

## Recipient for Emergency Fund in 2015

Heritage Guild of Collin County **\$1,000**- replace rotting joists  
The Taylor Inn was built in 1863. The Two-Bit Tylor Inn allowed traveling salesmen a place to stay for the night along with a home cooked breakfast made by Mrs. Taylor. In order to secure structural integrity of the Inn, diagonal bracing is needed to stabilize the home. To properly place the diagonal bracing in the correct location, it was necessary to remove the wood flooring in the kitchen. Once the floor was removed, it was unexpectedly discovered that the joists underneath the flooring had rotted. Without replacing the joists, the Inn is not structurally sound to implement the diagonal bracing. Tour groups are scheduled at Chestnut Square and The Taylor Inn must be made safe for visitors to tour. Consequently, the need to replace the joists is essential.

**Contact:** Leisha Phipps

The Heritage Guild of Collin County

1315 Chestnut

McKinney, Texas 75069

Phone # 972-562-8790

Email: [Leisha@chestnutsquare.org](mailto:Leisha@chestnutsquare.org)

**Note:** Both the grant committee and executive board of the Collin County Historical Commission have the \$1,000 emergency grant by unanimous vote.

May 1, 2015  
Larry Collins, Grant Chair  
Collin County Historical Commission



The Heritage Guild of Collin County, which oversees the Chestnut Square Historic Village near downtown McKinney, will turn 41 years old in 2015. Our mission, "to preserve and perpetuate the heritage of Collin County," has never been more relevant than it is today. The 11 buildings that comprise the Village are unsurpassed in their historical relevance to the area. McKinney would not be McKinney if it weren't for the area's history that is on display at Chestnut Square.

Each year, HGCC introduces thousands of people to the area's history through exciting experiences, such as: Texas' #1 Farmer's Market; community events like the Killis Melton Ice Cream Crank-off; period-specific demonstrations; school, scout and group tours and workshops; and dozens of weddings and parties, all in our unique historical environment.

We also bring history to life for children when our staff and volunteers go to area schools dressed as civil war characters to tell stories about the life and battles of that time. Our summer camps at the Village teach butter churning, cotton combing, weaving, and soap and candle making.

This important work is costly and includes the upkeep of our historical buildings and grounds, our education programs, and our tours and demonstrations. Approximately 64% of our budget goes just to the maintenance on our buildings and grounds.

We appreciate your consideration of this request. One note – our budget is still in draft stage, as our board of directors took on the task of re-creating the budget after the abrupt departure of our former executive director. I have attached what we are using as our "working Budget", and hope that you will excuse this deviation from the norm.

Kindest regards,

Jaymie Pedigo  
Executive Director

## **Collin County Historical Commission Emergency Funds for Historical Organizations Program Guidelines & Application**

The Collin County Historical Commission's *Emergency Funds for Historical Organizations Program* provides money to qualifying groups requesting funds for emergency repairs, materials and/or services required by unforeseen disasters, conditions or events. Such funds may be requested at any time during the year, but are only available as long as the money designated for the program is on hand.

**Read the following guidelines thoroughly before submitting an application.**

### **GUIDELINES & GENERAL REQUIREMENTS**

All disbursements from the Emergency Funds Program are subject to these guidelines and any other requirements included in the program application:

- Any funds requested under this program must be used to pay for repairs, supplies and/or services needed due to an unforeseen emergency, disaster or situation.
- The minimum request must be \$500. Higher amounts may require additional documentation (other than what is described here) from the requesting organization. All requests, regardless of amount, require County Judge approval.
- All applicants must provide no less than 10% of their requested grant amount in matching cash funds. This matching amount must be from a source(s) other than Collin County funds.
- After a request is approved by the Collin County Historical Commission's Grant Funding Standing Committee, the Historical Commission's Executive Committee will vote to approve or disapprove the request and, if approved, the grant award will be submitted to the County Judge for approval. Once approved, funds will be disbursed by check to the requesting organization.
- An organization may request emergency funds as many times during the year as needed. However, even if the request has merit, any awards are subject to the availability of designated emergency funds. Once such funds run out at any time, no more money will be available from this program until replenished.
- The goals and objectives, as well as the costs associated with the request, must be clearly stated and documented.
- Requested funds must be necessary for the applicant's operational health, safety, welfare or success.
- The requesting organization must provide complete disclosure of all financial resources, including in-kind services and matching funds.
- If funding is awarded, any related public discourse or publicity regarding the emergency project must mention that the project was funded in part by the Collin County Historical Commission.
- Funding will not be granted to pay for day-to-day operating expenses, supplies, salaries, office rental, travel expenses, and other administrative costs of the organization's usual daily operations.
- A final report summary (described below), including all invoices, must be submitted to the Historical Commission at the completion of the funded activity.

