



CITY OF DORAL PARKS AND POLICE 4 KIDS FOUNDATION BOARD MEETING

Wednesday, February 15, 2017 at 6:30 p.m.

Doral Government Center
1st Floor Multipurpose Room
8401 NW 53rd Terrace
Doral, FL 33166

1. Call to Order / Roll Call of Foundation Members

Director Elizabeth Canchola
Director Fernando Horruitiner
Director Edgar Martinez
Director Jodi Steinbauer
Director Vacant Seat

2. Approval of Minutes

A. January 18, 2017

3. Public Comments

4. Finance Items:

- A. Discussion: Insurance for Art Work (Exhibit A)**
- B. Update: Bank Reconciliation January 2017 (Exhibit B)**
- C. Approval of Legal Services Invoice (Exhibit C)**
- D. Approval of a 3-month extension to file Form 990 (Exhibit D)**
- E. Approval of Engagement letter from outside accountant (Exhibit E)**
- F. Approval of payment for outside accountant (Exhibit F)**
- G. Update: Forms 1096 and 1099 (Exhibit G)**

5. Discussion Items:

- A. Update: PP4K Survey After School Program Feedback (Police Department) (Exhibit H)**

- B. Discussion: PP4K Participation at the Doral 5K Walk/Run (Parks & Recreation Department)**
 - i. Saturday, March 18, 2017 7:30am**
 - ii. 20% of proceeds donated to PP4K as approved by council last year (Exhibit I)**
- C. Discussion: PP4K Strategic Plans (Director Canchola) (Exhibit J)**
- D. Discussion: Creation of procedures and/or manual for the PP4K After School Program (Director Canchola)**

6. New Business

7. Next Meeting Date: Wednesday, March 15, 2017 at 6:30pm

8. Adjournment

Anyone wishing to obtain a copy of an agenda item may contact the **City Clerk at 305-593-6725** or view the agenda packet on the City's website at or at City of Doral Government Center, 8401 NW 53rd Terrace, Doral, Florida 3366 during regular business hours (Monday – Friday, 8:00 A.M. – 4:30 P.M.). Pursuant to Florida Statute 286.0105, anyone wishing to appeal any decision made by the City Council with respect to any matter considered at this meeting or hearing shall need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.



CITY OF DORAL PARKS AND POLICE 4 KIDS FOUNDATION DRAFT MINUTES

Wednesday, January 18, 2017 at 6:30 p.m.

Doral Government Center
1st Floor Multipurpose Room
8401 NW 53rd Terrace
Doral, FL 33166

1. Call to Order / Roll Call of Foundation Members

Meeting was called to order at 6:46 pm.

Director Elizabeth Canchola	Present
Director Fernando Horruitiner	Present
Director Jodi Steinbauer	Present
Director Edgar Martinez	(Attended via phone)
Director Vacant Seat	

Also present were:

Barbara Hernandez, Parks & Recreation Department
Erin Weislow, Parks & Recreation Department
Silvia Watkins, Finance Department
John Alvarez, Procurement
Noel Feliciano, Police Department
Dan Espino, City Attorney
Connie Diaz, City Clerk

2. Approval of Minutes

A. October 19, 2016

Motion to approve the minutes made by Director Steinbauer and seconded by Director Canchola. By consensus, motion passes unanimously.

3. Public Comments

There were no comments made during public comments.

4. Discussion Items:

A. Discussion: Election of Chair, Vice Chair, and Treasurer (Exhibit A)

By consensus, the Board agreed to defer this item until the Board has all its member's appointed.

B. Discussion: Simplified Budget (Director Canchola)

Director Canchola addressed the Board and presented the item. By consensus, the Board agreed to work on ideas and bring them back individually at the next meeting in order to build a strategic plan and work on sponsorship packages for the PP4K programs.

C. Update: Parks & Police 4 Kids Webpage (Director Canchola)

By consensus, the Board requested an update on the PP4K website.

D. Discussion: Sponsorship Levels and Names (Director Canchola) (Exhibit B)

(Item was discussed together with 4B)

5. New Business

John Alvarez, Procurement, addressed the Board and provided an insurance cost for the art that was donated to PP4K.

Officer Noel Feliciano, Police Department, addressed the Council and provided an update on the After School Program.

6. Next Meeting Date: Wednesday, February 15, 2017 at 6:30pm

7. Adjournment Meeting adjourns at 7:15 pm.

Respectfully submitted,

Connie Diaz, CMC
City Clerk

Motion to approve the minutes of the January 18, 2017 Parks and Police 4 Kids Meeting made by _____ and seconded by _____.

Director Elizabeth Canchola
Director Fernando Horruitiner
Director Jodi Steinbauer
Director Edgard Martinez

APPROVED and ADOPTED this 15 day of February 2017.

Elizabeth Canchola, CHAIR

Karina La Rosa (CC)

From: Connie Diaz (CC)
Sent: Thursday, February 02, 2017 8:05 AM
To: Karina La Rosa (CC)
Cc: Barbara Hernandez (PR); John Alvarez (FN); Matilde Menendez (FN); Silvia Watkins (FN); Daniel Espino; Erin Weislow (PR)
Subject: FW: PP4K - insuring their art work

Karina, please add the below item to the next PP4K Meeting Agenda.

Thanks!

