

Honorable Mayor and Members  
of the City Council  
City Hall  
Torrance, California

Members of the Council:

**SUBJECT:** Community Services – Award a \$1,500 grant for 2010 to the Torrance Sister City Association (TSCA) and accept the 2009 TSCA Annual Report to City Council.

Expenditure: \$1,500

### **RECOMMENDATION**

Recommendation of the Community Services Director that City Council award the Torrance Sister City Association (TSCA) a 2010 grant in the amount of \$1,500 and accept the Association's 2009 Annual Report to City Council.

### **Funding**

Funding is available in the Sister City Activities budget (General Fund 1001; Department, Division and Program 62-6204-620404; Account 4722 Local Grants).

### **BACKGROUND**

In an effort to promote mutual exchange in various fields and wishing to strengthen the ties of understanding and goodwill, the cities of Torrance and Kashiwa, Japan and have been Sister Cities since 1973.

During this time there have been annual exchanges of students, City officials, Torrance teachers who have taught in Kashiwa, and various other cultural exchanges and programs.

Activities of the Association such as the annual *Bunka-Sai Festival* share Japanese culture with the community and raise money for the Student Cultural Exchange Program.

Lasting friendships have formed between residents of the two cities and the Torrance Sister City Association (TSCA) has fostered these relationships. Through the Association's efforts, Torrance has a program that has received numerous awards from Sister Cities International.

The Torrance Sister City Association (TSCA) annually presents a request to the City Council for grant funds and provides a financial and activities report for the previous year.

**ANALYSIS**

The Torrance Sister City Association (TSCA) has submitted their Grant Application requesting \$1,500 for 2010 (Attachment A); their 2009 Financial Report to City Council (Attachment B); and their 2009 Annual Report to City Council (Attachment C).

Proposed grant funds will be used to maintain and enhance TSCA programs for and in cooperation with Sister City representatives from Kashiwa, Japan.

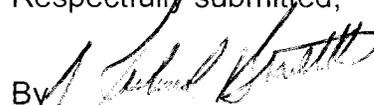
Officers who served on the Torrance Sister City Association (TSCA) Board from January through December 2009 were:

President:	Gary Yoshida
Vice President:	Gail Roulette
Secretary:	Vera Little
Treasurer:	Joe Rust

The Torrance Sister City Association is looking forward to the return of the Annual Student Cultural Exchange Program in 2010. The program had been cancelled last year in 2009 for the first time ever due to world health concerns about the swine flu epidemic.

Community Services Department staff have reviewed the Torrance Sister City Association's 2010 Grant Application, 2009 Financial Statement and Annual Report and find the information to be complete and in accordance with the City's requirements for the grant application and annual Council Report.

Respectfully submitted,

By 

Richard Brunette  
Recreation Services Manager

CONCUR:

  
JOHN JONES  
Community Services Director

NOTED:

  
LeROY J. JACKSON  
City Manager

Attachments: A. City of Torrance Grant Application from the TSCA for 2010  
B. 2009 TSCA Financial Statement  
C. 2009 TSCA Annual Report to City Council

**ATTACHMENT A**

City of Torrance  
 Community Services Department  
 3031 Torrance Boulevard  
 Torrance, CA 90503

**NON-PROFIT AGENCY GRANT APPLICATION****SUMMARY INFORMATION****A. AGENCY APPLICANT INFORMATION**

Agency Legal Name: Torrance Sister City Association      Phone Number (310) 618-2930

Street Address: 3031 Torrance Boulevard      City: Torrance      Zip: 90503

Name of Presenter: Gail Roulette

Title of Presenter: Vice President      Phone Number: (310) 370-9427

**B. GENERAL CATEGORY UNDER WHICH SUPPORT IS REQUESTED:**

Child Care \_\_\_\_\_      Health \_\_\_\_\_      Human Services: X

**C. PROGRAM/PROJECT TITLE: Sister Cities – We Act Locally BUT Think Globally****D. DESCRIBE THE PURPOSE FOR WHICH THE REQUESTED FUNDS ARE TO BE USED.  
(Please limit to space provided; NO ATTACHMENTS.)**

The funds will be used to maintain and enhance the many programs established by TSCA with the cooperation and support of Kashiwa, Japan, Torrance's sister city.