- **All applicants must have a legal non-profit organization designation (such as under IRS code section 501(c)) and be in good standing as participating members of the Collin County Historical Commission's County Historical Organization Coalition.**

Failure to agree to these and other requirements communicated in advance to the applicant will result in ineligibility for or withdrawal of any emergency funding.

There is no set schedule or timetable related to the application process or to the granting and disbursement of emergency funds. All applications will be reviewed and processed as quickly as possible, and the requesting organization notified immediately after a decision as to the request is rendered, and when, if awarded, such monies are disbursed.

**APPLICATION FOR EMERGENCY FUNDING  
TO THE  
COLLIN COUNTY HISTORICAL COMMISSION**

**CONTACT INFORMATION FOR YOUR ORGANIZATION:**

Name of Organization: Heritage Guild of Collin County (Chestnut Square Historic Village)

Contact Name: Leisha Phipps

Telephone: 972-562-8790 Email: Leisha@chestnutsquare.org

**ORGANIZATION**

Name of Organization: Heritage Guild of Collin County

Mailing Address: 315 S. Chestnut

City: Mckinney State: Tx Zip:75069

Phone 1:972-562-8790 Phone 2: \_\_\_\_\_ FAX: same \_\_\_\_\_

E-mail address: [Leisha@chestnutsquare.org](mailto:Leisha@chestnutsquare.org) Website: [www.chestnutsquare.org](http://www.chestnutsquare.org)

**Please attach a copy of the IRS Recognition of Exemption letter under  
Section 501(c)(3) or 501 (c)(13).**

**FUNDING REQUEST**

Amount of funds requested: \_\_\_\_\_ \$1,000

Other funding sources: Texas Department of Agriculture, Go Texan Grant, Mckinney Community Development Corporation.

Reason/need for emergency funding (attach additional pages if necessary):

The Taylor Inn was built in 1863 and originally located at 308 Chestnut Street, adjacent to the jockey lot. The Inn, or 'Two-Bit' Taylor Inn, allowed traveling salesmen a place to stay for the night along with a home cooked breakfast made by Mrs. Taylor.

In order to secure the structural integrity of the Inn, diagonal bracing is needed to stabilize the home. Funding for the material and labor has been secured. To properly place the diagonal bracing in the correct location, it was necessary to remove the wood flooring in the kitchen. Once the floor was removed, it was unexpectedly discovered that the joists underneath the flooring had rotted. Without replacing the joists, the Inn is not

structurally sound to implement the diagonal bracing. Consequently, the need to replace the joists is essential.

At this time, the Inn is not accessible to the public, which significantly impacts the service that Chestnut Square provides to the community. Because this is the busiest time of the year for Chestnut Square, school tours are scheduled to include the Taylor Inn frequently over the next month. This particular home demonstrates living history in a unique manner, since it was used as an Inn for traveling salesmen and boarders.

In order to provide students, visitors to the area and Farmers Market customers with a true reflection of an Inn built in 1863, it is essential that we make these repairs as quickly as possible. We are requesting emergency funding in the amount of \$1,000.00 to support the expenses of the material and labor involved.

Start up and Expected Completion Dates:

Construction has begun and completion is expected for May 2015.

ATTACHMENTS:

Please include the following with your application:

**I. Applicant Organization**

Include a description of your organization including its mission, scope of services, day-to-day operations, number of paid staff and volunteers. If significant organizational changes are planned, summarize these changes and describe their effects on your organization. Include a list of the board of directors and a list of staff members. *(attached)*

**II. Financial**

Give an overview of your organization's financial status. Please list the sources and funding requested for this emergency from any other source besides the Collin County Historical Commission, including federal, state, city or private sector organizations. *(attached)*

*The mission of the Collin County Historical Commission is to initiate and conduct programs and activities as may be suggested by the Commissioners Court or the Texas Historical Commission for the preservation of the county's historical heritage; to mark, interpret, preserve and accumulate information on the history and landmarks of Collin County; and to serve as an umbrella organization for all public and private historical and heritage groups operating in the county, in order to encourage, support and promote the activities of these groups.*

