top lateral cabinet next to the Executive Director's desk.

In the near future, there will be an audit committee that will perform internal control activities to include a review of the monthly bank reconciliation process.

## FUTURE BANKING ISSUES

### *Internet Banking*

First Financial Bank has offered to provide "Internet Banking" services to WHS. While the

current Treasurer uses “Internet Banking” for his personal banking with another bank, such a decision should be made by the succeeding Treasurer. While there is the benefit of lowering yearly check costs to almost nothing, the WHS computer used for accessing the banking accounts via the Internet must be secured and protected against hacker or other disruptive activities.

## PAYROLL SYSTEM

The WHS Payroll System revolves around an Excel worksheet containing three tabs. Two of the tabs are for the Executive Director and staff member. The third tab sums up the values of the payroll related entries and allows the Treasurer generate information for the quarterly federal, Ohio and city income tax returns.

	Gross	Medicare	FICA *	Federal	W/H	Ohio	Worth.
Jan	2358.33	34.20	146.22	65.00	33.47	58.96	
Feb	2358.33	34.20	146.22	65.00	33.47	58.96	
Mar	2358.33	34.20	146.22	65.00	33.47	58.96	
<b>Total</b>	<b>7074.99</b>	<b>102.59</b>	<b>438.65</b>	<b>195.00</b>	<b>100.41</b>	<b>176.87</b>	
Apr	0.00	0.00	0.00	65.00	33.47	0.00	
May	0.00	0.00	0.00	65.00	33.47	0.00	
Jun	0.00	0.00	0.00	65.00	33.47	0.00	
Jul	0.00	0.00	0.00	65.00	33.47	0.00	
Aug	0.00	0.00	0.00	65.00	33.47	0.00	
Sep	0.00	0.00	0.00	65.00	33.47	0.00	
Oct	0.00	0.00	0.00	65.00	33.47	0.00	
Nov	0.00	0.00	0.00	65.00	33.47	0.00	
Dec	0.00	0.00	0.00	65.00	33.47	0.00	
<b>Total</b>	<b>7074.99</b>	<b>102.59</b>	<b>438.65</b>	<b>780.00</b>	<b>401.64</b>	<b>176.87</b>	
<b>Total</b>	<b>7074.99</b>	<b>205.17</b>	<b>877.30</b>				

\* Employer matches employee contributions to social security & medicare.

	7074.99	7074.99	7074.99	7074.99
0.002311	0.025	0.124	0.029	
16.35030189	\$176.87	\$877.30	\$205.17	
		1082.4735		
		1028.93		
		189		
		1217.93		

The above highlighted section is the “Totals” tab and is the base for filing income tax forms with regulatory agencies. The system is simple and direct.



# **RECORD RETENTION PROGRAM**

## **A. Retention Scheduling**

Retention scheduling is the process of determining the life of a record in each stage of the information life cycle (from creation through disposition). Scheduling takes into consideration not only the practical business life of records (satisfying administrative, fiscal, and research needs) but also federal, state and local regulatory requirements.

The length of time a record must be kept to meet these requirements is referred to as its retention period. Records retention schedules are a critical component of a records and information management program. In its most basic form, a records retention schedule identifies the records to be managed and communicates how long the records are to be retained. A records retention schedule provides direction and guidance on recordkeeping requirements and conditions.

The process of creating a retention schedule begins with gathering information by conducting a records inventory to determine among other things: what records exist, their formats, their origin, and who accesses them. In the end, the retention schedule is usually reviewed and approved by appropriate departments and signed off by the leadership of the organization. If the organization is a state-funding entity, it is possible that state law will require the retention schedule to be approved by another state agency – an agency that has legal authority over records and information management issues state-wide.

It is the policy of the Worthington Historical Society, Inc. (WHS) that its Records Retention Program be periodically reviewed and updated to reflect current regulatory requirements and best practices.

## **B. Benefits of a Records Retention Schedule**

Establishing and maintaining a records retention schedule:

- Helps ensure WHS complies with legal/fiscal retention requirements for all records, regardless of media
- Identifies records requiring enhanced protection or control
- Identifies the record custodian for records resulting in better management of convenience (courtesy) copies
- Reduces storage of active records by allowing the disposition of inactive, duplicate, or obsolete material
- Establishes a timeframe for records to be transferred from active to inactive storage areas
- Provides the go-ahead to purge unnecessary records from inactive records storage areas

## **C. Retention Periods and Classifications**

The assignment of retention periods must be carefully considered and crafted in a meaningful way to support the organization, its functions, and its information management responsibilities. Retention periods are determined by appraising the associated records' usefulness or value in the following four areas:

- Administrative – the usefulness of a record in the conduct of an organization's business; the value of a record for the purpose for which it was created. (Also referred to as Administrative value.)
- Legal – the usefulness of a record in complying with statutes and regulations as evidence in legal proceedings.
- Fiscal – the usefulness of a record in serving as documentation of the financial transactions of an organization.
- Research – the usefulness of a record in providing research value.
- Historical – the determination that records possess current or future value in clarifying the history of an organization and are thus worthy of permanent preservation.

## **D. Record Retention Schedule**

The Record Retention Schedule is organized with the following components:

1. Accounting and Finance
2. Contracts
3. Corporate Records
4. Correspondence and Internal Memoranda
5. Electronic Documents
6. Grant Records
7. Insurance Records
8. Legal Files and papers
9. Miscellaneous
10. Payroll Documents
11. Personnel Records
12. Property Records
13. Contribution and Membership Records
14. Tax Records
15. Programs and Service Records

The Record Retention Schedule will be used to guide WHS personnel in retaining records only as long as necessary and to periodically destroy those records that no longer meet the needs of WHS. Personnel should update the schedule as appropriate and alert the Board of Trustees to any changes.

## Record Retention Schedule

Record Description	Retention Period	Custodian
<b>Accounting and Finance</b>		
Accounts Payable records (invoices, statements, etc.)	7 years	Treasurer
Accounts Receivable records (deposit slips, billings, etc)	7 years	Treasurer
Annual plans and budgets	3 years	Treasurer
Bank Statements and cancelled checks	7 years	Treasurer
Annual Form 990	Permanent	Treasurer
Debit/Credit Card Records	7 years	Treasurer
Special Consideration – Expense Reimbursement Checks (Uncashed)	3 years	Treasurer
Special Consideration – Refund Checks (Uncashed)	3 years	Treasurer
Special Consideration – Payments for goods or services (Uncashed)	1 year	Treasurer
<b>Contracts</b>		
Contracts and related correspondence	5 years after termination	President
<b>Corporate Records</b>		
Articles of incorporation	Permanent	Board Secretary
Minutes	Permanent	Board Secretary
Licenses and permits	Permanent	Board Secretary
<b>Correspondence and Internal Memoranda</b>		
Routine letters normally written or received during course of business, to include appreciation letters, congratulations, plans for meetings, etc.	2 years	Director
<b>Electronic Documents</b>		
Electronic mail (email requiring longer retention should be printed and placed in appropriate file.	1 year	Director
PDF documents should correspond to retention period that printed document would fall under.	Varied	Applicable Custodian
<b>Grant Records</b>		
Grant Proposal	5 years	Director
Grant agreement and subsequent modification, if any	5 years	Director
Grant Reports	5 years	Director
Grant Correspondence and other miscellaneous	5 years	Director

<b>Insurance Records</b>		
Insurance Policies	Permanent	President
Insurance Claims	Permanent	President
Releases and settlements	5 years	President
Insurance related correspondence and materials	3 years	President
<b>Legal Files and papers</b>		
Court Orders	Permanent	President
Correspondence with WHS legal counsel	Permanent	President
Legal Memoranda	3 years	President
<b>Miscellaneous</b>		
Material of Historical Value	Permanent	Applicable Custodian
Valuation of WHS property	Permanent	Applicable Custodian
Policy and Procedure Manuals	2 years	Applicable Custodian
Payroll Documents		
W-2 and W-4 Forms	7 years	Treasurer
Employee Payroll Folders	7 years	Treasurer
Payroll Register showing monthly hours worked	7 years	Treasurer
<b>Personnel</b>		
Board Resolution – hiring of employee	Termination + 3 years	President
Employee evaluations	Termination + 3 years	President
Job Descriptions	Termination + 3 years	President
Form I-9	Termination + 1 year	President
<b>Property Records</b>		
Purchase/sale/lease agreements	Permanent	President
Correspondence, property deeds, assessments, rights of way	Permanent	President
<b>Contribution and Membership Records</b>		
Record of membership donation	2 years	Director
Letter of appreciation for donation	3 years	Director
<b>Tax Records</b>		
Tax exemption documents and related correspondence	Permanent	Treasurer
IRS Rulings	Permanent	Treasurer

Payroll Tax Records	7 years	Treasurer
Tax Bills, Receipts, Statements	7 years	Treasurer
Workers' Compensation Records	7 years	Treasurer
<b>Programs and Service Records</b>		
Attendance records, correspondence	5 years	Applicable Custodian
Program statistics, awards, media promotion, etc	5 years	Applicable Custodian
Research and Publications	5 years	Applicable Custodian



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## **COLLECTIONS POLICIES**

### **ACQUISITION POLICY**

by Gift, Barter or Loan

Acquisitions to the Society's collections: the restored properties, library, special collections, history and archeology, whether by barter, loan or by gift, shall be made in accordance with the following policies:

1. The articles acquired shall directly relate to (a) the history or archeology of the Worthington area, (b) appropriate to the gardens or furnishings of the Orange Johnson House or the Old Rectory, or (c) shall be of value as comparative or reference material in these areas.
2. The articles acquired shall contribute to the development of special collections (costume, doll, decorative arts and crafts, etc.) Or shall contribute to the building of permanent exhibitions which the Society has programmed
3. All acquisitions made by the Society shall be of high quality.
4. Articles shall be accepted for loan on one of the following conditions: (a) they are of value because of their relationship to early Worthington, (b) that they fill a need in the furnishing of one of the restorations or the specialized collections, and that there is a likelihood of accession in the future. Items loaned for short term Special Exhibitions are not to be accessioned. The Curator is responsible for these items.
5. The acquisitions of major collections shall be subject to approval by the Acquisition Committee.
6. Deaccessions are approved by the Board and monies gained from sales are maintained in the Acquisition account.

*Approved on March 3, 1982 by the Board*

## **LIBRARY ACQUISITION POLICY FOR BOOKS AND PERIODICALS**

Books and Periodicals acceptable for acquisition

    Histories

        Worthington area histories

    Worthington families

    Books mentioning Worthington or families thereof

        such as Ohio and Columbus histories

    Worthington authors

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Reference Books

Period Houses and Garden Structures  
Period Design  
Period Arts and Crafts  
Period Foods, Music, etc.  
Period Antiques  
Collections of Dolls, Costumes, etc.

Old books which might have been found in Worthington, including school books

Books published prior to 1850

The Librarian has the final decision of acceptance, refusal or disposition according to Society policy.

Any monies derived from the disposal of Library materials shall be added to the Library Acquisition Fund unless otherwise stipulated.

*Filed in notebook without date or indication of approval*

## DEACCESSION POLICY

When it is deemed advisable to permanently dispose of any items in the collections of the Worthington Historical Society, said item being a duplicate and hence superfluous material, or having deteriorated physically to the point of obsolescence, or being incompatible with the purpose and objectives of the Worthington Historical Society, the following procedure shall be observed:

1. The curator or the head of the area concerned shall submit their recommendation to the Acquisition Committee. If the recommendation is approved, the Curator shall proceed in accordance with the provisions outlined below.
2. If the item had been purchased by the Society, it may be disposed of in whatsoever manner appropriate and practical. It may be sold, traded, given outright or discarded, if worthless. Monies acquired through the sale shall be returned to the Acquisition Fund.
3. If the item had been loaned to the Society, every reasonable means of locating the lender or his next of kin must be tried, since the item is still his property. However, if more than five years has lapsed since the date of the loan, during which time the lender has neither claimed the item nor corresponded with the Society regarding it, and if he cannot now be located by reasonable effort, the item shall be consider to be the property of the Society and may be disposed of as in paragraph 2.
4. A complete record shall be kept which shall itemize each disposed item, the date, the manner of disposal, the reason, and a summary of the effort made to locate the donor or lender.

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5. Any item may be lent to another museum or institution in the area at any time by the curator, and requires notification in writing to the Board President or Director
6. A report shall be submitted annually to the Executive Board enumerating the items which have been eliminated from the collections, and stating the action taken in each case.

All items, which were originally a part of early Worthington or belonged to any early Worthington family, shall not be considered for deaccessioning unless the item has become completely deteriorated.

*Approved by the Board on March 3, 1982*

**LOSS OR THEFT**

Any loss must be reported to the insurance company, even if the loss is less than the deductible.

*Approved by the Board on January 4, 1995*

**USE OF IMAGES FROM COLLECTIONS**

Images from the WHS collections may be purchased, either physical copies or digital copies. All printing of photographs will be handled by the Worthington Historical Society, and are not to be reproduced. Digital images will require a signature on the Release Form identifying use and establishing the fee for the image.

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Request for Permission to Publish or Display Images  
From the Collections of the Worthington Historical Society

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Company \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Use type (please circle one):

Personal Use (private home/office/research)	Publications (print or online)
Advertising	Website
Merchandise Items	Exhibit Display

Use Agreement Information (not required for Personal Use)

Title/Brief Description  
 Author/Creator Producer  
 Start of Publication/Release  
 End Date (if known)

## Conditions of Use:

1. Possession of images duplicated from the Worthington Historical Society collections does not constitute permission to use them.
2. Permission is for one-time, one-project use only. Worthington Historical Society retains all rights to images duplicated from the Worthington Historical Society collections. The duplications may not be used for any purpose other than what is expressly defined in the use/license agreement
3. If a Use Fee applies, it must be paid in advance of image use.
4. Credit must be given to the Worthington Historical Society and the creator of the original work, if known. Credit must appear on or below the image or in a designated credit section.
5. Photographs may be cropped to suit design and layout, but they may not be altered, colorized or drawn upon without a letter of permission in addition to this form.
6. Worthington Historical Society reserves the right to decline permission to requestors who have not complied with these conditions or whose use is deemed inappropriate.

I agree to abide by the conditions above, and to pay the use fee, if applicable

Requestors Signature \_\_\_\_\_ Date \_\_\_\_\_

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## MUSEUM POLICIES

### *ADMISSIONS POLICIES*

#### Tour Arrangements

- The Orange Johnson House shall be available for *tours only* to any interested outside group.

*Approved by the Board on January 2, 1982*

- Tours should be a minimum of 6 people. Payment shall be made by check whenever possible.

*Approved by the Board on April 17, 1991, revised October 2016*

- Classes from every school in the Worthington School District will not be charged for tours.

*Approved by the Board on May 3, 1995*

Admission fees shall be as follows:

#### **Orange Johnson House**

- \$5 for adults
- \$3 for students (age 6 -16)
- Free for members and children under 6
- no senior-citizen discount

#### **Doll Museum:**

- \$2 per person, adult or child for self-guided tour
- \$3 per person, adult or child for docent-led tour
- Members free
  - Some programs will have an additional fee for craft materials

*Approved by the Board on January 8, 2014*

Monies from admissions to the Doll Museum will be deposited to a separate account (Doll Fund) designated for repair or acquisitions to collection.

*Approved by the Board on June 14, 1995, revised October 2016*

### **Admissions Collections Procedures**

#### **Orange Johnson House**

- Admissions are to be placed in the donation box and logged in the docent section for each Sunday or special tour



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- Staff will collect cash/checks each Monday to be processed and reconcile with what is recorded by docents
- Change in the Orange Johnson House should be no less than \$20 (2 \$5s, 10 \$1s)

**Doll Museum**

- Admissions are to be placed in the donations box outside the doll room
- Staff will collect cash as needed, no less than once per week, to be processed and logged

**Library and Archives**

The resource files and research information of the Society shall be available to interested individuals or organizations in Worthington by appointment with staff, the librarian, curator, archivist or other appropriate volunteer.

*Approved by the Board on July 7, 1965, revised October 2016*

**PHOTOGRAPHY POLICY FOR O.J. HOUSE AND OLD RECTORY**

Light, both natural and artificial, can be extremely destructive to old paper and fabrics. And, visitors who wander off to take a few pictures during tours cause problems, too. Therefore, on the recommendation of the Furnishings and Decorating Committee, the Board has adopted the following policy concerning photography at both our buildings.

- No photographs may be taken during conducted tours.
- Photographs may be taken (with the exception of during a guided tour) throughout the museums WITHOUT FLASH. Flash photography is strictly prohibited by the general public without written permission before hand.
- Professional photographers must obtain permission from the Society office before taking pictures.
- Representatives of the news media are welcome to take photographs at any time.

*Approved by the Board on March 3, 1999, revised October 2016*

**PERSONNEL RESPONSIBILITIES AS RELATED TO THE ORANGE JOHNSON HOUSE AND THE OLD RECTORY:**

- Staff, the V/P of Education and Curator are responsible for society programs and thus will coordinate events at both properties and off-site
- The Chairman of Docents under the advisement of Vice-President of Education will develop and refine a cooperative program of scheduling and training for the Orange Johnson House.
- A calendar will be kept at the Administrative offices for events at both properties. All meeting dates will be posted on that calendar as soon as they become known. A docent or qualified member of the Society must be at the Old Rectory during the occupancy of an outside group.

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## **POLICY STATEMENT FOR THE OLD RECTORY**

The Old Rectory, a Classical Revival style restoration, will serve the Society as:

- Administration office
- Museum for collections and special exhibits
- Library and research facility
- Such other utilization of space as it becomes available

The Old Rectory will be open to the public to visit both the Shop at the Old Rectory from 1 pm – 4 pm Tuesday – Friday, Saturdays 10 am – 2 pm and by appointment or for special events.

Shades should be kept down in all windows when visitors/staff/volunteers are not present to limit the amount of light exposure for collections (includes art work in office spaces).

## **GUIDELINES FOR FURNISHING THE OLD RECTORY**

Considering the Classical Revival style house built, ca. 1845, in Worthington, Ohio by St. John's Episcopal Church as its rectory, and that Episcopalians traditionally furnished the "public areas" of their new rectories according to the style and taste of period in which the building was erected, it was decided that:

1. The parlor and front entry should be furnished in the period between 1835 and 1855.
2. Appropriate furnishings of the above years now in the possession of the Worthington Historical Society shall be used. Examples: the Empire sofa and card table, Gilbert melodian piano, and balloon back chairs. Additional pieces of the period shall be acquired as they become available.
3. Appropriate furnishings and style, including Empire and Regency (e.g. Duncan Phyfe) furniture in rich.
4. In future renovations, no permanent immovable fixtures or wall coverings will be installed in the 1845, original part of the Old Rectory.

*Approved by the Board on December 7, 1983, revised October 2016*

## **POLICY STATEMENT FOR THE ORANGE JOHNSON HOUSE**

The Orange Johnson House will serve the Society as a Museum for collections, special exhibits and events relating to the period represented at the home.

The Orange Johnson House will be open Sundays from 2 pm – 5 pm, from the opening date in April to through the Sunday before Thanksgiving and by appointment or for special events.

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Three holiday open houses will be scheduled according to the holiday calendar in late November and/or December.

Study groups of the historical society shall be permitted to use the Orange Johnson House for tours, meetings and programs as they desire; however, they need to provide their own docent., and notify staff in advance to clear with calendar.

*Approved by the Board on January 6, 1982*

No weddings permitted in the Orange Johnson House. The house may not be rented for private affairs.

*August 14, 1985, Board minutes*

The purpose of the Orange Johnson House is to provide informative tours of a home of an early Worthington pioneer.

*Revised May 6, 1986*

## **GUIDELINES FOR FURNISHING THE ORANGE JOHNSON HOUSE**

Considering the Federal style house built in the early 19<sup>th</sup> century in Worthington, Ohio by Arora Buttles and inhabited by Orange Johnson, a young comb maker who became one of the most affluent and cultured members of the community:

1. The house should be furnished in the period from the turn of the century to 1835, which is the time the Johnson family would have furnished the house.
2. Age appropriate items with Worthington provenance should be acquired as they become available.
3. Appropriate furniture and accessory styles include Sheraton, Hepplewhite, Directoire, Hitchcock and country federal for the “new” front of the house. Pioneer and country pieces should dominate the 1811 wing.

*Approved by the Board August 3, 1983; revised October 2016*

There will be no memorial plaques in the Orange Johnson House.

*Approved by the Board in July 1980*

## **Food Served in the Orange Johnson House**

Any use of food in the dining room is prohibited with the exception of Children’s Christmas. In all other instances, food shall be served only in the keeping room. Use of the house (including food serving) shall be scheduled through the office staff who shall be responsible for informing docents of house rules.

*Proposed by the Long-Range Planning Committee on May 24, 1972, revised October 2016.*

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## **DOCENT POLICIES**

A Docent Guild shall be established to organize docents into specific committees for Society work.

*Approved by the Board in May 1979*

All docents shall be members of the Society.

Reproduction pioneer clothing/costumes belonging to the Society may be loaned to docents and volunteers for programming and events. Cleaning of all garments by hand and air drying before return is expected.

### **DUTIES OF DOCENTS-WORTHINGTON HISTORICAL SOCIETY**

- Conduct tours of the Orange Johnson House either on Sundays or for special weekday or evening tours.
- Assist with tours during Three Grade Weeks.
- Assist with special programs at Christmas or other special activities.
- Sunday docents should expect to serve for at least 3 hours 2-3 times per year. and other times as needed. Special tour docents should expect to conduct weekday tours as needed.
- Sunday docents schedule themselves using Sign-up.com. If there is a schedule conflict, the docent is expected to find another docent with which to switch and then to let Dianne Hoover know about the switch. Dianne's phone 888-2326 or email [duckmodo@yahoo.com](mailto:duckmodo@yahoo.com)
- New docents must complete the docent training held once per year.
- Docents should be members of the Worthington Historical Society.
- Docents should be learning new information to enhance their tours all the time and keep up with new information and procedures at the Orange Johnson.
- Docents should acquire as quickly as possible a costume appropriate for the historical period of the Orange Johnson House to wear when conducting tours.
- To protect the House and its furnishings, docents should wear gloves while conducting tours. Gloves are kept in the front hall chest.

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- For tours, docents should arrive at least 15 minutes ahead of time to prepare the House for touring e.g. raise blinds, uncover furniture, turn on lights, pretend you are Mrs. Johnson expecting guests-straighten rugs, pick up bits of trash on the floors
- Docents will be expected to learn how to lock and unlock the House, turn on and off the alarm and take responsibility for being the “key” on Sunday or during a special tour i.e. pick up and return a House key and take responsibility for unlocking and locking the House.
- Docents should report any repair needs, problems or unusual situations noticed during tours by calling the Society office at 885-1247. or email [info@worthingtonhistory.org](mailto:info@worthingtonhistory.org).

4/2015

## HANDLING OF THE COLLECTION

**The Worthington Historical Society holds collections that are primary to the understanding of the earliest history of the community. Any object or archive that is part of our collection must receive an extraordinary level of care to preserve its integrity for the longest possible time.**

Accepting that all handling contributes to the degradation of an artifact, we must resolve to handle only in a limited and responsible way...and if possible, avoid contact, especially with our most fragile items.

## TOURING THE ORANGE JOHNSON HOUSE

**Docents are asked to refrain from touching items while touring unless they are wearing cotton gloves.** This measure greatly assists in the preservation of our collection by indicating to our visitors that gloves are required in order to touch, and also prevents acids and oils that naturally occur on human skin from transferring and harming objects.

Metal objects such as the ember carrier, foot warmer, tin bath tub and other favorites explained on tour should definitely be picked up only with gloves—metal reacts with everything it contacts.

**If possible, please do not handle any of the fabric items, even with gloves.** With the exception of the coverlet in the stencil bedroom it should be possible to avoid contact with our most fragile category: textiles. The old toile fabric in the parents’ bedroom (drapes and bed coverings) and the trapunto bed covering in Mary’s room are extremely old and delicate. When/if clothing collection items are on display, they should not be handled.

**Cooking and demonstration items in the keeping room are designated “hands on”.** All the cooking implements and vessels in the keeping room should be handled without gloves.

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**The best atmosphere for our collection never changes.** We have already eliminated one great hazard: light. We also need to try to keep temperature changes to a minimum, so it is important to adjust the thermostat only as necessary and only by a degree or two. When we are cooking in the fireplace, please keep the door to the upstairs closed, and when practical, the door into the dining room.

**We are all interested in being good stewards of our collections and maintaining them by “doing no harm”.**



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## **SHOP AT THE OLD RECTORY**

The Shop Treasurer is responsible for all bookkeeping, accounting of funds and sales, and the submission of sales tax submission. It is the responsibility of the treasurer to follow all applicable Ohio sales tax laws.

The Board President is entitled to review financial information regarding the Shop upon request and shall do so no less than one time per year.

Proceeds from the Shop will be distributed to the Society a minimum of one time per year.

*Approved by the Board in October 2016*

The contract for consignments to the Exchange is approved. (see next page)

*Approved by the Board on October 1, 1980*

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**CONSIGNMENT CONTRACT**

Purpose: To sell, on consignment or as donations, antiques, quality crafts and collectibles  
 Receiving: By Appointment only at the Old Rectory.  
 Rules: 1. Please do not consign what you would not buy.  
 2. No clothing  
 3. With sets (dishes, crystal, etc), all items may not be displayed.  
 4. For total sales of \$15 or more, payment will be made by check during the following month.

**AGREEMENT**

The undersigned member of the *Worthington Historical Society*, an Ohio non-profit corporation of Worthington, Ohio, hereby deposits the following item(s) on consignment with the *Society* for sale on the following terms and conditions:

1. The undersigned certifies that he/she is the true and lawful owner of said item(s) and has full right, title and interest thereto and authority to dispose of the same.
2. The said item(s) is (are) free and clear of all liens, mortgages and claims whatsoever.
3. That the *Society* operates with volunteer help. The undersigned acknowledges that the *Society* does not carry insurance on said item(s) held on consignment, and the undersigned specifically released the *Society* from any and all claims and demands for damage or loss to said property whatsoever, including, without limitation, loss due to injury caused by negligence of members of the *Society*, fire, theft, water damage or breakage.
4. Upon the sale of said item(s) and from sale proceeds, the *Society* will remit sixty-five percent (65%) of the sale price to the consignee; thirty-five percent (35%) will be a tax-deductible donation to the *Society*.
5. Unless otherwise terminated, the item(s) may be 1) donated to the *Society*, 2) removed by the owner, or 3) reduced to remain for sale for a second 3-month period.
6. At the expense of the Owner, said item(s) shall be removed from the premises of the *Society* at the end of the second 3-month period. Otherwise, said item(s) shall be disposed of as abandoned property.
7. The commission shall be due the *Society* if the *Society* is the procuring cause of sale; that is, the owner may not withdraw said item(s) from deposit and sell by himself to avoid payment of commission.
8. The *Society* reserves the right to reject any and all items presented for sale and to terminate any agreement at any time. Time shall be of the essence of this agreement.

\_\_\_\_\_  
 Signature of owner

Contract Date: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Received by (for WHS): \_\_\_\_\_ Code: \_\_

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## SHOP PROCEDURES

### SHOP INSTRUCTIONS FOR VOLUNTEERS REVISED: AUGUST 2014

#### OPENING THE SHOP

- 1) After entering the back door, turn off the security system by entering the security code.
- 2) Sign in the Volunteer Log book on the sewing machine at the back door.
- 3) Put red/white/blue flags out at the front gate and back door of the house.
- 4) Raise the blinds in the parlor/ dining room/ front entry/ **IMPORTANT**: When lowering and raising blinds hold on to both sides of the white plastic chain and give even tension as you work the blind. This will keep the chain on the track.
- 5) Turn on lights in the foyer/ parlor/ dining room even on sunny days; and remaining area of gift shop.
- 6) Open the doll museum but don't turn on lights until a visitor wants to go in. The museum is more inviting when the door is slightly open. See note on Doll Museum.
- 7) Cash box is [REDACTED]

#### CLOSING THE SHOP

- 1) Bring in flags from front and back of house and lock both doors.
- 2) Lower blinds on all windows in parlor/ dining room/ front entry.
- 3) Put the cash box back [REDACTED]
- 4) Sign out in the Volunteer Log on sewing machine at the back door.
- 5) Turn off all lights unless there is someone remaining in the building.
- 6) If there is someone in the building when you leave, let them know you are leaving, locking the door behind you for their safety. DO NOT SET THE SYSTEM.
- 7) The key for the back door is located [REDACTED]  
[REDACTED]
- 8) If you are the last to leave the building, be sure to set the alarm by pressing the "Away" button and holding until you hear multiple beeps. Release button; you have 90 seconds to exit the back door.

#### FOR VOLUNTEERS AUTHORIZED TO RECEIVE CONSIGNMENTS

Consignee must be a member to consign items. Anyone can donate! Follow these steps if this is the first time the consignee has placed items in the shop:

- 1) A contract must be signed by the consignee giving them a copy of the contract and keeping the signed original in the red book in the second drawer to the right, of the white buffet in the bay window room.

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2) There is a green file box in the same drawer with filing cards for each individual indicating their name and initials. (Code initials should start with last name, then first name with middle initial last. Example: Mary Jane Smith - SMJ.) Make a card for the new consignee indicating their name, phone number and initials. (Check other cards to be sure there are no other initials identical to the new consignee.)

3) Complete each white tag with the description of the item, the item number, and price of the item. It is best to let the consignee determine the price of each item. If they are unsure or you feel an item is improperly priced (too high or too low) suggest a price you feel will best fit into the shop or check the Internet. If they do not agree with your suggestion let them withdraw the item if they desire. Place the date on the back of the tag when the item is put on the shelf.

4) List all items on the consignee's *Consigned Items* page in the green "Consignment Book". If this person has already consigned items previously, start a new sheet but continue with the last number. (See attached Consigned Items page) Do this while the consignee is delivering items and give them a copy of the list before they leave if possible. Write the same brief description on this sheet that is placed on the item's white tag where space permits. Size of items is helpful such as a table cloth size or vase height and colors. This list can be hand written on a sheet of paper laid out as the example.

## LAY AWAY PROCEDURES

If a customer wants an item(s) held, we should ask for a 25% deposit. Write up a 2-part sales slip (the original should be kept with the item(s) and the duplicate given to the customer). Indicate the name of the customer, their telephone number, amount of the deposit and remaining amount due at time of pick-up. Place the items in a bag with the persons name, telephone number and date. All these items are placed in the white buffet, in the bay window room, marked "HOLDS" if size permits and advise the customer we would appreciate a pick up at their earliest convenience.

