



Executive Committee

Agenda

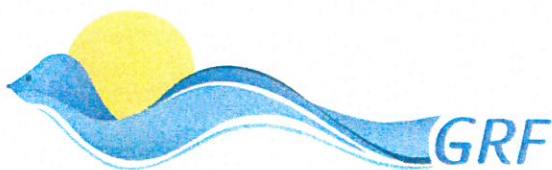
Administration Conference Room

Friday, August 12, 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 July 8, 2016 (pp. 1-5)
5. Shareholder/Member Comments – Agenda Items Only
(Limited to 3 minutes per person)
6. Correspondence (not applicable)
7. Unfinished Business
 - a. By-laws
 - b. Salary Survey Update
 - c. Code of Ethics (handout)
8. New Business
 - a. Draft 2017 Budget for Cost Centers 20, 22, 29, 30 and 55 (pp. 6-21)
 - b. Uniforms
 - c. Policy Renumbering (Daniel)
 - d. Addition of FTE (Permit Clerk) to Cost Center 70 (p. 22)
9. Policies
 - a. Policy 1510-30, Dissemination of Information (p. 23)
 - b. Policy 4121-20, Position Descriptions (pp. 24)

- c. Policy 4156-30, Hiring Practice (p.25)
 - d. 4190-20, Anti-Fraud Policy (p. 26-30)
 - e. 4191-20, Commissions (p.31)
 - f. 5551-30, Paramedic Program (32-33)
10. Subcommittee Reports
- a. Emergency Preparedness Subcommittee
 - b. Emergency Council Report
11. Staff Reports
- a. Human Resources Director (pp. 34-38)
 - b. Executive Director
 - c. Finance Manager (pp. 39-41)
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
15. Next Meeting/Adjournment
- a. **Friday, September 9, 2016**



EXECUTIVE COMMITTEE MINUTES
Friday, July 8, 2016

The meeting of the Executive Committee was held on Friday, July 8, 2016. The meeting was called to order at 1:00 p.m. by Chair Stone, in the Administration Conference Room, followed by the Pledge of Allegiance led by Mrs. Reed.

ROLL CALL

Present: Ms. L. Stone, Chair
Mrs. C. Damoci, President
Mr. P. Hood, Treasurer
Mr. B. Lukoff
Mr. P. Moore
Ms. K. Rapp
Mrs. J. Reed, Corporate Secretary

Staff and
Guests: Mr. R. Ankeny, Executive Director
Ms. B. Shuler, Finance Manager
Mrs. D. Bennett, Recording Secretary
Mr. R. Stone, GRF Representative, Mutual One
Ms. P. Snowden, GRF Representative, Mutual Two
Mr. P. Pratt, GRF Representative, Mutual Two
Mrs. S. Hopewell, GRF Representative, Mutual Six
Mrs. H. Tran, 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 three 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 August.

CHAIR'S ANNOUNCEMENTS

The Chair introduced the Executive Director, the Finance Manager, Human Resources Director, 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 May 13, 2016 were approved, as presented.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

One shareholder/member spoke on agenda topics.

CORRESPONDENCE

One item of correspondence regarding a drone project was discussed. The Committee reached consensus to acknowledge receipt of the correspondence and to inform the author that the Executive Committee will not be moving forward with his request, at this time.

UNFINISHED BUSINESS

By-laws

The Committee agreed to discuss the by-laws in September or October, after the 2017 budget process has concluded.

NEW BUSINESS

Establish Emergency Preparedness Sub-committee

The Chair established an Emergency Preparedness Sub-committee, naming Eloy Gomez as Chair. Further, the Chair appointed Director Paula Snowden as liaison to the Mutuals' Emergency Planning Committee, with a reporting relationship to the Emergency Preparedness Sub-Committee.

News – Notification of GRF BOD Minutes

Mrs. Reed MOVED, seconded by Mr. Hood and carried unanimously by the Committee members-

TO recommend the Golden Rain Foundation Board of Directors approve discontinuance of the printing of the Golden Rain Foundation Board of Directors minutes in the News; a summary will be included in the News.