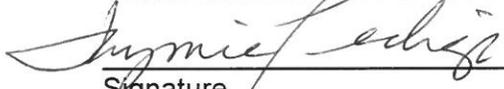
**ASSURANCES**

If funding is awarded, the applicant gives assurances to the Collin County Historical Commission that:

- Any activity or service funded by this emergency fund program will be under the supervision of the applicant organization.
- All submitted expenses will be used solely for the emergency remedies described in the application.
- The officials signing the application form have been authorized by the applicant organization to submit this application.
- The Collin County Historical Commission must be mentioned in all public discourse and publicity regarding the emergency remedies funded by this program.
- All documentation of expenses must be submitted with the awardee's final report to the Historical Commission.
- The applicant shall retain a copy of the Collin County Historical Commission's *Emergency Funds for Historical Organizations Program* guidelines and shall execute the funding by the rules stated therein.

We hereby certify that all figures, facts, and representation made in this report including any attachments, are true and correct to the best of our knowledge.

**Chief Administrative Officer:**

  
Signature

Jaymie Pedigo  
Typed Name

4/30/15  
Date

**Representative Completing Application:**

  
Signature

Leisha Phipps  
Typed Name

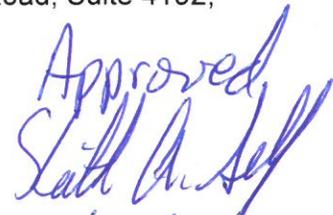
4.30.15  
Date

**CHECKLIST OF ATTACHMENTS**

1. Letter of determination from the IRS showing 501(c)(3) status or other non-profit status
2. Current and immediate prior years' fiscal year budget and financials
3. Applicant organization's descriptive information including lists of staff members and board of directors

Submit your application either one of 3 ways:

1. Mail 5 copies of the completed typed application and all required attachments to the Collin County Historical Commission, 2300 Bloomdale Road, Suite 4192, McKinney, TX 75071.
2. Fax one copy to: (972) 548-4699.
3. Email the application and required documentation to [enishimoto@collincountytx.gov](mailto:enishimoto@collincountytx.gov).

Approved  
  
5/15/15

**Final Summary and Emergency Funding Report Procedure  
(Submitted upon completion of the emergency remedies activity)**

A required last step in this emergency funding program is the submission of a final project summary and funding report by the funded organization at the completion of the emergency remedies activity. Your report, due within thirty days after the activity ends, should include the following items:

1. A narrative report of all activities initiated and performed in response to the emergency situation
2. A detailed and comprehensive financial report including all receipts and expenditures
3. Visuals (i.e. photographs, videotapes, slides, etc.) of before and after the emergency remedies activity.

The Final Summary and Emergency Funding Report should be mailed to the Collin County Historical Commission. It is also requested that the organization have a representative in attendance at the next scheduled meeting of the Collin County Historical Commission's Historical Organization Coalition after the submission of the final report.

## **I. Applicant Organization**

The Heritage Guild of Collin County was established by a group of McKinney women in 1973. Founding members, Martha Schubert and Margaret Hughston, initiated the purchase of the Dulaney House and Dulaney Cottage, with the 1<sup>st</sup> Holiday Tour of Homes Fundraiser. Unlike most historic villages, Chestnut Square Historic Village is a private, not-for-profit 501(3)C, relying on grants, community support and fundraising efforts to achieve its mission.

A cornerstone in McKinney, Chestnut Square's mission: *to preserve history, celebrate today and inspire the future*, is evident in the daily operations and ongoing events that contribute to McKinney's "unique by nature".

Chestnut Square has grown to include 8 buildings: 3 homes, an Inn, a reproduction schoolhouse, general store, bridal suite, chapel and reception house.

### **Faires House**

Local blacksmith, John Faires, built the Faires House in 1854. It is considered a Greek Revival style home and is often used to demonstrate dutch oven cooking in the open-faced fireplace.

### **The Wilmeth Schoolhouse**

The reproduction schoolhouse was built in 2005. It is regularly used for school groups, Prairie Adventure Camp, and Girl Scout workshops.

