



Executive Committee

Agenda

Administration Conference Room

Friday, April 8, 2016

1:00 p.m.

- 1. Call to Order/Pledge of Allegiance**
- 2. Roll Call/Notice of Quorum**
- 3. Chairs Announcements**
 - a. Introduction of Guests and Staff
 - b. Rules of Order
 - c. Chairs Report
- 4. Approval of Minutes**
 - a. Minutes of March 11 (pp. 1-6)
- 5. Shareholder/Member Comments – Agenda Items Only**
(Limited to 3 minutes per person)
- 6. Correspondence**
 - a. (not applicable)
- 7. Unfinished Business**
 - a. Bylaws
 - b. Employee Medical Deductible fund
 - c. Employee Holiday Fund
 - d. Marking Board Directors' Mailboxes
- 8. New Business**
 - a. 4000 Policy Series
 - b. New California Minimum Wage
- 9. Policies**
 - a. Amend Policy 1022-30, Petitions (p.7)

10. Subcommittee Reports

- a. Emergency Preparedness Sub-Committee
- b. Policy & Procedure Sub-Committee
- c. Emergency Planning (Scope of Interest)/Red Book Re-write

11. Staff Reports

- a. Human Resources Director (pp. 8-15)
- b. Executive Director
- c. Finance Supervisor (pp. 16-18)

11. President's Comments

12. Shareholder/Member Comments

(Limited to 3 minutes per person)

13. Committee Member Comments

14. Adjourn to Executive Committee Executive Session

- a. Approval of Executive Session minutes
- b. Personnel
- c. Personnel Disciplinary Actions

15. Next Meeting/Adjournment

- a. Friday, May 13, 2016



**EXECUTIVE COMMITTEE MINUTES
Friday, March 11, 2016**

The meeting of the Executive Committee was held on Friday, March 11, 2016. The meeting was called to order at 1:00 p.m. by Chair Damoci in the Administration Conference Room, followed by the Pledge of Allegiance led by Mrs. Reed.

ROLL CALL

Present:	Mrs. C. Damoci, Chair	Mrs. J. Reed, Corporate Secretary
	Mr. B. Lukoff	Ms. L. Stone, Treasurer
	Ms. K. Rapp	Ms. R. Winkler, Ex-Officio (left at 3:05 p.)
Absent:	Mr. P. Hood	
Staff and Guests:	Mr. R. Ankeny, Executive Director	
	Ms. C. Flynn, Human Resources Director	
	Ms. B. Shuler, Finance Manager	
	Ms. C. Knapp, Stock Transfer Supervisor	
	Mrs. D. Bennett, Recording Secretary	
	Mrs. L. Perrotti, GRF Representative, Mutual One	
	Ms. P. Snowden, GRF Representative, Mutual Two	
	Mr. P. Pratt, GRF Representative, Mutual Two	
	Mrs. M. Doderio, GRF Representative, Mutual Nine	
	Mr. S. McGuigan, GRF Representative, Mutual Eight	
	Mr. P. Friedman, GRF Representative, Mutual Fifteen	
	Three Foundation Members	

CHAIR'S ANNOUNCEMENTS

The Chair welcomed and introduced Foundations members, guests and staff.

By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with.

In accordance with California Civil Code Section 4090, please be advised that a quorum of the Golden Rain Foundation Board of Directors (GRF BOD) is present at today's posted meeting. The business of the Executive Committee will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a committee meeting *and* a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in

accordance with stated committee policy and/or provide recommendations to the GRF BOD at its regular Board meeting on the 4th Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member/shareholder comment period, not to exceed four minutes, as set forth in Policy 5610, Participation by Foundation Members/Shareholders. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes at the meeting in April.

CHAIR'S ANNOUNCEMENTS

The Chair introduced the Executive Director, the Human Resources Director, the Finance Manager, the Stock Transfer Supervisor and the Recording Secretary.

The Chair reviewed the meeting rules and asked that courtesy and respectfulness be acknowledged at all times. The Chair respectfully requested the committee members wait to be called on.