**E. TOTAL AMOUNT REQUESTED FROM CITY OF TORRANCE (not to exceed \$5,000)  
\$ 1,500****F. TYPE OR PRINT NAME AND TITLE OF AUTHORIZING OFFICIAL:**

Gail Roulette, 2-009 TSCA Vice President



\_\_\_\_\_  
 Signature of Authorizing Official

January 6, 2010

\_\_\_\_\_  
 Date

TSCA Annual Financial Statement  
for Year 2009

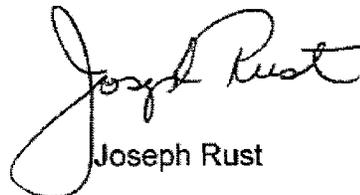
To the Board of Directors  
Torrance Sister City Association

I have compiled the accompanying statement of assets, liabilities and fund balance arising from cash transactions of Torrance Sister City Association (a Not For Profit Organization) as of December 31, 2009 and the related statement of revenue collected and expenses paid for the period from November 10, 2009 to December 31, 2009 and the period from January 1, 2009 to December 31, 2009, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The financial statements have been prepared on the cash basis, which is a comprehensive basis of accounting other than generally accepted accounting principles.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared on the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the organization's assets, liabilities, fund balance, revenue collected and expenses paid. Accordingly, these financial statements are not designed for those who are not informed about such matters.

I am not independent with respect to Torrance Sister City Association.



Joseph Rust

December 31, 2009

**Torrance Sister City Association  
Statement of Assets, Liabilities and Fund Balance  
As of December 31, 2009**

<b>ASSETS</b>		
Current Assets		
Cash and Cash Equivalents		
Petty cash	\$250.52	
Checking Acct - CA Bank & Trust	<u>6,838.45</u>	
Total Cash and Cash Equivalents		\$7,088.97
US Postal Service Account		320.44
Investments		
CA Bank & Trust flex CD 4/12/10 0.250%	55,113.97	
CA Nat'l 12mo CD 6/24/09 2.907%	<u>                    </u>	
Total Investments		<u>55,113.97</u>
Total Current Assets		<u>62,523.38</u>
<b>TOTAL ASSETS</b>		<b><u><u>\$62,523.38</u></u></b>
<b>LIABILITIES AND FUND BALANCE</b>		
Liabilities		<u>50.00</u>
Fund Balance		
Student Club Activity Fund - Restricted		
Beginning Balance-SCA Fund	\$490.20	
Student Club Fundraisers	547.97	
Less: Student Club Expenses	<u>351.79</u>	
Total Student Club Activity Fund		686.38
Opening Fund Balance-Unrestricted	48,965.25	
Net Income	<u>12,871.75</u>	
Total Fund Balance - Unrestricted		<u>61,837.00</u>
Total Fund Balance		<u>62,523.38</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>		<b><u><u>\$62,523.38</u></u></b>

See Accountant's Compilation Report

**Torrance Sister City Association**  
**Statement of Revenue Collected and Expenses Paid**  
**January 1, 2009 through December 31, 2009**

	<u>November 10, 2009 through December 31, 2009</u>	<u>January 1, 2009 through December 31, 2009</u>
Ordinary Income/Expense		
Income		
Contributed support		
Membership Dues		
2010 Dues	\$ 825.00	\$ 825.00
2009 Dues	20.00	3,735.06
City Grant		1,500.00
Donations	<u>155.00</u>	<u>655.00</u>
Total Contributed support	\$ 1,000.00	\$ 6,715.06
Proceeds from Rummage Sale		832.61
Cookbook Ads		375.00
Bunka-Sai Gross Income		
Barbeque Booth		3,732.00
Main Drawing		3,596.00
Yakisoba Booth		2,747.95
Dango Booth		1,975.32
Gift Booth		1,913.81
Program Ads		1,885.00
Hourly Drawing		1,272.20
Dessert Booth		968.75
Concessions		1,267.25
Student Club		371.10
Cotton Candy		247.25
Silent Auction		100.00
Donations		220.00
Origami		<u>17.00</u>
Total Bunka-Sai Gross Income	0.00	20,313.63
Interest		
Interest Checking	0.27	3.19
Interest CD's	<u>185.04</u>	<u>788.13</u>
Total Interest	185.31	791.32
Total Income	<u>1,185.31</u>	<u>29,027.62</u>

See Accountant's Compilation Report

**Torrance Sister City Association  
Statement of Revenue Collected and Expenses Paid  
January 1, 2009 through December 31, 2009**