### **The Taylor Inn**

Commonly referred to as 'The Two-Bit' Taylor Inn, Mrs. Taylor offered a home cooked breakfast, a bed, clean laundry and a place to bath for salesmen or drummers who paid .25 cents.

### **The Dulaney Cottage**

Dr. Dulaney and his wife, Lucy Ann Field, built their cottage at the corner of Anthony Street and Chestnut Street in 1875. Mrs. Dulaney raised her children in the cottage before it was moved to its current location in 1916.

### **The Dulaney House**

The 1916 prairie style home was built by John Field, Lucy Ann Field Dulaney's brother. It is currently being renovated into an Inn which will be available for reservation in 2015.

### **The Johnson House**

One of the original homes located at Chestnut Square, this 1870 Folk Victorian, was home to Captain John Johnson. Mr. Johnson was an active state politician serving as a senator, representative and member of the Legislature.

### **The Dixie Store**

In 1918, Mr. Brimer built the Dixie Store at Graves and Howell Street. It was named after his daughter, Dixie, who was known for rewarding children who showed her a straight 'A' report card.

### **The Chapel**

In 1909, the Foote Baptist was built near Stonebridge Drive and Virginia Parkway. The Chapel was brought to Chestnut Square in 1996. It was renovated and now holds over 100 weddings every year.

### **The Bevel House**

A 1920's Arts and Craft bungalow, The Bevel House is used for events, receptions and teas.

Public/School/Trolley tours, Prairie Adventure Camp, Legends of the Ghost Walk, The Holiday Tour of Homes, Killis Melton Ice Cream Crank Off and Farm to Table Dinner are just a few of the many events and opportunities that enhance, engage and connect the community.

Volunteers, staff and board members are the core of Chestnut Square. 380 volunteers provided over 9,400 hours in 2014 including everything from yard work, tech support, guided tours, period decorating to accessioning artifacts. The number of paid staff is currently 7, all of which are part-time. Positions include: Executive Director, Bookkeeper/Volunteer Coordinator, Education Director, Curator, Farmers Market Manager, Wedding/Event Planner and Assistant Wedding Planner. Attached is a list of the current 2015 Board of Directors.

## **II. Financial**

Please see attached items.

Board Member

Last Name	First Name	Number	Email	Address	Membership
Baker	Tim	972-302-2791	pandero01@gmail.com	2606 Greenway, Mck, 75070	Current
Doak	Hamilton	972-658-6422	hamiltondoak@sbcglobal.net	2304 Brenham Drive, Mck 75070	Life Member
Hill	Wayne	214-843-3327	wayne.hill@viewpointbank.co	406 Parker St, Mck, 75069	Current
Moore	Kathy	940-206-4838	john_kathy@jkmooore.org	2203 State Blvd, Mck, 75071	Current
Ownby	Carol		cliffandkristen@icloud.com		
Rodgers	Pat	214-850-7092	prodgers@airmail.net	609 W. Lamar, Mck, 75069	Current
Scausillo	Rick	972-849-7633	rick@dfwcpas.com	1515 Heritage Drive, Ste 216, Mck 75069	-
Sneed	Matthew	281-615-9887	matthew.sneed@gmail.com	3408 Estes Park Lane, Mck 75070	Current
Uribe	Stella		suribe@mckinneyisd.net		Not a member

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Smart Views

Advisory Board Member

Last Name	First Name	Number	Email	Address	Membership
Giersch	Guy	214-498-5517	ggiersch@sbcglobal.net	1709 W. Josephine, Mck, 75069	Due Now
Joplin	Joe	214-544-4000	joplin@abernathy-law.com	407 S. Tennessee, Mck 75069	Life Member
West	James	214-675-1559	tao75070@airmail.net	504 Tucker, Mck, 75069	Current

Folders

Recent

Staff members

Pedigo	Jaymie	972-562-8790	jaymie@chestnutsquare.org	Executive Director
Yeager	Alice	972-562-8790	alice@chestnutsquare.org	Bookkeeper/Volunteer Coordinator
Ducote	Kim	972-562-8790	kim@chestnutsquare.org	Wedding Planner
Spence	Jamie	972-562-8790	jamie@chestnutsquare.org	Program Director
Phipps	Leisha	972-562-8790	leisha@chestnutsquare.org	Curator
Homan	Mary Lee	972-562-8790	marketmanager@chestnutsq	Farmers Market Manager
Ally	Becky	972-562-8790	becky@chestnutsquare.org	Wedding Assistant