APPROVAL OF COMMITTEE MINUTES

The minutes of February 12, 2016 were approved, as written.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

One shareholder/members spoke on agenda topics.

CORRESPONDENCE

The Committee discussed correspondence received from the Where We Live Club pertaining to the Club's wish list. The Committee also discussed correspondence from Denis Craig, pertaining to the 4000 policy series.

Ms. Rapp MOVED, seconded by Ms. Stone and carried unanimously by the Committee Members present-

TO request opinion from labor attorney Gregory Wolfson on posting employee-related policies and the Employee Handbook on the Leisure World web site.

UNFINISHED BUSINESS

By laws

Upon discussion, the Committee reached consensus to request a conference call with corporate counsel, in an open session of the GRF BOD meeting, to discuss amendments to the by-laws.

Employee Handbook, Proposed Revision

The Committee members, Executive Director and Human Resources director discussed proposed revisions to the Employment of Foundation Directors, Spouses/Others to Avoid Potential Conflict of Interest section of the Employee Handbook.

Mr. Lukoff MOVED, seconded by Ms. Stone and carried unanimously-

TO make no amendments to the Employee Handbook.

NEW BUSINESS

Job Descriptions/Title Changes

Ms. Stone MOVED, seconded by Mrs. Reed and carried unanimously -

TO amend the position description/title of the Mutual Administration Assistant Manager to Mutual Administration Assistant Director

Mrs. Reed MOVED, seconded by Ms. Rapp and carried unanimously -

TO amend the position description/title of the Recreation Supervisor to Recreation Manager

Ms. Stone MOVED, seconded by Ms. Rapp and carried unanimously -

TO amend the position description/title of the Assistant Recreation Supervisor to Recreation Supervisor

Ms. Stone MOVED, seconded by Mrs. Reed and carried unanimously -

TO amend the position description/title of the Accounting Supervisor to Finance Manager.

Master Planning – Emergency Preparedness – discussion only

Upon discussion, the Committee reached consensus to address this topic at the April Committee meeting.

The Chair called for a break at 2:22 p.m.; the meeting resumed at 2:27 p.m.

Employee Medical Deductible Fund – discussion only

Upon discussion, the Committee requested that the Human Resources Director present additional information at the April Committee meeting.

Employee Holiday Fund – discussion only

Mr. Lukoff MOVED, seconded by Ms. Stone and carried unanimously by the Committee members present -

TO direct the Executive Director to present a plan of action at the April Committee meeting.

Marking Board Directors' Mailboxes

The Recording secretary will revise the form and distribute to the GRF BOD.

POLICIES

Amend Policy 1022-30, Petitions

The Chair proposed amending Policy 1022-30, Petitions; upon discussion, the Committee reached consensus to further revise the Policy.

Policy 5080-30, Master Plan of GRF – discussion only

The Committee reached consensus to make a motion at the March GRF BOD meeting to add discussion of Policy 5080-30, Master Plan of GRF to the March GRF BOD meeting agenda.

SUB-COMMITTEE REPORTS

Emergency Planning Sub-Committee

The Chair of the Sub-committee recapped the previous sub-committee meeting and announced the next meeting of March 26. Revisions to the Red Book should be directed to the Safety/Emergency Coordinator. The Executive Committee will review the Red Book, prior to distribution after amendment, and make recommendation to the GRF BOD.

STAFF REPORTS

Human Resources Director

The Human Resources Director presented her report, as attached.

Finance Manager

The Finance Manager presenter her report, as attached.

Executive Director

The Executive Director spoke on the Publication Manager position description, Security Department staffing, and Building Five.

ADJOURNMENT

The meeting was adjourned at 4:10 p.m.