Code of Ethics

The Committee discussed a code of ethics for the GRF BOD members.

Establish Policy Re-write Sub-committee

The Chair established a Sub-committee on Policy Re-Write, with Paula Snowden as Chair; the full GRF Board of Directors will serve as roaming members of the Sub-committee.

POLICIES

Policy Re-numbering

The Committee reached consensus to pursue re-numbering the GRF Policies by affixing the cost center number to the beginning of the policy number and list the policies by department on the web site. This topic will be further discussed at the August Committee meeting.

Rescind Policy 4161.1, Disclosure Regulation-Information Regulation

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

TO recommend the GRF BOD rescind Policy 4161.1, Disclosure Regulation-Information Regulation

Rescind Policy 5023-30, GRF Department Organization Chart

Ms. Rapp MOVED, seconded by Mr. Hood-

TO recommend the GRF BOD rescind Policy 5023-30, GRF Department Organization Chart

Four Committee members and the Executive Director spoke on the motion.

The motion was carried unanimously by the Committee members.

STAFF REPORTS

Human Resources Director

The Human Resources Director presented her report, as attached.

Executive Director

The Executive Director spoke on various topics.

Finance Manager

The Finance Manager presenter her report, as attached.

SHAREHOLDER COMMENTS

Three shareholder/members spoke on various items pertaining to the Committee's area of purview.

COMMITTEE MEMBERS

Five Committee members spoke on topics related to today's Committee meeting.

The Chair called for a five minute break at 2:46 p.m.

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

TO go into Executive Session.

Ms. Rapp MOVED, seconded by Mrs. Reed

TO return to open Executive Committee.

ADJOURNMENT

The meeting was adjourned at 3:53 p.m.

Linda Stone
Chair, Executive Committee
07.08.16/dfb

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE COMMITTEE
MEETING ON July 8, 2016**

ACTIONS

- Consensus to send a letter of acknowledgement to the author of correspondence regarding drones.
- Establishment of a Sub-committee on Emergency Preparedness, appointing Safety/Emergency Coordinator Eloy Gomez as Chair;
- Appointment of Director Paula Snowden as liaison to the Mutual Emergency Planning Counsel, with a reporting relationship to the GRF Emergency Preparedness Sub-committee.
- Establishment of a Policy Re-write Sub-committee, appointing Director Paula Snowden as Chair with the full GRF BOD to serve as members.

MOTIONS

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- **TO** establish a Sub-committee on Policy Re-Write;
- **TO** recommend the GRF BOD rescind Policy 4161.1, Disclosure Regulation-Information Regulation;
- **TO** recommend the GRF BOD rescind Policy 5023-30, GRF Department Organization Chart.

Golden Rain Foundation
2017 Proposed Operating Budget - Cost Center 20 - Human Resources (Draft)
Data as of June 30, 2016