Connie

Connie Diaz, CMC
City Clerk

City of Doral
8401 NW 53rd Terrace
1st Floor
Doral, FL 33166
Tel: 305-593-6730
connie.diaz@cityofdoral.com
www.cityofdoral.com



From: John Alvarez (FN)
Sent: Tuesday, January 31, 2017 9:42 AM
To: Karina La Rosa (CC) <Karina.LaRosa@cityofdoral.com>
Cc: Matilde Menendez (FN) <Matilde.Menendez@cityofdoral.com>; Silvia Watkins (FN) <Silvia.Watkins@cityofdoral.com>; Daniel Espino <Daniel.Espino@cityofdoral.com>; Connie Diaz (CC) <Connie.Diaz@cityofdoral.com>; Barbara Hernandez (PR) <Barbara.Hernandez@cityofdoral.com>; Erin Weislow (PR) <Erin.Weislow@cityofdoral.com>
Subject: RE: PP4K - insuring their art work

Following up – Do you need anything else from me for the Art insurance?

Thanks.

Exhibit A

Respectfully,

John Alvarez, FCCM
Procurement Manager

City of Doral

Procurement Division
8401 NW 53rd Terrace
Doral, FL 33166
T (305) 593-6725, ext. 4006
john.alvarez@cityofdoral.com
www.cityofdoral.com



The City of Doral is on [Twitter](#), [Facebook](#) and [YouTube](#)!

From: John Alvarez (FN)
Sent: Tuesday, January 24, 2017 7:26 AM
To: Karina La Rosa (CC) <Karina.LaRosa@cityofdoral.com>
Cc: Matilde Menendez (FN) <Matilde.Menendez@cityofdoral.com>; Silvia Watkins (FN) <Silvia.Watkins@cityofdoral.com>; Daniel Espino <Daniel.Espino@cityofdoral.com>; Connie Diaz (CC) <Connie.Diaz@cityofdoral.com>; Barbara Hernandez (PR) <Barbara.Hernandez@cityofdoral.com>; Erin Weislow (PR) <Erin.Weislow@cityofdoral.com>
Subject: PP4K - insuring their art work

Karina,

I'm not sure of the process to share info with the PP4K board because of the Sunshine Laws. Please send the following question to the directors regarding the insurance on their art work.

From the City's insurance agent: "The City's policy with Preferred can cover the Fine Arts owned by PP4K but in your care, custody and control for no additional premium. We can add the art work to the City's IM schedule with a \$500 deductible at Agreed Value. Please reply to this email to confirm to add the art work to the City's IM schedule."

This means the City would place the art under our insurance policy. However, in the event we need to use this insurance PP4K has to pay the \$500 deductible. I need to know if they agree to this.

Dan & Connie - I'm not sure how we memorialize this, either with an agreement or a passed motion. I'll let you handle this part.

Thanks.

Exhibit A

Respectfully,

John Alvarez, FCCM
Procurement Manager

City of Doral

Procurement Division
8401 NW 53rd Terrace
Doral, FL 33166
T (305) 593-6725, ext. 4006
john.alvarez@cityofdoral.com
www.cityofdoral.com



The City of Doral is on [Twitter](#), [Facebook](#) and [YouTube](#)!

Please note that the State of Florida's Public Records Laws provide that most written communications to or from the City of Doral regarding government business are public records available to the public upon request. This e-mail communication may therefore be subject to public disclosure.

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Exhibit B

Parks & Police 4 Kids
 BANK RECONCILIATION FORM
 For the Month of : January 2017

DATE: 1/31/2017
 BANK: WELLS FARGO
 BK ACCT # [REDACTED]

Beginning Balance	199,454.61	Balance per Bank	199,821.36
Deposits/Credits:		Deposits in Transit:	
Deposit	1,918.75		
Void Checks			
Total	201,373.36	Total	199,821.36
Checks/Debits:		Outstanding Checks:	
Checks # [REDACTED]	7,443.60	[REDACTED]	5,891.60
DEBITS			
Ending Balance	193,929.76	Ending Balance	193,929.76

JB
 2/8/17

AW
 2/8/17

Business Cash Manager

Account number: [REDACTED] ■ January 1, 2017 - January 31, 2017 ■ Page 1 of 2
 Image count: 2



PARKS & POLICE 4 KIDS
 ATTN: ELIZA RASSI
 8401 NW 53RD TER
 DORAL FL 33166-4517

Questions?

Call your Customer Service Officer or Client Services
1-800-AT WELLS (1-800-289-3557)
 5:00 AM TO 6:00 PM Pacific Time Monday - Friday

Online: wellsfargo.com

Write: Wells Fargo Bank, N.A. (182)
 PO Box 63020
 San Francisco, CA 94163

Account summary

Business Cash Manager

Account number	Beginning balance	Total credits	Total debits	Ending balance
[REDACTED]	\$199,454.61	\$1,918.75	-\$1,552.00	\$199,821.36

Credits

Electronic deposits/bank credits

Effective date	Posted date	Amount	Transaction detail
	01/27	1,918.75	Over The Counter Deposit
		\$1,918.75	Total electronic deposits/bank credits
		\$1,918.75	Total credits

Debits

Checks paid

Number	Amount	Date	Number	Amount	Date
[REDACTED]	952.00	01/26	[REDACTED]	600.00	01/27
		\$1,552.00	Total checks paid		

* Gap in check sequence.

\$1,552.00 Total debits

Daily ledger balance summary

Date	Balance	Date	Balance	Date	Balance
12/31	199,454.61	01/26	198,502.61	01/27	199,821.36
Average daily ledger balance		\$199,483.05			

Exhibit B

Account number: [REDACTED] ■ January 1, 2017 - January 31, 2017 ■ Page 2 of 2

The Wells Fargo logo, consisting of the words "WELLS" and "FARGO" stacked vertically in a serif font, enclosed in a dark rectangular box.