Carole Damoci
Chair, Executive Committee
03.11.16/dfb

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE COMMITTEE
MEETING ON MARCH 11, 2016**

MOTIONS

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- **TO** request opinion from the labor attorney regarding posting employee-related polices and the Employee Handbook on the Leisure World web site;
- **TO** make no amendments to the Employee Handbook;
- **TO** amend the position description/title of the Mutual Administration Assistant Manager to Mutual Administration Assistant Director;
- **TO** amend the position description/title of the Recreation Supervisor to Recreation Manager;
- **TO** amend the position description/title of the Assistant Recreation Supervisor to Recreation Supervisor;
- **TO** amend the position description/title of the Accounting Supervisor to Finance Manager;
- **TO** direct the Executive Director to present a plan of action, pertaining to the Employee Holiday fund, at the April meeting;

ACTIONS

- The Committee reached consensus to request a conference call with corporate counsel, in open session of the GRF BOD, to discuss amendment of the by-laws;
- The Committee reached consensus to address Master Planning – Emergency Preparedness at the April meeting;
- The Committee reached consensus to further revise Policy 1022-30, Petition;
- The Committee reached consensus make a motion at the March GRF BOD meeting to add discussion of Policy 5080-30, Master Plan of GRF to the agenda;
- The Recording Secretary will revise and distribute to the GRF BOD surveys indicating their preferences for electronic and/or printed committee and Board materials.

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

AMEND

Petitions

Petitions directed to the Golden Rain Foundation (GRF) Board of Directors (BOD) or Committees must include the following information:

- a. GRF member's Resident's full name;
- b. Mutual number;
- c. Apartment number.

The individual, or representative of a club or organization, must be present at all times when soliciting a petition. The (GRF) Foundation reserves the right to remove any petition left unattended.

The name and address of the individual presenting the petition to the Foundation-GRF must be included on the petition.

Employees are not permitted to promote or solicit petitions, collect dues, write receipts, or perform other duties for clubs.

Policy
Adopted: 21 Jul 98

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Jul 98)

Golden Rain Foundation Executive Committee Human Resources Report – April 8, 2016

Below are the budget variances as of the end of **February** 2016.

- 1) **GRF – Budget Variance Information** – GRF has a year-to-date favorable variance of **\$105,482** in Salaries and Employee Benefits:

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses				
6100000	Salaries & Wages	1,174,047	1,191,337	17,290
6100001	Vacation Accrual Expense	(117)	0	117
6101000	Commissions	6,652	5,969	(683)
6140000	Employment Taxes	118,707	124,861	6,154
6142000	Workers' Compensation	57,255	122,992	65,737
6143000	Group Insurance - Medical	118,889	131,006	12,117
6143300	Group Insurance - Dental	2,927	2,754	(173)
6143500	Group Insurance - Vision	1,683	1,694	11
6144000	401(k) Match	22,121	24,658	2,537
6145000	Group Insurance - Life	4,394	4,780	386
6146000	Long Term Disability Insurance	3,587	5,576	1,989

- 2) **Cost Center 20 – Human Resources Budget Variance Information** – The Human Resources department has a year-to-date favorable variance of **\$4,894** excluding the GRF Vacation Accrual Expense.

- 3) **Cost Center 22 – Emergency Preparedness Budget Variance Information** – The Emergency Preparedness department has a year-to-date favorable variance of **\$503**

4) Recruitment

- a. Openings in April – 8 Positions

Position		Status	Dept
Security Officers	3 Part-time	Accepting Applications	37 – Security
Asst. Service Maint. Supv.	1 Full-time	Accepting Applications	74 – Service Maintenance
Bus Driver	1 Part-time	Accepting Applications	38 - Transportation
Mail Dispatcher	1 Full-time	Offer made	33 – Stock Transfer
Library Clerk	1 Part-Time	Offer made	35 - Library
Publications Manager	1 Full-time	Interviews in progress	36 - News
Total Openings	8		