## OFFERS FOR CONSIGNED ITEMS

If an offer is made by a customer for a consigned item make note of the date; persons name, the amount of their offer; and their telephone number. The individual owning the item must be called and advised of the offer and given the opportunity to either counter offer or accept the offer given by the customer. When possible call the consignee while the customer is waiting but don't carry on the conversation where you can be overheard. There is a page in this booklet to make notes regarding the transaction and outcome; whether the offer was accepted or denied.

If you are unable to reach the consignee make note on the log and continue trying to reach or leave a message.

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DOLL MUSEUM

**TO OPEN THE DOLL MUSEUM:**

The key is located on a ring with a red wooden copy of the Orange Johnson House, kept [REDACTED]. Opening the door will make a beep sound. Light switches are to the right as you enter the first door and to the left when going into the second room.

PLEASE DO NOT TURN ON THE SPOTLIGHTS UNLESS SOMEONE IS VISITING THE DOLL MUSEUM ~ LIGHT AND HEAT ARE DESTRUCTIVE TO OLD DOLLS AND THEIR CLOTHING. WHEN THE VISITORS LEAVE, TURN OUT THE LIGHTS.

We ask visitors for a donation of \$2.00 each (members are free), which they can place in the plastic box located on the case with the self guided tour sheets.

**GUIDED GROUP TOURS FOR THE DOLL MUSEUM:**

Group tours of 6 or more can be scheduled by calling the Old Rectory at 885-1427 during her normal working hours.

**GUIDED GROUP TOURS FOR THE ORANGE JOHNSON HOUSE:**

Group tours of 6 or more may be scheduled by calling the Old Rectory at 885-1427.

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## OFFICE POLICIES & PROCEDURES

### LOSS OR THEFT

Any loss must be reported to the insurance company, even if the loss is less than the deductible.

*Approved by the Board on January 4, 1995*

### THE INTELLIGENCER

*The Intelligencer* will accommodate all submissions concerning the Worthington Historical Society and its properties. These could include items from the following categories;

- Calendar of Historical Society events
- Volunteer news
- Messages from the president and the director
- Study group news
- New acquisitions
- Reports on meetings, special events and programs.
- New research on the Historical Society's properties
- Membership news: new members, address changes, etc.

If there is additional space, *The Intelligencer* may include articles about Worthington and its environs, past or current Worthington residents, and issues and events in the community that may be of interest to Society members.

All submissions may be edited for grammar, style, and content, and may be abridged as necessary.

*Approved by the Board on May 6, 1998*

A letter will be sent to Life Members and Honorary Members requesting a contribution to cover cost of printing and mailing the *Intelligencer*, the cost being \$10 per year to receive the *Intelligencer*. The funds received will go to the Donations account and will be recorded on the membership card of the donor.

*Approved by the Board on February 6, 1991, revised 2014*

The *Intelligencer* will record gifts by study groups in amount and purpose and fund. Gifts honoring member or in memorial be recorded by donor and person honored.

*Approved by the Board on June 17, 1992*

Sponsors of the *Intelligencer* will not receive a free membership.

*Approved by the Board on June 19, 1996*



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Complimentary subscriptions of the *Intelligencer* are to be sent to members of the City Council, the City Manager, the assistant to the city manager, and other city administrators.

*Approved by the Board on May 4, 1994*

## **MEMBERSHIP AND DUES**

After two years of non-payment of dues the member is dropped from membership.

*Approved by the Board in March 1972*

Family memberships shall include children through age 18

*Approved by the Board on December 7, 1983*

New memberships paid October 1<sup>st</sup> or later shall be applicable to the following year.

*Approved by the Board on October 7, 1987, revised October 2016.*

Honorary members shall not pay dues and the term “Honorary Life Member” will no longer be used.

*Approved by the Board on December 5, 1990*

Money received for undesignated contributions go in total to the General Fund, and be categorized under “annual fundraiser” on the budget.

*Approved by the Board on July 11, 1990, revised October 2016.*

The Executive Board has the power to change dues and classifications of membership when appropriate. (This required changing the by-laws. The amendment is included with the March 1997 Board minutes.)

*Approved by the Executive Board on April 2, 1997*

Based on a calendar year membership, the Society’s renewal notice and cut-off policy is:

- First renewal notice sent at least one month, but not more than 2 months, before start of new membership year. May be sent as membership-only mailing or enclosed with *Intelligencer* or some other every-member mailing.
- Reminder to pay dues notice to appear in *Intelligencer* as space allows in each issue from start of new membership year through cut-off notice issue.
- Non-payment reminder notice sent separately from *Intelligencer* or any other bulk mailing to those whose membership has lapsed two months.
- Final notice that membership will be cut off given via *Intelligencer* carrying a cover date equal to four months after start of new membership year (e.g., for July-June member year, October. Issue, which mails late in September. Would carry notice and Nov. issue would not be mailed to those still lapsed by its mail date.)

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- Grace period applies to retaining *Intelligencer* subscription only. Current paid membership card to be required for admission to properties, seminar registration, and any other member benefits.
- Annually, a letter will be sent to former members up to 3 years back urging them to rejoin. Letter to be sent in month prior to that in which new membership benefits begin. Currently, members joining in April hold valid memberships for 14 months, through the following June; thus such former member solicitations would be sent in March.

*Approved by the Board on September 4, 1991*

## **BOARD POLICY**

### **Positions on City Policy & Government**

The Worthington Historical Society does not take positions on issues outside that are not in conformity with the organization's areas of concern described in our mission statement.

### **The Village Green**

The Green should remain as it was stated in the original agreement of the Scioto Company—a New England village green, with only green grass and native trees.

*Approved by the Board on May 4, 1966*

*Reaffirmed by the Board on May 6, 1998*

+

## **Resumes of Key Personnel at the Worthington Historical Society**

Jutta Catharine Pegues, Board President

Kate LaLonde, Director

Frank Shepherd, V/P Facilities

Susan Whitaker, Curator

John Mueller, V/P Finance & Treasurer

Steffanie Haueisen, V/P Education, Librarian

Jeri Arent, Archivist

## Curriculum Vitae for Jutta Catharine Pegues, PhD

107 Halligan Ave, Worthington, Ohio, 43085

866-303-7275

[jpegues@park.edu](mailto:jpegues@park.edu)

### Worthington Historical Society

- Worthington Historical Society, President and Chair of Board of Trustees 1999-Present
- V/P of Education 1993 – 1999
- Docent 1999 - present
- Chair of Antique Show 2008 – 2016
- Member of Music Committee 2015 - present
- Member of the Finance Committee
- Old Rectory Shop Volunteer

### Academic Work Experience:

- **Park University**
  - **Online Academic Director** 2015 - present
  - **Asst. Professor of History** 2001-2015

Teaching and developing a number of History courses such as (HSIS353, HIS319, HIS333, HIS332, HIS104 (50% release time). Presently serve on University Curriculum Committee (UCC), Assessment Academy, CLAS representative in the Faculty Senate.

- **Adjunct Instructor, Park University** 1997-2001
- Taught online and developed online courses.

- **Lecturer, The Ohio State University, Columbus, OH** 1979 - 1984
- Taught Western Civilization 1 & 2, Europe in the 20<sup>th</sup> Century, Europe from 1789 – 1914.

### Other Work Experience:

- Ohio Air National Guard, last position held Flight Commander; retired as Lt. Col.

### Professional Affiliations:

- American Historical Society
- Worthington Historical Society (President 1999 – Present)
- Ohio Historical Society

### Education:

- **PhD, History, The Ohio State University, Columbus, OH**
  - Areas of Concentration: Renaissance & Reformation, Tudor & Stuart
  - England, Early Modern Europe, 19th & 20th Century Europe (Social and Diplomatic
  - History Concentration)
  - Dissertation: *The Origin of German Feminism, 1815 - 1900*
- **M.A., History, The Ohio State University, Columbus, OH**
  - Master's Thesis: *Richelieu and Alsace-Lorraine.*
- **B.A., History & General Studies, University of Maryland, College Park, MD**
- **Abitur, Schillerschule Gymnasium fuer Maedchen, Frankfurt/Main Germany**

# Kate LaLonde

info@worthingtonhistory.org • 6831 Meadow Glen Drive S. Westerville, OH 43082  
614-378-1099 (mobile) 614-885-1247 (work)

## Experience

Worthington Historical Society | 50 West New England Ave, Worthington OH 43085

### **Director**

**9/2013 – Present**

- Manage day-to-day operations, coordinate & recruit new volunteers, manage membership, lead publicity and advertising events in print and on social media, maintain the Society website, coordinate and oversee events, coordinate fundraising efforts, grant writing
- Attended Ohio Local History Alliance State and Regional Conferences 2013-2018

### **Office Manger**

**2009 – 2013**

- Manage Publicity and Advertising for the Society's events

### **Volunteer; Collections & Archives**

**2005 – 2009**

- Catalogue and scan photograph and archives collections
- Assist with inventory of objects on exhibit and in storage

Collaborative Dance Project | Dublin, Ohio

### **Associate Artistic Director**

**2003-2013**

- Lead production, fundraising and rehearsal efforts for a non-profit youth dance company

Dance Extension | Dublin, Ohio

### **Teacher, Ballet & Modern and Composition**

**2001-2013**

- Taught technique classes to all ages, primarily high school aged students 6 days per week

Village Academy | Powell, Ohio

### **Teacher, Ballet & Modern and Composition**

**2001-2013**

- Taught dance technique to middle and high school students as part of the Performing Arts Education Program

## Education

University of Michigan

2001 Bachelor of Dance Arts with Highest Honors

2001 Bachelor of Arts with High Distinction

## **FRANKLIN E. SHEPHERD, ARCHITECT**

*Worthington Historical Society*

*Vice President, Facilities*

Principal, President, Williams-Shepherd - Architects, 4254 Tuller Rd., Dublin, Ohio 43017, telephone: 614 761-0881 website: [www.wsarch.net](http://www.wsarch.net), E-Mail: [f.shepherd@wsarch.net](mailto:f.shepherd@wsarch.net).

- Registered Architect since 1975
- Over 40 years experience in construction field
  - Architecture
  - Construction management
  - General contracting
  - Site planning
- Registered architect in 15 states
- 7 years experience as combat engineer, (Retired Captain – Ohio National Guard)
  - Road, tower, bridge and culvert construction
- Education
  - Bachelor of Architecture, Ohio State University, 1970
- Affiliations
  - Member NCARB (National Council of Architectural Registrations Boards)
  - Member NFPA (National Fire Prevention Association)
  - Member ICC (International Code Council)
- Organizations, Boards
  - Trustee FVC (Friendship Village of Columbus) - VP (Building and Grounds and Finance Committees)
  - Trustee WHS (Worthington Historical Society) (VP of Facilities)
  - North Broadway Church – Numerous leadership roles



**Susan Whitaker**

**Curator**

**Worthington Historical Society**

Experience/ positions (all volunteer) within the Society include:

- Curator: management of collections housed in Orange Johnson House and Old Rectory, including furniture, textiles, clothing, lace, photographs, dolls and toys, artwork and archives.
- Worked for the past year on providing content to WOSU for “Neighborhoods” series on Worthington.
- Conservation and proper storage of object collections, including the re-housing of the clothing collection. Oversight of cleaning and seasonal decorations in historic properties.
- Wrote and received grant from Heritage Preservation, re-housed and inventoried clothing collection housed at Old Rectory
- Wrote and received grant for Conservation Assessment Program, for review of best practices and procedures for collections
- Participated in review of WHS management through MAPS I (Museum Assessment Program)
- Worked with Old Worthington Library on WHS content for Worthington Memory website, a project for Worthington Bicentennial 2003.
- Continue creating exhibitions at Orange Johnson house and Old Rectory
- VP Education- planning programs, Third Grade weeks and special events
- WHS committee involved in re-opening of Worthington Inn
- Docent Scheduler
- Docent for the past 36 years for both Orange Johnson House and Doll Museum tours
- Presentations of special programs at Griswold Center, school visits for 3<sup>rd</sup> graders and speaker for external groups requesting programs
- Board member WHS

Further volunteer experience:

- 26th year as docent at Columbus Museum of Art, including Chairman 1995-6
- Served 14 years, including President, for National Docent Symposium Council 1997-2011
- Worked for House Corporation, Delta Delta Delta OSU, for 10 years including President, and co-chaired remodeling of same (1985)

Education

- Training through American Association of State & Local History (AASLH) for Collections Management, and subsequent AASLH specialized training at textile “boot camp”.
- Continuing education from OAHSM (Ohio Association of Historical Societies & Museums), comprised of bi-annual sessions on a variety of topics
- PastPerfect training for operating program in use for collections
- Society of Archivists training sessions
- University education: University of Michigan School of Business Administration

## John Mueller

### Worthington Historical Society Vice President, Finance Treasurer

#### Experience

- **Karl Road Christian Church** **mid 1970s - present**
  - Have served in a variety of roles since the mid 1970s including Audit Team, Treasurer and Assistant Treasurer for Payroll financials
  - Member since 1972
- **Columbus State Landscape Alumni Association, Treasurer** **late 2000s - present**
- **Sharon Memorial Hall Board, Treasurer** **several years in 2010s**

#### Education

- University of Dayton, Master of Business Administration** **1981**  
Concentration in Finance and Accounting
- The Ohio State University, Bachelor of Science Degree in Business Administration** **1968**

## Steffanie Haueisen

### Vice President, Education Worthington Historical Society

#### Experience

Worthington Historical Society, volunteer

- Vice President, Education 2014- present
- Chair, Worthington Tour of Homes & Gardens 2007- present
- Librarian 2004- present
- Docent 2004- present

Westerville City Schools 1971 – 2002

- High School French, Spanish
- Middle School Media Specialist

#### Education

- Ohio Dominican College. 1975  
Library Science Certificate, secondary education
- The Ohio State University 1971  
B.S. & Masters in Foreign Language Education

**Jeri Arent**

*Archivist*

*Worthington Historical Society*

**Experience**

Worthington Historical Society, volunteer

- Archives 2013 - present
- Vice President, Education 2008 - 2014
- Docent Coordinator/Trainer 1990s - present
- Children's Christmas, co-chair 1980s - present
- Board Member 1999 – present
- Docent 1970s - present

Gahanna Middle School

1966-1972

- History Teacher

Columbus Metropolitan Library

1972-2007

- Reference Librarian

**Education**

Kent State University

August 1983

Masters in Library Science

The Ohio State University

August 1966

Bachelor of Arts, Major in English

The Ohio State University

August 1966

Bachelor of Science in Education, Major in English and History Education

## 5.A.I. - Proposed 2020 Operating Budget - Presentations from Community Groups

WORTHINGTON HISTORICAL SOCIETY OPERATING BUDGET		
July 2019-June 2020		
INCOME:		BUDGET
<u>Admissions</u>	O J House	1,400.00
	<b>Total Admissions</b>	<b>1,400.00</b>
<u>Donations</u>	General Fund - Annual Fund Raiser	10,750.00
	Bequests	500.00
	Gift & Consignment Shop	12,000.00
	Kroger Community Rewards	325.00
	Other Sources - Igive, Ismile, etc	0.00
	Cols Foundation Distribution	10,000.00
	Memorial	250.00
	<b>Total Donations</b>	<b>33,825.00</b>
<u>Dues</u>	Businesses	600.00
	Individuals	8,700.00
	<b>Total Dues</b>	<b>9,300.00</b>
<u>Grants</u>	City Grant	32,500.00
	Other Grants	1,000.00
	<b>Total Grants</b>	<b>33,500.00</b>
<u>Projects</u>	Market Days	600.00
	Tour of Homes	3,500.00
Educational Projects	Griswold Joint Programs	0.00
	3rd Grade Days	50.00
	Children's Christmas	900.00
	Christmas Open House	100.00
	Tours-Ghost, Bus, Walking, etc.	3,500.00
	General Education	500.00
	<b>Total Special Projects Income</b>	<b>9,150.00</b>
<u>Investments</u>	<b>Total Investment Income</b>	<b>1,300.00</b>
<u>Other Income</u>	Open	0.00
<b>TOTAL OPERATING INCOME</b>		<b>88,475.00</b>
<b>TOTAL ANTICIPATED INCOME</b>		<b>88,475.00</b>

## 5.A.I. - Proposed 2020 Operating Budget - Presentations from Community Groups

<b>EXPENSES:</b>		<b>Budget</b>
<b><u>Administration</u></b>	General Administration	3,000.00
	Insurance	7,350.00
	Office Supplies	1,600.00
	Taxes	3,500.00
	Salaries and Wages	41,900.00
	Internet / Telephone Service	1,600.00
	WHS Membership Expenses	100.00
	<b>Total Administration</b>	<b>59,050.00</b>
<b><u>Education</u></b>	Association Dues & Meetings*	400.00
	Exhibits	100.00
	General Education	1,100.00
	Intelligencer - Printing & Postage	1,400.00
	<b>Total Education</b>	<b>3,000.00</b>
<b><u>Collections</u></b>	Acquisitions	1,000.00
	Maintenance	500.00
	Supplies	250.00
	<b>Total Coll Mgmt</b>	<b>1,750.00</b>
<b><u>OJ House</u></b>	Cleaning & Supplies	600.00
	Grounds - Maintenance	1,500.00
	Repairs & Maint	3,000.00
	Security System	450.00
	Utilities - Gas, Elect, Water	5,000.00
	<b>Total OJ House</b>	<b>10,550.00</b>
<b><u>Rectory</u></b>	Cleaning & Supplies	800.00
	Grounds - Maintenance	1,000.00
	Repairs & Maintenance	8,000.00
	Security System	250.00
	Utilities - Gas, Elect, Water	3,000.00
	<b>Total Old Rectory</b>	<b>13,050.00</b>
	Market Days	50.00
	Tour of Homes	150.00
	Children's Christmas	400.00
	Christmas Open House	150.00
	Tours-Ghost, Bus, Walking	75.00
	Third Grade Days	200.00
	<b>Total Projects Expenses</b>	<b>1,025.00</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>88,425.00</b>
<b>TOTAL ANTICIPATED EXPENSES</b>	<b>TOTAL EXPENSES</b>	<b>88,425.00</b>
	<b>GAIN/(LOSS) FOR YEAR</b>	<b>50.00</b>

<b>WORTHINGTON HISTORICAL SOCIETY OPERATING BUDGET</b>					
<b>Projected Budgets For Next Four Fiscal Years</b>					
<b>INCOME:</b>		<b>FY 20-21 Budget</b>	<b>FY 21-22 Budget</b>	<b>FY 21-22 Budget</b>	<b>FY 22-23 Budget</b>
<b>Admissions</b>	O J House	1,450.00	1,500.00	1,550.00	1,600.00
	<b>Total Admissions</b>	<b>1,450.00</b>	<b>1,500.00</b>	<b>1,550.00</b>	<b>1,600.00</b>
<b>Donations</b>	General Fund - Annual Fund Raiser	11,000.00	11,250.00	11,500.00	11,750.00
	Bequests	500.00	500.00	500.00	500.00
	Gift & Consignment Shop	12,000.00	12,250.00	12,500.00	12,750.00
	Kroger Community Rewards	325.00	325.00	325.00	325.00
	Other Sources - Igive, Ismile, etc	0.00	0.00	0.00	0.00
	Cols Foundation Distribution	10,000.00	10,500.00	10,500.00	11,000.00
	Memorials	250.00	250.00	250.00	250.00
	<b>Total Donations</b>	<b>34,075.00</b>	<b>35,075.00</b>	<b>35,575.00</b>	<b>36,575.00</b>
<b>Dues</b>	Businesses	600.00	650.00	650.00	700.00
	Individuals	8,700.00	8,700.00	8,800.00	8,900.00
	<b>Total Dues</b>	<b>9,300.00</b>	<b>9,350.00</b>	<b>9,450.00</b>	<b>9,600.00</b>
<b>Grants</b>	City Grant	32,500.00	33,000.00	33,000.00	33,500.00
	Other Grants	1,000.00	1,000.00	1,000.00	1,000.00
	<b>Total Grants</b>	<b>33,500.00</b>	<b>34,000.00</b>	<b>34,000.00</b>	<b>34,500.00</b>
<b>Projects</b>	Market Days	600.00	600.00	600.00	600.00
	Tour of Homes	3,500.00	3,500.00	3,500.00	3,500.00
Educational Projects	Griswold Joint Programs (see tours below)	0.00	0.00	0.00	0.00
	3rd Grade Days	50.00	5.00	50.00	50.00
	Children's Christmas	900.00	950.00	950.00	1,000.00
	Christmas Open House	100.00	100.00	100.00	100.00
	Tours-Ghost, Bus, Walking, etc.	3,500.00	3,500.00	3,750.00	3,750.00
	General Education*	500.00	600.00	600.00	650.00
	<b>Total Special Projects Income</b>	<b>9,150.00</b>	<b>9,255.00</b>	<b>9,550.00</b>	<b>9,650.00</b>
<b>Investments</b>	<b>Total Investment Income</b>	<b>1,300.00</b>	<b>1,300.00</b>	<b>1,300.00</b>	<b>1,300.00</b>
<b>Other Income</b>	Open				
<b>TOTAL OPERATING INCOME</b>		<b>88,775.00</b>	<b>90,480.00</b>	<b>91,425.00</b>	<b>93,225.00</b>
<b>TOTAL ANTICIPATED INCOME</b>		<b>88,775.00</b>	<b>90,480.00</b>	<b>91,425.00</b>	<b>93,225.00</b>



5.A.I. - Proposed 2020 Operating Budget - Presentations from Community Groups

<b>EXPENSES:</b>		<b>FY 20-21 Budget</b>	<b>FY 21-22 Budget</b>	<b>FY 21-22 Budget</b>	<b>FY 22-23 Budget</b>
<b><u>Administration</u></b>	General Administration	3,060.00	3,121.20	3,183.62	3,247.30
	Insurance	7,497.00	7,646.94	7,799.88	7,955.88
	Office Supplies	1,632.00	1,664.64	1,697.93	1,731.89
	Taxes	42,738.00	43,592.76	44,464.62	45,353.91
	Salaries and Wages	1,632.00	1,664.64	1,697.93	1,731.89
	Internet / Telephone Service	2,000.00	2,040.00	2,080.80	2,122.42
	WHS Membership Expenses	100.00	100.00	100.00	100.00
	<b>Total Administration</b>	<b>58,659.00</b>	<b>59,830.18</b>	<b>61,024.78</b>	<b>62,243.28</b>
<b><u>Education</u></b>	Association Dues & Meetings*	400.00	400.00	400.00	400.00
	Exhibits	102.00	104.04	106.12	108.24
	General Education	1,122.00	1,144.44	1,167.33	1,190.68
	Intelligencer - Printing & Postage	1,428.00	1,456.56	1,485.69	1,515.41
	<b>Total Education</b>	<b>3,052.00</b>	<b>3,105.04</b>	<b>3,159.14</b>	<b>3,214.32</b>
<b><u>Collections</u></b>	Acquisitions	1,000.00	1,000.00	1,000.00	1,000.00
	Maintenance	500.00	500.00	500.00	500.00
	Supplies	250.00	250.00	250.00	250.00
	<b>Total Coll Mgmt</b>	<b>1,750.00</b>	<b>1,750.00</b>	<b>1,750.00</b>	<b>1,750.00</b>
<b><u>OJ House</u></b>	Cleaning & Supplies	612.00	624.24	636.72	649.46
	Grounds - Maintenance	1,530.00	1,560.60	1,591.81	1,623.65
	Repairs & Maint	4,000.00	4,080.00	4,161.60	4,244.83
	Security System	459.00	468.18	477.54	487.09
	Utilities - Gas, Elect, Water	4,182.00	4,265.64	4,350.95	4,437.97
	<b>Total OJ House</b>	<b>10,783.00</b>	<b>10,998.66</b>	<b>11,218.63</b>	<b>11,443.01</b>
<b><u>Rectory</u></b>	Cleaning & Supplies	918.00	936.36	955.09	974.19
	Grounds - Maintenance	1,020.00	1,040.40	1,061.21	1,082.43
	Repairs & Maintenance	5,000.00	5,100.00	5,202.00	5,306.04
	Security System	255.00	260.10	265.30	270.61
	Utilities - Gas, Elect, Water	3,060.00	3,121.20	3,183.62	3,247.30
	<b>Total Old Rectory</b>	<b>10,253.00</b>	<b>10,458.06</b>	<b>10,667.22</b>	<b>10,880.57</b>
	Market Days	50.00	50.00	50.00	50.00
	Tour of Homes	150.00	153.00	156.06	159.18
	Children's Christmas	400.00	450.00	450.00	450.00
	Christmas Open House	150.00	150.00	150.00	150.00
	Tours-Ghost, Bus, Walking	75.00	75.00	75.00	75.00
	Third Grade Days	204.00	208.08	212.24	216.49
	<b>Total Projects Expenses</b>	<b>1,029.00</b>	<b>1,086.08</b>	<b>1,093.30</b>	<b>1,100.67</b>
<b>TOTAL ANTICIPATED OPERATING EXPENSES</b>		<b>85,526.00</b>	<b>87,228.02</b>	<b>88,913.08</b>	<b>90,631.84</b>
<b>PROJECTED GAIN/(LOSS) FOR YEAR</b>		<b>3,249.00</b>	<b>3,251.98</b>	<b>2,511.92</b>	<b>2,593.16</b>

<b>Worthington Historical Society Operating Budget</b>			
<b>July 2019-June 2020</b>			
<b>BREAKDOWN OF USE OF CITY GRANT FUNDS</b>			
<b>EXPENSES</b>		<b>Budget</b>	<b>City Grant Funds</b>
<b>Administration</b>	General Administration	3,000.00	1,500.00
	Insurance	7,350.00	4,300.00
	Office Supplies	1,600.00	0.00
	Taxes	3,500.00	1,750.00
	Salaries and Wages	41,900.00	21,000.00
	Internet / Telephone Service	1,600.00	800.00
	WHS Membership Expenses	100.00	0.00
	<b>Total Administration</b>	<b>59,050.00</b>	<b>29,350.00</b>
<b>Education</b>	Association Dues & Meetings	400.00	200.00
	Exhibits	100.00	100.00
	General Education	1,100.00	1,100.00
	Intelligencer - Pstg & Prntng	1,400.00	700.00
	<b>Total Education</b>	<b>3,000.00</b>	<b>2,100.00</b>
<b>Collections</b>	Acquisitions	1,000.00	0.00
	Maintenance	500.00	300.00
	Supplies	250.00	150.00
	<b>Total Coll Mgmt</b>	<b>1,750.00</b>	<b>450.00</b>
<b>OJ House</b>	Cleaning & Supplies	600.00	0.00
	Grounds - Maintenance	1,500.00	0.00
	Repairs & Maint	3,000.00	0.00
	Security System	450.00	0.00
	Utilities - Gas, Elect, Water	5,000.00	0.00
	<b>Total OJ House</b>	<b>10,550.00</b>	<b>0.00</b>
<b>Rectory</b>	Cleaning & Supplies	800.00	0.00
	Grounds - Maintenance	1,000.00	0.00
	Repairs & Maintenance	8,000.00	0.00
	Security System	250.00	0.00
	Utilities - Gas, Elect, Water	3,000.00	0.00
	<b>Total Old Rectory</b>	<b>13,050.00</b>	<b>0.00</b>
<b>Projects</b>	Market Days	50.00	0.00
	Tour of Homes	150.00	0.00
	Children's Christmas	400.00	250.00
	Christmas Open House	150.00	75.00
	Tours-Ghost, Bus, Walking	75.00	75.00
	Third Grade Days	200.00	200.00
	<b>Total Projects Expenses</b>	<b>1,025.00</b>	<b>600.00</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>88,425.00</b>	<b>32,500.00</b>
<b>RESTRICTED PROGRAMS</b>	<b>Doll Fund, Mound, Piano, Bicentennial Fund</b>		
<b>TOTAL ANTICIPATED EXPENSES</b>	<b>TOTAL EXPENSES</b>	<b>88,425.00</b>	

See Restricted Funds. Balances Maintained Separately.		
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APPLICATION - 2020  
CITY OF WORTHINGTON  
GRANT FUNDING  
Due: November 1, 2019

**ORGANIZATION NAME:** Old Worthington Partnership

**CONTACT NAME:** Annina Parini

**CONTACT ADDRESS:** 777 High Street, Worthington, OH 43085

**CONTACT PHONE:** 614.547.7334

**CONTACT EMAIL:** [oldworthingtonpartnership@gmail.com](mailto:oldworthingtonpartnership@gmail.com)

**AMOUNT REQUESTED FOR CALENDAR YEAR 2020:** \$55,000 (Partnership Grant) + \$55,800 (CVB holdover funds) + approx. \$10,000 (66% bed tax from Econolodge)

**GENERAL INFORMATION**

**In the space provided below, please provide the mission statement for your organization and a description of its goals.**

The Old Worthington Partnership is a volunteer-based 501(c)(3) non-profit organization focused on enhancing the geographic heart of Worthington, as well as attracting visitors and positive attention to the City of Worthington and areas within the Worthington City School district.

We promote the essence of community by designing special occasions to gather; supporting the advancement of local businesses; and beautifying and enhancing our historic district.

We stand as a strong and unique community advocate for growth, **sustainability, collaboration, and engagement.**

#### **PURPOSE OF GRANT**

**Describe specifically how you propose to use the grant funds. Please attach a budgetary breakdown for the use of the grant funds.**

The grant funds will be used to help supplement the operating budget of the Partnership as well as fund the tourism operations of Experience Worthington. We are an affiliate Main Street Organization, and their model includes a “3-legged stool approach”, which includes government funding as one of the “legs” of the stool. Main Street recommends at least 1/3 of our revenue should be investment from government funding, and our budget reflects that goal. The other components of our funding are proceeds from events (i.e. Farmers Market, Chocolate Walk, Craft Crawl, etc.) and donations from corporations and individuals.

#### **FINANCIAL INFORMATION**

**Provide a detailed budget of revenues and expenses showing the current year adopted budget and projecting/forecasting revenues and expenses for four (4) additional years. Please provide a sufficient breakdown of revenues and expenses to clearly demonstrate how the City’s funding fits within the revenue picture. Is the City’s funding necessary for the program/project? Will it be used to leverage funding from other sources?**

The City’s funding is absolutely critical to the success of our organization. Without the funds, we would not have the means to pay a full-time executive director, nor would Experience Worthington be able to pay the part-time tourism director and our programs would be drastically reduced. More importantly, the impact of the Worthington Partnership to merchants, residents and visitors would be diminished to levels detrimental to the Worthington Experience. The ED and the new energy that our tourism director has brought to the organization has been instrumental in all of our success to date, and our momentum is entirely based on the relational connections that must be sustained for continued success. The operating funds used from the City allow the Partnership to retain the quality staff needed to execute our mission. The Partnership staff assist in the fundraising projects, as well as pursue other funding sources for additional projects. As an affiliate member of the Main Street (Heritage Ohio) organization, we aspire to follow its funding model that prescribes one-third funding from City/government, one-third funding from events, and one-third funding from fundraising.