NOTICE: Wells Fargo Bank, N.A. may furnish information about accounts belonging to individuals, including sole proprietorships, to consumer reporting agencies. If this applies to you, you have the right to dispute the accuracy of information that we have reported by writing to us at: Overdraft Collections and Recovery PO Box 5058 Portland, OR. 97208-5058. You must describe the specific information that is inaccurate or in dispute and the basis for any dispute with supporting documentation. In the case of information that relates to an identity theft, you will need to provide us with an identity theft report.

Exhibit B

Account: 2000034863868 ■

January 01, 2017 - January 31, 2017

Page 1 of 1



Check Images

THE RED LINE IS REQUIRED FOR LOAD IN THE LOWER CORNER OF THIS CHECK MUST BE TEMPORARILY RESEALABLE BY TOUCH OR HEAT AND BE BACK FOR ADDRESSING FEATURES.

PARKS & POLICE 4 KIDS
8300 NW 59th ST SUITE 002
DORAL, FL 33178

DATE 1-11-2017

PAY TO THE ORDER OF Renaissance Middle Charter School \$ 952.00

Nine hundred fifty two and 00/100 DOLLARS

MEMO 01/28/16 - 12/07/16 Incentives

Maria Hernandez

REF# [REDACTED] CK# [REDACTED] 952.00

THE RED LINE IS REQUIRED FOR LOAD IN THE LOWER CORNER OF THIS CHECK MUST BE TEMPORARILY RESEALABLE BY TOUCH OR HEAT AND BE BACK FOR ADDRESSING FEATURES.

PARKS & POLICE 4 KIDS
8300 NW 59th ST SUITE 002
DORAL, FL 33178

DATE 1-13-17

PAY TO THE ORDER OF Swager, P.A. \$ 600.00

Six hundred and 00/100 DOLLARS

MEMO Sage software training

Maria Hernandez

REF# [REDACTED] CK# [REDACTED] 600.00

WEISS SEROTA HELFMAN
COLE & BIERMAN, P.L.

2525 Ponce de Leon Boulevard
Suite 700
Coral Gables, Florida 33134
305-854-0800
Fax 305-854-2323
Tax ID No. 20-8112403

20170668

City of Doral
City Hall
8401 NW 53rd Terrace
Doral, FL 33166

THIS INVOICE MAY CONTAIN
ATTORNEY / CLIENT PRIVILEGED
INFORMATION EXEMPT FROM PUBLIC
DISCLOSURE. CONTACT US FOR TO
RELEASE.

December 7, 2016
Invoice # 185947
Page 1 of 1

CLIENT: 0944 - Doral, City of
Re: 022 Parks & Police IV Kids Foundation

For Professional Services Rendered

Date	Services	Hours	Amount
11/14/16 dae	Prepare Correspondence Providing Opinion Re Director Terms In Office; Review Bylaws; Review Correspondence Re Same	1.10	220.00
11/30/16 dae	Conference Call With Parks And Recreation Director Re Donated Artwork; Review Correspondence Re Same	0.40	80.00
Total Professional Services		1.50	\$300.00

Invoice Summary

For Professional Services	300.00
For Disbursements Incurred	0.00
Total this Invoice	<u>\$300.00</u>
Past Due Balance	\$889.48
Total Balance Due	<u><u>\$1,189.48</u></u>

Exhibit D



Department of the Treasury
Internal Revenue Service
Ogden UT 84201

Notice	CP211A
Tax period	September 30, 2016
Notice date	February 6, 2017
Employer ID number	06-1805457
To contact us	Phone 1-877-829-5500 FAX 801-620-5555

Page 1 of 1

010558.729579.96536.8562 1 AV 0.373 370
[Barcode]

PARKS & POLICE 4 KIDS INC
% SANDRA RUIZ
8401 NW 53RD TER
DORAL FL 33166-4517



010558

Important information about your September 30, 2016 Form 990

We approved your Form 8868, Application for Extension of Time To File an Exempt Organization Return

We approved the Form 8868 for your September 30, 2016 Form 990.
Your new due date is May 15, 2017.

What you need to do

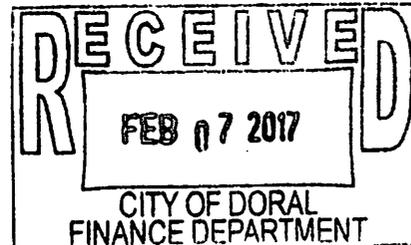
File your September 30, 2016 Form 990 by May 15, 2017. We encourage you to use electronic filing—the fastest and easiest way to file.

Visit www.irs.gov/charities to learn about approved e-File providers, what types of returns can be filed electronically, and whether you are required to file electronically.

Additional information

- Visit www.irs.gov/cp211a
- For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).
- Keep this notice for your records.

If you need assistance, please don't hesitate to contact us.



Form 8868

(Rev. January 2014)

Application for Extension of Time To File an Exempt Organization Return

File a separate application for each return.

OMB No. 1545-1708

Department of the Treasury Internal Revenue Service

Information about Form 8868 and its instructions is at www.irs.gov/form8868.

- If you are filing for an Automatic 3-Month Extension, complete only Part I and check this box [X]
If you are filing for an Additional (Not Automatic) 3-Month Extension, complete only Part II (on page 2 of this form).