(A)	(B)	(D)	(E)	(D) - (E)	%	(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2017 Total	2016 Budget	Variance	Change	2016 YTD Actual	2016 Projected	Variance	2016 Annualized	Variance	2015 Actual	Variance
Expenses - Human Resources												
6100000 20	Salaries & Wages - Human Resources	207,791	208,207	(416)	-0.2%	103,451	207,953	(162)	206,901	890	208,555	(764)
6100001 20	Vacation Accrual Expense - Human Resources	0	0	0	0.0%	2,302	2,302	(2,302)	4,605	(4,605)	(1,683)	1,683
6140000 20	Employment Taxes - Human Resources	15,896	15,771	125	0.8%	7,948	15,557	339	15,896	0	17,097	(1,201)
6142000 20	Workers' Compensation - Human Resources	5,463	9,364	(3,901)	-41.7%	4,008	7,336	(1,873)	8,017	(2,554)	6,669	(1,206)
6143000 20	Group Insurance - Medical - Human Resources	28,680	29,784	(1,104)	-3.7%	13,845	28,737	(57)	27,690	990	22,670	6,010
6143500 20	Group Insurance - Dental - Human Resources	564	576	(12)	-2.1%	276	564	0	552	12	542	22
6143500 20	Group Insurance - Vision - Human Resources	384	360	24	6.7%	173	353	31	345	39	334	50
6144000 20	401(k) Match - Human Resources	3,818	3,428	390	11.4%	0	1,721	2,097	0	3,818	1,611	2,207
6145000 20	Group Insurance - Life - Human Resources	708	744	(36)	-4.8%	490	862	(154)	981	(273)	883	(175)
6146000 20	Long Term Disability Insurance - Human Resources	828	876	(48)	-5.5%	433	871	(43)	867	(39)	792	36
	Total Wages & Benefits	264,132	269,110	(4,978)	-1.8%	132,926	266,256	(2,124)	265,854	(1,722)	257,470	6,662
6210000 20	Management Fee - Retirement Plan - Human Resources	0	0	0	0.0%	0	0	0	0	0	0	0
6210010 20	Fraud Hotline - Human Resources	704	704	0	0.0%	0	0	704	0	704	0	704
6211000 20	Continuing Education - Human Resources	1,000	2,000	(1,000)	-50.0%	51	651	349	101	899	1,881	(881)
6211100 20	Employee Incentives - Human Resources	1,000	1,008	(8)	-0.8%	505	1,009	(9)	1,010	(10)	12,719	(11,719)
6212000 20	Employee Exams - Human Resources	270	0	270	100.0%	125	125	145	250	20	80	190
6212005 20	Employee Drivers License Inquiry - Human Resources	264	264	0	0.0%	84	216	48	168	96	267	(3)
6213000 20	Employee Recruitment - Human Resources	3,600	1,788	1,812	101.3%	629	1,523	2,077	1,258	2,342	1,257	2,343
6213005 20	Employment Screening	7,560	7,560	0	0.0%	3,173	6,953	607	6,345	1,215	2,843	4,717
6214500 20	Gifts - Human Resources	360	504	(144)	-28.6%	0	252	108	0	360	408	(48)
6215000 20	Mileage - Human Resources	0	112	(112)	-100.0%	0	54	(54)	0	0	0	0
6410000 20	Office Supplies - Human Resources	600	600	0	0.0%	363	663	(63)	726	(126)	1,043	(443)
6410015 20	Computer Supplies - Human Resources	0	1,000	(1,000)	-100.0%	5	5	(5)	10	(10)	259	(259)
6410030 20	Printer / Copier Supplies - Human Resources	540	1,000	(460)	-46.0%	271	769	(229)	541	(1)	286	254
6410035 20	Refreshments - Human Resources	500	600	(100)	-16.7%	0	420	80	0	500	38	462
6434110 20	Legal Fees - HR - Human Resources	7,200	9,600	(2,400)	-25.0%	1,299	6,099	1,101	2,598	4,602	6,030	1,170
6481000 20	Computer Maintenance & Software - Human Resources	0	0	0	0.0%	0	0	0	0	0	2,162	(2,162)
6482000 20	Dues, Memberships & Books - Human Resources	750	800	(50)	-6.3%	0	525	225	0	750	557	193
6491000 20	Miscellaneous Writeoffs - Human Resources	0	0	0	0.0%	157	157	(157)	314	(314)	0	0
	Total Operating Expenses	24,348	27,540	(3,192)	-11.6%	6,662	19,421	4,927	13,321	11,027	29,830	(5,482)
	Total Cost Center Expenses	288,480	296,650	(8,170)	-2.8%	139,588	285,677	2,803	279,175	9,305	287,300	1,180
5330000 20	Income / Refund from Mutuals	288,480	296,650	(8,170)		148,326	296,652	(8,172)	296,652	(8,172)	313,901	(25,421)
	Total Cost Recovery	288,480	296,650	(8,170)		148,326	296,652	(8,172)	296,652	(8,172)	313,901	(25,421)
	Net Income / (Expense)	0	0	0		8,738	10,975	(10,975)	17,477	(17,477)	26,601	(26,601)