#### **PROGRAMMING**

**In the space provided below, please list and describe your programs or proposed programs. Also (on additional pages as necessary), please list organizations with which you will partner to provide programming.**

**\*\* SEE ANNUAL REPORT INFOGRAPHIC \*\***

**Worthington Farmers Market:** The Worthington Farmers Market is Central Ohio’s largest farmers market, boasting 70-85 vendors from Columbus and the surrounding areas. The market includes locally grown seasonal fruits and vegetables, locally produced cheeses, jams, jellies,

honey, and maple syrup, high quality cuts of meat from carefully raised farm animals, eggs from pastured chickens, flowers, herbs, plants, homemade soaps, and foodstuffs. The market is a year-round tradition that is held in the heart of Old Worthington and at The Shops at Worthington Place.

**Tourism:** Our new tourism director has spent the past year building relationships in the tourism industry, improving our image as an innovative destination marketing organization. We have produced a new visitors guide, a new tour group pamphlet, launched dozens of targeted ads on social media, and greatly improved our social media presence. We have established our blog and enhanced our blog posts.

**Merchant Meetings, Resources, Training:** These monthly meetings, hosted by a different merchant the last Tuesday of each month, are a vital resource for the business community. We share information and trends in our businesses, we plan for special events, we coordinate sales efforts and resources. Approximately 15-20 merchants attend each month, and many more participate via email and one-on-one visits with our ED. The Partnership also connects merchants to business resources via these monthly meetings. We have developed a Business Advisory Board, which is a curated list of professionals that our merchants can call upon for brief advice in specialized fields. We regularly connect the merchants to training resources available to small businesses. Past topics have included Social Media 201, Visual Merchandising, and Changes in Retail Habits.

**Sustainability Programs:** The Partnership has formed a Sustainability Committee that includes 15 community members who have a variety of expertise and interest in sustainability initiatives. To date we have produced and given away 300 reusable produce bags, we have partnered with a compost company to encourage merchants to engage a pilot program in their businesses, we partnered with the City's Parks and Recreation Department to improve the **bike path access** to and from the Olentangy Trail and the historic district. We payed to improved signage along the trail to alert visitors to the business district, and improve safe biking and walking for residents along the route. Additionally, we hope to be spearheading an AEP community energy saving program in 2020.

**Holiday Open House:** Old Worthington will host its annual Holiday Open House on Sunday, December 1 (always the Sunday after Thanksgiving) from noon until 5 p.m. Hundreds of residents and visitors come to enjoy the sights and sounds of the holiday season, including an iceless ice rink, trackless train, horse-drawn carriage rides, live music and a visit from Santa. Local retailers will be offering special promotions and giveaways. Activities at each of the three Old Worthington churches are planned for the first time during this event. This event is closely coordinated with the City to lead seamlessly into the Holiday Tree Lighting that same day.

**Illuminating Shopping:** Visitors enjoy an evening with family and friends for dinner, drinks, shopping and live holiday music in historic Old Worthington. Amid festive luminaries lining High Street, local retailers will be open late to offer special sales as part of the annual Illuminating Shopping event Wednesday, December 4 from 5 p.m. to 8 p.m. Many Worthington residents have made this longstanding tradition part of their holiday schedules.

**Picnic with The Partnership:** The fourth Annual Picnic with The Partnership was held Saturday, June 22, 2019. Over 600 people came out into the street to celebrate their love of Old

Worthington and the community that makes it special. We closed down High Street and had a wonderful night of music, food, drinks and community. The 3rd successful implementation of the DORA at this event added a free-flowing atmosphere to the event, and increased the sales at the restaurants.

**Chocolate Walk:** Guests enjoy a sweet stroll through our historic business district. With your paid ticket you will visit approximately 24 businesses and receive a treat at each one. Each business thoughtfully prepares a chocolate treat for you to experience their business in a unique, yummy way. An estimated 250 guests from across Central Ohio attended this event and brought business to an otherwise slow time.

**Craft Crawl:** Modeled after our successful Chocolate Walk, the Craft Crawl was a partnership with 6 of our “maker” merchants. Guests who purchased tickets were able to make 2 crafts of their choice as well as received special pricing on Craft beers (taking advantage of the DORA), while exploring the historic district, hence the name “Craft Crawl”. Tickets sold out well in advance, and the event received loads of praise for its innovative set up.

**It’s a Wonderful Window Contest:** The Old Worthington Partnership has once again revamped its holiday window design contest for this 2019 season for the retailers of Old Worthington. The neighborhood merchants have joined with the Partnership for “It’s a Wonderful Window Contest” and look forward to transforming window displays into a holiday wonderland. This year about half the merchants will decorate their own windows, while the other half will allow local design professionals and engaged neighbors to craft a design for their window. We are so excited to be offering this kind of hands-on project to our volunteers. We are also thrilled to offer Worthington residents and visitors this nostalgic holiday destination. This unique project will bring positive attention to our beloved city and to all those involved.

**DORA:** Our leadership efforts on this new ordinance for outdoor refreshment areas brought significant – and positive, progressive – attention to Worthington through local media coverage, as well as to other communities who want to emulate Worthington. Sales for our alcohol license holders is up significantly because of this new ordinance.

**Parking solutions:** Our Design committee is actively studying our various parking lots to layout fresh solutions to improve our parking resources. The Partnership did an inventory of the parking spaces, as well as produced a map of the parking lots available on our website to help educate visitors of all parking options.

**Visitor Maps:** The Partnership re-designed and printed a full color visitor map to be shared throughout the City. The addition of the funding from the CVB helped us expand the map offerings to include points of interest as well as historical sites to the map.

**experienceworthington.com:** The Experience Worthington website is a collaboration between the Convention & Visitors Bureau of Worthington and the Old Worthington Partnership. The website is intended to be an easy-to-use resource for Worthington residents and visitors who are seeking unique and memorable experiences in our community. The website launched in October 2016. Year to date it has had 23k unique visitors, over 40k page views. We average 2,000 visitors per month. The largest percentage of visitors come directly to the site, and the rest are from search engines or referred from social media.



**Partners for programming:**

*Worthington Resource Pantry:*

- The Worthington Farmers Market continues to support the fundraising efforts of the pantry, hosting a weekly table during market hours, and our organization is the largest single booster to the Pantry through farmers market donations.
- The ice-less skating rink provided an opportunity for the community to donate directly to the pantry through the Partnership's event. Last year through a collaboration with our merchants, the Resource Pantry collected 125 pounds of food at the Holiday Open House, and gained \$497 in donations.
- The Partnership & WRP will continue the food donation program at the holiday season. Bags with grocery lists of items the pantry needs are placed in merchant locations, and guests are encouraged to shop for the listed items and return them to the Holiday Open House event.
- The Partnership continues to support the WRP's efforts by using our social-media resources by promoting their fundraiser.

*McConnell Arts Center*

- The Partnership was a sponsor of the MAC-run Arts Festival and encouraged through our booth functions the guests at the festival to explore Old Worthington.
- Continue to provide support to the MAC programming through our social media efforts.

*City of Worthington:*

- Successfully implemented new signage for bike path to attract more visitors from the Olentangy Trail.
- Led the effort to proposed the DORA ordinance to enhance the dining and event experience in Old Worthington
- Serve as a resource for collecting merchant feedback for various events, and parking issues
- Provide resources for residents and visitors, such an experience website and visitor map
- Establish positive relationships with City Staff and act as a bridge between the City and the Community.

*COhatch:*

- We encourage the ever-growing number of members of COhatch to use its space and talents to help reach our goals. COhatch is a major sustaining partner of the Partnership. Their confidence in our organization and its ability to affect change in the community and bring vibrancy is flattering. We're look forward to deepening the relationship with our friends at COhatch.

*FCBank:*

- This year, FCBank has once again chosen to sponsor this year's Holiday events: Holiday Open House, Illuminating Shopping and the "It's a Wonderful Window" displays. We are honored to be supported by our community bank. Their employees regularly volunteer and enhance our events.

*Other partners:*

Parks & Recreation Department

The Worthington Area Chamber of Commerce  
The Worthington Historic Society  
Old Worthington Association  
Worthington City Schools  
The Shops at Worthington Place  
Leadership Worthington  
The Kiwanis  
Old Worthington Library  
Sustainable Worthington

## **PUBLIC BENEFIT**

**Please outline (use data if available) the public exposure, participation and public benefit being derived from the organization's programs and activities. Please include a description of the impact of the City's funds on this exposure, participation and benefit. What would be the impact to the organization if it did not receive funding from the City?**

Without the funding from the City, the impact of our organization would be more than cut in half. The momentum that we have gained by being able to fund a full-time executive director during these last four years cannot be overstated. The Partnership enjoys an active volunteer Board of Directors, but the continuity provided by a full-time ED is what has brought stability and energy to all of our programs. The relationships the ED has built is what sustains our volunteer corps that powers our activities. The tourism director has made great strides in positioning Worthington as a destination for tourists and helps supplement our publicity through targeted social media efforts and personal connections.

Through the efforts of the Partnership Staff, with the generous contribution from the City, our organization provides the following benefits to the public:

1. **Worthington Farmers Market** is our largest and longest-standing activity, celebrating its 32nd anniversary this summer. The market brings fresh produce and handcrafted goods to our city each week. This not only enhances the Old Worthington experience, but it brings significant economic stimulation to our business district. Many merchants state that their Saturday sales surpass the rest of the month combined. The Farmers Market also provides food-stamp beneficiaries in the SNAP and Veggie SNAP programs access to fresh, often organic, and local fruits, vegetables, meat, and other goods. Education is a key component of the market, with development of programs to educate guests on the importance of eating seasonally and locally, as well as educate the next generation of healthy eaters and local farmers. Thousands of people visit the market weekly (50 weeks per year in Worthington), and we have over 100 volunteers who participate throughout the year, as well as employing a part-time market manager. The market is open to the public and free of charge to visit.

On average, 60% of market shoppers visit merchants when attending the market. Those guests spend an average of \$15/visit at various merchant locations. Based on conversations with many merchants, during Saturday morning farmers markets, many of them make more profits in that 4 hour period than they do the rest of the week combined.

2. **Sustainability projects.** As part of our sustainability efforts, **we want to continue to improve the bike and pedestrian path from the Olentangy Trail that leads to and from the historic district.** Our new signage will let the thousands of cyclists who use the trail each week know that our business district is just one mile from the trail.

3. **Events.** The events we host for the public allows us to bring publicity to Worthington, entertain visitors, as well as provide meaningful gatherings for our citizens. The events are well-attended and well-received, attracting people of all ages. These events, often organized in other towns by a government agency dramatically lessen the burden of government because our city could never produce the scale and breadth of events that we do. These events are one of the reasons people want to move to and visit Worthington. The recent Realtor.com article about the “Hottest Zip Codes” mentioned 2 of our events in their description of Worthington. Examples of events are Craft Crawl, The Picnic with The Partnership, Worthington Chocolate Walk, Holiday Open House and Illuminating Shopping.

5. **Public Art.** We were an active participant in the Mural Taskforce run by the City. We hope that Council moves forward with a policy that will encourage public art. We are optimistic that Old Worthington could become a place for public art to flourish.

6. **Website.** We partnered with the Worthington Convention and Visitors Bureau to develop a new online visitor experience. We worked with a local designer and combined our resources to better serve the community through an enhanced website. Websites serve as access to the community for many people, particularly people with disabilities and visitors who want to experience Worthington but are unable to physically, for a variety of reasons. Partnering with another non-profit agency to fund and develop this visitor experience lessened the burden of government.

7. **Design.** The Partnership organized a second work day dedicated to improving the look and landscape of the U.S. Post Office. Because it is situated in the heart of the historic district, we want it to be landmark we can be proud of. We recruited 15 volunteers to weed, prune, trim, mulch and pull ivy around the building. In the spring, we will plant more native plants and continue to maintain the landscaping with our own funding.

8. **Volunteer opportunities.** The activities of the Partnership are significantly enhanced by volunteer man hours. Our activities provide opportunities for the community to engage in the heart of our community in various ways. We are currently undertaking a major volunteer drive. We have already gathered over 200 names and email address of interested volunteers.

9. **Tourism.** Our acquisition of the Convention & Visitors Bureau has allowed the operation to realize several efficiencies in marketing to and attracting visitors. Through targeted marketing, relationship building in the greater Worthington Area, we position Worthington to be a destination choice for travelers. These efforts contribute to the success of local businesses.

**ADDITIONAL GENERAL INFORMATION REQUIRED AS ATTACHMENTS TO THE APPLICATION:**

ATTACHMENT I:	List of Board Members and Officers of the Not for Profit
ATTACHMENT II:	Federal and/or State Not for Profit documentation
ATTACHMENT iii:	Federal 990 tax filings
ATTACHMENT IV:	Copy of most recent audit for not for profit or predecessor agencies. If the agency did not conduct a Certified Professional Audit, please provide a financial review by a Certified Public Accountant (CPA). Please submit the audit or financial review with a letter signed by the organization's CPA and a current balance statement and income statement.
ATTACHMENT V:	Fiscal Year End financial statements for 2017 and 2018

**If not provided to the City in the past three years or there have been changes made to the documents provided most recently to the City, please provide:**

ATTACHMENT VI:	Articles of Incorporation, Bylaws, resumes of key administrative personnel, policies and procedures and organizational chart(s)
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# SEED OUR IMPACT

Please consider donating to the Old Worthington Partnership to assist us with projects that enhance the Old Worthington experience, attract visitors to the area, and continue to offer meaningful opportunities for the community to gather.

**DONATE ONLINE AT [EXPERIENCEWORTHINGTON.COM/DONATE](https://experienceworthington.com/donate) OR TEXT "PARTNERSHIP" TO 77948 OR SEND A CHECK TO P.O. BOX 534, WORTHINGTON, OH 43085.**

We are a non-profit, 501(c)(3) organization that relies on donations.  
We appreciate your support!



# ROOTED *in community*

The Old Worthington Partnership is a volunteer-based, 501(c)(3) non-profit organization focused on enhancing the geographic heart of Worthington. We promote the essence of community by designing special occasions to gather; supporting the advancement of local businesses; and beautifying and enhancing our charming and hospitable city.

We stand as a strong and unique community advocate for  
**growth, sustainability, collaboration and engagement.**

*Annual Report 2018-2019*



## OLD WORTHINGTON PARTNERSHIP BOARD OF DIRECTORS



Front row L to R: Joanne Dole, Beth Kowalczyk, Pat Kelso, Sarah Mullen, Cathe Moog, John Drago  
Back row L to R: Matt Gregory, Andrew Shuneson, Kevin Rohyans, Aaron Brown, Rick Espe  
Not pictured David McCorkle

### MEET OUR STAFF



**ANNINA PARINI**  
EXECUTIVE DIRECTOR

*Nina is a passionate advocate for Worthington. Using her considerable networking, project management, and leadership skills, honed in a career of non-profit management and with the U.S. House of Representatives, she works to enhance the Old Worthington experience. She lives 4 blocks off of High Street with her husband and 3 boys.*



**BETH DEKKER**  
TOURISM DIRECTOR

*Beth uses her long-time experience in small business management to teach classes on business development and entrepreneurship. She's now focusing her skills to promote Worthington as its new tourism director. Beth lives with her husband and two boys in Worthington's Wilson Hill neighborhood.*



**CHRISTINE HAWKS**  
FARMERS MARKET MANAGER

*A West Coast native, Christine is an ardent supporter of local and small businesses, an adventurous foodie, cookbook collector, baker, and dog Mom. She's thrilled to put her love of food, community and small business to work at the Worthington Farmers Market as the new market manager.*





## OLD WORTHINGTON PARTNERSHIP

Annual Report 2018-2019

# ROOTED

*in community*

**NURTURED BY VOLUNTEERS**

WE COULDN'T HAVE  
DONE IT WITHOUT THEM!

**208 NEW VOLUNTEERS &  
4500 VOLUNTEER HOURS**

**WORTHINGTON FIRST WEDNESDAYS**

THIS MONTHLY EVENT SPONSORED  
BY **COHATCH** DRAWS VISITORS IN WITH  
THEMED ACTIVITIES, SHOPPING & DINING.  
EACH EVENT SUPPORTS A FEATURED CHARITY

**NEW IN 2019!**

**SHOPS HAD A 35% INCREASE IN SALES!**

## FARMERS MARKET

1300 VOLUNTEER HOURS

107 UNIQUE PRODUCTS SOLD

VISITORS FROM 23 ZIP CODES

13,197 \$5 TOKENS SOLD

**BEAUTIFYING  
THE POST OFFICE**

300 DAFFODILS PLANTED  
10 MILES OF IVY REMOVED

**FACEBOOK & INSTAGRAM GROWTH**

**DOUBLING OUR  
REACH SINCE LAST YEAR!**

MONTHLY ENGAGEMENTS  
ON FACEBOOK **3500K**  
MONTHLY POST REACH  
ON FACEBOOK **12K**

**1621 INSTAGRAM  
FOLLOWERS WITH AN  
AVERAGE OF 2500  
IMPRESSIONS PER  
WEEK**

**ENGAGING COMMUNITY**

**60%  
OF GUESTS  
VISITED FROM  
AREAS OUTSIDE  
OF WORTHINGTON**

**340 GUESTS AT SLICE  
OF WORTHINGTON**

**250 GUESTS AT CHOCOLATE WALK**

**250 GUESTS AT CRAFT CRAWL**

**WORTHINGTON RESOURCE PANTRY**

**≥10 YEARS**

COLLECTED DONATIONS TOTALING  
**\$8,273** AT THE 2018 FARMERS MARKET,  
**20% MORE** THAN PREVIOUS YEAR.  
**\$60,000+** HAS BEEN RAISED AT THE  
FARMERS MARKET OVER THE LAST DECADE

**HOLIDAY OPEN HOUSE**

**LIVE ON FOX28!**

**800 VISITORS RODE  
THE TRACKLESS TRAIN**

**1600 VISITORS SKATED  
ON THE ICE-LESS ICERINK**

**MERCHANT INVOLVEMENT**

OFFERED MEETINGS, EVENTS, TRAINING, AND  
ADVICE THROUGH OUR BUSINESS ADVISORY BOARD

## BIKE PATH SAFETY & VISITOR DRAW

PAINTED **49 SHARROWS** ON THE ROADS  
INSTALLED **5 SIGNS** ATTRACTING VISITORS  
WIDENED SIDEWALK FOR SAFER BIKE TRAFFIC

**PICNIC WITH THE PARTNERSHIP**

**700+ PEOPLE**  
**17 CORPORATE SPONSORS**  
**187 MEALS PRE-SOLD** FROM LOCAL RESTAURANTS  
**2 BANDS, 190 SUNFLOWERS, 35 DAY-OF VOLUNTEERS**

**RECORD  
ATTENDANCE**

## Old Worthington Partnership Budget Overview 2018 - 2022

<b>INCOME</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Donations, Corporate & Individual	6,100	21,283	21,921	25,000	25,750	28000
Grants, City of Worthington	50,000	55,000	55,000	55,000	55,000	55000
CVB Funding		55,800	55,800	55,800	55,800	55800
Picnic with the Partnership	12,350	6,000	6,180	6,365	6,556	6,753
Farmers Market	23,361	24,062	24,784	25,528	26,294	27,082
Chocolate Walk	6,000	6,180	6,365	6,556	6,753	6,956
Art Festival	9,500	-	-	-	-	
Allocated Mural Expenses	1,000	-	-	-	-	
Holiday Open House	-3,775	(2,000)	(2,000)	-	-	-
It's a Wonderful Window	0	750	750	750	750	750
Other Revenue	750	2,000	2,000	2,000	2,000	2,000
Interest Income	600	600	600	600	600	600
<i>Gross Revenues</i>	105,886	169,675	171,401	177,599	179,503	179,503
<b>EXPENSES</b>						
Professional Fees	9,000	9,270	9,548	9,835	10,130	10,130
Tourism Promotion		18,785	18,785	18,785	18,785	18,785
Advertising & Promotion	1,200	1,236	1,273	1,311	1,351	1,351
Other Admin Expenses	5,485	5,650	5,819	5,994	6,173	6,173
Event Supplies	2,700	2,781	2,864	2,950	3,039	3,039
Payroll Expenses	71,000	108,500	108,501	111,756	115,109	115,109
Payroll Taxes	3,913	9,950	10,249	10,556	10,873	10,873
Meetings & Conferences	1,800	1,854	1,910	1,967	2,026	2,026
Insurance	3,000	4,000	4,120	4,244	4,371	4,371
Depreciation	615	633	652	672	692	692
Amortization	1,800	1,854	1,910	1,967	2,026	2,026
Office Supplies	1,200	1,236	1,273	1,311	1,351	1,351
<i>Operating Expenses</i>	101,713	165,749	166,904	171,347	175,924	175,924
<i>Net Income</i>	4,174	3,926	4,497	6,252	3,579	3,579



# 5.A.I. - Proposed 2020 Operating Budget - Presentations from Community Groups

	2019	2020	2021	2022	2023
<b>Revenue</b>					
<i>City Grant</i>	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000
<i>Partnerships, Sponsorships &amp; Sales</i>	\$19,216	\$19,696	\$20,287	\$20,997	\$21,837
<i>Picnic with Partnership</i>	\$3,766	\$3,860	\$3,976	\$4,115	\$4,280
<i>Slice of Worthington</i>	\$2,560	\$2,624	\$2,703	\$2,797	\$2,909
<i>Farmers Market</i>	\$19,623	\$20,114	\$20,717	\$21,442	\$22,300
<i>Market Day</i>	(\$169)	(\$173)	(\$178)	(\$185)	(\$192)
<i>Chocolate Walk</i>	\$6,276	\$6,433	\$6,626	\$6,858	\$7,132
<i>Holiday Open House</i>	(\$2,371)	(\$2,430)	(\$2,503)	(\$2,591)	(\$2,694)
<i>Window Contest</i>	(\$1,000)	(\$1,025)	(\$1,056)	(\$1,093)	(\$1,136)
<i>Illuminating Shopping</i>	\$55	\$56	\$58	\$60	\$63
<i>Craft Crawl</i>	\$2,926	\$2,999	\$3,089	\$3,197	\$3,325
<i>First Wednesdays</i>	(\$476)	(\$488)	(\$503)	(\$520)	(\$541)
<i>Other Income</i>	(\$2,024)	(\$2,075)	(\$2,137)	(\$2,212)	(\$2,300)
	\$103,382	\$105,967	\$109,146	\$112,966	\$117,484
<b>Expenses</b>					
<i>Advertising &amp; Promotions</i>	\$11,511	\$11,799	\$12,153	\$12,578	\$13,081
<i>Salaries</i>	\$53,500	\$54,838	\$56,483	\$58,460	\$60,798
<i>Taxes and Fees</i>	\$32,445	\$33,256	\$34,254	\$35,453	\$36,871
	\$97,456	\$99,892	\$102,889	\$106,490	\$110,750
<b>Net Income</b>	\$5,926	\$6,074	\$6,256	\$6,475	\$6,734

<b>Experience Worthington Budget</b>	<b>2019</b>	<b>2020</b>	<b>notes</b>	
<b>EXPENSES</b>				
Social Media Marketing	\$5,000	\$5,000	FB/Instagram	
Print Ad (Tourism Ohio)	\$3,000		DID NOT RUN	
ExperienceWorthington.com Blog Posts	\$2,880	\$2,880	(2/month at \$120)	
FAM Tours	\$2,500	\$2,000	FAM/group tours	
Ohio Tourism Association Conference	\$1,000	\$1,000	one person	
Financial Audit	\$3,000	x	every other year	
Membership/Dues*	\$2,000	x		
Exp Columbus	x	\$525		
Group Tour Co-Op	x	\$1,000		
Ohio Travel Association	x	\$440		
OACVB	x	\$600	\$500 membership plus 3 meetings/yr	
CTA class	x	\$500	food/drinks, printing materials	
Worthington Tourism Ambassador Program	x	\$2,500	quarterly gatherings, refreshments, shirts, nametags	
CTA Grants for next class	x	\$340	\$34 each	
Marketing pieces - printing/design	\$2,500	\$2,000	Map, group tour guides, postcards, etc...	
Insurance	\$650			
Payroll Processing Fees	\$1,000			
Employee Benefits	\$0			
Office Supplies	\$500			
Postage	\$200			
Telephone	\$600			
Meals/ Travel	\$1,000			
Professional Development	\$1,000		OTAcademy (DID NOT DO in 2019)	
Administrative Costs	\$5,500			

<b>Experience Worthington Budget</b>	<b>2019</b>	<b>2020</b>	<b>notes</b>	
Total Expenses	\$25,830	\$18,785		
Staff Salary	\$35,000	\$35,000		
<b>Total Budget</b>	<b>\$60,830</b>	<b>\$53,785</b>		
<b>INCOME</b>				
Received from City (old CVB funds)	\$55,800	\$55,800		
Estimated Econolodge Bed Tax	\$10,000	\$10,000		
Property Partner Program		\$1,000		
<b>Total Income</b>	<b>\$65,800</b>	<b>\$66,800</b>		
<b>2020 REQUEST FROM CITY</b>			<b>\$55800+ 66% of Bed Tax from Econolodge</b>	

## **Board of Directors**

### **Aaron Brown**

Senior Vice President, Fahlgren Mortine  
4030 Easton Station, Suite 300  
Columbus, OH 43219  
614-383-1608 (work)  
614-638-8560 (cell)  
[Aaron.brown@fahlgren.com](mailto:Aaron.brown@fahlgren.com)  
Current term: 2016-2019

### **Joanne Dole**

Resident  
661 Evening Street  
Worthington, OH 43085  
614-374-5729 (cell)  
[Joschn1@gmail.com](mailto:Joschn1@gmail.com)  
Current term: 2017-2020

### **John Drago**

CPA, BDO Accounting  
557 Park Blvd  
Worthington, OH 43085  
614-477-1367 (cell)  
[john@schiffmangrow.com](mailto:john@schiffmangrow.com)  
Current term: 2018-2021

### **Rick Espe**

MKSK  
461 Oxford Court  
Worthington, OH 43085  
614-563-7013 (cell)  
[respe@mkskstudios.com](mailto:respe@mkskstudios.com)  
Current term: 2017-2020

### **Pat Kelso**

Resident/Photographer  
6522 Estel Rd  
Worthington, OH 43235  
614-203-0981 (cell)  
[Sunpics5@aol.com](mailto:Sunpics5@aol.com)  
Current term: 2016-2019

### **David McCorkle**

Economic Development Manager  
City of Worthington  
3245 Camden Ct.  
Powell, OH 43065

### **Sarah Mullen**

Realtor/Coldwell Banker  
655 Hartford Street  
Worthington, OH 43085  
614-477-4626 (cell)  
[sarahwinlandmullen@gmail.com](mailto:sarahwinlandmullen@gmail.com)  
Current term: 2018-2021

### **Beth Kowalczyk**

City Council Member  
Current term: 2018-2021

### **Matt Gregory**

NAI Ohio Equities  
605 S. Front Street, Ste. 200  
Columbus, OH 43215  
[mgregory@ohioequities.com](mailto:mgregory@ohioequities.com)  
Current term: 2018-2021

### **Andrew Shuneson**

FC Bank  
6600 N. High Street  
Worthington, OH 43085  
[Andrew.shuneson@fcbank.bank](mailto:Andrew.shuneson@fcbank.bank)  
Current term: 2019-2022

### **Kevin Rohyans**

NE Development Co.  
571 High Street  
Worthington, OH 43085  
[krohyans@nedevco.com](mailto:krohyans@nedevco.com)  
Current Term: 2018-2021

**Cathe Moog**

Moog Group  
178 Abbot Ave.  
Worthington, OH 43085  
614.595.6106  
[Cathe.moog@gmail.com](mailto:Cathe.moog@gmail.com)

**Michelle Wilson**

Experience Columbus  
1372 Hickory Ridge Lane  
Columbus, OH 43232  
614.560.0587  
[mwilson@experiencecolumbus.com](mailto:mwilson@experiencecolumbus.com)

**Staff**

**Annina Parini**

Executive Director  
210 Sinsbury Drive N  
Worthington, OH 43085  
614-634-8453 (cell)  
[oldworthingtonpartnership@gmail.com](mailto:oldworthingtonpartnership@gmail.com)

**Beth Dekker**

Tourism Director  
275 E. North Street  
Worthington, OH 43085  
614-205-8835  
[experienceworthington@gmail.com](mailto:experienceworthington@gmail.com)

**Christine Hawks**

Farmers Market Manager  
2590 Wildwood Rd  
Columbus, OH 43231  
[christine@hawksmith.org](mailto:christine@hawksmith.org)

5.A.I. - Proposed 2020 Operating Budget - Presentations from Community Groups  
INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 25 2017

OLDE WORTHINGTON BUSINESS  
ASSOCIATION  
PO BOX 534  
WORTHINGTON, OH 43085

Employer Identification Number:  
90-0816050  
DLN:  
17053139312047  
Contact Person: JASON T SAMMONS ID# 31616  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
509(a)(2)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
August 18, 2017  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Your exemption under IRC Section 501(c)(3) is effective as of the date listed at the top of this letter. You were exempt under Section 501(c)(6) prior to this date.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities,

Letter 947

65072-1353



# The State of Ohio

**Bob Taft**

Secretary of State

927027

## Certificate

It is hereby certified that the Secretary of State of Ohio has custody of the Records of Incorporation and Miscellaneous

Filings; that said records show the filing and recording of:   ARN

of:

OLDE WORTHINGTON BUSINESS ASSOCIATION

United States of America  
State of Ohio  
Office of the Secretary of State



Recorded on Roll 5372 at Frame 1354       of  
the Records of Incorporation and Miscellaneous Filings.

Witness my hand and the seal of the Secretary of State at

Columbus, Ohio, this 27TH day of   DEC       ,

A.D. 19 95   .

  
Bob Taft  
Secretary of State



**ARTICLES OF INCORPORATION  
OF  
OLDE WORTHINGTON BUSINESS ASSOCIATION**

05372-1355  
APPROVED  
KN  
12/27/95  
\$25.00  
95122807701

The undersigned, desiring to form a corporation, not-for-profit, under Section 1702.01 et seq., Revised Code of Ohio, do hereby certify:

**FIRST:** The name of said corporation shall be **OLDE WORTHINGTON BUSINESS ASSOCIATION**.

**SECOND:** The place in Ohio where the principal office of the corporation is to be located is in the City of Worthington, County of Franklin.