Do not complete Part II unless you have already been granted an automatic 3-month extension on a previously filed Form 8868.

Electronic filing (e-file). You can electronically file Form 8868 if you need a 3-month automatic extension of time to file (6 months for a corporation required to file Form 990-T), or an additional (not automatic) 3-month extension of time.

Part I Automatic 3-Month Extension of Time. Only submit original (no copies needed).

A corporation required to file Form 990-T and requesting an automatic 6-month extension - check this box and complete Part I only []

All other corporations (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Enter filer's identifying number, see instructions

Form fields for Name of exempt organization (Parks & Police 4 Kids, Inc.), Employer identification number (EIN) (06-1805457), Address (8401 N.W. 53rd Terrace, Doral, FL 33166), and Social security number (SSN).

Enter the Return code for the return that this application is for (file a separate application for each return) [01]

Table with 4 columns: Application Is For, Return Code, Application Is For, Return Code. Rows include Form 990 or Form 990-EZ (01), Form 990-BL (02), Form 4720 (individual) (03), Form 990-PF (04), Form 990-T (sec 401(a) or 408(a) trust) (05), and Form 990-T (trust other than above) (06).

The books are in the care of Matilde Menendez, CPA

Telephone No. (305) 593-6725 Fax No.

- If the organization does not have an office or place of business in the United States, check this box []
If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) []

I request an automatic 3-month (6 months for a corporation required to file Form 990-T) extension of time until May 15, 2017, to file the exempt organization return for the organization named above.

The extension is for the organization's return for:

- [] calendar year 20 or
[X] tax year beginning Oct 1, 2015, and ending Sep 30, 2016.

If the tax year entered in line 1 is for less than 12 months, check reason: [] Initial return [] Final return [] Change in accounting period

Table with 2 columns: Description and Amount. Rows include tentative tax less nonrefundable credits (0), refundable credits and estimated tax payments made (0), and balance due (0).

Caution. If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

Acknowledgments

Name/ SSN/EIN	Return Type/ Submission ID/BSA ID	Status	Date
Parks & Police 4 Kids, Inc. 06-1805457	990 Fed 654344201700900cb9z8	1st Extension Accepted	01/11/2017

SAUGAR, P.A.

=====

"Certified Public Accountant"

1609 S.W. 57th Avenue
Miami, Florida 33155-2134

Telephone Number: (305) 266-3008
Facsimile Number: (305) 266-1008

January 30, 2017

Members of the Board of Directors
Parks & Police 4 Kids, Inc.
Finance Department
8401 N.W. 53rd Terrace
Doral, Florida 33166

You have requested that I prepare the financial statements of Parks & Police 4 Kids, Inc., which comprise the statement of financial position as of September 30, 2016, and the related statements of activities for the year then ended, and perform a compilation engagement with respect to those financial statements. These financial statements will not include a statement of cash flows and related notes to the financial statements. I am pleased to confirm our acceptance and our understanding of this engagement by means of this letter.

My Responsibilities

The objective of our engagement is to:

- a. Prepare financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you; and
- b. Apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

I will conduct the compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARSs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

I am not required to, and will not, verify the accuracy or completeness of the information you will provide to me for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, I will not express an opinion or a conclusion nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that my role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America and assist you in the presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America. You have the following overall responsibilities that are fundamental to my undertaking the engagement in accordance with SSARSs:

Exhibit E

Members of the Board of Directors
Parks & Police 4 Kids, Inc.
January 30, 2017
Page 2 of 4

- a. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.
- b. The preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America.
- c. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements.
- d. The prevention and detection of fraud.
- e. To ensure that the entity complies with the laws and regulations applicable to its activities.
- f. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to me for the engagement.
- g. To provide me with:
 - i. Access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - ii. Additional information that I may request from you for the purpose of the compilation engagement.
 - iii. Unrestricted access to persons within the entity of whom I determine it necessary to make inquiries.

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee the preparation of your financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

The Report

As part of our engagement, I will issue a report that will state that I did not audit or review the financial statements and that, accordingly, I do not express an opinion, a conclusion, nor provide any assurance on them.

You agree to include the accountant's compilation report in any document containing financial statements that indicates that I have performed a compilation engagement on such financial statements.

If, for any reason, I am unable to complete the compilation of your financial statements, I will not issue a report on such statements as a result of this engagement.

Other Relevant Information

As part of our engagement, I will also prepare the federal Form 990 (Return of Organization Exempt from Federal Income Tax) with supporting schedules for Parks & Police Kids, Inc., for the fiscal year ending September 30, 2016. I will also propose any adjusting entries that I find necessary in connection with the preparation of the income tax return.

The Internal Revenue Code and regulations impose preparation and disclosure standards with noncompliance penalties on both the preparer of a tax return and on the taxpayer. To avoid exposure to these penalties, it may be necessary in some cases to make certain disclosures to you and/or in the tax return concerning positions taken on the return that do not meet these standards. Accordingly, I will advise you if I identify such a situation, and I will discuss those tax positions that may increase the risk of exposure to penalties and any recommended disclosures before completing the preparation of the return. If I conclude that I am obligated to disclose a position and you refuse to permit disclosure, I reserve the right to withdraw from the engagement. Likewise, where I disagree about the obligation to disclose a

Exhibit E

Members of the Board of Directors
Parks & Police 4 Kids, Inc.
January 30, 2017
Page 3 of 4

position, you also have a right to choose another professional to prepare your return. In either event, you agree to compensate me for the services to the date of the withdrawal. Our engagement with you will terminate upon withdrawal.