Last Name	First Name	Number	Email	Address	Membership
Baker	Tim	972-302-2791	pandero01@gmail.com	2606 Greenway, Mck, 75070	Current
Brown	Edna	214-673-8975	andeb4@tx.rr.com	1103 Hyde Park, Mck, 75069	Expired
Day	Dean	214-212-0906	djayvolsfan@hotmail.com	8605 Blacktail Trail, Mck 75070	Current
Doak	Hamilton	972-658-6422	hamiltondoak@sbcglobal.net		Life Member
Giersch	Guy	214-498-5517	ggiersch@sbcglobal.net	1709 W. Josephine, Mck, 75069	Due Now
Hill	Mac	214-957-6328	COLLINCOMEDSOC@aol.com	PO Box 846, Mck 75070	Current
Hill	Wayne	214-843-3327		406 Parker St, Mck, 75069	Current
Joplin	Joe	214-544-4000	joplin@abernathy-law.com	407 S. Tennessee, Mck 75069	Life Member
Lodge	George	972-672-6473	gwlorde@airmail.net	2613 Country View, Mck 75069	Current
Moore	Kathy	940-206-4838	john_kathy@jkmooore.org	2203 State Blvd, Mck, 75071	Current
Rodgers	Pat	214-850-7092	prodgers@airmail.net	609 W. Lamar, Mck, 75069	Current
Sneed	Matthew	281-615-9887	matthew.sneed@gmail.com	3408 Estes Park Lane, Mck 75070	Current
Ussery	Travis				Not a member
West	James	214-675-1559	tao75070@airmail.net	504 Tucker, Mck, 75069	Current
Williams	Mary Beth	214-460-6650	mbwsoldit@yahoo.com	3015 Teal Lane, Mck, 75070	Current



The Heritage Guild of Collin County  
**Profit & Loss**  
 January through April 2015

	<u>Jan - Apr 15</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
41000 · Direct Public Support	
41010 · Corporate Contributions	48.95
41050 · Business Contributions	1,250.00
41070 · Donations, General Public	1,634.00
	<hr/>
Total 41000 · Direct Public Support	2,932.95
43000 · Other Operating Income	
43010 · Chester Book	193.48
43015 · Background Check Fees	52.70
43025 · Weddings	69,817.00
43035 · Rentals	5,675.00
43045 · Event Revenues	4,368.23
43050 · Miscellaneous Revenue	128.00
43055 · Store	1,772.18
43060 · Farmers' Market	15,433.75
	<hr/>
Total 43000 · Other Operating Income	97,440.34
43500 · Program Income	
43510 · Membership Dues	314.19
43520 · Tours	2,985.70
43550 · Education Programs	4,812.34
	<hr/>
Total 43500 · Program Income	8,112.23
45000 · Investments	
45030 · Interest-Savings, Short-term CD	5.33
	<hr/>
Total 45000 · Investments	5.33
	<hr/>
<b>Total Income</b>	<b>108,490.85</b>
<b>Expense</b>	
60100 · Business Expenses	
60120 · Business Registration Fees	115.00
60130 · Advertising/PR/Marketing	7,093.16
60140 · Tours	179.91
60145 · Weddings	2,859.78
60165 · Events	3,061.00
60170 · Educational Programs Expenses	671.56
60175 · Store	267.79
60180 · Farmers' Market	4,600.60
60185 · Volunteer Relations	1,071.93
60190 · Staff Relations	48.98
	<hr/>
Total 60100 · Business Expenses	19,969.71
61500 · Outside Services	
61015 · Legal Fees	1,750.00
61025 · Outside Contract Services	6,050.00
	<hr/>
Total 61500 · Outside Services	7,800.00
62000 · Facilities and Equipment	
62010 · Building and Equip Maintenance	
62011 · Yard	460.32
62012 · Structures	414.55
62013 · Cleaning	954.52
62010 · Building and Equip Maintenance - Other	1,065.82
	<hr/>
Total 62010 · Building and Equip Maintenance	2,895.21
62035 · Curation	150.59
62060 · Utilities	6,512.57
62000 · Facilities and Equipment - Other	119.65
	<hr/>
Total 62000 · Facilities and Equipment	9,678.02

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04/30/15  
Accrual Basis

The Heritage Guild of Collin County  
**Profit & Loss**  
January through April 2015