5) Staff Counts – As of 03-30-2016

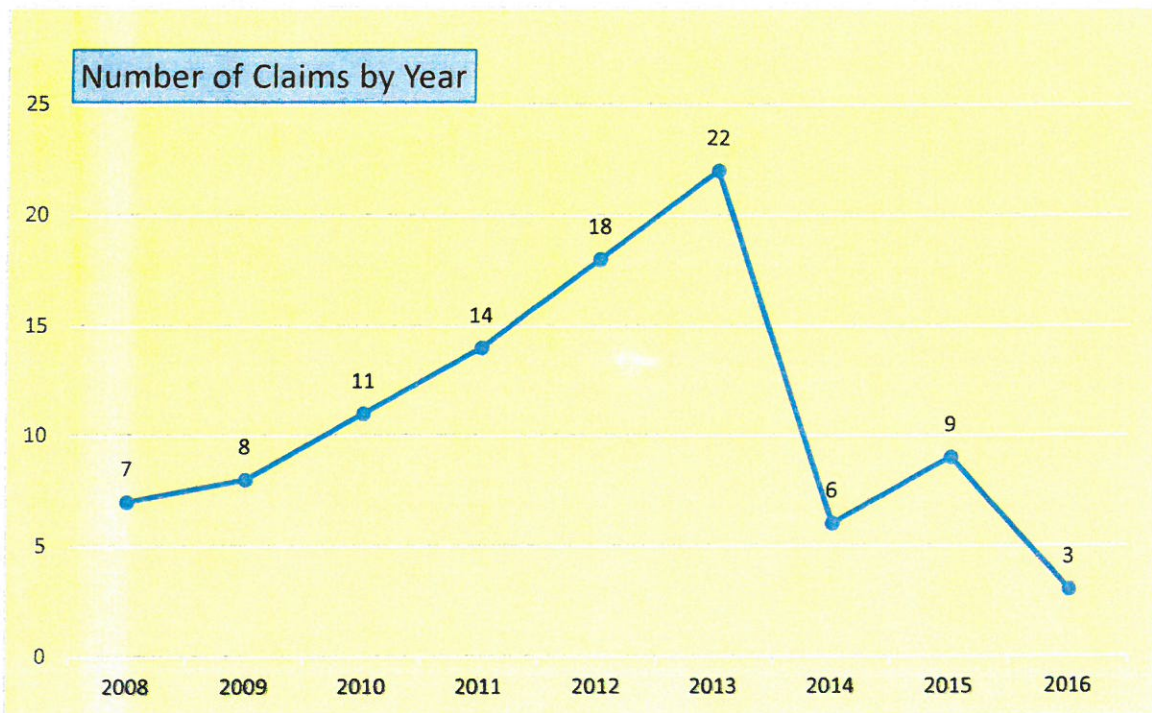
Current Staff Count – 227	Hires	Separations	Promotions
• Mar 2016	4	2	0
• YTD 2016	11	7	1
• 2015	26	35	9

6) Safety

- a. One claim was reported in March. The employee has been released to full duty – no time lost.

Workers Compensation - Job Accident Information by Month

<i>Month</i>	<i>Current Year 2016</i>	2015	2014	2013	2012	2011
January	2	0	0	2	0	1
February	0	0	0	1	1	0
March	1	2	0	1	4	1
April		2	0	3	2	0
May		0	2	1	0	0
June		0	1	0	2	0
July		1	0	1	2	2
August		1	2	4	2	4
September		0	1	2	3	2
October		2	0	3	2	0
November		0	0	3	0	0
December		1	0	1	0	4
Total	2	9	6	22	18	14