The IRS permits you to authorize me to discuss, on a limited basis, aspects of your return for one year after the return's due date. Your consent to such a discussion is evidenced by checking a box on the return. Unless you tell me otherwise, I will check that box authorizing the IRS to discuss your return with me.

Certain communications involving tax advice may be privileged and not subject to disclosure to the IRS. By disclosing the contents of those communications to anyone, or by turning over information about those communications to the government, you, your employees, or agents may be waiving this privilege. To protect this right to privileged communication, please consult with me or your attorney prior to disclosing any information about the tax advice." Should you decide it is appropriate for me to disclose any potentially privileged communication, you agree to provide me with written, advance authority to make that disclosure.

Should I receive any request for the disclosure of privileged information from any third party, including a subpoena or IRS summons, I will notify you. In the event you direct me not to make the disclosure, you agree to hold me harmless from any expenses incurred in defending the privilege, including, by way of illustration only, our attorney's fees, court costs, outside adviser's costs, or penalties or fines imposed as a result of your asserting the privilege or your direction to me to assert the privilege.

The return may be selected for review by the taxing authorities. In the event of an audit, you may be requested to produce documents, records, or other evidence to substantiate the items of income and deduction shown on a tax return. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of a tax examination, I will be available, upon request, to represent you. However, such additional services are not included in the fees for preparation of the tax return.

You agree to assume all management responsibilities for the bookkeeping services, tax services, or other nonattest services I provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

I estimate that the fees for these services will be \$1,750 for the compilations and the preparation of the tax return (Form 990). You will also be billed for out-of-pocket costs such as report production, word processing, postage, travel, etc. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs. The invoices for these services will be rendered as work progresses and are payable upon presentation. *A retainer of \$700 is required prior to commencement of the work.*

You may request that I perform additional services not contemplated by this engagement letter. If this occurs, I will communicate with you regarding the scope of the additional services and the estimated fee. I also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from me documenting such additional services, my services will continue to be governed by the terms of this engagement letter.

In accordance with my firm policies, work may be suspended if your account becomes 10 days or more overdue and will not be resume until your account is paid in full. Interest shall accrue on all amounts

Exhibit E

Members of the Board of Directors
Parks & Police 4 Kids, Inc.
January 30, 2017
Page 4 of 4

overdue at the rate of one and half percent per month or the maximum rate allowed by law, whichever is less. If I elect to terminate my services for nonpayment, our engagement will be deemed to have been completed even if I have not completed the report. You will be obligated to compensate me for all time expended, reimburse me for all out-of-pocket expenditures including attorneys' fees and costs incurred in the enforcement of any of the provisions of this agreement including all costs of collection of all and any sums that remains unpaid.

You agree to release, indemnify, defend, and hold me harmless from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to me.

I look forward to a continued relationship with your organization, and I am available to discuss the contents of this letter or other professional services you may desire.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our engagement to prepare the financial statements described herein and to perform a compilation engagement with respect to those same financial statements, and our respective responsibilities.

Respectfully,

Saugar, P.A.

This letter correctly sets forth the understanding of Parks & Police 4 Kids, Inc.

Signature: _____

Title: Chairman of the Board of Directors

Date: _____

Signature: _____

Title: Management

Date: _____

Exhibit F
SAUGAR. P.A.

Invoice

=====

"Certified Public Accountant"

Invoice Number:
2170104

1609 S.W. 57th Avenue
Miami, Florida 33155-2134

Telephone Number: (305) 266-3008
Facsimile Number: (305) 266-1008

Invoice Date:
1/30/17

Client:

Parks & Police 4 Kids, Inc.
8401 N.W. 53rd Terrace
Attn: Finance Department
Doral, FL 33166

Customer ID:	PAYMENT TERMS
<i>parks&police</i>	Due upon receipt

DESCRIPTION	Amount
Retainer for services to be provided related to the compilation and tax return preparation for the FYE Sept 30, 2016	700.00

	Subtotal	700.00
	Total Invoice Amount	700.00
Check No:	Payment Received	0.00
	TOTAL	<u>700.00</u>

"It was a pleasure serving you.....We appreciate your business"

Form 1096 Department of the Treasury Internal Revenue Service	Annual Summary and Transmittal of U.S. Information Returns	OMB No. 1545-0108 2016
--	---	----------------------------------

FILER'S name
Parkes C Police 4 Kids, Inc.

Street address (including room or suite number)
8401 N.W. 53 Street

City or town, state or province, country, and ZIP or foreign postal code
*Att'n: Finance Department
Doral, Florida 33166*

Name of person to contact <i>Silvia Watkins</i>	Telephone number <i>305-593-6725</i>	For Official Use Only
Email address <i>Silvia.Watkins@cityofdoral.com</i>	Fax number <i>—</i>	

1 Employer identification number <i>06-1805457</i>	2 Social security number	3 Total number of forms <i>3</i>	4 Federal income tax withheld <i>\$ 0</i>	5 Total amount reported with this Form 1096 <i>\$ 5,715.00</i>
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6 Enter an "X" in only one box below to indicate the type of form being filed.