**THIRD:** The purposes for which the corporation is formed are:

(a) To promote an interest in downtown Worthington businesses.

(b) To engage in and carry on such other lawful acts and activities for which non-profit corporations may be formed pursuant to Chapter 1702, Ohio Revised Code; provided, however, the Foundation shall not possess or exercise any power or authority either expressly, by interpretation, or by operation of law that will prevent it at any time from qualifying and continuing to qualify as a foundation organized and operated exclusively as a business league, no part of the net earnings of which inures to the benefit of any members or individuals, and which does not participate in, or intervene in any political campaign on behalf of any candidate for public office, nor shall it engage directly or indirectly in any activity which would cause the loss of such qualification.

**FOURTH:** No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting, to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501(c)(6) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

05070-1000

**FIFTH:** Upon the dissolution of the corporation, the Board of Trustees shall, after paying or making provision of the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) or Section 501(c)(6) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law) as the Board of Trustees shall determine. Any of such assets not so disposed of shall be imposed by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**SIXTH:** Every person who is or has been a trustee or officer of the corporation shall be indemnified by it against expenses and liabilities reasonably incurred by him in connection with either (1) any action, suit or proceeding to which he may be a party-defendant, or (2) any claim of liability asserted against him by the reason of his having been a trustee or officer of the corporation. Without limitation, the term "expense" shall include any amount paid or agreed to be paid in satisfaction of a judgment or in settlement of a judgment or claim of liability other than any amount paid or agreed to be paid to the corporation itself. The corporation shall not, however, indemnify any trustee or officer in respect to matters as to which he shall be finally adjudged liable for negligence or misconduct in the performance of his duties as such trustee or officer, nor in the case of a settlement unless such settlement shall be found to be in the interest of the corporation, (1) by the Court having jurisdiction of the suit involving his right to indemnification, or (2) by a majority of the trustees of the corporation then in office other than those involved (whether or not such majority constitutes a quorum), or, if there are not at least two trustees of the corporation then in office other than those involved, by majority of members, provided that such indemnity in case of a settlement shall not be allowed by such trustees or members unless it is found by independent legal counsel that such settlement is reasonable in amount and in the interest of the corporation.

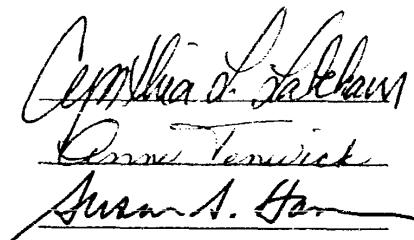
**SEVENTH:** The names and addresses of the persons who are the initial Trustees of the corporation are as follows:

CSUTG-1956

<u>Name</u>	<u>Address</u>
Cynthia Latcham	689 High Street, Worthington, OH 43085
Ann Tenwick	656 High Street, Worthington, OH 43085
Susan Hanson	649 High Street, Worthington, OH 43085

**IN WITNESS WHEREOF**, we have hereunto subscribed our names, this  
27<sup>th</sup> day of December, 1995.

Cynthia Latcham  
Ann Tenwick  
Susan Hanson



Cynthia Latcham  
Ann Tenwick  
Susan S. Hanson

658713-1307

**ORIGINAL APPOINTMENT OF AGENT  
OF  
OLDE WORTHINGTON BUSINESS ASSOCIATION**

The undersigned incorporators hereby appoint ANNE E.  
TENWICK whose address is 656 HIGH STREET

in the City of Worthington, County of Franklin, State of Ohio  
43085, and being a natural person resident in the county in  
which the corporation has its principal office, upon whom any  
process, notice or demand required or permitted by statute to  
be served upon the corporation may be served.

Cynthia L. Latham  
Susan L. Hanes

The undersigned hereby accepts and acknowledges appointment  
as Statutory Agent of **OLDE WORTHINGTON BUSINESS ASSOCIATION**

Anne E. Tenwick

☐ UNIFORM COMMERCIAL  
CODE FILING

☒ CORPORATIONS FILING

**CORPORATIONS ONLY**

☐ EXPEDITE  
SERVICE

☐ PICK-UP

☒ MAIL

**CORRESPONDENCE**

PLEASE RETURN THE ATTACHED DOCUMENTS TO:

Olde Worthington Business Association  
NAME OF YOUR FIRM OR COMPANY

Sue McNight 053700-1358  
ATTENTION

815 Northbridge Lane Columbus OH 43235  
STREET, CITY, STATE, ZIP CODE

(614) 888-2658  
TELEPHONE NUMBER

**UCC ONLY**

☐ MAIL

☐ PICK-UP

IF NOT CHECKED, IT WILL BE MAILED.

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

DEPARTMENT OF THE TREASURY

Date: SEP 25 2017

OLDE WORTHINGTON BUSINESS  
ASSOCIATION  
PO BOX 534  
WORTHINGTON, OH 43085

Employer Identification Number:  
90-0816050  
DLN:  
17053139312047  
Contact Person: JASON T SAMMONS ID# 31616  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
509(a)(2)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
August 18, 2017  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Your exemption under IRC Section 501(c)(3) is effective as of the date listed at the top of this letter. You were exempt under Section 501(c)(6) prior to this date.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities,

Letter 947

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](http://www.irs.gov/Form990EZ) for instructions and the latest information.

<b>A</b> For the 2018 calendar year, or tax year beginning 01/01, 2018, and ending 12/31, 2018													
<b>B</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	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>C</b> Name of organization <b>OLDE WORTHINGTON BUSINESS ASSOCIATION</b></td> <td><b>D</b> Employer identification number <b>90-0816050</b></td> </tr> <tr> <td colspan="2">Number and street (or P.O. box, if mail is not delivered to street address) Room/suite</td> <td><b>E</b> Telephone number <b>614-477-1367</b></td> </tr> <tr> <td colspan="2"><b>PO Box 531</b></td> <td><b>F</b> Group Exemption Number ▶</td> </tr> <tr> <td colspan="2">City or town, state or province, country, and ZIP or foreign postal code <b>Worthington, OH, 43085</b></td> <td></td> </tr> </table>	<b>C</b> Name of organization <b>OLDE WORTHINGTON BUSINESS ASSOCIATION</b>		<b>D</b> Employer identification number <b>90-0816050</b>	Number and street (or P.O. box, if mail is not delivered to street address) Room/suite		<b>E</b> Telephone number <b>614-477-1367</b>	<b>PO Box 531</b>		<b>F</b> Group Exemption Number ▶	City or town, state or province, country, and ZIP or foreign postal code <b>Worthington, OH, 43085</b>		
<b>C</b> Name of organization <b>OLDE WORTHINGTON BUSINESS ASSOCIATION</b>		<b>D</b> Employer identification number <b>90-0816050</b>											
Number and street (or P.O. box, if mail is not delivered to street address) Room/suite		<b>E</b> Telephone number <b>614-477-1367</b>											
<b>PO Box 531</b>		<b>F</b> Group Exemption Number ▶											
City or town, state or province, country, and ZIP or foreign postal code <b>Worthington, OH, 43085</b>													
<b>G</b> Accounting Method: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual Other (specify) ▶													
<b>I</b> Website: ▶ <a href="http://experienceworthington.com">experienceworthington.com</a>													
<b>J</b> Tax-exempt status (check only one) — <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) ◀ (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527													
<b>H</b> Check <input type="checkbox"/> if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).													
<b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other													
<b>L</b> 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. ▶ \$ <b>193,056</b>													

**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 ☒

<b>Revenue</b>	<b>1</b>	Contributions, gifts, grants, and similar amounts received	<b>1</b>	70,783	
	<b>2</b>	Program service revenue including government fees and contracts	<b>2</b>	121,755	
	<b>3</b>	Membership dues and assessments	<b>3</b>	0	
	<b>4</b>	Investment income	<b>4</b>	518	
	<b>5a</b>	Gross amount from sale of assets other than inventory	<b>5a</b>	0	
	<b>5b</b>	Less: cost or other basis and sales expenses	<b>5b</b>	0	
	<b>5c</b>	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	<b>5c</b>	0	
	<b>6</b>	Gaming and fundraising events:			
	<b>6a</b>	Gross income from gaming (attach Schedule G if greater than \$15,000)	<b>6a</b>	0	
<b>Expenses</b>	<b>6b</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)	<b>6b</b>	0	
	<b>6c</b>	Less: direct expenses from gaming and fundraising events	<b>6c</b>	0	
	<b>6d</b>	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	<b>6d</b>	0	
	<b>7a</b>	Gross sales of inventory, less returns and allowances	<b>7a</b>	0	
	<b>7b</b>	Less: cost of goods sold	<b>7b</b>	0	
	<b>7c</b>	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	<b>7c</b>	0	
	<b>8</b>	Other revenue (describe in Schedule O)	<b>8</b>	0	
	<b>9</b>	<b>Total revenue.</b> Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶	<b>9</b>	193,056	
	<b>Net Assets</b>	<b>10</b>	Grants and similar amounts paid (list in Schedule O)	<b>10</b>	0
		<b>11</b>	Benefits paid to or for members	<b>11</b>	0
		<b>12</b>	Salaries, other compensation, and employee benefits	<b>12</b>	60,255
		<b>13</b>	Professional fees and other payments to independent contractors	<b>13</b>	49,355
<b>14</b>		Occupancy, rent, utilities, and maintenance	<b>14</b>	1,487	
<b>15</b>		Printing, publications, postage, and shipping	<b>15</b>	1,630	
<b>16</b>		Other expenses (describe in Schedule O) <u>See Schedule O, Statement 1</u>	<b>16</b>	87,704	
<b>17</b>		<b>Total expenses.</b> Add lines 10 through 16 ▶	<b>17</b>	200,431	
<b>18</b>	Excess or (deficit) for the year (Subtract line 17 from line 9)	<b>18</b>	-7,375		
<b>19</b>	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)	<b>19</b>	86,150		
<b>20</b>	Other changes in net assets or fund balances (explain in Schedule O)	<b>20</b>	-135		
<b>21</b>	Net assets or fund balances at end of year. Combine lines 18 through 20 ▶	<b>21</b>	78,640		

For Paperwork Reduction Act Notice, see the separate instructions.

Cat. No. 106421

Form **990-EZ** (2018)



**Part V Other Information** (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V ☒

	Yes	No
<b>33</b> Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O . . . . .	<b>33</b> <input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>34</b> Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions . . . . .	<b>34</b> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>35a</b> Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)? . . . . .	<b>35a</b> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>b</b> If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O . . . . .	<b>35b</b> <input type="checkbox"/>	<input type="checkbox"/>
<b>c</b> Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III . . . . .	<b>35c</b> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>36</b> Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N . . . . .	<b>36</b> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>37a</b> Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ <b>37a</b> 0	<b>37a</b> <input type="checkbox"/>	<input type="checkbox"/>
<b>b</b> Did the organization file <b>Form 1120-POL</b> for this year? . . . . .	<b>37b</b> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>38a</b> Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return? . . . . .	<b>38a</b> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>b</b> If "Yes," complete Schedule L, Part II and enter the total amount involved . . . . .	<b>38b</b> <input type="checkbox"/>	<input type="checkbox"/>
<b>39</b> Section 501(c)(7) organizations. Enter:		
<b>a</b> Initiation fees and capital contributions included on line 9 . . . . .	<b>39a</b> <input type="checkbox"/>	<input type="checkbox"/>
<b>b</b> Gross receipts, included on line 9, for public use of club facilities . . . . .	<b>39b</b> <input type="checkbox"/>	<input type="checkbox"/>
<b>40a</b> Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ 0 ; section 4912 ▶ 0 ; section 4955 ▶ 0		
<b>b</b> Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I . . . . .	<b>40b</b> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>c</b> Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 . . . . . ▶ 0		
<b>d</b> Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization . . . . . ▶ 0		
<b>e</b> All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T . . . . .	<b>40e</b> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>41</b> List the states with which a copy of this return is filed ▶		
<b>42a</b> The organization's books are in care of ▶ <u>Andrew Shuneson</u> Telephone no. ▶ <u>614-547-7334</u> Located at ▶ <u>PO Box 531, Worthington, OH 43085</u> ZIP + 4 ▶ <u>43085</u>		
<b>b</b> At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country ▶ See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).	<b>42b</b> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>c</b> At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country ▶	<b>42c</b> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>43</b> Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of <b>Form 1041</b> —Check here ▶ <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year . . . . . ▶ <b>43</b>		
<b>44a</b> Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ . . . . .	<b>44a</b> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>b</b> Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ . . . . .	<b>44b</b> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>c</b> Did the organization receive any payments for indoor tanning services during the year? . . . . .	<b>44c</b> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>d</b> If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O . . . . .	<b>44d</b> <input type="checkbox"/>	<input type="checkbox"/>
<b>45a</b> Did the organization have a controlled entity within the meaning of section 512(b)(13)? . . . . .	<b>45a</b> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>b</b> Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions . . . . .	<b>45b</b> <input type="checkbox"/>	<input checked="" type="checkbox"/>

**SCHEDULE A**  
**(Form 990 or 990-EZ)**Department of the Treasury  
Internal Revenue Service**Public Charity Status and Public Support**

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

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2018****Open to Public  
Inspection**

Name of the organization

OLDE WORTHINGTON BUSINESS ASSOCIATION

Employer identification number

90-0816050

**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)						
<b>Total</b>						

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Cat. No. 11285F

Schedule A (Form 990 or 990-EZ) 2018

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

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

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ►	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	6,018	14,795	50,145	55,848	70,783	197,589
<b>2</b> Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose . . . . .	85,541	95,490	61,918	70,535	121,755	435,239
<b>3</b> Gross receipts from activities that are not an unrelated trade or business under section 513 . . . . .		4,411		1,100		5,511
<b>4</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf . . . . .						
<b>5</b> The value of services or facilities furnished by a governmental unit to the organization without charge . . . . .						
<b>6 Total.</b> Add lines 1 through 5 . . . . .	91,559	114,696	112,063	127,483	192,538	638,339
<b>7a</b> Amounts included on lines 1, 2, and 3 received from disqualified persons . . . . .						
<b>b</b> Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year . . . . .		12,500	50,000	50,000	66,000	178,500
<b>c</b> Add lines 7a and 7b . . . . .	0	12,500	50,000	50,000	66,000	178,500
<b>8 Public support.</b> (Subtract line 7c from line 6.) . . . . .						459,839

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ►	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
<b>9</b> Amounts from line 6 . . . . .	91,559	114,696	112,063	127,483	192,538	638,339
<b>10a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources . . . . .			368	677	518	1,563
<b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 . . . . .						
<b>c</b> Add lines 10a and 10b . . . . .	0	0	368	677	518	1,563
<b>11</b> Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on . . . . .						
<b>12</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) . . . . .						
<b>13 Total support.</b> (Add lines 9, 10c, 11, and 12.) . . . . .	91,559	114,696	112,431	128,160	193,056	639,902
<b>14 First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> . . . . . <input type="checkbox"/>						

**Section C. Computation of Public Support Percentage**

<b>15</b> Public support percentage for 2018 (line 8, column (f), divided by line 13, column (f)) . . . . .	<b>15</b>	71.86 %
<b>16</b> Public support percentage from 2017 Schedule A, Part III, line 15 . . . . .	<b>16</b>	75.94 %

**Section D. Computation of Investment Income Percentage**

<b>17</b> Investment income percentage for <b>2018</b> (line 10c, column (f), divided by line 13, column (f)) . . . . .	<b>17</b>	0.24 %
<b>18</b> Investment income percentage from <b>2017</b> Schedule A, Part III, line 17 . . . . .	<b>18</b>	0.22 %

**19a 33⅓% support tests—2018.** If the organization did not check the box on line 14, and line 15 is more than 33⅓%, and line 17 is not more than 33⅓%, check this box and **stop here**. The organization qualifies as a publicly supported organization . ☒

**b 33⅓% support tests—2017.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33⅓%, and line 18 is not more than 33⅓%, check this box and **stop here**. The organization qualifies as a publicly supported organization . ☐

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



**Part IV Supporting Organizations** (continued)

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

**Section B. Type I Supporting Organizations**

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

**Section C. Type II Supporting Organizations**

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

**Section D. All Type III Supporting Organizations**

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

**Section E. Type III Functionally Integrated Supporting Organizations**

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

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

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

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

**SCHEDULE O**  
**(Form 990 or 990-EZ)**Department of the Treasury  
Internal Revenue Service**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](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2018****Open to Public  
Inspection**

Name of the organization

Employer identification number

OLDE WORTHINGTON BUSINESS ASSOCIATION

90-0816050

Form 990-EZ, Part I, Line 20 - Rounding

Form 990-EZ, Part V, Line 33 - The Worthington Convention and Visitors Bureau has temporarily dissolved due to a disruption in funding. In the interim, the Organization is filling this role.

Schedule B (Form 990, 990-EZ, or 990-PF) (2018)

Page 1 of 1 of **Part I**

Name of organization <b>OLDE WORTHINGTON BUSINESS ASSOCIATION</b>	Employer identification number <b>90-0816050</b>
--	---

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	City of Worthington 6550 High St Worthington, OH, 43085	\$ 66,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	FC Bank 6600 N High St Worthington, OH, 43085	\$ 5,500	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
			Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
			Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
			Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
			Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
			Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Schedule B (Form 990, 990-EZ, or 990-PF) (2018)



Name of organization

Employer identification number	
--------------------------------	--

**OLDE WORTHINGTON BUSINESS ASSOCIATION**

90-0816050

### Part III

**Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor.** Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of *exclusively* religious, charitable, etc., contributions of **\$1,000 or less** for the year. (Enter this information once. See instructions.) ▶ \$

Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
<b>(e) Transfer of gift</b>			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
<b>(e) Transfer of gift</b>			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
<b>(e) Transfer of gift</b>			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
<b>(e) Transfer of gift</b>			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	

Schedule O, Statement 2

OLDE WORTHINGTON BUSINESS ASSOCIATION

Form: Form 990-EZ (2018)

EIN: 90-0816050

Page: 2

Part II, Line 24

## Other Assets Structured Explanation

Description	EOY Amount
Accounts Receivable	870
Undeposited Funds	631
Prepaid Fees	1,800
<b>Total:</b>	<b>3,301</b>

Schedule O, Statement 4

OLDE WORTHINGTON BUSINESS ASSOCIATION

Form: Form 990-EZ (2018)

EIN: 90-0816050

Page: 2

Part III

**Primary Exempt Purpose**

**Primary Exempt Purpose**

The Olde Worthington Business Association, doing business as the Old Worthington Partnership, seeks to enhance the Old Worthington Experience by collaborating with other organizations and engaging with neighborhood residents, business, government, and other stakeholders.

**OLDE WORTHINGTON  
BUSINESS ASSOCIATION  
COMPILED FINANCIAL STATEMENTS  
AS OF AND FOR THE YEARS ENDED  
DECEMBER 31, 2018 AND 2017**

OLDE WORTHINGTON BUSINESS ASSOCIATION  
FOR THE YEARS ENDED  
DECEMBER 31, 2018 AND 2017

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## Dunbar, Murphy & Co.

Certified Public Accountants

80 Grace Drive, Suite B, P.O.Box 1830, Powell, Ohio 43065

Phone 614-792-7882 Fax 614-467-3560

Member of American Institute of CPAs

### Independent Accountant's Compilation Report

November 1, 2019

To the Board of Directors  
Olde Worthington Business Association

Management is responsible for the accompanying financial statements of Olde Worthington Business Association (a nonprofit organization), which comprise the statement of financial position as of December 31, 2018 and 2017, and the related statements of activities, cash flows, functional expenses and revenue by program for the years then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's financial position, changes in net assets, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

*Dunbar, Murphy & Co.*

Dunbar, Murphy & Co.  
Powell, Ohio

OLDE WORTHINGTON BUSINESS ASSOCIATION  
STATEMENTS OF FINANCIAL POSITION  
AS OF DECEMBER 31, 2018 AND 2017

**ASSETS**

	<b><u>2018</u></b>	<b><u>2017</u></b>
<b>CURRENT ASSETS:</b>		
Cash and cash equivalents:	\$ 71,613	\$ 69,220
Accounts receivable	870	1,268
Undeposited funds	631	10,433
Prepaid fees	1,800	-
Total current assets	<u>74,914</u>	<u>80,921</u>
 <b>PROPERTY AND EQUIPMENT, net</b>	 5,210	 7,380
 Total assets	 <u><u>\$ 80,124</u></u>	 <u><u>\$ 88,301</u></u>

**LIABILITIES AND NET ASSETS**

<b>CURRENT LIABILITIES:</b>		
Accounts payable	\$ 945	\$ 1,922
Gift Certificates	539	364
Total current liabilities	<u>1,484</u>	<u>2,286</u>
 <b>NET ASSETS</b>		
Without donor restrictions	78,640	86,015
Total liabilities and net assets	<u><u>\$ 80,124</u></u>	<u><u>\$ 88,301</u></u>

See independent accountant's compilation report.



OLDE WORTHINGTON BUSINESS ASSOCIATION  
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS  
FOR THE YEARS ENDED DECEMBER 31, 2018 AND 2017

	2018	2017
<b>REVENUES, SUPPORT AND OTHER GAINS:</b>		
City of Worthington Grant	\$ 50,000	\$ 50,000
Art Festival	9,310	9,611
Chocolate Walk	9,240	4,150
Convention Bureau	16,000	-
Craft Crawl	4,750	-
Donations	3,116	3,428
Farmers Market	71,207	66,420
Holiday Open House	8,121	3,919
Interest Income	518	677
Map Ad Sales	-	1,100
Merchant Donations	-	1,420
Merchant Fees	-	1,000
Picnic with the Partnership	16,692	22,679
Slice of Worthington	411	-
Sponsorship	1,667	-
Windows contest	2,024	196
	<hr/>	<hr/>
Total revenue, support and other gains	193,056	164,600
<b>EXPENSES:</b>		
Program services:		
Convention Bureau	17,344	-
Farmers Market	54,348	44,612
Holiday Open House	14,903	9,577
Picnic with the Partnership	17,600	18,410
	<hr/>	<hr/>
	104,195	72,599
Other program expenses:		
Art Festival	62	61
Chocolate Walk	2,941	965
Craft Crawl	3,324	-
Illuminating Shopping	783	278
Market Day	168	-
Slice of Worthington	1,710	-
Wedding Walk	-	219
Window Contest	14,108	496
	<hr/>	<hr/>
	23,096	2,019
	<hr/>	<hr/>
Total program services expenses	127,291	74,618
Support services:		
Management and general	73,140	86,024
Total support services expenses	<hr/>	<hr/>
	73,140	86,024
	<hr/>	<hr/>
Total expenses	200,431	160,642
	<hr/>	<hr/>
<b>Increase (decrease) in net assets</b>	(7,375)	3,958
<b>Net Assets, Beginning of Year</b>	86,015	82,057
<b>Net Assets, End of Year</b>	<u><u>\$ 78,640</u></u>	<u><u>\$ 86,015</u></u>

See independent accountant's compilation report.

OLDE WORTHINGTON BUSINESS ASSOCIATION  
STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED DECEMBER 31, 2018 AND 2017

	<u>2018</u>	<u>2017</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Increase (decrease) in net assets	\$ (7,375)	\$ 3,958
Adjustments to reconcile increase (decrease) in net assets to net cash provided by (used in) operating activities:		
Depreciation	2,423	2,255
(Increase) decrease in operating assets:		
Accounts receivable	398	1,510
Undeposited funds	9,802	(10,433)
Prepaid fees	(1,800)	-
Increase (decrease) in operating liabilities:		
Accounts payable	(977)	1,185
Gift Certificates	175	349
Accrued payroll and related liabilities	-	(1,845)
Net cash provided by (used in) operating activities	<u>2,646</u>	<u>(3,021)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Payments for the purchase of property and equipment	<u>(253)</u>	<u>-</u>
Net cash used in investing activities	<u>(253)</u>	<u>-</u>
Net increase (decrease) in cash	<u>2,393</u>	<u>(3,021)</u>
<b>CASH AND CASH EQUIVALENTS, beginning of year</b>	69,220	72,241
<b>CASH AND CASH EQUIVALENTS, end of year</b>	<u><u>\$ 71,613</u></u>	<u><u>\$ 69,220</u></u>
<b>SUPPLEMENTAL DISCLOSURES:</b>		
Cash paid during the year for interest	<u><u>\$ 3</u></u>	<u><u>\$ 2</u></u>

See independent accountant's compilation report.

OLDE WORTHINGTON BUSINESS ASSOCIATION  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED DECEMBER 31, 2018  
WITH COMPARATIVE TOTALS FOR YEAR ENDED DECEMBER 31, 2017

	Convention Bureau	Farmers Market	Holiday Open House	Picnic Partnership	Other Programs	Total Program	Management and General	Total Expense	2017 Totals
Advertising	\$ 65	\$ 893	\$ -	\$ 185	\$ 1,582	\$ 2,725	\$ 198	\$ 2,923	\$ 2,984
Bank fees	-	74	-	-	-	74	149	223	644
City services	-	-	-	5,865	-	5,865	-	5,865	7,131
Cost of goods	-	87	-	-	-	87	-	87	1,257
Depreciation	-	-	-	-	-	-	2,423	2,423	2,255
Design fees	500	3,114	300	-	-	3,914	935	4,849	1,380
Donations	-	225	-	-	-	225	-	225	175
Dues and subscriptions	-	1,800	-	-	-	1,800	4,640	6,440	3,428
EventBrite fees	-	-	-	-	920	920	-	920	1,236
Event Supplies	11	1,549	425	6,902	10,074	18,961	2,122	21,083	8,709
Fees	-	231	-	17	-	248	-	248	254
Insurance	-	-	-	-	-	-	1,944	1,944	2,880
Interest	-	-	-	-	-	-	3	3	2
Licenses, Permits	-	-	-	-	40	40	250	290	150
Mailing, postage and shipping	-	-	-	92	-	92	-	92	165
Maintenance and cleaning	-	3,547	-	-	-	3,547	-	3,547	4,354
Meetings	-	1,240	-	89	46	1,375	2,365	3,740	3,304
Memberships	-	2,019	-	5	-	2,024	-	2,024	-
Merchant fees	-	1,953	-	-	-	1,953	-	1,953	2,007
Miscellaneous	-	1,331	-	-	-	1,331	573	1,904	1,310
Office supplies	673	517	-	-	-	1,190	1,212	2,402	1,449
PayPal fees	-	-	-	-	39	39	-	39	52
Payroll	2,000	5,000	3,000	2,500	7,500	20,000	36,261	56,261	50,850
Payroll fees	-	-	-	-	-	-	26	26	41
Payroll taxes and work comp	-	-	-	-	-	-	3,968	3,968	4,175
Printing	432	1,428	1,173	511	551	4,095	1,610	5,705	3,982
Prizes	-	-	-	-	1,000	1,000	-	1,000	-
Professional services	13,500	24,000	2,450	-	150	40,100	11,965	52,065	36,615
Rentals	-	363	7,399	1,250	-	9,012	-	9,012	11,320
Signage	163	596	-	-	102	861	-	861	2,676
Small tools	-	661	-	-	-	661	-	661	267
Sponsorship	-	-	-	-	-	-	-	-	2,210
Token reimbursements, net	-	559	-	-	-	559	-	559	-
Utilities	-	-	-	-	-	-	1,487	1,487	790
Volunteer appreciation	-	3,161	156	184	1,092	4,593	648	5,241	-
Website	-	-	-	-	-	-	361	361	571
Total	<u>\$ 17,344</u>	<u>\$ 54,348</u>	<u>\$ 14,903</u>	<u>\$ 17,600</u>	<u>\$ 23,096</u>	<u>\$ 127,291</u>	<u>\$ 73,140</u>	<u>\$ 200,431</u>	<u>\$ 158,623</u>

See independent accountant's compilation report.

OLDE WORTHINGTON BUSINESS ASSOCIATION  
STATEMENT OF REVENUES BY PROGRAM  
FOR THE YEARS ENDED DECEMBER 31, 2018 AND 2017

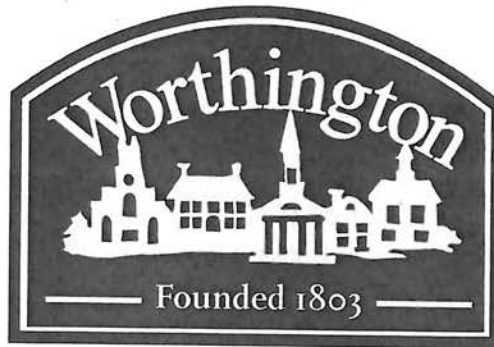
FOR THE YEAR ENDED DECEMBER 31, 2018

	Farmers Market	Art Festival	Chocolate Walk	Holiday Open House	Picnic with Partnership	Total Revenue
Application Fees	\$ 3,425	\$ -	\$ -	\$ -	\$ -	\$ 3,425
Donations	12	9,310	-	621	-	9,943
Merchandise sales	1,623	-	1,500	-	616	3,739
Miscellaneous	69	-	-	-	471	540
Sponsorships	3,505	-	1,000	7,500	6,000	18,005
Token Sales	-	-	6,740	-	9,605	16,345
Vendor Fees	62,573	-	-	-	-	62,573
Total	<u>\$ 71,207</u>	<u>\$ 9,310</u>	<u>\$ 9,240</u>	<u>\$ 8,121</u>	<u>\$ 16,692</u>	<u>\$ 114,570</u>

FOR THE YEAR ENDED DECEMBER 31, 2017

	Farmers Market	Art Festival	Chocolate Walk	Holiday Open House	Picnic with Partnership	Total Revenue
Application Fees	\$ 2,750	\$ -	\$ -	\$ -	\$ -	\$ 2,750
Donations	63	-	-	-	-	63
Merchandise sales	1,940	-	200	-	1,671	3,811
Skating Rink	-	-	-	469	-	469
Sponsorships	515	-	758	3,450	9,787	14,510
Token Sales	2,346	-	-	-	11,221	13,567
Vendor Fees	58,806	9,611	3,192	-	-	71,609
Total	<u>\$ 66,420</u>	<u>\$ 9,611</u>	<u>\$ 4,150</u>	<u>\$ 3,919</u>	<u>\$ 22,679</u>	<u>\$ 106,779</u>

See independent accountant's compilation report.