Golden Rain Foundation Executive Committee Report / Executive Session

Staff Member Information

Data as of
February 29, 2016 unless noted otherwise

7) Hire and Termination Comparison Current Year-to-Date vs. Prior Year

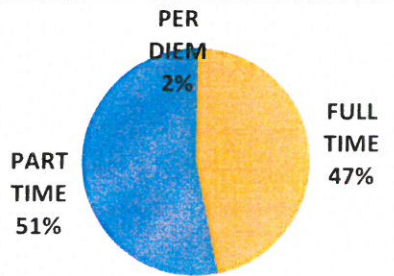
<i>2016 Data as of 03/30/2016</i>	NEW HIRES		SEPARATIONS	
<i>Department</i>	<i>2016 To Date</i>	<i>2015 Actual</i>	<i>2016 To Date</i>	<i>2015 Actual</i>
ADMINISTRATION				
FINANCE				
GOLF				
HUMAN RESOURCES		1		1
INFORMATION TECHNOLOGY SVS				1
LIBRARY			1	1
MUTUAL ADMINISTRATION	1	2	1	
NEWS				1
PHYSICAL PROPERTY	1	2		3
PURCHASING				1
RECREATION (includes Exercise/Pool)		4		5
SECURITY	5	9	2	16
SERVICE MAINTENANCE	2	4	1	1
TRANSPORTATION	2	4	2	5
GRAND TOTAL	11	26	7	35

8) Employee Counts by Department – Based on Budget Allocations

Department	Full-Time		Part-Time Non-Exempt
	Exempt	Non-Exempt	
20 – Human Resources	1	1	0
22 – Emergency Preparedness	0	1	0
30 – Administration	1	2	2
31 – Finance	4	4	2
32 – Purchasing	1	3	0
33 – Stock Transfer	1	5	0
34 – Information Technology	0	2	0
35 – Library	2	1	7
36 – News	0	7	0
37 – Security	2	4	68
38 – Transportation	1	3	23
40 – Community Facilities	2	2	0
46 – Golf Course	0	0	5
48 – Swimming Pool	0	0	4
55 – Exercise Room	0	0	6
70 – Physical Properties	1	13	1
74 – Service Maintenance	1	35	1
MAC – Mutual Administration	3	3	2
Total	20	86	121
Total Employee Count	227		

Summary

Employee Type	Count	% of Total
Full-time	106	46.9%
Part-time	115	50.4%
Per Diem	6	2.7%
Total	227	



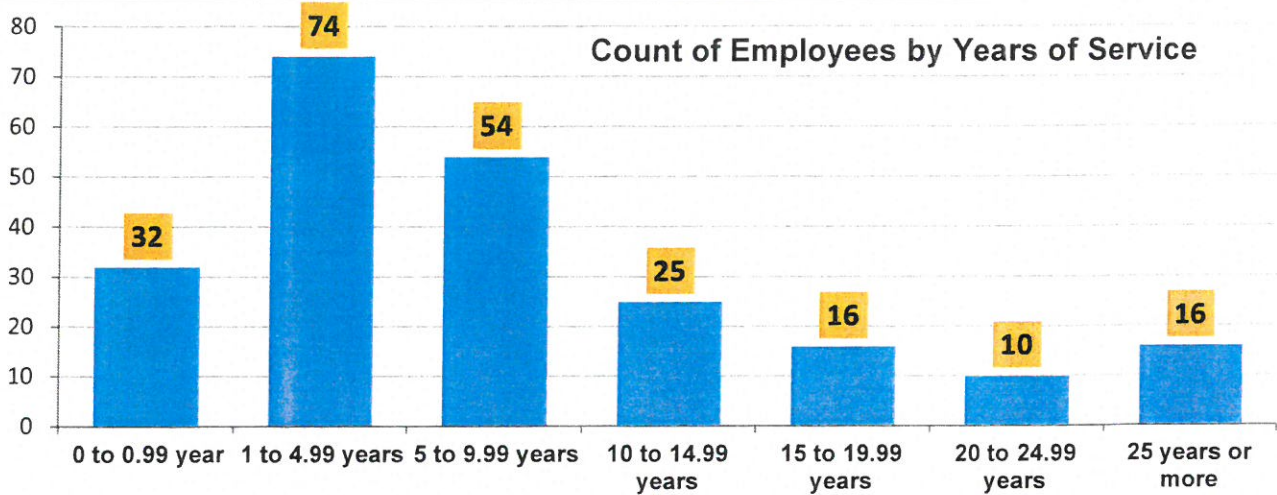
PER DIEM
2%

FULL TIME
47%

PART TIME
51%

9) Demographics

Category	All Employees	Full-Time	Part-Time
Years of Service	8.7	11.9	5.9
Average Hourly Rate	\$19.98	\$26.89	\$13.85
Gender – Females	104	41	63
Gender – Males	123	65	58