W-2G 32	1097-BTC 50	1098 81	1098-C 78	1098-E 84	1098-Q 74	1098-T 83	1099-A 80	1099-B 79	1099-C 85	1099-CAP 73	1099-DIV 91	1099-G 86	1099-INT 92	1099-K 10
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1099-LTC 93	1099-MISC 95	1099-OID 96	1099-PATR 97	1099-Q 31	1099-QA 1A	1099-R 98	1099-S 75	1099-SA 94	3921 25	3922 26	5498 28	5498-ESA 72	5498-QA 2A	5498-SA 27
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>												

7 Form 1099-MISC with NEC in box 7, check

Return this entire page to the Internal Revenue Service. Photocopies are not acceptable.

Under penalties of perjury, I declare that I have examined this return and accompanying documents, and, to the best of my knowledge and belief, they are true, correct, and complete.

Signature *Silvia Watkins* Title *Asst. Finance Director* Date *1/31/17*

Instructions

Future developments. For the latest information about developments related to Form 1096, such as legislation enacted after it was published, go to www.irs.gov/form1096.

Reminder. The only acceptable method of filing the information returns listed on this form in box 6 electronically with the Internal Revenue Service is through the FIRE system. See Pub. 1220.

Purpose of form. Use this form to transmit paper Forms 1097, 1098, 1099, 3921, 3922, 5498, and W-2G to the Internal Revenue Service.

Caution: If you are required to file 250 or more information returns of any one type, you must file electronically. If you are required to file electronically but fail to do so, and you do not have an approved waiver, you may be subject to a penalty. For more information, see part F in the 2016 General Instructions for Certain Information Returns.

Forms 1099-QA and 5498-QA can be filed on paper only, regardless of the number of returns.

Who must file. The name, address, and TIN of the filer on this form must be the same as those you enter in the upper left area of Forms 1097, 1098, 1099, 3921, 3922, 5498, or W-2G. A filer is any person or entity who files any of the forms shown in line 6 above.

Enter the filer's name, address (including room, suite, or other unit number), and TIN in the spaces provided on the form.

When to file. File Form 1096 as follows.

- With Forms 1097, 1098, 1099, 3921, 3922, or W-2G, file by February 28, 2017.
 - With Forms 5498, file by May 31, 2017.
- Caution:** File Form 1099-MISC by January 31, 2017, if you are reporting nonemployee compensation in box 7. Also, check box 7 above.

**U.S. Postal Service™
CERTIFIED MAIL® RECEIPT**
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1/31/17

Sent To
Dept. of the Treasury Internal Revenue Service
Street & Apt. No., or PO Box No.
City, State, ZIP+4
Austin, TX 73301

PS Form 3800, July 2014 See Reverse for Instructions

962T 9955 T000 02PT 1820 0001 5568 1296

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. Parks and Police 4 Kids, Inc. 18401 NW 53 Terrace Attn: Finance Dept. Doral, Florida 33166		1 Rents \$	OMB No. 1545-0115 2016 Form 1099-MISC	Miscellaneous Income
		2 Royalties \$		
PAYER'S federal identification number 06-1805457	RECIPIENT'S identification number 65-0622812	3 Other income \$	4 Federal income tax withheld \$	Copy C For Payer or State Copy
RECIPIENT'S name, street address (including apt. no.) city or town, state or province, country, and ZIP or foreign postal code Saugar, P.A. 1609 SW 57 Avenue Miami, Florida 33155		5 Fishing boat proceeds \$	6 Medical and health care payments \$	
		7 Nonemployee compensation \$ 2,095.00	8 Substitute payments in lieu of dividends or interest \$	For Privacy Act and Paperwork Reduction Act Notice, see the 2016 General Instructions for Certain Information Returns.
		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	10 Crop insurance proceeds \$	
Account number (see instructions)		FATCA filing requirement <input type="checkbox"/>	2nd TIN not. <input type="checkbox"/>	
13 Excess golden parachute payments \$	14 Gross proceeds paid to an attorney \$	11	12	
15a Section 409A deferrals \$	15b Section 409A income \$	16 State tax withheld \$	17 State/Payer's state no.	18 State income \$

Form 1099-MISC

www.irs.gov/form1099misc

Department of the Treasury - Internal Revenue Service

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. Parks and Police 4 Kids, Inc. 8401 NW 53 Terrace Attn: Finance Dept. Doral, Florida 33166		1 Rents \$	OMB No. 1545-0115 2016 Form 1099-MISC	Miscellaneous Income
		2 Royalties \$		
PAYER'S federal identification number 06-1805457	RECIPIENT'S identification number 46-4494303	3 Other income \$	4 Federal income tax withheld \$	Copy C For Payer or State Copy
RECIPIENT'S name, street address (including apt. no.) city or town, state or province, country, and ZIP or foreign postal code Party 4 kw Corp. 5161 NW 79 Ave Unit 8 Doral, Florida 33166		5 Fishing boat proceeds \$	6 Medical and health care payments \$	
		7 Nonemployee compensation \$ 540.00	8 Substitute payments in lieu of dividends or interest \$	For Privacy Act and Paperwork Reduction Act Notice, see the 2016 General Instructions for Certain Information Returns.
		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	10 Crop insurance proceeds \$	
Account number (see instructions)		FATCA filing requirement <input type="checkbox"/>	2nd TIN not. <input type="checkbox"/>	
13 Excess golden parachute payments \$	14 Gross proceeds paid to an attorney \$	11	12	
15a Section 409A deferrals \$	15b Section 409A income \$	16 State tax withheld \$	17 State/Payer's state no.	18 State income \$