Expense			
Bunka- Sai Expenses			
Civic Center Rental		1,350.75	
Booth Supplies		1,889.91	
Honoraria		400.00	
Drawing Prize		275.81	
Advertising		280.28	
		<u>          </u>	<u>          </u>
Total Bunka-Sai Expenses		0.00	4,196.75
Other Expenses			
Alumni Reunion	712.25	1,305.93	
Bank Service Charge		9.70	
Cookbook Expenses	3,265.29	3,265.29	
Exchange Student Programs		1,155.73	
Filing Fee		105.00	
Gifts and Donations		360.00	
Historical Committee Expenses		24.68	
Hospitality		100.00	
Insurance		1,290.52	
Orientation Expenses		215.11	
Partnership Awards		127.19	
Postage & Reproduction	304.93	936.97	
Storage	1,434.00	3,063.00	
		<u>          </u>	<u>          </u>
Total Other Expense		5,716.47	11,959.12
Total Expenses		<u>5,716.47</u>	<u>16,155.87</u>
Net Income (Loss)		<u>\$ (4,531.16)</u>	<u>\$ 12,871.75</u>

See Accountant's Compilation Report

**ATTACHMENT C**
**TORRANCE SISTER CITY  
ANNUAL REPORT FOR YEAR 2008**
**ANNUAL REPORT OF THE TORRANCE SISTER CITY ASSOCIATION  
Year: 2009**

Officers for 2009 were:

- President: Gary Yoshida
- Vice President: Gail Roulette
- Secretary: Vera Little
- Treasurer: Joe Rust

The 2009 board members were: Tracy Burton, Kerry Cababa, Kenneth Chan, Eric Fisher, Ann Hayashi, Teri Kuwahara, Vera Little, Kristi Martel, Gail Roulette, Patsy Shintani, Cheryl Yamauchi, and Gary Yoshida.

Student board members were Jaime Yoshida and Blaine Yamauchi.

Liaisons to TSCA were:

- City Council: Gene Barnett
- City Council Alternate: Pat Furey
- City Manager's Office: Brian Sunshine
- Community Services Department: Suzie Wand
- Oriental Motor U.S.A.: Keiko Tolbert
- Kashiwa: Hiroko Miyazaki, chairperson of the Torrance Committee

**JANUARY 2009**

The new officers were sworn in by City Clerk Sue Herbers on January 10, at the Alumni Reunion.

January 10      The annual Alumni Reunion was held at the Toyota Meeting Hall. Besides alumni (those who went to Kashiwa), candidates for the Student Cultural Exchange Program and their families were introduced. The Partnership Award was presented to Ms. Hiroko Ikuta, honored for her tea ceremony and calligraphy demonstrations at the annual Bunka-Sai Festival, which furthers TSCA's ambitions to spread international knowledge and friendship. The 2008 Torrance students did a slide presentation to pictorially report on their three-week trip to Kashiwa.

The Student Selection Committee met after the Alumni Reunion to read the student applications—18 total.

- January 12 Association Meeting  
Bunka-Sai planning began this month.  
TSCA cookbook project started.  
Mike Wilson presented ideas for cherry tree plaque.
- January 17 Student applicants and their parents were interviewed.
- January 24 Student applicants and their parents were interviewed.

**FEBRUARY 2009**

- February The Student Selection Committee planned and carried out the activities with the student applicants to get to know them better: home visits, dinners at Mitsuwa Marketplace, a picnic, and a pizza party.
- The August Activities Committee began planning the activities for the Kashiwa students.
- February 9 Association meeting  
Bunka-Sai planning continued.  
Cookbook project continued.

**MARCH 2009**

- March The Student Selection Committee continued its activities.  
Other committees continued their work.
- March 1 Was the deadline for renewing memberships in time for listing in the TSCA directory.
- March 9 Association Meeting.  
Bunka-Sai planning continued.
- March 28 Student Selection Committee held a rummage sale.
- March 30 Student Selection Committee met to make its selections for the 2009 student exchange group. The following students were selected:
- Lisa Cho, Torrance HS sophomore  
Jordan Chong, North HS senior  
Brianna Heredia, Torrance HS sophomore  
Jeffrey Johnson, Torrance HS junior  
Samantha Marez, Torrance HS senior  
Taylor Sun, South HS junior\*  
Kelley Yonezaki, Torrance HS senior  
Christopher Zimmerman, Torrance HS sophomore