Employees with 25 Years or More of Service

43.0 yrs Juan Robledo – Service Maint.	33.6 yrs Carol Weller – Mutual Admin
42.5 yrs Ruben Gonzalez – Service Maint.	32.8 yrs Cathie Merz – News
37.9 yrs Dede Martin – News	31.7 yrs Terry De Leon – Recreation
37.7 yrs Antonio Duarte – Service Maint.	29.6 yrs Edgar Santamaria – Service Maint.
37.0 yrs Jesus Lopez – Service Maint.	27.8 yrs Ruth Osborn – News
35.9 yrs Barry Holland – ITS	27.5 yrs Richard Stolarz – Service Maint.
35.5 yrs Mark Weaver – Community Facilities	27.3 yrs Eila Van Sauter – Transportation
35.0 yrs Grant Winford – Transportation	25.3 yrs Lorene Christian - Security

10) Employees Working Greater Than 28 Hours in a Week

Updated 03/30/2016 by MWKerr - Hours listed by week ending date

Dept	03/27	03/20	03/13	03/06	02/28	02/21	02/14	02/07
37		29.25			29.25	29.00	28.25	28.75
37					29.00			
37								28.50
37				28.25				28.25
37							32.00	
37		28.25						
37						29.25		
37						29.50		28.25
37				28.50		28.25		29.00
37							32.00	
37			32.00					
48					32.00			
56					31.00			

11) Overtime

There is an *unfavorable* variance of **\$1,242.27** for March and an *unfavorable* variance of **\$6,197.07** for 2016 to date.

Overtime by Month	2016 Overtime Hours	2016 Overtime Dollars	2015 Overtime Hours	2015 Overtime Dollars
January	143.00	\$4,499.39*	144.25	\$2,702.76*
February	133.00	\$2,606.91	43.50	(\$1,577.09)
March	154.50	\$2,318.02	121.25	\$2,081.91
April			102.00	\$2,401.51
May			213.5	\$4,387.04
June			115.00	\$2,991.54
July			172.50	\$3,208.76
August			99.75	\$1,398.94
September			113.25	\$2,734.27
October			298.25	\$8,890.50
November			230.25	\$7,021.59
December			222.53	\$7,319.03

Overtime Detail for January - Prepared by MWKerr 04/01/2016 (Check date 04/01/2016)

Cost Center	CURRENT MONTH					
	HOURS			EXPENSE		
	Actual	Budget	Fav/(Unfav) Variance	Actual	Budget	Fav/(Unfav) Variance
20 Human Resources	1.00	0.75	(0.25)	\$47.49	\$34.58	(\$12.91)
22 Emergency Preparedness	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
30 Administration	31.50	1.67	(29.83)	\$1,051.79	\$50.33	(\$1,001.46)
31 Finance	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
32 Purchasing	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
33 Stock Transfer	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
34 Information Technology Services	0.00	1.00	1.00	\$0.00	\$50.25	\$50.25
35 Library	13.50	0.50	(13.00)	\$381.51	\$13.75	(\$367.76)
36 News	12.50	12.08	(0.42)	\$401.71	\$409.75	\$8.04
37 Security	17.00	14.00	(3.00)	\$446.65	\$317.83	(\$128.82)
38 Transportation	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
40 Community Facilities	0.00	0.42	0.42	\$0.00	\$17.25	\$17.25
46 Golf Course	1.50	0.00	(1.50)	\$28.04	\$0.00	(\$28.04)
48 Swimming Pool	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
56 Exercise Room	2.00	0.00	(2.00)	\$38.25	\$0.00	(\$38.25)
70 Physical Properties	46.75	4.33	(42.42)	\$1,627.94	\$182.00	(\$1,445.94)
74 Service Maintenance	142.00	0.00	(142.00)	\$5,246.23	\$0.00	(\$5,246.23)
(Less) Billable to mutuals	(126.00)			(\$7,371.00)	Approx.	
MAC Mutual Administration	12.75	0.00	(12.75)	\$419.41	\$0.00	(\$419.41)
Totals	154.50	34.75	(119.75)	\$2,318.02	\$1,075.75	(\$1,242.27)