Form 1099-MISC

www.irs.gov/form1099misc

Department of the Treasury - Internal Revenue Service

VOID CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. <i>Parkside Police 4 Kids, Inc</i> <i>8401 N.W. 53 Terrace</i> <i>Attn: Finance Department</i> <i>Ocala, Florida - 33166</i>		1 Rents \$	OMB No. 1545-0115 2016 Form 1099-MISC	Miscellaneous Income
PAYER'S federal identification number <i>06-1805457</i>		2 Royalties \$	Copy C For Payer or State Copy	
RECIPIENT'S identification number <i>65-0864257</i>		3 Other income \$		4 Federal income tax withheld \$
RECIPIENT'S name, street address (including apt. no.) city or town, state or province, country, and ZIP or foreign postal code <i>Renaissance Middle Charter School</i> <i>8360 N.W. 33 Street</i> <i>Ocala, Florida - 33122</i>		5 Fishing boat proceeds \$	6 Medical and health care payments \$	
Account number (see instructions)		FATCA filing requirement <input type="checkbox"/>	2nd TIN not. <input type="checkbox"/>	
13 Excess golden parachute payments \$	14 Gross proceeds paid to an attorney \$	7 Nonemployee compensation \$ <i>3000.00</i>	8 Substitute payments in lieu of dividends or interest \$	
9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	10 Crop insurance proceeds \$	11	12	
15a Section 409A deferrals \$	15b Section 409A income \$	16 State tax withheld \$	17 State/Payer's state no.	18 State income \$

Form 1099-MISC

www.irs.gov/form1099misc

Department of the Treasury - Internal Revenue Service

VOID CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Rents \$	OMB No. 1545-0115 2016 Form 1099-MISC	Miscellaneous Income
PAYER'S federal identification number		2 Royalties \$	Copy C For Payer or State Copy	
RECIPIENT'S identification number		3 Other income \$		4 Federal income tax withheld \$
RECIPIENT'S name, street address (including apt. no.) city or town, state or province, country, and ZIP or foreign postal code		5 Fishing boat proceeds \$	6 Medical and health care payments \$	
Account number (see instructions)		FATCA filing requirement <input type="checkbox"/>	2nd TIN not. <input type="checkbox"/>	
13 Excess golden parachute payments \$	14 Gross proceeds paid to an attorney \$	7 Nonemployee compensation \$	8 Substitute payments in lieu of dividends or interest \$	
9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	10 Crop insurance proceeds \$	11	12	
15a Section 409A deferrals \$	15b Section 409A income \$	16 State tax withheld \$	17 State/Payer's state no.	18 State income \$

Form 1099-MISC

www.irs.gov/form1099misc

Department of the Treasury - Internal Revenue Service

Karina La Rosa (CC)

From: Noel Feliciano (PD) <Noel.Feliciano@doralpd.com>
Sent: Monday, February 06, 2017 9:38 AM
To: NRUInfo
Cc: Karina La Rosa (CC); Karina La Rosa (CC); Maria Torres (mtorres@recscharter.org); Barbara Hernandez (PR)
Subject: PP4K Feedback

Good morning,

I would like to proudly share some of the results from a PP4K survey evaluating the afterschool program.

Parent surveys with the following response:

Very Well (high notes), in the areas "The staff treatment, supervision, safe environment areas"

Need to improve in the feedback from staff to parents on "Child's progress and Program Activities"

Students comments:

Very Well (high notes), in the areas "Fair treatment, Exciting program, Safety, Acceptance of the program and peer relationship"

Some of the notes from the students: Likes)

I have friends here
We have fun playing with the police and learn a lot (drugs, police experience ...)
Playing outside
Help with homework from Ms. Caberea and Ms. Gavneit

Improvement Suggestions:

would like a 3 police officers
would like to add arts and crafts, movies, etc..
Police to play more soccer
Would like snack

This is all for now, I will keep you updated with additional information as the surveys continues to come in.

Noel Feliciano
Doral Police

Please note that the State of Florida's Public Records Laws provide that most written communications to or from the City of Doral regarding government business are public records available to the public upon request. This e-mail communication may therefore be subject to public disclosure.

RESOLUTION No. 16-81

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING A GRANT TO THE PARKS AND POLICE 4 KIDS FOUNDATION IN THE AMOUNT OF TWENTY PERCENT (20%) OF THE REGISTRATION FEE REVENUE FROM THE DORAL 5K EVENT BEGINNING IN 2016; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Doral (the “City”) has and continues to enjoy unprecedented success with regard to its community events, with community participation increasing year after year; and

WHEREAS, one of the City’s community events, including, without limitation, the Doral 5K, have become so successful that they are financially viable—generating more revenue than the events cost to produce; and

WHEREAS, while it is recognized that cost recovery is an import factor of the viability of an event, it is also recognized that such revenue could be used to continue public events and programs in the community; and

WHEREAS, the City’s community foundation, the Parks and Police 4 Kids Foundation (“PP4K”) regularly seeks additional sources of revenue to maintain and expand its programs and community presence; and

WHEREAS, the City desires to continue to assist PP4K by granting it twenty percent (20%) of the registration fees of the Doral 5K beginning in 2016.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are confirmed, adopted, and incorporated herein and made a part hereof by this reference.

Section 2. Approval. A grant to PP4K in the amount of twenty percent (20%) of the registration fee revenue of the Doral 5K is hereby approved.

Section 3. Implementation. The City Manager and the City Attorney are hereby authorized to take such further action as may be necessary to implement the purpose and provisions of this Resolution.

Section 4. Effective Date. This resolution shall take effect immediately upon adoption.