APPLICATION - 2020  
CITY OF WORTHINGTON  
GRANT FUNDING  
Due: November 1, 2019

**ORGANIZATION NAME:** Peggy R. McConnell Arts Center of Worthington

**CONTACT NAME:** Missy Donovan

**CONTACT ADDRESS:** 777 Evening Street, Worthington, OH

**CONTACT PHONE:** 614-431-0329

**CONTACT EMAIL:** mdonovan@mcconnellarts.org

**AMOUNT REQUESTED FOR CALENDAR YEAR 2020:** \$220,000

**GENERAL INFORMATION**

**In the space provided below, please provide the mission statement for your organization and a description of its goals.**

The Peggy R. McConnell Arts Center of Worthington mission is to change lives and make memories through creative arts experiences.

The vision of the Peggy R. McConnell Worthington Center for the Arts brings people together through experiences that spark learning and explore creative conversations.

Goals and objectives have been guided by a strategic plan that spanned a three-year period through FY 2019 to support the mission and vision the McConnell Arts Center (MAC). These included:

- **Connect people** throughout Worthington and Central Ohio in ways that bring them to the Center in beneficial ways. *The objective is to continually increase awareness and engagement of both current and new audiences in programming at the MAC.*
- Focus, refine and strategically expand current program offerings to **increase engagement** and support for the MAC. *The objective is to offer a range of programming that reflects the expressed needs of the community.*
- Ensure the **long-term financial stability** of the MAC with the objective to *remain financially solvent and effectively provide programming.*

All of the above goals are continually measurable through attendance and engagement levels of audiences and attendees, program evaluation of current and past offerings and the overall cultural economic impact of the MAC as part of the Worthington community. They will be talked about below.

We are reaching the end of the lifespan of our recent plan. In 2019 the MAC saw a great transition in leadership starting with the retirement of Jon Cook, the MAC's founding Director. 2019 has been an explosive year of growth for the MAC with a substantial engagement by the board and much evaluation of the organization, which occurs naturally with both a change in leadership and a 10 year anniversary. 2020 will continue this transitional time of re-evaluating programming and increasing fiscal and administrative efficiency and capacity.

The MAC is poised with a solid base of programming and accomplishments, an engaged board, new leadership, an experienced and talented staff, and an invested community to move forward into our next 10 years.

In 2020 the MAC will:

- Develop a **new strategic plan** that will capitalize on our current resources and momentum, refine our programmatic offerings, engage our community to identify expressed interest in programming and increase volunteer, board and committee engagement
- **Offer rich artistic experiences** to the Worthington and Greater Worthington community
- **Expand our audience** with engaging arts experiences
- **Work towards long-term financial stability** including identifying new and expanding current revenue streams.

#### **PURPOSE OF GRANT**

**Describe specifically how you propose to use the grant funds. Please attach a budgetary breakdown for the use of the grant funds.**

The 2020 grant funds will be used to renew critical operating support within key operational areas of the center. Operating funding is the core element, creating successful programming at the McConnell Arts Center. The MAC proposes to utilize the funds to include:

- An allocated portion of facility and operational staff. Staffing is crucial to the successful operations and programming of the Center, operating 310 days per year, with peak operational times in the evenings and weekends. Contractual teaching positions are the backbone of the recognized quality educational programs at the Center.
- A portion of annual accounting and financial review services.
- Allocated facilities repair and maintenance, non-capital items, copier lease, small equipment acquisition.
- Portion of utilities and services, including gas, electricity, phone, water and liability insurance.
- An allocated portion of educational and maintenance supplies.
- Program marketing and public relations costs.
- A piece of the costs associated with proposal and grant development, membership, individual and corporate support.
- A portion of our free educational /outreach expenses, including summer programming and art center visits by Worthington schools and local community groups.
- Production costs associated with the visual arts programs, which include documentation, promotion and marketing, educational panel and signage, artist talks, lectures and awards.

Proposed breakdown of funding request, ***Attachment A.***

#### **FINANCIAL INFORMATION**

**Provide a detailed budget of revenues and expenses showing the current year adopted budget and projecting/forecasting revenues and expenses for four (4) additional years. Please provide a sufficient breakdown of revenues and expenses to clearly demonstrate how the City's funding fits within the revenue picture. Is the City's funding necessary for the program/project? Will it be used to leverage funding from other sources?**

The City of Worthington's funding is essential for requesting new and additional funding by key partners who recognize the City's investment in the arts, including: The Ohio Arts Council, The Columbus Foundation, The Greater Columbus Arts Council, Worthington Industries, Fahlgren Mortine, Safelite, PNC Bank, FC Bank, Huntington, Ohio Health and many individual donors who work and live in Worthington. The City of Worthington's funding is reported on many applications and data requests at both the national and local levels. For example, by showing the City's investment, the MAC is able to apply for grants to support programming from organizations like Ohio Alliance for Arts Education.

A detailed budget of revenues/expenses for the current and forecasted years, ***Attachment B.***



## **PROGRAMMING**

**In the space provided below, please list and describe your programs or proposed programs. Also (on additional pages as necessary), please list organizations with which you will partner to provide programming.**

This month the McConnell Arts Center is launching our **10th year anniversary year**. We will celebrate by re-engaging original supporters of the MAC, increasing public awareness of both our successes and our current momentum moving forward into our next 10 years and we will continue to engage our community in artistic experiences and expand our audience.

2020 programs and goals, including anniversary programming, include:

### **Visual Arts:**

Professionally curated and installed exhibitions are scheduled every six – eight weeks throughout the year. The MAC is a non-collecting institution. Exhibitions are selected based on strong educational components, connection with other events at the MAC or for their appropriateness with community activities. Galleries remain free of charge and accessible during open business hours and offer the ability for schools to visit, explore and learn. The corridor galleries throughout the MAC also offer a new experience to visitors every few weeks. The MAC continues to promote the opportunity for visual artists to be represented in other local institutions and galleries.

Some highlighted exhibitions during 2020 include: A 10 Year Anniversary Exhibit including an interactive onsite and social media component that engages our community to reflect on 10 years of creative arts experiences at the MAC and what the MAC means to them. March will feature a wildlife photography, documentary and conservation show with Thomas Worthington alum, Justin Grubb that includes a partnership with the Columbus Zoo and the Grange Insurance Audubon Center. Other shows include, but are not limited to the Ohio Governor's Region 1 exhibit and work by Char Norman as well as other local artists.

### **Performing/Literary/Cinematic Arts:**

The goal of the performing/literary and cinematic arts is to create at least one major experience per month, with additional opportunities throughout the year. Some performances will have multiple day runs; most will be "one night" only. The MAC has its own professional Chamber Orchestra of more than 30 musicians, along with a co-produced holiday theatre performance in collaboration with the Worthington Community Theatre.

The MAC continues to search out opportunities for collaboration with other performing and community groups, relevant to the mission of the MAC. Tickets for events remain very affordable and accessible.

Some highlighted performers, film and literary figures: The McConnell Arts Chamber Orchestra (3 programs), Jazz at the MAC with Tony Hagood, The Mad, Mad Men, Exhibition on Screen Series (virtual exhibition of museum and music), Hixon Dance.

**Educational:**

The McConnell Arts Center will continue to provide class-based, paid educational opportunities, as well as outreach and free or reduced-rate opportunities for schools and community groups. The MAC has discovered a significant educational and outreach opportunity to share and experience the creative process through the many planned visual and performing arts programs.

There is a progression of classes taught, encouraging beginners alongside the more experienced artists. All contract instructors have college degrees, are creating artists in the community and have the ability to teach at various levels. Scholarships are available to those with an expressed financial need or based on talent.

Classes register every six weeks, with special workshops. Additionally continued summer intensive experiences are planned for all ages. There are close to 200 offerings planned for the 2019-2020 fiscal year, with average enrollment of 10 students per class. Total projected enrollment is more than 2,000 students of all ages in a variety of activities.

**Free or reduced-fee school programs:** Scholarship opportunities exist for classes, summer intensive, or workshops for those indicating financial need. During the previous fiscal year, the MAC continued to increase incrementally, funding for high school students to participate in classes and internship opportunities during the summer months.

We plan to continue our partnership with the Worthington Resource by provided a free artistic experience, during the on-site, summer meal programs.

The McConnell Arts Orchestra continues to strive to perform for school-aged students, along with inviting those students to attend formal performances at the MAC. We plan to partner in a more significant way with the schools orchestra program to elevate all of the music offerings in the community. This includes cross marketing one another's performances, providing connections to supplemental educational resources and offering performances opportunities with emerging musicians.

A significant number of Worthington grade school students tour the MAC regularly free of charge, to interact with exhibiting artists and artistic professionals in the space.

**Partnerships:**

The MAC will continue formal financial and programmatic partnerships in 2020 with:

**BalletMet** – Dance curriculum provider.

**Hixon Dance** - Dance class provider for modern and jazz. Resident modern dance Company.

**Songs at the Center** – Nationally televised show hosted by Worthington resident, Eric Gnezda.

**Ohio Fingerstyle Guitar Club** – Heavily involved in the Café MAC experience and provide jam sessions on the weekend.

**Columbus Children's Theatre** – Collaboration for co-workshops and theatre classes for kids throughout the year, along with acting and film production for kids during the summer.

**The Worthington Area Art League** – Special art focus groups meet at the MAC (Plein Air, photography, portrait) along with providing artists in the group both exhibition and outreach opportunities.

**The Worthington Schools** - Students and faculty are incorporated into regular programming throughout the year.

**Worthington Libraries** – Co-produces the Hear and Now series, nationally recognized authors presented by the Friends of the Library.

**Nashville Songwriters Association**- Host their regional meetings at the MAC.

**Central Ohio Songwriters** – Meet in our facility monthly, provide stage talent as needed.

**Worthington Community Theatre** – A co-produced holiday production.

**Columbus Zoo** – lecture and resource partner for the visual arts and educational programming

**Grange Insurance Audubon Center** – lecture and resource partner for the visual arts and educational programming

#### **Arts Alliances:**

**Ohio Arts Council, The Greater Columbus Arts Council, Ohio Arts Presenters Network** are all advocates and actively promote the Center on calendars, schedules and communication.

**The Worthington Community Theatre** - Calls the MAC their home. The MAC provides free meeting space and accepts postal deliveries on their behalf.

**Central Ohio Plein Air** – Paints at the MAC in the winter time.

**Worthington Community Center** - Provide the opportunities to share information about upcoming programs and opportunities. A sculpture was installed in late 2012 from funds garnered from Chase200 Bicentennial.

**The Central Ohio Paper Folders** – meets at the MAC every month to create and learn about Origami.

**The Central Ohio Watercolor Society** – meets at the MAC monthly, providing educational opportunities to its members.

**The Columbus Polymer Clay Guild** – meets at the MAC monthly as an educational opportunity.

**The MAC Writers Group** – meets at the MAC every other Friday to learn more about writing and structure.

**The MAC Songwriters Group** meets at the MAC the first Tuesday of every month, and the MAC Youth Songwriters Group meets at the MAC on the third Sunday of the month.

**The Worthington Women's Club Art Study Group** – meets at the MAC monthly to share artistic programming.

**The Ohio Arts Educators Association** meet at the MAC annually.

**The region 1 Ohio Arts Governors Awards** are hosted by the MAC, with more than 200 central Ohio art students participating.

**The Worthington Schools** are invited to participate in a variety of activities, including exhibition tours and educational events.

## **PUBLIC BENEFIT**

**Please outline (use data if available) the public exposure, participation and public benefit being derived from the organization's programs and activities. Please include a description of the impact of the City's funds on this exposure, participation and benefit. What would be the impact to the organization if it did not receive funding from the City?**

**Public exposure, participation and benefit:** More than 89,000 people experienced the MAC during the past year in all areas of programming, both free and ticketed - up approx. 2,000 over the year before. There has been an increase in participants from Worthington taking part in programming. More than 59% of those visitors are from outside of the Worthington school district, bringing 51,300 visitors into our community to experience and attend arts and cultural activities.

The Worthington City funding for the organization continues to provide important dollars in support of continued growth in programming and services for the organization (as noted in the budget section). The percentage of support to overall budget continues to decrease, and the Worthington community involvement continues to increase.

The arts and cultural spending on behalf of the City of Worthington Grant, equates to a value of \$2.50 per visitor per year. According to the American's for the Arts Economic Generator, those dollars invested in programming, leverage an additional \$1.4 million in spending of those patrons within our community.

The Worthington Arts Festival continues to bring a large audience to experience Worthington in all aspects – the downtown corridor, walking and bike trails, the Shops at Worthington Place, other surrounding vendors and the only hotel in Worthington. The festival is a continued opportunity to connect audiences with artists, experience the McConnell Arts Center and the community that supports us.

**Impact of Worthington City's funds:** The financial impact is great. As mentioned above, the \$220,000 grant translates to just over \$1.4 million in additional spending by the patrons of the Art Center, here in our own community.

The impact of the City of Worthington funding affects more than the support provided for general operations. If funding is not received from the City of Worthington, there would also be a significant loss in funding from the Ohio Arts Council, a cut in educational programming and facility usage by more than 40% and a significant reduction in attendance. There would be a loss in additional residual community spending by close to \$850,000.

City of Worthington funding helps to leverage grants from organizations like PNC bank. Securing funds like these allow the MAC to support innovative programs to build audience. The PNC Arts Alive Light Owl Concert Series and exhibitions of the work of Yani Sheng and artists from Millworks engaged a new 25-40 year old audience this fall.

The McConnell Arts Center offers a sense of community pride and competitive, cultural programming in attracting residents and activities in like suburban communities in the Greater Columbus area. The ever expanding community investment in the Center is evidenced in the continued increase in Worthington area attendance and though positive and encouraging responses from the diverse programming that is offered.

Surrounding communities continue to ask the McConnell Arts Center for guidance and input in the formation of similar cultural projects in competing suburban communities including, Grove City, Westerville, Granville and Dublin.

**ADDITIONAL GENERAL INFORMATION REQUIRED AS ATTACHMENTS TO THE APPLICATION:**

ATTACHMENT I:	List of Board Members and Officers of the Not for Profit
ATTACHMENT II:	Federal and/or State Not for Profit documentation
ATTACHMENT iii:	Federal 990 tax filings
ATTACHMENT IV:	Copy of most recent audit for not for profit or predecessor agencies. If the agency did not conduct a Certified Professional Audit, please provide a financial review by a Certified Public Accountant (CPA). Please submit the audit or financial review with a letter signed by the organization's CPA and a current balance statement and income statement.
ATTACHMENT V:	Fiscal Year End financial statements for 2017 and 2018

**If not provided to the City in the past three years or there have been changes made to the documents provided most recently to the City, please provide:**

ATTACHMENT VI:	Articles of Incorporation, Bylaws, resumes of key administrative personnel, policies and procedures and organizational chart(s)
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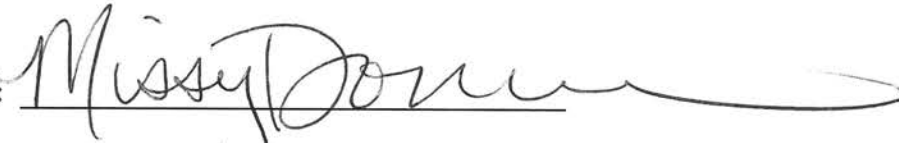


**CERTIFICATION**

**Peggy R. McConnell Arts Center of Worthington**  
**NAME OF ORGANIZATION**

**I hereby certify that I have been authorized to make this application on behalf of the organization name above. I further certify that:**

- 1. Any and all City funds received as a result of this application will be expended for a lawful public purpose.**
- 2. Any and all City funds awarded as a result of this application will be expended to perform the activities described in this completed grant application.**
- 3. The information in this application is true and correct in accordance with the organization's books and records.**
- 4. If any City funds are appropriated for our use, we will consent to audit(s) of our financial affairs by the City.**
- 5. Additional information will be provided in support of this application if requested. This additional information may include, but is not limited to, the organization's Article of Incorporation, By-Laws, resumes of key administrative personnel, policies and procedures, and organizational chart(s).**
- 6. Our organization will abide by all ordinances of the City pertaining to these funds and their use.**

**By:** 

**Print Name: Missy Donovan**

**Title: Interim Executive Director**

**Date 10/25/2019**



Peggy R.  
**McConnell**  
**Arts Center**  
 of Worthington

Attachment A

**Proposed Grant Request Expenditures, 2020**

Personnel, facility management	20,000
Personnel, operational assistants	12,000
Personnel, program management	15,000
Contracted teaching/arts education staff	37,000
Accounting services	4,000
Facilities/equipment	3,500
Repair/Maintenance	11,000
Utilities/Telephone/Security	37,000
Insurance	8,000
Custodial	18,000
Supplies	4,000
Marketing/public relations/printing	17,000
Development and fundraising	13,000
Educational programming/summer/outreach	10,500
Visual arts programming	10,000
<b>Total Worthington Funding request 2019</b>	<b>220,000</b>

\*\* all expenses listed above are a portion/allocation of budgeted need for each area and grant does not represent total support.



## Attachment B 2019



Peggy R.  
**McConnell**  
Arts Center  
of Worthington

*Income*

	<i>Projected Budget</i> 2019-20	<i>Projected Budget</i> 2020-21	<i>Projected Budget</i> 2021-22	<i>Projected Budget</i> 2021-23
City of Worthington	220,000	230,000	230,000	230,000
Gov., Grants, Foundation	59,600	40,000	45,000	45,000
Public Support	193,000	195,000	197,900	200,000
<b>Total Contributed Revenue</b>	<b>472,600</b>	<b>465,000</b>	<b>472,900</b>	<b>475,000</b>
Educational Initiatives	218,400	238,000	245,000	248,000
Performing/Visual Arts	77,000	70,000	72,000	78,000
Facility Rental/Use	80,400	81,000	86,000	86,000
Other	15,000	500	500	500
Special Events (NET)	42,000	54,000	58,000	58,000
<b>Total Earned Revenue</b>	<b>432,800</b>	<b>443,500</b>	<b>461,500</b>	<b>470,500</b>
<b>Total Income</b>	<b>905,400</b>	<b>908,500</b>	<b>934,400</b>	<b>945,500</b>

*Expenses*

Payroll, Taxes, Benefits	395,988	419,000	430,000	447,000
Contract	25,900	38,000	42,000	45,000
Operations & Equipment	110,000	95,000	96,000	98,000
Educational Initiatives Expense	120,000	112,000	116,000	118,000
Performing/Visual Arts Expense	69,300	65,000	53,000	58,000
Marketing & PR	48,870	74,000	70,000	70,000
Other	105,279	51,000	53,000	53,000
Build Operating Reserves	27,162	30,000	30,000	30,000
<b>Total Expenses</b>	<b>902,499</b>	<b>884,000</b>	<b>890,000</b>	<b>919,000</b>

Excess of Revenues Over Expenses	2,901	24,500	44,400	26,500
----------------------------------	-------	--------	--------	--------

Capital Improvement/Building Repair	-	22,000	35,000	16,000
-------------------------------------	---	--------	--------	--------

<b>Total All</b>	<b>2,901</b>	<b>2,500</b>	<b>9,400</b>	<b>10,500</b>
------------------	--------------	--------------	--------------	---------------

*Non Cash Operating*

Depreciation Expense	50,000	65,000	68,000	78,000
Pre-Paid Rent (City of Worthington)	360,000	360,000	360,000	360,000

Peggy R. McConnell Arts Center of Worthington

2019 Grant Application

Attachment I





Peggy R.  
**McConnell**  
**Arts Center**  
of Worthington

777 Evening Street  
Worthington, OH 43085  
614.431.0329  
mcconnellarts.org

## 2019-20 Board of Trustees

Michael Luh, **President**, Worthington Industries

Jerad Groves, **Vice President**, Fuel House Creative

Jack Miner, **Secretary**, The Ohio State University

Steve Phallen, **Treasurer**, Philanthropy Ohio

Jill Brandt, **Immediate Past President**, Safelite

Lisa Morales Cook, Columbus Children's Theatre

Shawna Davis, Ohio Health

Nick Dekker, Greater Columbus Arts Council

DJ Deleo, Cardinal Health

Rachael Dorothy, ME Engineering

Benedicta Enrile, M.D., Community Volunteer

Carolyn Stephenson, Syneos Health Communications

Charlie Wilson, Worthington School Board, The Ohio State University

Missy Donovan, Interim Executive Director

## Advisory Board

Friedl Bohm

Louis J.R. Goorey, M.D.

Dr. Bernard Master

John P. McConnell

Peggy R. McConnell Arts Center of Worthington

2019 Grant Application

Attachment II





P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248164798  
June 06, 2011 LTR 4168C E0  
26-3919517 000000 00

00020346  
BODC: TE

PEGGY R MCCONNELL WORTHINGTON  
CENTER FOR THE ARTS  
% JON COOK  
777 EVENING ST  
WORTHINGTON OH 43085-3048

021255

Employer Identification Number: 26-3919517  
Person to Contact: Mr Bayer  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your May 25, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in June 2009.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

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

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0248164798  
June 06, 2011 LTR 4168C E0  
26-3919517 000000 00  
00020347

PEGGY R MCCONNELL WORTHINGTON  
CENTER FOR THE ARTS  
% JON COOK  
777 EVENING ST  
WORTHINGTON OH 43085-3048

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

Sincerely yours,



S. A. Martin, Operations Manager  
Accounts Management Operations

Peggy R. McConnell Arts Center of Worthington

2019 Grant Application

Attachment III





Form **990****Return of Organization Exempt From Income Tax**

OMB No. 1545-0047

**2016****Open to Public Inspection**Department of the Treasury  
Internal Revenue Service

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

▶ Do not enter social security numbers on this form as it may be made public.

▶ Information about Form 990 and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

<b>A</b> For the 2016 calendar year, or tax year beginning 07/01, 2016, and ending 06/30, 2017	
<b>B</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	<b>C</b> Name of organization <b>PEGGY R MCCONNELL WORTHINGTON CENTER FOR THE ARTS</b>
	Doing business as
	Number and street (or P.O. box if mail is not delivered to street address) Room/suite <b>777 Evening St</b>
	City or town, state or province, country, and ZIP or foreign postal code <b>Worthington, OH, 43085</b>
	<b>F</b> Name and address of principal officer: <b>Jon Cook</b> <b>777 Evening Street, Worthington, OH 43085</b>
<b>D</b> Employer identification number <b>26-3919517</b>	
<b>E</b> Telephone number <b>614-431-0329</b>	
<b>G</b> Gross receipts \$ <b>822,223</b>	
<b>H(a)</b> Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>H(b)</b> Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see instructions)	
<b>H(c)</b> Group exemption number ▶	
<b>I</b> Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) ◀ (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527	
<b>J</b> Website: ▶ <a href="http://www.mcconnellarts.org">www.mcconnellarts.org</a>	
<b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶	
<b>L</b> Year of formation: <b>2008</b>	
<b>M</b> State of legal domicile: <b>OH</b>	

**Part I Summary**

<b>Activities &amp; Governance</b>	<b>1</b>	Briefly describe the organization's mission or most significant activities: <u>Changing lives and making memories through creative arts experiences.</u>
	<b>2</b>	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.
	<b>3</b>	Number of voting members of the governing body (Part VI, line 1a) . . . . . <b>3</b> 13
	<b>4</b>	Number of independent voting members of the governing body (Part VI, line 1b) . . . . . <b>4</b> 13
	<b>5</b>	Total number of individuals employed in calendar year 2016 (Part V, line 2a) . . . . . <b>5</b> 6
	<b>6</b>	Total number of volunteers (estimate if necessary) . . . . . <b>6</b> 78
	<b>7a</b>	Total unrelated business revenue from Part VIII, column (C), line 12 . . . . . <b>7a</b> 0
<b>b</b>	Net unrelated business taxable income from Form 990-T, line 34 . . . . . <b>7b</b> 0	
<b>Revenue</b>	<b>8</b>	Contributions and grants (Part VIII, line 1h) . . . . . 495,480 413,939
	<b>9</b>	Program service revenue (Part VIII, line 2g) . . . . . 239,336 259,851
	<b>10</b>	Investment income (Part VIII, column (A), lines 3, 4, and 7d) . . . . . 0 0
	<b>11</b>	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) . . . . . 86,881 91,987
	<b>12</b>	Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12) . . . . . 821,697 765,777
<b>Expenses</b>	<b>13</b>	Grants and similar amounts paid (Part IX, column (A), lines 1–3) . . . . . 0 0
	<b>14</b>	Benefits paid to or for members (Part IX, column (A), line 4) . . . . . 0 0
	<b>15</b>	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10) . . . . . 346,242 340,097
	<b>16a</b>	Professional fundraising fees (Part IX, column (A), line 11e) . . . . . 0 0
	<b>b</b>	Total fundraising expenses (Part IX, column (D), line 25) ▶ 105,793
	<b>17</b>	Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e) . . . . . 857,549 814,416
	<b>18</b>	Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25) . . . . . 1,203,791 1,154,513
<b>19</b>	Revenue less expenses. Subtract line 18 from line 12 . . . . . -382,094 -388,736	
<b>Net Assets or Fund Balances</b>	<b>20</b>	Total assets (Part X, line 16) . . . . . 3,322,046 2,939,314
	<b>21</b>	Total liabilities (Part X, line 26) . . . . . 313,290 317,600
	<b>22</b>	Net assets or fund balances. Subtract line 21 from line 20 . . . . . 3,008,756 2,621,714

**Part II Signature Block**

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

<b>Sign Here</b>	Signature of officer	Date
	<u>Jon Cook, Executive Director</u> Type or print name and title	

<b>Paid Preparer Use Only</b>	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	Firm's name ▶	Firm's EIN ▶			
	Firm's address ▶	Phone no.			

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

For Paperwork Reduction Act Notice, see the separate instructions.

Cat. No. 11282Y

Form **990** (2016)



**Part III Statement of Program Service Accomplishments**Check if Schedule O contains a response or note to any line in this Part III ☐**1** Briefly describe the organization's mission:

A community arts organization that offers the opportunity to learn about, experience and enjoy the performing, visual and literary arts. The stated mission is changing lives and making memories through creative arts experiences.

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

If "Yes," describe these new services on Schedule O.

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

If "Yes," describe these changes on Schedule O.

**4** Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.**4a** (Code: ) (Expenses \$ 199,823 including grants of \$ ) (Revenue \$ 193,473 )

Educational programs include non-vocational performing, visual, digital, literary and cinematic classroom experiences for a wide variety of participants. Educational outreach activities include free or minimized ticketed experiences for underserved populations.

**4b** (Code: ) (Expenses \$ 59,782 including grants of \$ ) (Revenue \$ 59,539 )

Performing arts activities including free and ticketed stage performances.

**4c** (Code: ) (Expenses \$ 47,681 including grants of \$ ) (Revenue \$ 46,303 )

Visual arts exhibition opportunities throughout the year, including the Worthington Arts Festival. Artists have the opportunity to show and sell their work through different opportunities.

**4d** Other program services (Describe in Schedule O.) See Schedule O, Statement 1(Expenses \$ 668,910 including grants of \$ 0 ) (Revenue \$ 79,793 )**4e** Total program service expenses 976,196

**Part IV Checklist of Required Schedules**

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



**Part IV Checklist of Required Schedules** (continued)

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

**Part V** **Statements Regarding Other IRS Filings and Tax Compliance**Check if Schedule O contains a response or note to any line in this Part V ☐

		Yes	No
<b>1a</b> Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable . . . . .	<b>1a</b> 39		
<b>b</b> Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable . . . . .	<b>1b</b> 0		
<b>c</b> Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners? . . . . .	<b>1c</b>	✓	
<b>2a</b> Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return . . . . .	<b>2a</b> 6		
<b>b</b> If at least one is reported on line 2a, did the organization file all required federal employment tax returns? . . . . .	<b>2b</b>	✓	
<b>Note.</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions) . . . . .			
<b>3a</b> Did the organization have unrelated business gross income of \$1,000 or more during the year? . . . . .	<b>3a</b>		✓
<b>b</b> If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation in Schedule O . . . . .	<b>3b</b>		
<b>4a</b> At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)? . . . . .	<b>4a</b>		✓
<b>b</b> If "Yes," enter the name of the foreign country: ► . . . . . See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
<b>5a</b> Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? . . . . .	<b>5a</b>		✓
<b>b</b> Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction? . . . . .	<b>5b</b>		✓
<b>c</b> If "Yes" to line 5a or 5b, did the organization file Form 8886-T? . . . . .	<b>5c</b>		
<b>6a</b> Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions? . . . . .	<b>6a</b>		✓
<b>b</b> If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? . . . . .	<b>6b</b>		
<b>7 Organizations that may receive deductible contributions under section 170(c).</b>			
<b>a</b> Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor? . . . . .	<b>7a</b>	✓	
<b>b</b> If "Yes," did the organization notify the donor of the value of the goods or services provided? . . . . .	<b>7b</b>	✓	
<b>c</b> Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282? . . . . .	<b>7c</b>		✓
<b>d</b> If "Yes," indicate the number of Forms 8282 filed during the year . . . . .	<b>7d</b>		
<b>e</b> Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? . . . . .	<b>7e</b>		✓
<b>f</b> Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? . . . . .	<b>7f</b>		✓
<b>g</b> If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required? . . . . .	<b>7g</b>		✓
<b>h</b> If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C? . . . . .	<b>7h</b>		✓
<b>8 Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year? . . . . .	<b>8</b>		
<b>9 Sponsoring organizations maintaining donor advised funds.</b>			
<b>a</b> Did the sponsoring organization make any taxable distributions under section 4966? . . . . .	<b>9a</b>		
<b>b</b> Did the sponsoring organization make a distribution to a donor, donor advisor, or related person? . . . . .	<b>9b</b>		
<b>10 Section 501(c)(7) organizations.</b> Enter:			
<b>a</b> Initiation fees and capital contributions included on Part VIII, line 12 . . . . .	<b>10a</b>		
<b>b</b> Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities . . . . .	<b>10b</b>		
<b>11 Section 501(c)(12) organizations.</b> Enter:			
<b>a</b> Gross income from members or shareholders . . . . .	<b>11a</b>		
<b>b</b> Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.) . . . . .	<b>11b</b>		
<b>12a Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041? . . . . .	<b>12a</b>		
<b>b</b> If "Yes," enter the amount of tax-exempt interest received or accrued during the year . . . . .	<b>12b</b>		
<b>13 Section 501(c)(29) qualified nonprofit health insurance issuers.</b>			
<b>a</b> Is the organization licensed to issue qualified health plans in more than one state? . . . . .	<b>13a</b>		
<b>Note.</b> See the instructions for additional information the organization must report on Schedule O.			
<b>b</b> Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans . . . . .	<b>13b</b>		
<b>c</b> Enter the amount of reserves on hand . . . . .	<b>13c</b>		
<b>14a</b> Did the organization receive any payments for indoor tanning services during the tax year? . . . . .	<b>14a</b>		✓
<b>b</b> If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O . . . . .	<b>14b</b>		



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

**Section A. Governing Body and Management**

	Yes	No
<b>1a</b> Enter the number of voting members of the governing body at the end of the tax year . . . . . <b>1a</b> 13		
If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.		
<b>b</b> Enter the number of voting members included in line 1a, above, who are independent . . . . . <b>1b</b> 13		
<b>2</b> Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? . . . . .	<b>2</b>	✓
<b>3</b> Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person? . . . . .	<b>3</b>	✓
<b>4</b> Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	<b>4</b>	✓
<b>5</b> Did the organization become aware during the year of a significant diversion of the organization's assets? . . . . .	<b>5</b>	✓
<b>6</b> Did the organization have members or stockholders? . . . . .	<b>6</b>	✓
<b>7a</b> Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? . . . . .	<b>7a</b>	✓
<b>b</b> Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? . . . . .	<b>7b</b>	✓
<b>8</b> Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
<b>a</b> The governing body? . . . . .	<b>8a</b> ✓	
<b>b</b> Each committee with authority to act on behalf of the governing body? . . . . .	<b>8b</b> ✓	
<b>9</b> Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O . . . . .	<b>9</b>	✓

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

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

**Section C. Disclosure**

**17** List the states with which a copy of this Form 990 is required to be filed ► OH

**18** Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.  
☐ Own website ☒ Another's website ☒ Upon request ☐ Other (explain in Schedule O)

**19** Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

**20** State the name, address, and telephone number of the person who possesses the organization's books and records: ►  
 Jon Cook, (614)431-0329

777 Evening St, Worthington, OH 43085



**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**Check if Schedule O contains a response or note to any line in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

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

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

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

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
Bronwyn Hopton President	8			✓				0	0	0
Jill Brandt Vice President	2 0			✓				0	0	0
Timothy Montague Secretary	2 0			✓				0	0	0
Steven Brooks Treasurer	2 0			✓				0	0	0
Michael Ball Immediate Past President	2 0			✓				0	0	0
Rachael Dorothy Trustee	2 0			✓				0	0	0
Sawana Davis Trustee	2 0			✓				0	0	0
Benedicta Enrile Trustee	2 0			✓				0	0	0
Jmes Gaiters Trustee	2 0			✓				0	0	0
Neil Mortine Trustee	2 0			✓				0	0	0
Dana Deleo Trustee	2 0			✓				0	0	0
Charlie Wilson Trustee	2 0			✓				0	0	0
Michael Luh Trustee	2 0			✓				0	0	0
Jon Cook Executive Director	60 2			✓				87,475	0	0



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

[illegible]

1b	Sub-total . . . . .	▶	87,475	0	0
c	Total from continuation sheets to Part VII, Section A . . . . .	▶			
d	Total (add lines 1b and 1c) . . . . .	▶	87,475	0	0

2	Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization ▶	0
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3 Did the organization list any **former** officer, director, or trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual

4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual . . . . .

5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person

	Yes	No
		✓
		✓
		✓

## Section B. Independent Contractors

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

(A) Name and business address	(B) Description of services	(C) Compensation
None		
2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization ►		0

Form **990** (2016)

**Part VIII Statement of Revenue**Check if Schedule O contains a response or note to any line in this Part VIII . . . . . ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
<b>Contributions, Gifts, Grants and Other Similar Amounts</b>	<b>1a</b>	Federated campaigns . . . . .	<b>1a</b> 0				
	<b>b</b>	Membership dues . . . . .	<b>1b</b> 20,625				
	<b>c</b>	Fundraising events . . . . .	<b>1c</b> 26,431				
	<b>d</b>	Related organizations . . . . .	<b>1d</b> 0				
	<b>e</b>	Government grants (contributions)	<b>1e</b> 251,257				
	<b>f</b>	All other contributions, gifts, grants, and similar amounts not included above	<b>1f</b> 115,626				
	<b>g</b>	Noncash contributions included in lines 1a-1f: \$	0				
	<b>h</b>	<b>Total.</b> Add lines 1a-1f . . . . . ▶		413,939			
<b>Program Service Revenue</b>	<b>Business Code</b>						
	<b>2a</b>	Educational Fees	711190	193,473	193,473	0	0
	<b>b</b>	Performing Arts Admissions	711190	59,540	59,540	0	0
	<b>c</b>	Exhibition Sales	711190	6,838	6,838	0	0
	<b>d</b>						
	<b>e</b>						
	<b>f</b>	All other program service revenue . . . . .		0	0	0	0
<b>g</b>	<b>Total.</b> Add lines 2a-2f . . . . . ▶		259,851				
<b>Other Revenue</b>	<b>3</b>	Investment income (including dividends, interest, and other similar amounts) . . . . . ▶					
	<b>4</b>	Income from investment of tax-exempt bond proceeds ▶					
	<b>5</b>	Royalties . . . . . ▶					
			(i) Real	(ii) Personal			
	<b>6a</b>	Gross rents . . . . .	79,071	0			
	<b>b</b>	Less: rental expenses . . . . .	0	0			
	<b>c</b>	Rental income or (loss) . . . . .	79,071	0			
	<b>d</b>	Net rental income or (loss) . . . . . ▶	79,071	79,071	0	0	
	<b>7a</b>	Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other			
	<b>b</b>	Less: cost or other basis and sales expenses . . . . .					
	<b>c</b>	Gain or (loss) . . . . .	0	0			
	<b>d</b>	Net gain or (loss) . . . . . ▶					
	<b>8a</b>	Gross income from fundraising events (not including \$ 26,431 of contributions reported on line 1c). See Part IV, line 18 . . . . .	<b>a</b> 56,195				
	<b>b</b>	Less: direct expenses . . . . .	<b>b</b> 56,446				
	<b>c</b>	Net income or (loss) from fundraising events . . ▶	-251		0	-251	
	<b>9a</b>	Gross income from gaming activities. See Part IV, line 19 . . . . .	<b>a</b>				
	<b>b</b>	Less: direct expenses . . . . .	<b>b</b>				
	<b>c</b>	Net income or (loss) from gaming activities . . ▶					
	<b>10a</b>	Gross sales of inventory, less returns and allowances . . . . .	<b>a</b>				
	<b>b</b>	Less: cost of goods sold . . . . .	<b>b</b>				
<b>c</b>	Net income or (loss) from sales of inventory . . ▶						
<b>Miscellaneous Revenue</b>			<b>Business Code</b>				
<b>11a</b>							
<b>b</b>							
<b>c</b>							
<b>d</b>	All other revenue . . . . .		13,167	13,167	0	0	
<b>e</b>	<b>Total.</b> Add lines 11a-11d . . . . . ▶		13,167				
<b>12</b>	<b>Total revenue.</b> See instructions. . . . . ▶		765,777	352,089	0	-251	



**Part IX Statement of Functional Expenses**

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

Check if Schedule O contains a response or note to any line in this Part IX ☒**Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.**

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
<b>1</b> Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21 . . . . .	0	0		
<b>2</b> Grants and other assistance to domestic individuals. See Part IV, line 22 . . . . .	0	0		
<b>3</b> Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16 . . . . .	0	0		
<b>4</b> Benefits paid to or for members . . . . .	0	0		
<b>5</b> Compensation of current officers, directors, trustees, and key employees . . . . .	87,475	55,984	10,497	20,994
<b>6</b> Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) . . . . .	0	0	0	0
<b>7</b> Other salaries and wages . . . . .	205,277	145,289	0	59,988
<b>8</b> Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions) . . . . .	0	0	0	
<b>9</b> Other employee benefits . . . . .	23,297	16,377	0	6,920
<b>10</b> Payroll taxes . . . . .	24,048	15,391	2,886	5,771
<b>11</b> Fees for services (non-employees):				
<b>a</b> Management . . . . .	0	0	0	0
<b>b</b> Legal . . . . .	0	0	0	0
<b>c</b> Accounting . . . . .	5,630	0	5,630	0
<b>d</b> Lobbying . . . . .	0			0
<b>e</b> Professional fundraising services. See Part IV, line 17 . . . . .	0			0
<b>f</b> Investment management fees . . . . .	0	0	0	0
<b>g</b> Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.) . . . . .	194,829	191,389	3,440	0
<b>12</b> Advertising and promotion . . . . .	74,060	71,581	1,323	1,156
<b>13</b> Office expenses . . . . .	9,913	8,219	492	1,202
<b>14</b> Information technology . . . . .	6,890	6,890	0	0
<b>15</b> Royalties . . . . .	10,136	10,136	0	0
<b>16</b> Occupancy . . . . .	428,430	407,009	12,852	8,569
<b>17</b> Travel . . . . .	0	0	0	0
<b>18</b> Payments of travel or entertainment expenses for any federal, state, or local public officials . . . . .	0	0	0	0
<b>19</b> Conferences, conventions, and meetings . . . . .	2,660	2,258	30	372
<b>20</b> Interest . . . . .	3,574	0	3,574	0
<b>21</b> Payments to affiliates . . . . .	0	0	0	0
<b>22</b> Depreciation, depletion, and amortization . . . . .	14,584	13,855	438	291
<b>23</b> Insurance . . . . .	9,640	0	9,640	0
<b>24</b> Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
<b>a</b> Exhibit and Camps . . . . .	15,979	15,979	0	0
<b>b</b> Membership and Dues . . . . .	1,435	1,110	0	325
<b>c</b> Bank Fees . . . . .	13,547	264	13,283	0
<b>d</b> Other . . . . .	23,109	14,465	8,439	205
<b>e</b> All other expenses . . . . .				
<b>25</b> Total functional expenses. Add lines 1 through 24e . . . . .	1,154,513	976,196	72,524	105,793
<b>26</b> Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720) . . . . .				

**Part X Balance Sheet**Check if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
<b>Assets</b>	<b>1</b> Cash—non-interest-bearing . . . . .	446	<b>1</b>	296
	<b>2</b> Savings and temporary cash investments . . . . .	44,744	<b>2</b>	27,040
	<b>3</b> Pledges and grants receivable, net . . . . .		<b>3</b>	
	<b>4</b> Accounts receivable, net . . . . .	38,846	<b>4</b>	48,598
	<b>5</b> Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L . . . . .		<b>5</b>	
	<b>6</b> Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L . . . . .		<b>6</b>	
	<b>7</b> Notes and loans receivable, net . . . . .		<b>7</b>	
	<b>8</b> Inventories for sale or use . . . . .	5,565	<b>8</b>	3,576
	<b>9</b> Prepaid expenses and deferred charges . . . . .	4,127	<b>9</b>	4,694
	<b>10a</b> Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	373,576		
	<b>b</b> Less: accumulated depreciation . . . . .	309,291		
	<b>11</b> Investments—publicly traded securities . . . . .	78,868	<b>10c</b>	64,285
	<b>12</b> Investments—other securities. See Part IV, line 11 . . . . .		<b>11</b>	
	<b>13</b> Investments—program-related. See Part IV, line 11 . . . . .		<b>12</b>	
	<b>14</b> Intangible assets . . . . .		<b>13</b>	
	<b>15</b> Other assets. See Part IV, line 11 . . . . .	3,149,450	<b>14</b>	
<b>16</b> <b>Total assets.</b> Add lines 1 through 15 (must equal line 34) . . . . .	3,322,046	<b>15</b>	2,790,825	
		<b>16</b>	2,939,314	
<b>Liabilities</b>	<b>17</b> Accounts payable and accrued expenses . . . . .	48,129	<b>17</b>	45,481
	<b>18</b> Grants payable . . . . .		<b>18</b>	
	<b>19</b> Deferred revenue . . . . .	98,815	<b>19</b>	99,571
	<b>20</b> Tax-exempt bond liabilities . . . . .		<b>20</b>	
	<b>21</b> Escrow or custodial account liability. Complete Part IV of Schedule D . . . . .		<b>21</b>	
	<b>22</b> Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L . . . . .		<b>22</b>	
	<b>23</b> Secured mortgages and notes payable to unrelated third parties . . . . .		<b>23</b>	
	<b>24</b> Unsecured notes and loans payable to unrelated third parties . . . . .	71,429	<b>24</b>	75,000
	<b>25</b> Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D . . . . .	94,917	<b>25</b>	97,548
	<b>26</b> <b>Total liabilities.</b> Add lines 17 through 25 . . . . .	313,290	<b>26</b>	317,600
<b>Net Assets or Fund Balances</b>	<b>Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.</b>			
	<b>27</b> Unrestricted net assets . . . . .	2,977,911	<b>27</b>	2,589,340
	<b>28</b> Temporarily restricted net assets . . . . .	30,845	<b>28</b>	22,374
	<b>29</b> Permanently restricted net assets . . . . .	0	<b>29</b>	10,000
	<b>Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.</b>			
	<b>30</b> Capital stock or trust principal, or current funds . . . . .		<b>30</b>	
	<b>31</b> Paid-in or capital surplus, or land, building, or equipment fund . . . . .		<b>31</b>	
	<b>32</b> Retained earnings, endowment, accumulated income, or other funds . . . . .		<b>32</b>	
	<b>33</b> Total net assets or fund balances . . . . .	3,008,756	<b>33</b>	2,621,714
	<b>34</b> Total liabilities and net assets/fund balances . . . . .	3,322,046	<b>34</b>	2,939,314



**Part XI Reconciliation of Net Assets**Check if Schedule O contains a response or note to any line in this Part XI ☒

<b>1</b>	Total revenue (must equal Part VIII, column (A), line 12) . . . . .	<b>1</b>	765,777
<b>2</b>	Total expenses (must equal Part IX, column (A), line 25) . . . . .	<b>2</b>	1,154,513
<b>3</b>	Revenue less expenses. Subtract line 2 from line 1 . . . . .	<b>3</b>	-388,736
<b>4</b>	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A)) . . . . .	<b>4</b>	3,008,756
<b>5</b>	Net unrealized gains (losses) on investments . . . . .	<b>5</b>	0
<b>6</b>	Donated services and use of facilities . . . . .	<b>6</b>	0
<b>7</b>	Investment expenses . . . . .	<b>7</b>	0
<b>8</b>	Prior period adjustments . . . . .	<b>8</b>	0
<b>9</b>	Other changes in net assets or fund balances (explain in Schedule O) . . . . .	<b>9</b>	1,694
<b>10</b>	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B)) . . . . .	<b>10</b>	2,621,714

**Part XII Financial Statements and Reporting**Check if Schedule O contains a response or note to any line in this Part XII ☐

- 1** Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other \_\_\_\_\_  
If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.
- 2a** Were the organization's financial statements compiled or reviewed by an independent accountant? . . .  
If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both:  
☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis
- b** Were the organization's financial statements audited by an independent accountant? . . . . .  
If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:  
☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis
- c** If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?  
If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.
- 3a** As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? . . . . .
- b** If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.

	Yes	No
<b>2a</b>		✓
<b>2b</b>		✓
<b>2c</b>		
<b>3a</b>		✓
<b>3b</b>		

Form **990** (2016)

**SCHEDULE A**  
**(Form 990 or 990-EZ)**Department of the Treasury  
Internal Revenue Service**Public Charity Status and Public Support**

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

▶ **Attach to Form 990 or Form 990-EZ.**▶ **Information about Schedule A (Form 990 or 990-EZ) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).**

OMB No. 1545-0047

**2016****Open to Public  
Inspection**

Name of the organization

PEGGY R MCCONNELL WORTHINGTON CENTER FOR THE ARTS

Employer identification number

26-3919517

**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)						
<b>Total</b>						

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Cat. No. 11285F

Schedule A (Form 990 or 990-EZ) 2016



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

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

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ►	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") . . . . .	442,326	157,585	417,767	495,480	413,688	1,926,846
<b>2</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf . . . . .	0	0	0	0	0	0
<b>3</b> The value of services or facilities furnished by a governmental unit to the organization without charge . . . . .	0	0	0	0	0	0
<b>4 Total.</b> Add lines 1 through 3 . . . . .	442,326	157,585	417,767	495,480	413,688	1,926,846
<b>5</b> The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) . . . . .						
<b>6 Public support.</b> Subtract line 5 from line 4 . . . . .						1,926,846

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ►	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
<b>7</b> Amounts from line 4 . . . . .	442,326	157,585	417,767	495,480	413,688	1,926,846
<b>8</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources . . . . .	38	13	0	0	0	51
<b>9</b> Net income from unrelated business activities, whether or not the business is regularly carried on . . . . .	0	0	0	0	0	0
<b>10</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) . . . . .	0	0	0	0	0	0
<b>11 Total support.</b> Add lines 7 through 10 . . . . .						1,926,897
<b>12</b> Gross receipts from related activities, etc. (see instructions) . . . . .					12	1,449,091
<b>13 First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> . . . . .						<input type="checkbox"/>

**Section C. Computation of Public Support Percentage**

<b>14</b> Public support percentage for 2016 (line 6, column (f) divided by line 11, column (f)) . . . . .	<b>14</b>	100 %
<b>15</b> Public support percentage from 2015 Schedule A, Part II, line 14 . . . . .	<b>15</b>	99.98 %
<b>16a 33 1/3% support test—2016.</b> If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization . . . . .		<input checked="" type="checkbox"/>
<b>b 33 1/3% support test—2015.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization . . . . .		<input type="checkbox"/>
<b>17a 10%-facts-and-circumstances test—2016.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization . . . . .		<input type="checkbox"/>
<b>b 10%-facts-and-circumstances test—2015.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization . . . . .		<input type="checkbox"/>
<b>18 Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions . . . . .		<input type="checkbox"/>



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

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

**Section A. Public Support**

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

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
<b>9</b> Amounts from line 6 . . . .						
<b>10a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources . . . .						
<b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 . . . .						
<b>c</b> Add lines 10a and 10b . . . .						
<b>11</b> Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on . . . .						
<b>12</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) . . . .						
<b>13 Total support.</b> (Add lines 9, 10c, 11, and 12.) . . . .						
<b>14 First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> . . . . ▶ <input type="checkbox"/>						

**Section C. Computation of Public Support Percentage**

<b>15</b> Public support percentage for 2016 (line 8, column (f) divided by line 13, column (f)) . . . .	<b>15</b>	%
<b>16</b> Public support percentage from 2015 Schedule A, Part III, line 15 . . . .	<b>16</b>	%

**Section D. Computation of Investment Income Percentage**

<b>17</b> Investment income percentage for <b>2016</b> (line 10c, column (f) divided by line 13, column (f)) . . . .	<b>17</b>	%
<b>18</b> Investment income percentage from <b>2015</b> Schedule A, Part III, line 17 . . . .	<b>18</b>	%
<b>19a 33<sup>1</sup>/<sub>3</sub>% support tests—2016.</b> If the organization did not check the box on line 14, and line 15 is more than 33 <sup>1</sup> / <sub>3</sub> %, and line 17 is not more than 33 <sup>1</sup> / <sub>3</sub> %, check this box and <b>stop here</b> . The organization qualifies as a publicly supported organization . . . . ▶ <input type="checkbox"/>		
<b>b 33<sup>1</sup>/<sub>3</sub>% support tests—2015.</b> If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 <sup>1</sup> / <sub>3</sub> %, and line 18 is not more than 33 <sup>1</sup> / <sub>3</sub> %, check this box and <b>stop here</b> . The organization qualifies as a publicly supported organization . . . . ▶ <input type="checkbox"/>		
<b>20 Private foundation.</b> If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions . . . . ▶ <input type="checkbox"/>		

**Part IV Supporting Organizations**

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

**Section A. All Supporting Organizations**

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

**Part IV Supporting Organizations** (continued)

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

**Section B. Type I Supporting Organizations**

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

**Section C. Type II Supporting Organizations**

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

**Section D. All Type III Supporting Organizations**

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

**Section E. Type III Functionally Integrated Supporting Organizations**

<b>1</b> Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
<b>a</b> <input type="checkbox"/> The organization satisfied the Activities Test. Complete <b>line 2</b> below.		
<b>b</b> <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete <b>line 3</b> below.		
<b>c</b> <input type="checkbox"/> The organization supported a governmental entity. Describe in <b>Part VI</b> how you supported a government entity (see instructions).		
<b>2</b> Activities Test. Answer (a) and (b) below.		
<b>a</b> Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in <b>Part VI</b> identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.		
<b>2a</b>		
<b>b</b> Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in <b>Part VI</b> the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.		
<b>2b</b>		
<b>3</b> Parent of Supported Organizations. Answer (a) and (b) below.		
<b>a</b> Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in <b>Part VI</b> .		
<b>3a</b>		
<b>b</b> Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in <b>Part VI</b> the role played by the organization in this regard.		
<b>3b</b>		

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

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

<b>Section A - Adjusted Net Income</b>		(A) Prior Year	(B) Current Year (optional)
<b>1</b> Net short-term capital gain	<b>1</b>		
<b>2</b> Recoveries of prior-year distributions	<b>2</b>		
<b>3</b> Other gross income (see instructions)	<b>3</b>		
<b>4</b> Add lines 1 through 3.	<b>4</b>		
<b>5</b> Depreciation and depletion	<b>5</b>		
<b>6</b> Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	<b>6</b>		
<b>7</b> Other expenses (see instructions)	<b>7</b>		
<b>8 Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4).	<b>8</b>		
<b>Section B - Minimum Asset Amount</b>		(A) Prior Year	(B) Current Year (optional)
<b>1</b> Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
<b>a</b> Average monthly value of securities	<b>1a</b>		
<b>b</b> Average monthly cash balances	<b>1b</b>		
<b>c</b> Fair market value of other non-exempt-use assets	<b>1c</b>		
<b>d Total</b> (add lines 1a, 1b, and 1c)	<b>1d</b>		
<b>e Discount</b> claimed for blockage or other factors (explain in detail in <b>Part VI</b> ):			
<b>2</b> Acquisition indebtedness applicable to non-exempt-use assets	<b>2</b>		
<b>3</b> Subtract line 2 from line 1d.	<b>3</b>		
<b>4</b> Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	<b>4</b>		
<b>5</b> Net value of non-exempt-use assets (subtract line 4 from line 3)	<b>5</b>		
<b>6</b> Multiply line 5 by .035.	<b>6</b>		
<b>7</b> Recoveries of prior-year distributions	<b>7</b>		
<b>8 Minimum Asset Amount</b> (add line 7 to line 6)	<b>8</b>		
<b>Section C - Distributable Amount</b>			Current Year
<b>1</b> Adjusted net income for prior year (from Section A, line 8, Column A)	<b>1</b>		
<b>2</b> Enter 85% of line 1.	<b>2</b>		
<b>3</b> Minimum asset amount for prior year (from Section B, line 8, Column A)	<b>3</b>		
<b>4</b> Enter greater of line 2 or line 3.	<b>4</b>		
<b>5</b> Income tax imposed in prior year	<b>5</b>		
<b>6 Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	<b>6</b>		
<b>7</b> <input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).			



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

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

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

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

**SCHEDULE D**  
**(Form 990)**Department of the Treasury  
Internal Revenue Service**Supplemental Financial Statements**

► Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.  
► Attach to Form 990.

► Information about Schedule D (Form 990) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2016****Open to Public Inspection**

Name of the organization

PEGGY R MCCONNELL WORTHINGTON CENTER FOR THE ARTS

Employer identification number

26-3919517

**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

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

**Part II Conservation Easements.**

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

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (e.g., recreation or education) ☐ Preservation of a historically important land area

☐ Protection of natural habitat ☐ Preservation of a certified historic structure

☐ Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements . . . . .	2a
b Total acreage restricted by conservation easements . . . . .	2b
c Number of conservation easements on a certified historic structure included in (a) . . . . .	2c
d Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register . . . . .	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ►

4 Number of states where property subject to conservation easement is located ►

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? . . . . . ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ►

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ► \$

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? . . . . . ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 . . . . . ► \$

(ii) Assets included in Form 990, Part X . . . . . ► \$

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenue included on Form 990, Part VIII, line 1 . . . . . ► \$

b Assets included in Form 990, Part X . . . . . ► \$



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

**3** Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

**a** ☐ Public exhibition

**d** ☐ Loan or exchange programs

**b** ☐ Scholarly research

**e** ☐ Other \_\_\_\_\_

**c** ☐ Preservation for future generations

**4** Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

**5** During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

**Part IV Escrow and Custodial Arrangements.**

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

**1a** Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

**b** If "Yes," explain the arrangement in Part XIII and complete the following table:

	Amount
<b>c</b> Beginning balance	<b>1c</b>
<b>d</b> Additions during the year	<b>1d</b>
<b>e</b> Distributions during the year	<b>1e</b>
<b>f</b> Ending balance	<b>1f</b>

**2a** Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

**b** If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ☐

**Part V Endowment Funds.**

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

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
<b>1a</b> Beginning of year balance	0	0	0	0	0
<b>b</b> Contributions	10,000	0	0	0	0
<b>c</b> Net investment earnings, gains, and losses	0	0	0	0	0
<b>d</b> Grants or scholarships	0	0	0	0	0
<b>e</b> Other expenditures for facilities and programs	0	0	0	0	0
<b>f</b> Administrative expenses	0	0	0	0	0
<b>g</b> End of year balance	10,000	0	0	0	0

**2** Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

**a** Board designated or quasi-endowment ☐ 0 %

**b** Permanent endowment ☐ 100 %

**c** Temporarily restricted endowment ☐ 0 %

The percentages on lines 2a, 2b, and 2c should equal 100%.

**3a** Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

(i) unrelated organizations

(ii) related organizations

	Yes	No
<b>3a(i)</b>	✓	
<b>3a(ii)</b>		✓
<b>3b</b>		

**b** If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?

**4** Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

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

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
<b>1a</b> Land	0	0		0
<b>b</b> Buildings	0	0	0	0
<b>c</b> Leasehold improvements	46,654	0	8,873	37,781
<b>d</b> Equipment	326,922	0	300,418	26,504
<b>e</b> Other	0	0	0	0
<b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				64,285

**Part VII Investments—Other Securities.**

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

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

**Part VIII Investments—Program Related.**

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

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

**Part IX Other Assets.**

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

(a) Description	(b) Book value
(1) Organizational Fund Col Found	22,221
(2) Endow Fund Col. Found	10,000
(3) Value of Building/Pre-paid rent	2,758,604
(4) _____	
(5) _____	
(6) _____	
(7) _____	
(8) _____	
(9) _____	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 15.) . . . . . ►	2,790,825

**Part X Other Liabilities.**

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

(a) Description of liability	(b) Book value
(1) Federal income taxes	0
(2) Accrued Payroll and Sales Tax Payable	15,548
(3) Due to WAC	82,000
(4) _____	
(5) _____	
(6) _____	
(7) _____	
(8) _____	
(9) _____	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.) ►	97,548

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



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

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

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

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

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

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

**Part XIII Supplemental Information.**

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

Schedule D, Part V, Line 4 - To ultimately provide a portion of general operating income from interest and returns.

**SCHEDULE G  
(Form 990 or 990-EZ)**Department of the Treasury  
Internal Revenue Service**Supplemental Information Regarding Fundraising or Gaming Activities**

Complete if the organization answered "Yes" on Form 990, Part IV, line 17, 18, or 19, or if the organization entered more than \$15,000 on Form 990-EZ, line 6a.

▶ Attach to Form 990 or Form 990-EZ.

▶ Information about Schedule G (Form 990 or 990-EZ) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2016****Open to Public  
Inspection**

Name of the organization

PEGGY R MCCONNELL WORTHINGTON CENTER FOR THE ARTS

Employer identification number

26-3919517

**Part I Fundraising Activities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 17.  
Form 990-EZ filers are not required to complete this part.

- 1** Indicate whether the organization raised funds through any of the following activities. Check all that apply.
- a** ☐ Mail solicitations **e** ☐ Solicitation of non-government grants
- b** ☐ Internet and email solicitations **f** ☐ Solicitation of government grants
- c** ☐ Phone solicitations **g** ☐ Special fundraising events
- d** ☐ In-person solicitations
- 2a** Did the organization have a written or oral agreement with any individual (including officers, directors, trustees, or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services? ☐ Yes ☐ No
- b** If "Yes," list the 10 highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least \$5,000 by the organization.

(i) Name and address of individual or entity (fundraiser)	(ii) Activity	(iii) Did fundraiser have custody or control of contributions?		(iv) Gross receipts from activity	(v) Amount paid to (or retained by) fundraiser listed in col. (i)	(vi) Amount paid to (or retained by) organization
		Yes	No			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
<b>Total</b> . . . . . ▶						

- 3** List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.



**Part II Fundraising Events.** Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events (add col. (a) through col. (c))
		Arts Enchanted Evening (event type)	Arts Festival and (event type)	0 (total number)	
Revenue	<b>1</b> Gross receipts . . . . .	9,669	43,746		53,415
	<b>2</b> Less: Contributions . . . . .	26,431	0		26,431
	<b>3</b> Gross income (line 1 minus line 2) . . . . .	-16,762	43,746		26,984
Direct Expenses	<b>4</b> Cash prizes . . . . .	0	0		0
	<b>5</b> Noncash prizes . . . . .	0	0		0
	<b>6</b> Rent/facility costs . . . . .	0	0		0
	<b>7</b> Food and beverages . . . . .	6,996	1,686		8,682
	<b>8</b> Entertainment . . . . .	1,100	0		1,100
	<b>9</b> Other direct expenses . . . . .	5,027	4,050		9,077
	<b>10</b> Direct expense summary. Add lines 4 through 9 in column (d) . . . . . ▶				18,859
	<b>11</b> Net income summary. Subtract line 10 from line 3, column (d) . . . . . ▶				8,125

**Part III Gaming.** Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))
Revenue	<b>1</b> Gross revenue . . . . .				
	<b>2</b> Cash prizes . . . . .				
Direct Expenses	<b>3</b> Noncash prizes . . . . .				
	<b>4</b> Rent/facility costs . . . . .				
	<b>5</b> Other direct expenses . . . . .				
	<b>6</b> Volunteer labor . . . . .	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	
	<b>7</b> Direct expense summary. Add lines 2 through 5 in column (d) . . . . . ▶				
	<b>8</b> Net gaming income summary. Subtract line 7 from line 1, column (d) . . . . . ▶				

**9** Enter the state(s) in which the organization conducts gaming activities: \_\_\_\_\_

**a** Is the organization licensed to conduct gaming activities in each of these states? . . . . . ☐ Yes ☐ No

**b** If "No," explain: \_\_\_\_\_

**10a** Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year? . . . . . ☐ Yes ☐ No

**b** If "Yes," explain: \_\_\_\_\_

- 11** Does the organization conduct gaming activities with nonmembers? ☐ Yes ☐ No
- 12** Is the organization a grantor, beneficiary or trustee of a trust, or a member of a partnership or other entity formed to administer charitable gaming? ☐ Yes ☐ No
- 13** Indicate the percentage of gaming activity conducted in:
- |                                      |            |   |
|--------------------------------------|------------|---|
| <b>a</b> The organization's facility | <b>13a</b> | % |
| <b>b</b> An outside facility         | <b>13b</b> | % |
- 14** Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name ▶ \_\_\_\_\_

Address ▶ \_\_\_\_\_

- 15a** Does the organization have a contract with a third party from whom the organization receives gaming revenue? ☐ Yes ☐ No
- b** If "Yes," enter the amount of gaming revenue received by the organization ▶ \$ \_\_\_\_\_ and the amount of gaming revenue retained by the third party ▶ \$ \_\_\_\_\_
- c** If "Yes," enter name and address of the third party:

Name ▶ \_\_\_\_\_

Address ▶ \_\_\_\_\_

**16** Gaming manager information:

Name ▶ \_\_\_\_\_

Gaming manager compensation ▶ \$ \_\_\_\_\_

Description of services provided ▶ \_\_\_\_\_

☐ Director/officer

☐ Employee

☐ Independent contractor

**17** Mandatory distributions:

- a** Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license? ☐ Yes ☐ No
- b** Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ▶ \$ \_\_\_\_\_

**Part IV** **Supplemental Information.** Provide the explanations required by Part I, line 2b, columns (iii) and (v); and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also provide any additional information. See instructions

**SCHEDULE O**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

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

▶ Attach to Form 990 or 990-EZ.