12) Retirement – Employee 401(k) Plan

- For 2016, the amount employees may contribute to their 401(k) plan is \$18,000 per year plus the additional “catch-up” provision for employees over 50 is \$6,000.
 - At the end of March, total plan assets are \$8,933,058
 - 2016 YTD Employee Contributions \$123,782.70* Average Per Month \$41,260.90
 - 2016 YTD GRF Matching Contributions \$ 38,907.83* Average Per Month \$12,969.28
- *Through check date 04/01/2016

13) Anti-Fraud Compliance Hotline Reports

Program started in May 2014

<i>Program Summary</i>	<i># of Reports</i>
Reports Since Start of Program	None
Closed Reports	Not Applicable
Open Reports	Not Applicable
New Reports this Month	None

14) Gift Logs

a) See Attachment A

**Executive Committee Report compiled by: Cindy Flynn, Human Resources Director
April 8, 2016**

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Attachment A

GRF Gifts Log

Department	Gift	Vendor/Shareholder	Date Given
Physical Property/Recreation	Panera Bakery cookies	Jill, Vista Paint	2/2/16
Physical Property/Recreation	Pastries	Ron Del Restoration	2/10/16
Physical Property/Recreation	Sweet Jill's Pastries	California Delux Windows	2/17/16
Physical Property/Recreation	Cupcakes	Lenie, Castlehead Escrow	2/24/16
Stock Transfer & Distribution	Veggie Puffs	Norma Poe, Mutual Seventeen Vice President	3/14/16
Stock Transfer & Distribution	Shamrock cookies	Elain Briskey, Onsite Sales	3/17/16
Stock Transfer & Distribution	Calla Lillies for Gina (b'day)	Michelle Heath, Mutual Two	3/18/16
Mutual Administration	Bouquet of flowers & chocolate chip cookies	Mutual Six Board	3/14/16

Golden Rain Foundation
 April 8, 2016, Meeting of the Executive Committee
 Budget Comparison Report – February 2016

<u>Acct #</u>	<u>Description</u>	<u>Y-T-D Actual</u>	<u>Y-T-D Budget</u>	<u>Budget Variance</u>
Expenses - Administration Building				
6410005 29	Building Supplies - Administration Bldg	156	260	104
6420100 29	Electricity - Administration Bldg	2,784	2,998	214
6425100 29	Natural Gas - Administration Bldg	339	69	(270)
6471000 29	Building Repair & Maintenance - Administ	92	42	(50)
6477210 29	Pest Control - Administration Bldg	160	160	0
6478000 29	Service Contracts - Administration Bldg	1,018	780	(238)
6484000 29	Permits & Licenses - Administration Bldg	0	0	0
	Total Expenses	4,550	4,309	(241)
5330000 29	Income / Refund from Mutuals - Administr	5,532	5,531	1
	Total Cost Recovery	5,532	5,531	1
	Off Budget Items			
	Net Income / (Expense)	982	1,222	(240)

Budget Variance Report - February 2016
Administration Building - CC 29

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6478000	Service Contracts	(238)	Bi-annual Fire Inspection previously charged to CC 79
	Total Explained Variances	<u>(238)</u>	

Golden Rain Foundation
 April 8, 2016, Meeting of the Executive Committee
 Budget Comparison Report – February 2016