	<u>Jan - Apr 15</u>
63000 · Office Operations	
63020 · Postage, Mailing Service	150.94
63025 · Printing and Copying	1,685.94
63030 · Supplies	725.51
63035 · Telephone, Telecommunications	300.84
63040 · IT Expense	574.07
63000 · Office Operations - Other	1.49
Total 63000 · Office Operations	<u>3,438.79</u>
64000 · Other Administrative Expenses	
64015 · Bank Service Charges	5.00
64020 · Credit Card Fees	1,490.79
64035 · Insurance, Liability, D & O	1,805.02
64040 · Interest Expense, General	142.01
64045 · Finance Charges & Late Fees	173.43
64055 · Memberships & Dues	40.00
Total 64000 · Other Administrative Expenses	<u>3,656.25</u>
65000 · Payroll Expenses	
65010 · Salaries, Staff	14,193.29
65020 · Salaries, Contract Employees	6,975.00
65030 · Salaries, Wedding Coordinator	14,762.81
65040 · Payroll Taxes	4,979.28
65050 · Payroll Processing Costs	533.29
Total 65000 · Payroll Expenses	<u>41,443.67</u>
Total Expense	<u>85,986.44</u>
Net Ordinary Income	22,504.41
Other Income/Expense	
Other Income	
70000 · Grants (Restricted), Net	
70010 · Restricted Grants Received	30,063.78
70020 · Grant Expenses (Advert & Mktg)	-4,729.39
70030 · Grant Expenses (Structures)	-11,670.90
70040 · Grant Expenses (Delaney House)	-6,092.60
70000 · Grants (Restricted), Net - Other	-1,210.00
Total 70000 · Grants (Restricted), Net	<u>6,360.89</u>
Total Other Income	6,360.89
Other Expense	
80000 · Ask My Accountant	100.00
Total Other Expense	<u>100.00</u>
Net Other Income	<u>6,260.89</u>
Net Income	<u><u>28,765.30</u></u>

The Heritage Guild of Collin County  
**Profit & Loss**  
 January through December 2014

	Jan - Dec 14
Ordinary Income/Expense	
Income	
41000 · Direct Public Support	
41050 · Business Contributions	7,007.54
41070 · Donations, General Public	953.46
	7,961.00
Total 41000 · Direct Public Support	
43000 · Other Operating Income	
43010 · Chester Book	141.00
43015 · Background Check Fees	580.00
43025 · Weddings	135,032.00
43035 · Rentals	17,575.00
43045 · Event Revenues	94,482.92
43050 · Miscellaneous Revenue	370.53
43055 · Store	16,640.25
43060 · Farmers' Market	48,631.93
43075 · Arcadia Book Royalties	71.50
	313,525.13
Total 43000 · Other Operating Income	
43500 · Program Income	
43510 · Membership Dues	2,553.00
43520 · Tours	10,832.98
43550 · Education Programs	24,236.88
	37,622.86
Total 43500 · Program Income	
45000 · Investments	
45030 · Interest-Savings, Short-term CD	14.78
	14.78
Total 45000 · Investments	
49999 · Other Income (Uncategorized)	0.00
	0.00
Total Income	359,123.77
Expense	
60000 · Awards and Grants	294.95
60100 · Business Expenses	
60115 · Board Meeting Expenses	886.08
60130 · Advertising/PR/Marketing	36,648.28
60140 · Tours	3,168.79
60145 · Weddings	14,664.11
60160 · Rentals	200.00
60165 · Events	50,345.20
60170 · Educational Programs Expenses	8,496.01
60175 · Store	16,352.50
60180 · Farmers' Market	2,369.43
60185 · Volunteer Relations	1,541.84
60190 · Staff Relations	919.91
60195 · Employee Development	479.26
	136,071.41
Total 60100 · Business Expenses	
61500 · Outside Services	
61010 · Accounting Fees	853.30
61020 · Fundraising Expenses	150.00
	1,003.30
Total 61500 · Outside Services	
62000 · Facilities and Equipment	
62010 · Building and Equip Maintenance	
62011 · Yard	1,587.63
62012 · Structures	11,905.22
62013 · Cleaning	2,744.92
62010 · Building and Equip Maintenance - Other	0.00
	16,237.77
Total 62010 · Building and Equip Maintenance	