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

OMB No. 1545-0047

**2016**

**Open to Public  
Inspection**

Name of the organization

PEGGY R MCCONNELL WORTHINGTON CENTER FOR THE ARTS

Employer identification number

26-3919517

Form 990, Part VI, Section B, Line 11b - A copy of the form 990 is distributed to each member of the Finance Committee and the Executive Governance Committee before review by the Board of Trustees for comments and input prior to filing.

Form 990, Part VI, Section B, Line 12c - The conflict of interest disclosures are updated and filed annually, and reviewed/requested conflicts acknowledged for all actionable items in meetings.

Form 990, Part VI, Section B, Line 15 - Compensation for the Executive Director is set based on comparable organizations, job duties and market conditions. An annual survey is completed and shared with the Executive Committee. The process was last completed 01/17.

Form 990, Part VI, Section C, Line 19 - All documents are available upon request, either in person or electronically. The organization typically publishes an annual report.

Form 990, Part IX, Line 11g - Instructors, artists and professional services.

Form 990, Part XI, Line 9 - Prior period adjustment, temporarily restricted net assets.



Schedule O, Statement 1

PEGGY R MCCONNELL WORTHINGTON CENTER FOR THE ARTS

Form: Form 990 (2016)

EIN: 26-3919517

Page: 2

Part III, Line 4d

## Other Program Services Accomplishments

Activity Code	Description	Expense	Grants	Revenue
	Facility occupancy by community arts organizations and groups along with arts related programming.	668,910		79,793
<b>Total:</b>		<b>668,910</b>	<b>0</b>	<b>79,793</b>

Peggy R. McConnell Arts Center of Worthington

2019 Grant Application

Attachment IV



**Jennifer A. Best, CPA, LLC**  
**2168 Sutter Pkwy**  
**Dublin, OH 43016**

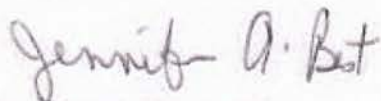
October 29, 2019

To Whom it May Concern:

I have compiled the accompanying financial statements for the Peggy R. McConnell Arts Center of Worthington, as of June 30, 2017, 2018 and 2019 (as requested per Attachment IV). Also attached, the most recent financial statements, dated September 30, 2019 (as requested per Attachment V).

A compilation is limited to presenting financial statements that are the representation of management. They are for the use of management in the internal operation of their business, without verification by audit or review.

Accordingly, I am unable to express an opinion regarding the enclosed statements.



**Jennifer A. Best, CPA**

3:43 PM

## Peggy R McConnell Arts Center of Worthington

10/29/19

## Balance Sheet

Accrual Basis

As of June 30, 2019

	Jun 30, 17	Jun 30, 18	Jun 30, 19
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
Huntington Checking New 4826	27,040.00	58,044.89	32,969.25
Savings Restricted Income	0.00	1,000.61	5,017.43
Savings - Reserve	0.00	0.00	4,850.12
Petty Cash	296.00	200.00	200.00
Total Checking/Savings	27,336.00	59,245.50	43,036.80
Accounts Receivable			
11000 · Accounts Receivable			
11300 · Due From Pledges (Current Yr)	38,670.50	27,629.00	14,262.00
11800 · Accounts Receivable - Rental	9,588.37	1,275.00	622.25
11000 · Accounts Receivable - Other	339.10	877.02	0.00
Total 11000 · Accounts Receivable	48,597.97	29,781.02	14,884.25
Total Accounts Receivable	48,597.97	29,781.02	14,884.25
Other Current Assets			
12010 · Art Inventory Asset	2,000.00	2,000.00	2,000.00
12020 · Inventory Asset	1,576.25	1,576.25	1,576.25
Total Other Current Assets	3,576.25	3,576.25	3,576.25
Total Current Assets	79,510.22	92,602.77	61,497.30
Fixed Assets			
15000 · Furniture and Equipment	326,922.23	332,634.23	347,875.53
15100 · Accumulated Depreciation-F&E	-300,418.00	-306,538.00	-317,790.00
15500 · Leasehold Improvement	46,653.86	46,653.86	46,653.86
15501 · Accumulated Depreciation	-8,873.55	-12,105.55	-14,773.55
Total Fixed Assets	64,284.54	60,644.54	61,965.84
Other Assets			
18000 · The Columbus Foundation			
18050 · Organizational Fund -TCF	22,221.25	22,819.68	24,996.02
18100 · Endowment Fund-TCF	10,000.00	11,282.51	12,023.67
Total 18000 · The Columbus Foundation	32,221.25	34,102.19	37,019.69
18500 · Prepaid Expenses			
18600 · Prepaid Rent City of Worthington	2,758,603.66	2,398,603.66	2,038,603.66
18500 · Prepaid Expenses - Other	4,694.30	41.28	0.00
Total 18500 · Prepaid Expenses	2,763,297.96	2,398,644.94	2,038,603.66
Total Other Assets	2,795,519.21	2,432,747.13	2,075,623.35
<b>TOTAL ASSETS</b>	<b>2,939,313.97</b>	<b>2,585,994.44</b>	<b>2,199,086.49</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	45,481.15	35,798.67	61,746.25
Total Accounts Payable	45,481.15	35,798.67	61,746.25
Credit Cards			
23500 · Huntington CC	0.00	2,467.14	2,612.49
Total Credit Cards	0.00	2,467.14	2,612.49
Other Current Liabilities			
21000 · Deferred Income			
21010 · Summer Camps- July&August	23,897.90	21,383.10	16,045.30
21005 · Camp Creativity	14,390.25	8,722.00	9,468.00
21015 · Summer & Fall Classes	1,151.30	0.00	6,572.50

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## Peggy R McConnell Arts Center of Worthington

10/29/19

**Balance Sheet**

Accrual Basis

As of June 30, 2019

	Jun 30, 17	Jun 30, 18	Jun 30, 19
21020 · FROMAC event	0.00	400.00	0.00
21025 · Worthington Community Theater	0.00	0.00	1,094.00
21000 · Deferred Income - Other	60,131.50	83,998.00	29,000.00
<b>Total 21000 · Deferred Income</b>	<b>99,570.95</b>	<b>114,503.10</b>	<b>62,179.80</b>
23000 · Sales Tax Payable	103.05	73.35	16.28
24000 · Payroll Liabilities			
24200 · Payroll Liability (vacation)	15,445.42	17,370.80	11,901.82
24300 · Health Insurance Reimbursable	0.00	200.00	120.00
24400 · 403 B Contributions	0.00	0.00	55.00
24000 · Payroll Liabilities - Other	0.00	0.00	7,566.00
<b>Total 24000 · Payroll Liabilities</b>	<b>15,445.42</b>	<b>17,570.80</b>	<b>19,642.82</b>
25700 · Line of Credit	74,999.60	71,999.60	64,000.00
27300 · Due To WAC	82,000.00	82,000.00	0.00
<b>Total Other Current Liabilities</b>	<b>272,119.02</b>	<b>286,146.85</b>	<b>145,838.90</b>
<b>Total Current Liabilities</b>	<b>317,600.17</b>	<b>324,412.66</b>	<b>210,197.64</b>
<b>Total Liabilities</b>	<b>317,600.17</b>	<b>324,412.66</b>	<b>210,197.64</b>
<b>Equity</b>			
31300 · Restricted Net Assets-Other	0.00	0.00	5,017.43
31500 · Restricted Net Assets-Col.Found	32,373.76	34,176.75	37,019.69
31800 · Operating Reserve	0.00	0.00	4,850.12
32000 · Retained Earnings	2,978,076.06	2,589,340.04	2,299,774.69
Net Income	-388,736.02	-361,935.01	-357,773.08
<b>Total Equity</b>	<b>2,621,713.80</b>	<b>2,261,581.78</b>	<b>1,988,888.85</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,939,313.97</b>	<b>2,585,994.44</b>	<b>2,199,086.49</b>



Peggy R. McConnell Arts Center of Worthington

2019 Grant Application

Attachment V



3:45 PM

10/29/19

Accrual Basis

## Peggy R McConnell Arts Center of Worthington

## Profit &amp; Loss

July 2016 through June 2019

	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	TOTAL
Ordinary Income/Expense				
Income				
4000 - Development				
4100 - Direct Public Grants				
4110 - City of Worthington Grant	220,000.00	220,000.00	220,000.00	660,000.00
4120 - Foundation and Trust Grants	4,650.00	10,324.87	9,387.00	24,361.87
4130 - Government Grants	31,257.00	24,008.00	23,924.00	79,189.00
Total 4100 - Direct Public Grants	255,907.00	254,332.87	253,311.00	763,550.87
4200 - Direct Public Support				
4210 - Individual Gifts	45,830.30	46,785.00	32,924.00	125,539.30
4220 - Board Gifts	22,265.00	20,741.45	19,900.00	62,906.45
4230 - Corporate Sponsorships	40,550.80	45,962.77	45,156.13	131,669.70
4240 - Membership Dues	20,625.00	20,010.00	14,650.00	55,285.00
4250 - Restricted Income	1,000.00	11,985.00	20,780.00	33,765.00
4260 - FROMAC	1,330.00	1,781.00	1,525.00	4,636.00
Total 4200 - Direct Public Support	131,601.10	147,265.22	134,935.13	413,801.45
4300 - Special Events Income				
4310 - MACCO Fundraiser	0.00	2,850.00	3,125.00	5,975.00
4320 - Blue Event Income	2,780.00	1,865.00	0.00	4,645.00
4330 - Arts Enchanted Evening	36,100.00	38,270.00	40,301.00	114,671.00
4340 - Arts Festival Picnic	4,281.00	8,085.00	6,230.00	18,596.00
Total 4300 - Special Events Income	43,161.00	51,070.00	49,656.00	143,887.00
Total 4000 - Development	430,669.10	452,668.09	437,902.13	1,321,239.32
4400 - Program Income				
4450 - Education				
4460 - Classes	175,289.74	180,526.63	173,235.88	529,052.25
4470 - Summer Camps	0.00	9,016.50	26,053.52	35,070.02
4480 - Camp Creativity	18,183.00	23,512.75	16,925.00	58,620.75
Total 4450 - Education	193,472.74	213,055.88	216,214.40	622,743.02
4500 - Performing Arts				
4510 - Ticket Sales MAC	59,539.50	59,019.78	65,332.59	183,891.87
Total 4500 - Performing Arts	59,539.50	59,019.78	65,332.59	183,891.87
4550 - Visual Arts				
4560 - Exhibition Sales	5,406.00	6,939.00	8,579.00	20,924.00
Total 4550 - Visual Arts	5,406.00	6,939.00	8,579.00	20,924.00
4600 - Arts Festival				
4610 - Arts Festival-Application Fees	8,960.00	9,413.96	10,305.00	28,678.96
4620 - Arts Festival - Booth Fees	28,005.00	27,395.00	26,310.00	81,710.00
4630 - Arts Festival - Food Vendor	2,500.00	1,575.00	1,575.00	5,650.00
Total 4600 - Arts Festival	39,465.00	38,383.96	38,190.00	116,038.96
Total 4400 - Program Income	297,883.24	317,398.62	328,315.99	943,597.85
4700 - Operations Income				
4750 - Facility Rentals				
4770 - Facility Rental Income	79,071.36	64,131.49	72,067.39	215,270.24
4780 - Rental Ticket Sales	0.00	0.00	0.00	0.00
4790 - Ticket Fees - Rental	0.00	0.00	215.05	215.05
Total 4750 - Facility Rentals	79,071.36	64,131.49	72,282.44	215,485.29
4800 - Concessions				
4810 - Concessions-Taxable	8,416.18	5,652.87	4,190.10	18,259.15
4820 - Concessions-Non-Taxable	802.79	648.63	581.71	2,033.13
Total 4800 - Concessions	9,218.97	6,301.50	4,771.81	20,292.28
Total 4700 - Operations Income	88,290.33	70,432.99	77,054.25	235,777.57
4900 - Other Types of Income				
4910 - Gift Certificate Sales	721.00	1,146.00	780.00	2,647.00
4920 - Store Sales	1,432.15	2,347.70	2,367.00	6,146.85
4930 - Advertising Sales	800.00	0.00	1,700.00	2,500.00
4940 - Interest Income	0.00	0.61	0.66	1.27
4950 - Miscellaneous Income	27.00	320.35	78.00	425.35
Total 4900 - Other Types of Income	2,980.15	3,814.66	4,925.66	11,720.47
Total Income	819,822.82	844,314.36	848,198.03	2,512,335.21
Gross Profit	819,822.82	844,314.36	848,198.03	2,512,335.21
Expense				
6000 - Variable Expense				
6010 - Instructor Fees	106,296.50	104,159.93	116,439.99	326,896.42
6030 - Supplies	17,192.34	20,544.68	13,851.00	51,588.02
6040 - Technology & Equipment	3,346.50	5,537.10	3,669.23	12,552.83
6100 - Royalties	10,136.38	2,482.21	8,216.77	20,835.36
6110 - Performing Artists	49,645.40	43,085.06	60,549.39	153,279.85
6130 - Outside Contract Services	38,867.18	36,949.35	26,813.18	102,629.71
6140 - Ticketing Charges	6,889.63	6,569.65	5,485.90	18,945.18
6150 - Exhibition Expenses	4,512.90	5,733.56	2,932.06	13,178.52
6160 - Sale of Art	2,080.00	3,505.90	4,263.50	9,849.40
6170 - Event Production	39,842.59	37,575.50	12,191.05	89,609.14
6200 - Catering	1,685.82	4,619.82	10,623.35	16,928.99
6210 - Bartending Fees	1,095.00	500.00	750.00	2,345.00
6220 - Concessions	6,771.82	3,662.56	3,197.60	13,631.98
6230 - Store Sales	1,038.50	1,694.70	1,656.90	4,390.10
6300 - Design	3,200.95	912.01	1,509.51	5,622.47
6310 - Advertising & Communications	42,021.36	33,853.74	26,432.58	102,307.68
6320 - Outside Printing	40,531.35	31,060.39	22,069.89	93,661.63
6330 - Email Marketing	1,637.46	2,725.19	2,670.92	7,033.57
6400 - Grounds & Maintenance	5,489.85	8,899.00	7,399.79	21,788.64
6410 - Memberships and Dues	1,435.00	1,640.06	675.00	3,750.06
6420 - Professional Development	960.31	1,745.67	1,452.91	4,158.89
6430 - Travel	0.00	0.00	97.28	97.28
6460 - Postage, Mailing Service	1,519.02	3,997.90	3,036.51	8,553.43
6480 - Miscellaneous	3,300.00	3,737.09	3,784.95	10,822.04
Total 6000 - Variable Expense	389,495.86	365,191.07	339,769.26	1,094,456.19

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10/29/19

Accrual Basis

## Peggy R McConnell Arts Center of Worthington

## Profit &amp; Loss

July 2016 through June 2019

	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	TOTAL
6500 · Fixed Expense				
6510 · Interest Expense	3,573.78	4,391.58	3,164.76	11,130.12
6520 · Bank & Credit Card Fees	13,546.56	13,869.14	15,047.77	42,463.47
6610 · Accounting Fees	5,630.00	5,820.00	8,685.00	20,135.00
6620 · Retirement Services	0.00	0.00	3,126.00	3,126.00
6630 · IT Services	0.00	0.00	6,000.00	6,000.00
6640 · Copier	0.00	0.00	13,146.57	13,146.57
6700 · Janitorial	17,862.22	21,742.19	21,983.59	61,588.00
6710 · Pest Control	733.98	746.20	753.65	2,233.83
6720 · Electricity	24,533.68	27,513.20	25,262.52	77,309.40
6730 · Gas	5,013.77	5,575.30	7,835.80	18,424.87
6740 · Water/Sewer	3,121.80	3,112.77	3,160.36	9,394.93
6750 · Trash	5,309.95	2,124.00	2,325.79	9,759.74
6760 · Telephone, Telecommunications	6,364.82	5,312.52	6,382.57	18,059.91
6770 · Depreciation Expense	14,584.00	9,352.00	13,920.00	37,856.00
6820 · Insurance	9,640.00	9,675.00	11,141.50	30,456.50
6900 · Payroll & Benefits				
6910 · Salary	292,751.83	305,429.85	292,027.37	890,209.05
6920 · Employer Taxes & Workers Comp	24,067.79	24,291.35	24,490.23	72,849.37
6930 · Health & Life Insurance	23,303.50	40,267.40	38,048.27	101,619.17
6940 · Accrued Vacation	9,844.83	2,229.37	9,700.10	21,774.30
Total 6900 · Payroll & Benefits	349,967.95	372,217.97	364,265.97	1,086,451.89
Total 6500 · Fixed Expense	459,882.51	481,451.87	506,201.85	1,447,536.23
61500 · Employee Benefits	-6.00	0.00	0.00	-6.00
62890 · Rent	0.00	0.00	0.00	0.00
69750 · Blue Event Expense	1,586.47	606.43	0.00	2,192.90
Total Expense	850,958.84	847,249.37	845,971.11	2,544,179.32
Net Ordinary Income	-31,136.02	-2,935.01	2,226.92	-31,844.11
Other Income/Expense				
Other Income				
46440 · SongsatCenter Fiscal Agent, Net				
46445 · Songs@CenterAgentIncome	19,500.00	10,500.00	500.00	30,500.00
66445 · Songs@CenterExpense	-17,100.00	-9,500.00	-500.00	-27,100.00
Total 46440 · SongsatCenter Fiscal Agent, Net	2,400.00	1,000.00	0.00	3,400.00
81000 · Net In-Kind				
43440 · Gifts in Kind - Goods	2,836.69	6,220.00	0.00	9,056.69
80050 · In-Kind Expense	-2,836.69	-6,220.00	0.00	-9,056.69
Total 81000 · Net In-Kind	0.00	0.00	0.00	0.00
Total Other Income	2,400.00	1,000.00	0.00	3,400.00
Other Expense				
80500 · Non Cash Adjusting Entries				
85200 · Prepaid Rent	360,000.00	360,000.00	360,000.00	1,080,000.00
Total 80500 · Non Cash Adjusting Entries	360,000.00	360,000.00	360,000.00	1,080,000.00
Total Other Expense	360,000.00	360,000.00	360,000.00	1,080,000.00
Net Other Income	-357,600.00	-359,000.00	-360,000.00	-1,076,600.00
Net Income	-388,736.02	-361,935.01	-357,773.08	-1,108,444.11

Peggy R. McConnell Arts Center of Worthington

2019 Grant Application

Attachment V



3:52 PM

10/29/19

Accrual Basis

**Peggy R McConnell Arts Center of Worthington**  
**Balance Sheet**  
 As of September 30, 2019

	Sep 30, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Huntington Checking New 4826	20,738.91
Savings Restricted Income	2,816.51
Savings - Reserve	11,292.98
Petty Cash	200.00
Total Checking/Savings	35,048.40
Accounts Receivable	
11000 · Accounts Receivable	
11300 · Due From Pledges (Current Yr)	31,140.83
Total 11000 · Accounts Receivable	31,140.83
Total Accounts Receivable	31,140.83
Other Current Assets	
12010 · Art Inventory Asset	2,000.00
12020 · Inventory Asset	1,576.25
Total Other Current Assets	3,576.25
Total Current Assets	69,765.48
Fixed Assets	
15000 · Furniture and Equipment	347,875.53
15100 · Accumulated Depreciation-F&E	-319,362.00
15500 · Leasehold Improvement	46,653.86
15501 · Accumulated Depreciation	-15,439.55
Total Fixed Assets	59,727.84
Other Assets	
18000 · The Columbus Foundation	
18050 · Organizational Fund -TCF	24,996.02
18100 · Endowment Fund-TCF	12,023.67
Total 18000 · The Columbus Foundation	37,019.69
18500 · Prepaid Expenses	
18600 · Prepaid Rent City of Worthingto	1,948,603.66
Total 18500 · Prepaid Expenses	1,948,603.66
Total Other Assets	1,985,623.35
<b>TOTAL ASSETS</b>	<b>2,115,116.67</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	55,702.09
Total Accounts Payable	55,702.09
Credit Cards	
23500 · Huntington CC	1,587.91
Total Credit Cards	1,587.91
Other Current Liabilities	
21000 · Deferred Income	29,901.50
23000 · Sales Tax Payable	10.80
24000 · Payroll Liabilities	
24200 · Payroll Liability (vacation)	9,401.82
24300 · Health Insurance Reimbursable	140.00

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## Peggy R McConnell Arts Center of Worthington

**Balance Sheet**

10/29/19

Accrual Basis

As of September 30, 2019

	Sep 30, 19
Total 24000 · Payroll Liabilities	9,541.82
Total Other Current Liabilities	39,454.12
Total Current Liabilities	96,744.12
Long Term Liabilities	
27500 · Huntington Loan	64,000.00
Total Long Term Liabilities	64,000.00
Total Liabilities	160,744.12
Equity	
31300 · Restricted Net Assets-Other	2,817.43
31500 · Restricted Net Assets-Col.Found	37,019.69
31800 · Operating Reserve	11,293.11
32000 · Retained Earnings	1,938,258.62
Net Income	-35,016.30
Total Equity	1,954,372.55
TOTAL LIABILITIES & EQUITY	2,115,116.67



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10/29/19

Accrual Basis

**Peggy R McConnell Arts Center of Worthington**  
**Profit & Loss**  
 July through September 2019

	Jul - Sep 19
Ordinary Income/Expense	
Income	
4000 · Development	
4100 · Direct Public Grants	
4110 · City of Worthington Grant	55,000.00
4120 · Foundation and Trust Grants	6,637.00
4130 · Government Grants	22,965.00
Total 4100 · Direct Public Grants	84,602.00
4200 · Direct Public Support	
4210 · Individual Gifts	2,650.00
4220 · Board Gifts	17,160.00
4230 · Corporate Sponsorships	2,701.62
4240 · Membership Dues	4,855.00
4250 · Restricted Income	4,340.00
Total 4200 · Direct Public Support	31,706.62
4300 · Special Events Income	
4340 · Arts Festival Picnic	40.00
Total 4300 · Special Events Income	40.00
Total 4000 · Development	116,348.62
4400 · Program Income	
4450 · Education	
4460 · Classes	36,820.70
4470 · Summer Camps	18,015.80
4480 · Camp Creativity	9,468.00
Total 4450 · Education	64,304.50
4500 · Performing Arts	
4510 · Ticket Sales MAC	10,090.00
4520 · Ticket Fee-MAC	1,144.00
Total 4500 · Performing Arts	11,234.00
4550 · Visual Arts	
4560 · Exhibition Sales	1,200.00
Total 4550 · Visual Arts	1,200.00
Total 4400 · Program Income	76,738.50
4700 · Operations Income	
4750 · Facility Rentals	
4770 · Facility Rental Income	10,751.63
4780 · Rental Ticket Sales	0.00
4790 · Ticket Fees - Rental	1,550.00
Total 4750 · Facility Rentals	12,301.63
4800 · Concessions	
4810 · Concessions-Taxable	1,699.52
4820 · Concessions-Non-Taxable	143.61
Total 4800 · Concessions	1,843.13
Total 4700 · Operations Income	14,144.76
4900 · Other Types of Income	
4940 · Interest Income	0.57
Total 4900 · Other Types of Income	0.57
Total Income	207,232.45
Gross Profit	207,232.45

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10/29/19

Accrual Basis

## Peggy R McConnell Arts Center of Worthington

## Profit &amp; Loss

July through September 2019

	Jul - Sep 19
Expense	
6000 · Variable Expense	
6010 · Instructor Fees	22,699.75
6030 · Supplies	2,587.11
6040 · Technology & Equipment	492.40
6100 · Royalties	2,286.00
6110 · Performing Artists	7,963.72
6130 · Outside Contract Services	461.23
6140 · Ticketing Charges	1,029.35
6150 · Exhibition Expenses	110.18
6160 · Sale of Art	350.00
6200 · Catering	500.00
6210 · Bartending Fees	75.00
6220 · Concessions	1,583.97
6310 · Advertising & Communications	508.51
6320 · Outside Printing	8.21
6330 · Email Marketing	628.89
6400 · Grounds & Maintenance	1,081.50
6420 · Professional Development	358.60
6440 · Meetingd & Meals	48.00
6460 · Postage, Mailing Service	348.73
6480 · Miscellaneous	464.00
Total 6000 · Variable Expense	43,585.15
6500 · Fixed Expense	
6510 · Interest Expense	942.67
6520 · Bank & Credit Card Fees	2,596.21
6610 · Accounting Fees	2,175.00
6620 · Retirement Services	765.00
6630 · IT Services	1,100.00
6640 · Copier	1,190.60
6700 · Janitorial	5,222.73
6710 · Pest Control	126.65
6720 · Electricity	7,511.67
6730 · Gas	387.36
6740 · Water/Sewer	349.77
6760 · Telephone, Telecommunications	1,313.28
6770 · Depreciation Expense	2,238.00
6820 · Insurance	1,256.00
6830 · Audit	434.00
6900 · Payroll & Benefits	
6910 · Salary	66,112.21
6915 · Salary-Intern	3,645.00
6920 · Employer Taxes & Workers Comp	5,681.89
6930 · Health & Life Insurance	8,115.56
Total 6900 · Payroll & Benefits	83,554.66
Total 6500 · Fixed Expense	111,163.60
Total Expense	154,748.75
Net Ordinary Income	52,483.70
Other Income/Expense	
Other Income	
81000 · Net In-Kind	
43440 · Gifts in Kind - Goods	2,500.00
Total 81000 · Net In-Kind	2,500.00
Total Other Income	2,500.00
Other Expense	
80500 · Non Cash Adjusting Entries	
85200 · Prepaid Rent	90,000.00

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**Peggy R McConnell Arts Center of Worthington**

10/29/19

**Profit & Loss**

Accrual Basis

July through September 2019

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	Jul - Sep 19
Total 80500 · Non Cash Adjusting Entries	90,000.00
Total Other Expense	90,000.00
Net Other Income	-87,500.00
Net Income	<u><u>-35,016.30</u></u>



**STAFF MEMORANDUM**  
**City Council Meeting – November 12, 2019**

Date: November 7, 2019

To: Matthew H. Greeson, City Manager

From: Robyn Stewart, Assistant City Manager

Subject: **Proposed 2020 Budget - Department Overview**

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**EXECUTIVE SUMMARY**

Staff will overview the proposed 2020 operating budgets for Parks & Recreation and Service & Engineering.

**BACKGROUND/DESCRIPTION**

City staff distributed the proposed 2020 Operating Budget to City Council on October 7<sup>th</sup>. Departmental overviews were provided on November 4<sup>th</sup> for Administration, Economic Development, Law, Finance, Personnel, IT, Mayor's Court, Planning & Building, Police, Fire & EMS and other funds that are not associated with a department. For this evening's meeting, staff will provide overviews of Parks & Recreation and Service & Engineering. Additionally, the McConnell Arts Center, Old Worthington Partnership and Worthington Historical Society will present their funding requests under a separate agenda item.

The 2020 Budget Ordinance is scheduled to be introduced on November 18<sup>th</sup> with the public hearing and vote scheduled for December 2<sup>nd</sup>. Time will be scheduled during the November 18<sup>th</sup> City Council meeting for additional discussion and additional information requests prior to the public hearing on the budget ordinance.

The proposed 2020 Operating Budget is available on the City's website at [www.worthington.org/budget](http://www.worthington.org/budget).

**FINANCIAL IMPLICATIONS/FUNDING SOURCES** (if applicable)

The proposed 2020 Operating Budget document includes information about the cost of the City's services and programs and projected revenue sources.