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Administration				
6100000 30	Salaries & Wages - Administration	53,679	49,770	(3,909)
6140000 30	Employment Taxes - Administration	4,535	3,810	(725)
6142000 30	Workers' Compensation - Administration	851	1,828	977
6143000 30	Group Insurance - Medical - Administration	3,389	3,776	387
6143300 30	Group Insurance - Dental - Administration	133	64	(69)
6143500 30	Group Insurance - Vision - Administration	79	36	(43)
6144000 30	401(k) Match - Administration	373	392	19
6146000 30	Group Insurance - Life - Administration	278	244	(34)
6146000 30	Long Term Disability Insurance - Administration	197	284	87
6211000 30	Continuing Education - Administration	0	200	200
6214000 30	Meals & Special Events - Administration	0	1,250	1,250
6214500 30	Gifts - Administration	0	76	76
6215000 30	Mileage - Administration	998	1,020	22
6410000 30	Office Supplies - Administration	235	1,668	1,433
6410003 30	Board Office Supplies - Administration	886	140	(746)
6410010 30	Hospitality - Administration	246	334	88
6410015 30	Computer Supplies - Administration	794	54	(740)
6410020 30	Equipment Expense - Administration	28	0	(28)
6410025 30	Lunch Room Supplies - Administration	49	34	(15)
6410030 30	Printer / Copier Supplies - Administration	410	850	440
6410035 30	Refreshments - Administration	55	334	279
6422000 30	Telephone - Administration	10,373	10,496	123
6434100 30	Legal Fees - General Counsel - Administration	0	10,000	10,000
6434105 30	Legal Fees - Litigation - Administration	0	4,000	4,000
6437100 30	Reserve Study - Administration	0	0	0
6438000 30	Other Professional Fees - Administration	0	0	0
6444000 30	Equipment Rental - Administration	754	754	0
6471000 30	Building Repair & Maintenance - Administration	79	0	(79)
6472000 30	Equipment Repair & Maintenance - Administration	162	0	(162)
6478000 30	Service Contracts - Administration	895	2,625	1,730
6482000 30	Dues, Memberships & Books - Administration	255	520	265
6484000 30	Permits & Licenses - Administration	0	1,445	1,445
6731000 30	Property & Liability Insurance - Administration	69,555	72,400	2,845
6951000 30	Non-Budgeted Exp for Committee - Administration	6,167	0	(6,167)
	Total Expenses	155,455	168,404	12,949
Other Cost Recovery				
5335000 30	Management Fee - Administration	7,400	7,400	0
5385000 30	Other Income - Administration	569	1,029	(461)
5385101 30	Restricted Donations - Administration	4,960	0	4,960
5395000 30	Rental Income - Administration	17,778	17,778	0
5396000 30	Taxable Other Income - Administration	300	0	300
5396100 30	Taxable Other Income - Supervisory - Administration	17,428	13,350	4,078
	Total Other Cost Recovery	48,434	39,557	8,877
5330000 30	Income / Refund from Mutuals - Administration	139,714	139,711	3
	Total Cost Recovery	188,148	179,268	8,880
	Net Income / (Expenses)	32,693	10,864	21,829

Golden Rain Foundation
 April 8, 2016, Meeting of the Executive Committee
 Budget Comparison Report – February 2016

Budget Variance Report - February 2016
Administration - CC 30

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
	Salaries, Wages, & Benefits	(3,397)	Timing difference
6214000	Meals & Special Events	1,250	Budget anticipated late bills from Dec. 2015, and deposit on June 2016 dinner
6410000	Office Supplies	1,433	Timing difference; budget straight lined
6434100	Legal Fees - General Counsel	10,000	General legal fees less than budgetted
6434105	Legal Fees - Litigation	4,000	No legal fees related to litigation received
6731000	Property & Liability Insurance	2,845	Actual cost came in lower than budgeted
6951000	Non-Budgeted Exp for Committee	(6,167)	Reimb. Director Medical Care
5385101	Restricted Donations	4,960	Golden Age Fndt Payment for Bus Benches
5396100	Taxable Other Income - Superwire	4,078	Collecting past due amounts on extra revenue & increase in subscriptions
	Total Explained Variances	<u>19,002</u>	