Golden Rain Foundation
2017 Proposed Operating Budget - Cost Center 20 - Human Resources (Draft)
Data as of June 30, 2016

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2017 Total	2016 Budget	Variance	% Change	2016 YTD Actual	2016 Projected	Variance	2016 Annualized	Variance	2015 Actual	Variance
	PAPM	3.64	3.74	(0.10)								
	FTE	2.75	2.75	-								

**GOLDEN RAIN FOUNDATION
2017 BUDGET ASSUMPTIONS
Human Resources – CC20**

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS																														
6100000 (61000)	Salaries & Wages	Total FTEs for 2017 will remain at the 2016 level of 2.75. The 2017 budget assumptions include any pay increases during 2016 that were not included in the 2016 budget plus a pay for performance allowance of .5% for 2017.																															
6140000 (61400)	Payroll Taxes	<p>Calculations are based on the current rates established by Federal and State statute. 2016 and estimated 2017 rates are listed below.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>2016</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>SS Max Salary</td> <td>\$118,500</td> <td>\$118,500</td> </tr> <tr> <td>SS Rate</td> <td>6.20%</td> <td>6.20%</td> </tr> <tr> <td>Medicare Rate</td> <td>1.45%</td> <td>1.45%</td> </tr> <tr> <td>SS & Med. Rate</td> <td>7.65%</td> <td>7.65%</td> </tr> <tr> <td>UI Max Salary</td> <td>\$7,000</td> <td>\$7,000</td> </tr> <tr> <td>UI State</td> <td>3.4%</td> <td>3.7%</td> </tr> <tr> <td>UI Fed</td> <td>1.8%</td> <td>2.0%</td> </tr> <tr> <td>UI Total</td> <td>5.2%</td> <td>5.7%</td> </tr> <tr> <td>UI Max Total</td> <td>\$364</td> <td>\$399</td> </tr> </tbody> </table>		2016	2017	SS Max Salary	\$118,500	\$118,500	SS Rate	6.20%	6.20%	Medicare Rate	1.45%	1.45%	SS & Med. Rate	7.65%	7.65%	UI Max Salary	\$7,000	\$7,000	UI State	3.4%	3.7%	UI Fed	1.8%	2.0%	UI Total	5.2%	5.7%	UI Max Total	\$364	\$399	
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61420000 (61420)	Workers Comp Insurance	Premiums are calculated using rates assigned to four different classifications of job positions. These rates are based on the degree of physical activities involved with each position. Positions requiring more physical activities, such as inspectors, service maintenance crew and security staff have a higher rate compared to office staff positions requiring a lesser degree of physical activity. As such, some cost center budgets will show a different % change than other cost centers. The 2017 budget assumes a 0% increase over 2016 actual rates and a 29.06% decrease over 2016 budget.																															
6143000-6146000 (61430 – 61460)	EE Benefits	The 2017 budget for our group health plans, including Medical, Dental, Vision, and Life Insurance represent a 0% increase in premium rates over our 2016 budget.																															
6210010	Fraud Hotline	Annual fee for the Fraud Hotline in 2015 was \$698. Added 4% to cover potential 2016 increase.																															
6211000 (64810)	Continuing Education	Annual HR Conference - \$700, plus monthly educational seminars for HR staff.																															
6211100	Employee Incentives	Safety First Program budget for 2016 - \$828 based on 2015 budget, Employee Service Awards \$1234 (approximately 34 awards estimated for 2016).																															
6212000 (66255)	Employee Exams	Estimated 10 exams at \$125 per exam (Purchasing/Pool/Exercise).																															
6212005	Drivers Lic Renewals	Review driving records for all staff that drive for GRF annually. \$1.00 per report and \$5.00 to start process per employee. Assume 150 employees plus 22 new hires each year.																															
6213000 (64750)	Recruitment	\$239.00 per month for Ziprecruiter.com (up to 10 postings) per month. This is an increase due to price increase of our vendor, Ziprecruiter.																															
6213005	Employment Screening	Assuming approximately 44 new hires in 2017 based on new hires statistics in 2015 & 2016. 44 drug screenings and background checks @ \$200 each.																															
6214500	Gifts	Cards/Flowers for Family Bereavement for Staff (Estimate 8 x 62.50)																															