**ATTACHMENTS**

Presentation





# 2020 Operating Budget Proposed





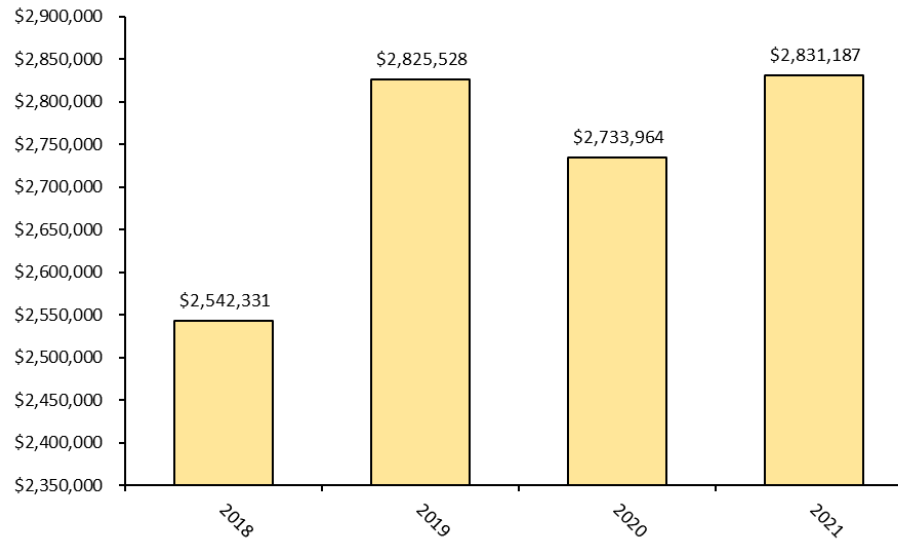
# Areas to be Covered

- This presentation covers:
  - Parks & Recreation
  - Service & Engineering

# Service & Engineering: Expenditure Summary (General Fund)

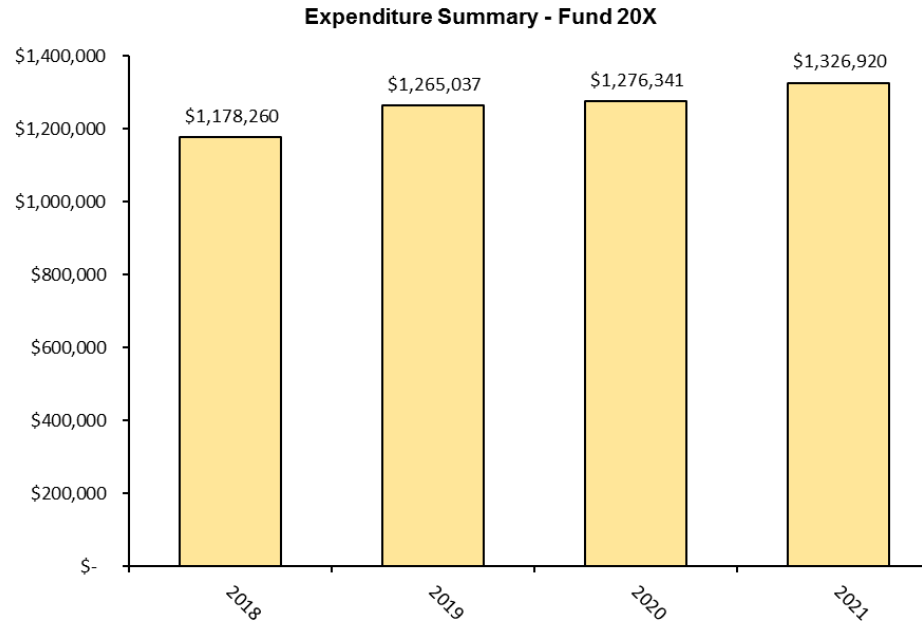
Category (Fund 101)	Actual 2018	Approved 2019	Budget 2020	Forecast 2021
Personal Services	\$ 1,176,936	\$ 1,257,965	\$ 1,283,634	\$ 1,345,072
Additional Personal Services	\$ 521,109	\$ 614,344	\$ 634,985	\$ 670,770
Supplies & Materials	\$ 293,835	\$ 287,950	\$ 288,950	\$ 288,950
Capital Equipment	\$ 981	\$ 1,150	\$ -	\$ -
Contractual Services	\$ 549,471	\$ 664,119	\$ 526,395	\$ 526,395
<b>Total</b>	<b>\$ 2,542,331</b>	<b>\$ 2,825,528</b>	<b>\$ 2,733,964</b>	<b>\$ 2,831,187</b>


Expenditure Summary - General Fund (101)



# Service & Engineering: Expenditure Summary (Other Funds)

Category (Fund 20X)	Actual 2018	Approved 2019	Budget 2020	Forecast 2021
Personal Services	\$ 564,782	\$ 594,874	\$ 602,743	\$ 631,820
Additional Personal Services	\$ 323,559	\$ 348,164	\$ 351,599	\$ 373,101
Supplies & Materials	\$ 56,410	\$ 112,349	\$ 112,349	\$ 112,349
Capital Equipment	\$ 4,788	\$ 13,000	\$ 13,000	\$ 13,000
Contractual Services	\$ 228,720	\$ 196,650	\$ 196,650	\$ 196,650
<b>Total</b>	<b>\$ 1,178,260</b>	<b>\$ 1,265,037</b>	<b>\$ 1,276,341</b>	<b>\$ 1,326,920</b>





# Service & Engineering: 2020 Budget Changes

- Added \$4,000 to Building Equipment Maintenance budget for additional repairs for HVAC not covered under the HVAC contract.
- Added \$500 to Fleet Computer Maintenance due to projected increase in the FASTER software utilized by the Fleet Department staff for inventory and repair of vehicles and equipment.
- Added \$2,100 to ROW Mowing/Weed Control to cover the contractual increase for services.
- Added \$1,500 to Storm Water Education to fully fund payments to the Franklin County Soil & Water services to comply with storm water quality regulations.
- Moved \$12,000 in uniform funding from the 202 Fund (Street) to the general fund.

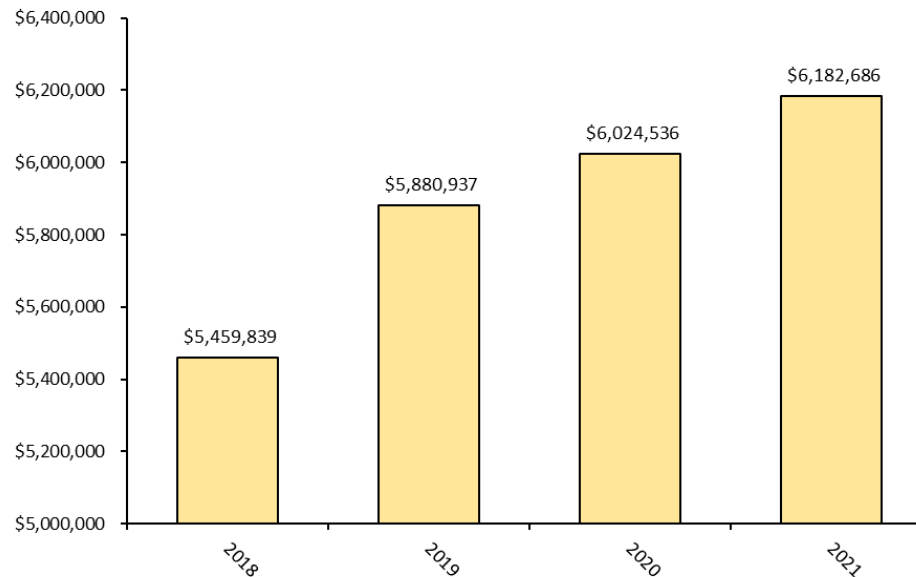
# Service & Engineering: 2020 Budget Goals

- Complete American Public Works Association Self-Assessment.
- Complete prioritization of needed waterline repair/replacement.
- Future progress with North East Gateway Project and commencement of construction.
- Continue major repair/replacement of Sanitary Sewer.

# Parks & Recreation: Expenditure Summary

Category	Actual 2018	Approved 2019	Budget 2020	Forecast 2021
Personal Services	\$ 2,939,547	\$ 3,086,772	\$ 3,201,122	\$ 3,302,179
Additional Personal Services	\$ 1,058,929	\$ 1,146,642	\$ 1,200,593	\$ 1,257,688
Supplies & Materials	\$ 220,063	\$ 258,930	\$ 261,930	\$ 261,930
Capital Equipment	\$ 71,539	\$ 65,200	\$ 66,500	\$ 66,500
Contractual Services	\$ 1,169,761	\$ 1,323,393	\$ 1,294,390	\$ 1,294,390
<b>Total</b>	<b>\$ 5,459,839</b>	<b>\$ 5,880,937</b>	<b>\$ 6,024,536</b>	<b>\$ 6,182,686</b>

Expenditure Summary







# Parks & Recreation: 2020 Budget Changes

- Added \$3,000 to Pool Chemicals to allow for continued safe and clean operation of the Community Center pools.
- Added \$1,500 to Fields Maintenance to maintain ball diamonds and soccer fields.
- Added \$1,500 to Ground Maintenance to allow for continuous contractual services in the City's parks and facilities such as mulching, painting, facility work, portable restrooms and repairs.



# Parks & Recreation: 2020 Budget Goals

- **Finalize design and begin implementation of McCord Park improvements .**
- Facilitate a community input process early in the year to lead to the replacement of the playground at Selby Park during the late summer/early fall.
- Continue work with the Parks and Recreation Commission to identify and implement improvements in the Olentangy Parklands to enhance river experiences and accessibility.



# Department of Finance

## October 2019 Financial Report

### Quick Facts

#### All Funds

<u>10/31/2019</u>	<u>10/31/2019</u>
<u>Cash Balances</u>	<u>Unencumbered</u>
<b>\$32,995,249</b>	<b>Balance</b>
(January 1, 2019 balance: \$30,338,812)	<b>\$23,405,439</b>

#### General Fund

<u>10/31/2019</u>	<u>10/31/2019</u>
<u>Cash Balance</u>	<u>Unencumbered</u>
<b>\$16,519,918</b>	<b>Balance</b>
(January 1, 2019 balance: \$14,667,073)	<b>\$14,544,720</b>
	(52.8% of prior year expenditures)

### Highlights & Trends for October 2019

#### Income Tax Collections

- Year to Date (YTD) income tax collections are above 2018 YTD income tax collections \$70,454 or 0.31%.
- YTD Income tax collections are above estimates by \$529,702 or 2.41%.
- Refunds issued in October totaled \$47,990 with year to date refunds totaling \$640,919.

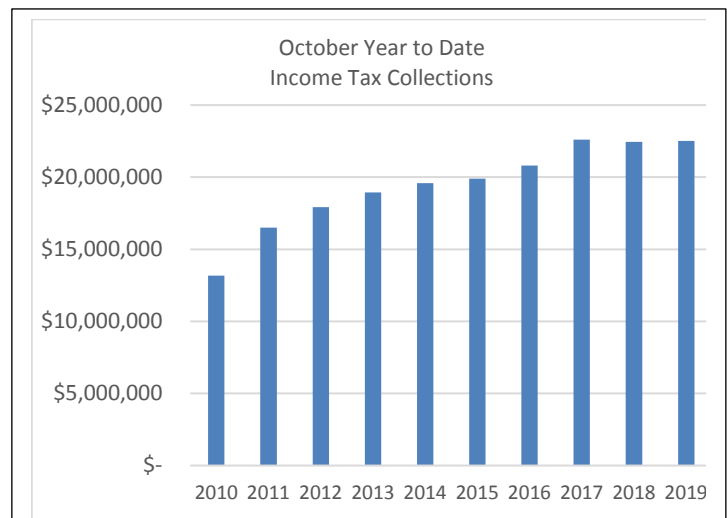
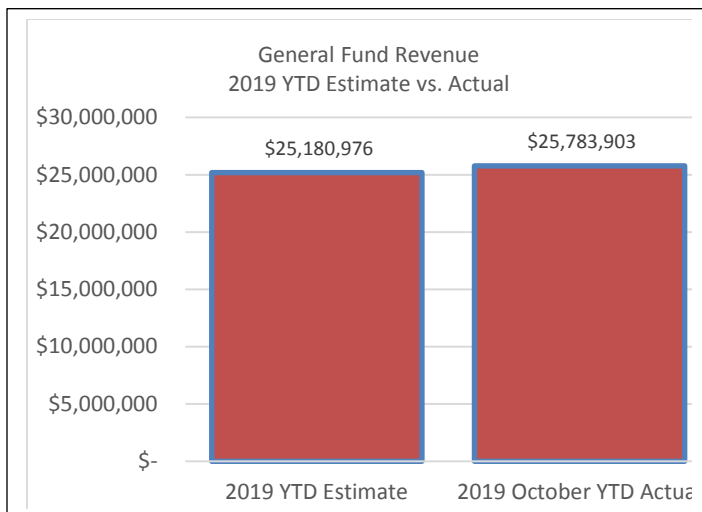
#### Income Tax Revenue by Account Type

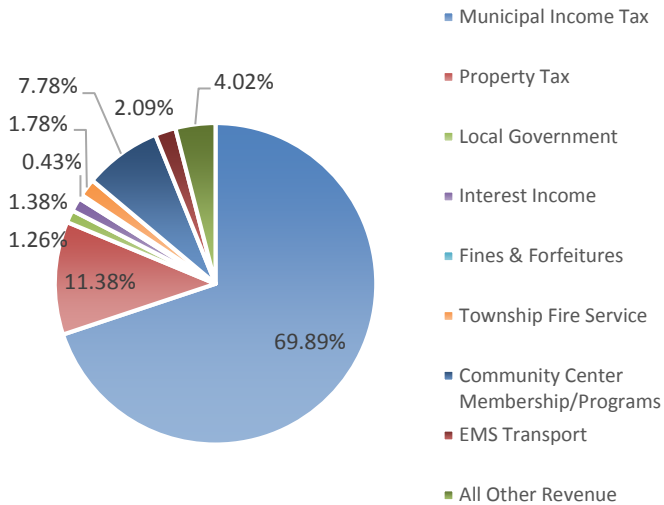
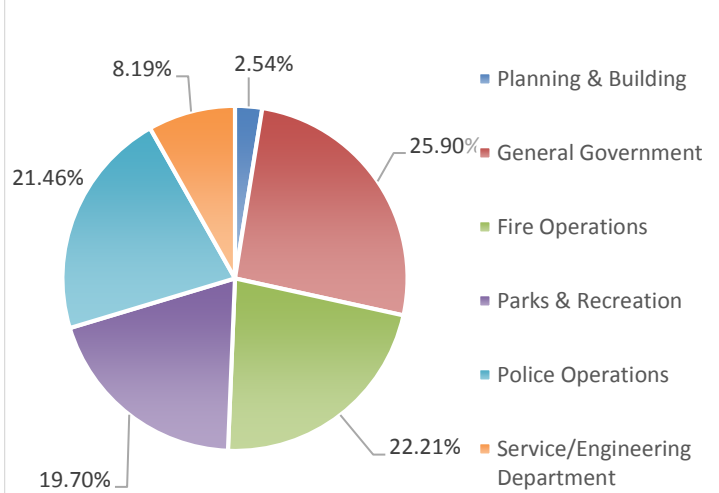
For October of 2019:

Withholding Accounts – 88.86% of collections  
Individual Accounts – 7.43% of collections  
Net Profit Accounts – 3.72% of collections

For October of 2018:

Withholding Accounts – 85.13% of collections  
Individual Accounts – 10.83% of collections  
Net Profit Accounts – 4.04% of collections

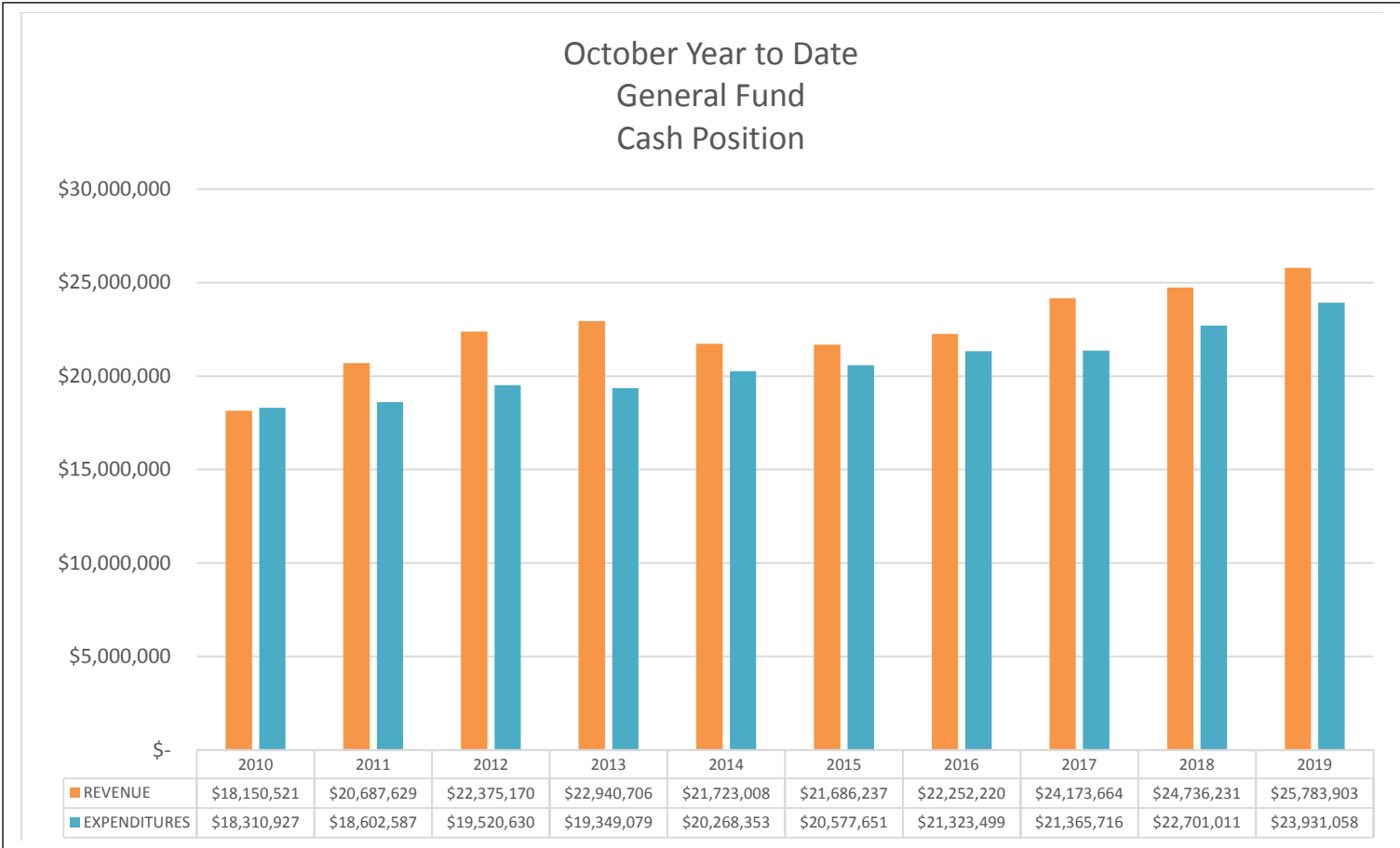
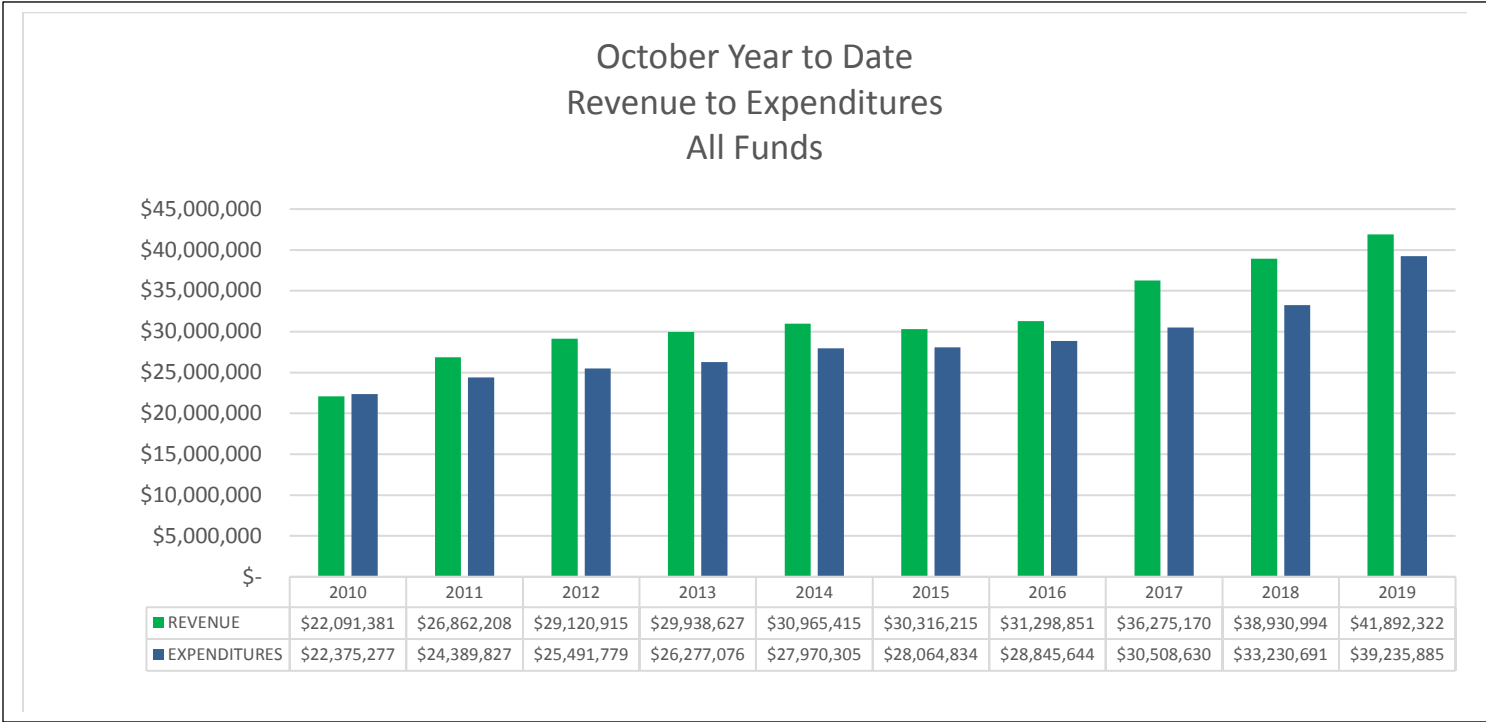


**Highlights & Trends for October 2019 (continued)****October 2019 Year to Date  
General Fund Revenue****October 2019 Year to Date  
General Fund Expenses****Notable Initiatives & Activities**

- Fund balances for all funds increased from \$30,338,812 on January 1, 2019 to \$32,995,249 as of October 31, 2019, with year to date revenues exceeding expenditures for all funds by \$2,656,437.
- For the month of October, fund balances for all funds increased from \$32,631,169 as of October 1, 2019 to \$32,995,249 as of October 31, 2019, with revenues exceeding expenditures by \$364,080.
- The General Fund cash balance increased from \$14,667,073 as of January 1, 2019 to \$16,519,918 as of October 31, 2019, with revenues exceeding expenditures by \$1,852,845.
- For the month of October, the General Fund balance increased from \$16,007,541 on October 1, 2019 to \$16,519,918 as of October 31, 2019, with revenues exceeding expenditures by \$512,377.



Financial Tracking





### October 2019 Cash Reconciliation

Total Fund Balances:	\$32,995,248.79
Depository Balances:	
General Account:	\$ 7,494,220.10
Total Bank Balances:	\$7,494,220.10
Investment Accounts:	
Certificates of Deposit:	\$12,214,000.00
Star Ohio/Star Plus	5,398,294.67
Fifth Third MMKT/CDs	7,642,144.02
CF Bank	245,000.00
Total Investment Accounts:	\$25,499,438.69
Petty Cash/Change Fund:	1,590.00
Total Treasury Balance as of October 31, 2019	\$32,995,249.79
Total Interest Earnings as of October 31, 2019	\$356,528.08
Average CD Interest Earnings	2.21%

### Debt Statement

<u>Issuance</u>	<u>Purpose</u>	<u>Maturity</u>	<u>Rate</u>	<u>Principal Balance</u>
2015	2015 Refunding Bonds	December 2021	1.62%	\$2,300,000.00
2017	2017 Various Purpose Bonds	December 2032	2.21%	\$3,525,000.00
2008	OPWC 0% Loan – ADA Ramps	December 2028	0%	\$ 70,290.45
2015	OPWC 0% Loan – Kenyonbrook	December 2045	0%	\$ 541,320.76
2019	2019 Bond Anticipation Notes	September 2020	1.37%	\$ 4,290,000.00
	Total Principal Debt Balance			\$10,726,611.21





**City of Worthington  
Fund Summary Report  
as of October 31, 2019**

		<u>1/1/2019 Beginning</u>	<u>Year to Date</u>	<u>Year to Date</u>			<u>Unencumbered</u>
	<u>FUND</u>	<u>Balance</u>	<u>Actual Revenue</u>	<u>Actual Expenses</u>	<u>10/31/2019</u>	<u>Encumbrances</u>	<u>Balance</u>
101	General Fund	\$ 14,667,073	\$ 25,783,903	\$ 23,931,058	\$ 16,519,918	\$ 1,975,198	\$ 14,544,720
202	Street M&R	56,646	743,391	715,763	84,273	69,465	\$ 14,808
203	State Highway	49,792	48,924	63,949	34,766	2,678	\$ 32,089
204	Water	20,778	56,678	66,457	11,000	2,855	\$ 8,145
205	Sewer	31,539	34,525	58,961	7,103	7,764	\$ (661)
210	Convention & Visitor's Bureau F	-	168,400	55,830	112,570	-	\$ 112,570
211	27th Pay Fund		250,000	-	250,000	-	\$ 250,000
212	Police Pension	499,195	394,354	525,305	368,244	-	\$ 368,244
214	Law Enforcement Trust	64,438	4,755	1,938	67,255	-	\$ 67,255
215	Municipal MV License Tax	140,740	101,126	-	241,866	-	\$ 241,866
216	Enforcement/Education	50,181	910	-	51,091	-	\$ 51,091
217	Community Technology	13,029	-	13,029	-	-	\$ -
218	Court Clerk Computer	232,905	8,334	7,936	233,303	3,127	\$ 230,176
219	Economic Development	563,285	210,511	301,743	472,052	64,124	\$ 407,928
220	FEMA Grant	-	-	-	-	-	\$ -
221	Law Enf CED	20,360	-	-	20,360	5,000	\$ 15,360
224	Parks & Rec Revolving	406,090	-	11,377	394,713	-	\$ 394,713
229	Special Parks	40,023	24,395	24,994	39,423	-	\$ 39,423
253	2003 Bicentennial	72,566	-	-	72,566	-	\$ 72,566
306	Trunk Sewer	375,149	-	-	375,149	-	\$ 375,149
308	Capital Improvements	10,850,531	7,616,859	8,617,288	9,850,102	6,391,559	\$ 3,458,543
313	County Permissive Tax	-	-	-	-	-	\$ -
409	General Bond Retirement	1,191,328	5,702,820	4,673,727	2,220,421	1,042,273	\$ 1,178,148
410	Special Assessment Bond	278,448	-	-	278,448	-	\$ 278,448
825	Accrued Acreage Benefit	11,108	52,767	-	63,875	5,019	\$ 58,856
830	OBBS	2,009	3,686	2,851	2,844	748	\$ 2,096
838	Petty Cash	1,590	-	-	1,590	-	\$ 1,590
910	Worthington Sta TIF	37,541	-	-	37,541	-	\$ 37,541
920	Worthington Place (The Heights	432,863	170,811	25,595	578,079	-	\$ 578,079
930	933 High St. MPI TIF Fund	96,589	17,457	197	113,849	-	\$ 113,849
935	Downtown Worthington MPI TIF	131,369	243,117	7,600	366,886	20,000	\$ 346,886
940	Worthington Square TIF	558	27,867	315	28,110	-	\$ 28,110
945	W Dublin Granville Rd. MPI TIF	1,091	105,716	96,000	10,807	-	\$ 10,807
950	350 W. Wilson Bridge		88,039	996	87,043	-	\$ 87,043
999	PACE Fund	-	32,977	32,977	-	-	\$ -
							\$ -
	<b>Total All Funds</b>	<b>\$ 30,338,812</b>	<b>\$ 41,892,322</b>	<b>\$ 39,235,885</b>	<b>\$ 32,995,248</b>	<b>\$ 9,589,810</b>	<b>\$ 23,405,439</b>



**City of Worthington, Ohio  
General Fund Overview  
as of October 31, 2019**

		2018	2019	2019	2019	2019	2019	Variance				
		Year End	Original	Revised	Y-T-D	October	Variance	as % of				
Revenues		Actual	Budget	Budget	Estimates	Y-T-D Actual	Over/(Under)	Budget				
Municipal Income Tax	1	\$ 20,854,635	\$ 20,800,000	\$ 20,800,000	\$ 17,598,416	\$ 18,019,650	\$ 421,235	2.39%				
Property Tax	2	2,939,140	3,004,150	\$ 2,901,140	2,901,140	2,934,807	\$ 33,667	1.16%				
Local Government	*	358,938	350,000	\$ 354,098	295,082	323,897	\$ 28,815	9.77%				
Interest Income	*	402,431	350,000	\$ 350,000	291,667	356,528	\$ 64,861	22.24%				
Fines & Forfeitures	*	150,200	170,000	\$ 170,000	141,667	110,461	\$ (31,206)	-22.03%				
Township Fire Service	2	469,460	486,875	\$ 486,875	486,875	458,114	\$ (28,761)	-5.91%				
Community Center Membership/Progr	*	1,435,227	2,459,200	\$ 2,494,125	2,078,438	2,005,330	\$ (73,107)	-3.52%				
EMS Transport	*	621,898	691,875	\$ 691,875	576,563	538,794	\$ (37,769)	-6.55%				
All Other Revenue	*	1,469,183	1,316,933	\$ 1,358,693	811,130	1,036,322	\$ 225,192	27.76%				
<b>Total Revenues</b>		<b>\$ 28,701,110</b>	<b>\$ 29,629,033</b>	<b>\$ 29,606,806</b>	<b>\$ 25,180,976</b>	<b>\$ 25,783,903</b>	<b>\$ 602,927</b>	<b>2.39%</b>				
<b>Expenditures</b>												
Planning & Building		\$ 675,224	\$ 812,191	\$ 812,191	\$ 676,826	\$ 591,566	\$ (85,260)	87.40%				
General Government		6,639,309	7,243,124	\$ 7,450,365	\$ 6,201,196	6,042,202	\$ (158,994)	97.44%				
Fire Operations		6,101,062	6,965,743	\$ 6,965,743	\$ 5,804,786	5,180,064	\$ (624,722)	89.24%				
Parks & Recreation		4,566,131	5,872,638	\$ 5,880,938	\$ 4,900,782	4,595,463	\$ (305,319)	93.77%				
Police Operations		5,856,535	6,408,351	\$ 6,483,351	\$ 5,402,793	5,004,400	\$ (398,392)	92.63%				
Service/Engineering Department		2,310,552	2,828,529	\$ 2,825,528	\$ 2,354,607	1,911,148	\$ (443,458)	81.17%				
<b>Total Expenditures</b>		<b>\$ 26,148,813</b>	<b>\$ 30,130,576</b>	<b>\$ 30,418,116</b>	<b>\$ 25,340,988</b>	<b>\$ 23,324,842</b>	<b>\$ (2,016,146)</b>	<b>92.04%</b>				
Excess of Revenues Over (Under) Expenditures		\$ 2,552,297	\$ (501,543)	\$ (811,310)	\$ (160,013)	\$ 2,459,061						
Fund Balance at Beginning of Year		\$ 13,491,664	\$ 14,667,073	\$ 14,667,073	\$ 14,667,073	\$ 14,667,073						
Unexpended Appropriations			903,917	912,543	684,408				1 - Income Tax budget based on individual monthly projections.			
Expenditures versus Prior Year Enc		1,376,887	1,376,887	1,376,887	600,000	606,216			2 - These revenue budgets are based on semi-annual payments.			
									* - All other revenue budgets are spread equally over each month.			
General Fund Balance		\$ 14,667,073	\$ 13,692,560	\$ 13,391,420	\$ 14,591,468	\$ 16,519,918						