\*(later withdrew)

**APRIL 2009**

- April 19 Association Meeting  
Bunka-Sai planning finalized.
- April 17-19 Bunka-Sai was held at the Ken Miller Recreation Center, the Torino Plaza, and the Toyota Meeting Hall. This Japanese Cultural Festival is the fundraiser for the Student Cultural Exchange Program.
- April 21 Student orientation #1 was held. This first one included the parents of the selected students. Orientation leaders were Eileen Yorizane and Kay Ujimori.
- April 28 rientation #2 was held.

**MAY 2009**

- May 4 Historical Committee met to continue its work of preserving the history of TSCA.
- May 5 Student orientation #3 was held.
- May 11 Association Meeting  
Host family recruitment began  
Plans for the August activities initiated.  
Bunka-Sai was evaluated.
- May 12 English Teacher Program Committee met with applicants.  
  
Student orientation #4 was held.
- May 19 Student orientation #5 was held.
- May 26 Recruitment of new adult board members began.  
  
Student orientation #6 was held.

**JUNE 2009**

- The English Teacher Selection Committee met to select one teacher for the 2009-2010 year. Ken Radomski was selected to serve at Kashiwa Municipal High School for a minimum of one year, a maximum of three years.
- June 2 Student orientation #7 was held.  
The Torrance exchange students were presented to the City Council.

June 8 Association Meeting  
 Letters were read that Kashiwa was canceling the student exchange program due to the swine flu scare.  
 Ken Radomski was introduced as the next teacher at Kashiwa Municipal High School.  
 Student Orientation Committee met after the meeting to discuss the program cancellation.

June 9 Student orientation #8 (final session) was held, with the parents again in attendance. They were notified of the cancellation.

## **JULY 2009**

July 13

Association Meeting  
 Approval was given to send 6 students and 2 adults to San Diego as a consolation trip to replace the canceled Kashiwa trip.

## **AUGUST 2009**

No Association Meeting this month.  
 Cookbook project continues.

## **SEPTEMBER 2009**

September 14

Association Meeting.  
 Christine Osako, Adult Leader, reported on the San Diego outing. Blaine Yamauchi and Jaime Yoshida were appointed to serve as student board members for a year.  
 Student Club elected new officers.

September 16 Ballots for electing adult board members were mailed to all paid members.

September 19 A bronze plaque was ordered as part of the signage at the grove of sister city cherry trees, located at the Cultural Arts Center. The signage will be placed at the cherry tree sometime in the near future.

## **OCTOBER 2009**

October 12

Student Selection Committee met to discuss plans for 2010.

Association Meeting

Ballots were tabulated for the election of five (5) new board members. Elected to serve from 2010-2012 were Kerry Cababa, Kenneth Chan, Mark Richardson, Shirley Tanaka, and Cheryl Yamauchi.

The membership drive for 2010 began.

October 31

Letters of intent for the 2011 adult leader position were due.

**NOVEMBER 2009**

November 9 Association Meeting  
 Membership drive continued  
 Applications for 2011 adult leader were due this month.  
 2010 officers were elected as follows:  
 President: Jordan Thompson  
 Vice President: Gail Roulette  
 Secretary: Vera Little  
 Treasurer: Joe Rust

**DECEMBER 2009**

No Association meeting this month.  
 Membership drive continued.  
 Cookbook project continued with fervor.  
 Bunka-Sai planning began.

December 3 Adult Leader Selection Committee met to interview applicant for 2010 or 2011.

December 7 The outgoing and incoming officers met at the West Annex to discuss and plan the 2010 TSCA budget. This proposal was presented to the board at the January 2010 association meeting for adoption.

The outgoing officers finalized their work.  
 Transition meetings were held for incoming officers.

December 16 Adult Leader Selection Committee met to interview two additional applicants for 2010 and 2011. Ellen Kircher was selected for 2010, Dana Vinke selected for 2011.

The Torrance Sister City Association greatly appreciates for \$1,500 grant and the numerous in-kind services it receives from the City of Torrance each year. The support of Mayor Scotto, the City Council, the Community Services Department, other city staff, community agencies, and association members has made the achievement of TSCA's goals possible.

Thank you very much!



Gail Roulette  
 2009 TSCA Vice President