The foregoing Resolution was offered by Councilmember Rodriguez who moved its adoption. The motion was seconded by Vice Mayor Fraga and upon being put to a vote, the vote was as follows:

Mayor Luigi Boria	Yes
Vice Mayor Christi Fraga	Yes
Councilman Pete Cabrera	Absent/Excused
Councilwoman Ana Maria Rodriguez	Yes
Councilwoman Sandra Ruiz	Yes

PASSED AND ADOPTED this 13 day of April, 2016.



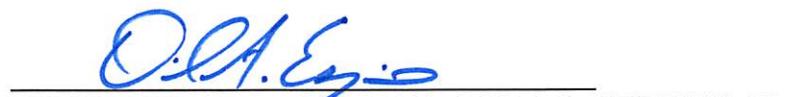
LUIGI BORIA, MAYOR

ATTEST:



CONNIE DIAZ, CMC
CITY CLERK

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY FOR THE SOLE USE
OF THE CITY OF DORAL



WEISS, SEROTA, HELFMAN, COLE, & BIERMAN, PL
CITY ATTORNEY

**Parks & Police 4 Kids
Benefiting the Youth of Doral**

Strategic Plan

I. Concept:

Parks and Police 4Kids Foundation (Foundation) will create a network of donors and recipients of benefits within the City of Doral.

This network of donors will consist largely in part of existing partnerships of the City of Doral, the Doral Police Department and the Foundation Board.

The Foundation will be promoted via press releases, fliers, brochures, our webpage in the City of Doral website, the Doral Digest and any local media that wants to sponsor the events and Foundation programs.

The Parks and Recreation and the Doral Police Departments will collaborate to host a series of events, programs and activities to fulfill the mission of the organization. These programs will focus mostly on sports, arts and crafts, recreation and tutoring/mentoring.

Funding for the programs will be acquired through public and private sector donations, grants and sponsorships.

II. Mission Statement

To provide recreational, educational and social programs mainly for the youth “at risk” of Doral with a primary focus on the prevention of juvenile delinquency. Through the collaboration of the City of Doral Parks and Recreation, and Police Departments, the organization will create a positive and safe environment for youth making the community a better place to live, learn, work, and play.

III. Vision Statement

To protect and nurture every member of our community by establishing a foundation in their lives that will result in future successful endeavors.

IV. Timeline:

- First Afterschool program running successfully (school year 2016-2017)
- Approval & creation of webpage in City of Doral website (2016)
- Creation of Social Media pages such as Instagram, Facebook (2016)
- Population of webpage, IG, FB (2017)
- **Currently the Foundation receives revenue from the following sources:**
 - At the April 13, 2016 Council Meeting- the Council approved 20% of registration funds from the Doral 5K event to be donated to the Foundation each year beginning last year (2016). Please

Exhibit J

see attached resolution for this item.

- The Surcharge received from the Police Department
- A Cici's Pizza fundraiser that was done in 2016, does generate funds for the board, however is not a consistent source of income as it is only paid out as people redeem the coupons. To date the Board has received \$24.00.
- Donated Art Pieces- As these art pieces are sold the board will receive these funds. (*Not a constant revenue*), Foundation also to attend business' breakfast, chamber of commerce events, to start discussions with City of Doral businesses to request annual sponsorships and donations on a "per event" basis. (2017- 2018)
 - Work with City Council to bring opportunities of events that can benefit the Foundation (2017 -)
 - Create a Sponsorship Program with Annual Platinum, Gold, Silver, Bronze sponsors

V. Goals

- Raise a minimum of \$50,000 for 2017 from local donors (developers, new businesses, etc.) to start populating our main sponsor program: Platinum, Gold, etc.
- 2017: Provide programs not to exceed fifty percent of all available funds. Create programs that can run through existing Doral Police Department programs/time. Raise at least \$50,000.
- 2018 – 2020: Provide programs not to exceed fifty percent of all available funds. Create programs that can run through existing Doral Police Department programs/time. Raise at least \$50,000.
- 2020: Provide programs not to exceed fifty percent of all available funds. Continue with programs that can run through existing Doral Police Department programs/time. Use our park facilities to provide extra curricular programs to children that due to their financial situation cannot access them, via a strict financial analysis of their situation. Raise at least \$100,000

VI. Objectives:

- Educate our youth for the betterment of the South Florida community, as well as, improve the quality of life for many local families.
- Create a legacy of an on-going endowment supported by corporations, local business leaders and the City of Doral that can be passed on to future generations to come. Through this legacy we aspire to be able to have programs running at several schools in parallel throughout the years.
- Encourage youth that are currently participating in the City's Foundation program to become volunteers of our program in the future to create a "Parks and Police 4Kids family".
- Continue monitoring children, currently enrolled in our Foundation's program through their middle school, high school years to measure success of the programs.

Exhibit J

- Persuade academically gifted youth to become involved in or remain a part of athletics for the benefits of sport such as teamwork, sportsmanship and the competitive spirit essential for success in the world today.

VII. Proposed Programs and Activities

- **City of Doral Food Drive**
- **City of Doral Toy Drive**
- **Say Boo to Drugs Poster Contest**
- **Parks & Police 4 Kids Summer Camp**
- **Parks & Police 4 Kids Afterschool Program**

IX. Potential Partners

- ✓ *Local Financial Institution*
- ✓ Current sponsors from the City of Doral network of sponsors.
- ✓ Civic organizations such as the Doral Business Council.
- ✓ Create a Parks and Police Kids Special Program Annual Fund.