2:10 PM  
 04/30/15  
 Accrual Basis

The Heritage Guild of Collin County  
**Profit & Loss**  
 January through December 2014

	<u>Jan - Dec 14</u>
62030 · Equip Rental & Maintenance	101.00
62035 · Curation	891.41
62045 · Furnishings Repair & Upkeep	10.00
62060 · Utilities	<u>23,479.87</u>
Total 62000 · Facilities and Equipment	40,720.05
63000 · Office Operations	
63020 · Postage, Mailing Service	1,045.01
63025 · Printing and Copying	8,300.05
63030 · Supplies	677.50
63035 · Telephone, Telecommunications	3,565.41
63040 · IT Expense	6,352.57
63045 · ED reimbursed expense	<u>1,000.00</u>
Total 63000 · Office Operations	20,940.54
64000 · Other Administrative Expenses	
64010 · Bad Debts, NSF Returned Check	162.00
64015 · Bank Service Charges	30.00
64020 · Credit Card Fees	6,053.70
64025 · Chester Book Expenses	1,803.62
64035 · Insurance, Liability, D & O	12,730.98
64040 · Interest Expense, General	322.91
64055 · Memberships & Dues	745.00
64060 · Other Admin Expenses	<u>25.00</u>
Total 64000 · Other Administrative Expenses	21,873.21
65000 · Payroll Expenses	
65010 · Salaries, Staff	111,793.10
65020 · Salaries, Contract Employees	7,757.50
65040 · Payroll Taxes	26,957.45
65050 · Payroll Processing Costs	1,135.69
65000 · Payroll Expenses - Other	<u>0.00</u>
Total 65000 · Payroll Expenses	147,643.74
67000 · Travel Expenses	
67010 · Conferences & Meetings	<u>408.25</u>
Total 67000 · Travel Expenses	408.25
Total Expense	<u>368,955.45</u>
Net Ordinary Income	-9,831.68
Other Income/Expense	
Other Income	
70000 · Grants (Restricted), Net	
70010 · Restricted Grants Received	154,931.09
70020 · Grant Expenses (Advert & Mktg)	-13,277.10
70030 · Grant Expenses (Structures)	-60,627.22
70040 · Grant Expenses (Delaney House)	<u>-107,593.13</u>
Total 70000 · Grants (Restricted), Net	-26,566.36
71000 · Property Damage, Net	
71010 · Insurance Proceeds	38,866.93
71020 · Costs to Repair Damages	<u>-40,150.50</u>
Total 71000 · Property Damage, Net	-1,283.57
Total Other Income	<u>-27,849.93</u>
Net Other Income	-27,849.93
Net Income	<u><u>-37,681.61</u></u>

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**Internal Revenue Service**

District Director

Department of the Treasury

Heritage Guild of Collin County Texas  
909 West Howell  
McKinney, TX 75069

Person to Contact:  
EOMF Tax Examiner  
Telephone Number:  
214-767-1766  
Refer Reply to:  
RM:CSB:1200 DAL  
Date: NOV 20 1985  
EIN: 75-1602150

• Gentlemen:

Our records show that Heritage Guild of Collin County Texas is exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code. This exemption was granted September, 1979, and remains in full force and effect. Contributions to your organization are deductible in the manner and to the extent provided by Section 170 of the Code.

We have classified your organization as one that is not a private foundation within the meaning of Section 509(a) of the Internal Revenue Code because you are an organization as described in Section 170(b)(1)(A)(vi).

If we may be of further assistance, please contact the person whose name and telephone number are shown above.

Sincerely yours,  
*J. R. [Signature]*  
Tax Examiner

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## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) <i>The Heritage Guild of Collin County</i>	
	Business name/disregarded entity name, if different from above <i>Chestnut Square Historic Village</i>	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ <i>501(c)3</i>	
	Address (number, street, and apt. or suite no.) <i>315 S. Chestnut St.</i> City, state, and ZIP code <i>McKinney, Tx 75069</i>	Requester's name and address (optional) <i>Leisha Phipps, Curator</i>
List account number(s) here (optional) <i>11</i>		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>	<b>Employer identification number</b>																				
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 15%;"></td> </tr> </table>									<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td> </tr> </table>												
	<i>17-516021502</i>																				

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶ <i>Leisha Phipps</i>	Date ▶ <i>5-7-15</i>
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.