8/8/2016 3:00 PM

Golden Rain Foundation
2017 Proposed Operating Budget - Cost Center 22 - Emergency Preparedness (Draft)
Data as of June 30, 2016

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2017 Total	2016 Budget	Variance	% Change	2016 YTD Actual	2016 Projected	Variance	2016 Annualized	Variance	2015 Actual	Variance
Expenses - Emergency Preparedness												
6100000 22	Salaries & Wages - Emergency Prepared	16,934	16,929	5	0.0%	8,493	16,990	56	16,986	52	17,102	168
6140000 22	Employment Taxes - Emergency Prepared	1,698	1,650	48	2.9%	625	1,351	(347)	1,250	(448)	1,275	(423)
6142000 22	Workers' Compensation - Emergency Prepared	1,297	1,712	(415)	-24.2%	731	1,339	42	1,462	165	1,166	(131)
	Total Wages & Benefits	19,929	20,291	(362)	-1.8%	9,849	19,680	(249)	19,698	(231)	19,543	(386)
6211000 22	Continuing Education - Emergency Preparedns	2,125	2,225	(100)	-4.5%	415	1,640	(485)	830	(1,295)	725	(1,400)
6410030 22	Printer / Copier Supplies - Emergency Preparedns	0	400	(400)	-100.0%	0	202	202	0	0	38	38
6410045 22	Emergency Supplies - Emergency Preparedns	1,800	1,800	0	0.0%	316	1,216	(584)	632	(1,168)	2,147	347
6422000 22	Telephone - Emergency Preparedns	840	600	240	40.0%	347	647	(193)	694	(146)	287	(553)
	Total Operating Expenses	4,765	5,025	(260)	-5.2%	1,078	3,705	(1,060)	2,156	(2,609)	3,197	(1,568)
	Total Cost Center Expenses	24,694	25,316	(622)	-2.5%	10,927	23,385	(1,309)	21,854	(2,840)	22,740	(1,954)
5330000 22	Income / Refund from Mutuals	24,694	25,316	(622)		12,660	25,320	(626)	25,320	(626)	26,152	(1,458)
	Total Cost Recovery	24,694	25,316	(622)		12,660	25,320	(626)	25,320	(626)	26,152	(1,458)
	Net Income / (Expense)	0	0	0		1,733	1,935	(1,935)	3,466	(3,466)	3,412	(3,412)
	PAPM	0.31	0.32	(0.01)								
	FTE	0.25	0.25	-								

**GOLDEN RAIN FOUNDATION
2017 BUDGET ASSUMPTIONS
Emergency Preparedness – CC22**

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS																														
6100000 (61000)	Salaries & Wages	Total FTEs for 2017 will remain at the 2016 level of 0.25. The 2017 budget assumptions include any pay increases during 2016 that were not included in the 2016 budget plus a pay for performance allowance of .5% for 2017.																															
6140000 (61400)	Payroll Taxes	<p>Calculations are based on the current rates established by Federal and State statute. 2016 and estimated 2017 rates are listed below.</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th></th> <th>2016</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>SS Max Salary</td> <td>\$118,500</td> <td>\$118,500</td> </tr> <tr> <td>SS Rate</td> <td>6.20%</td> <td>6.20%</td> </tr> <tr> <td>Medicare Rate</td> <td>1.45%</td> <td>1.45%</td> </tr> <tr> <td>SS & Med. Rate</td> <td>7.65%</td> <td>7.65%</td> </tr> <tr> <td>UI Max Salary</td> <td>\$7,000</td> <td>\$7,000</td> </tr> <tr> <td>UI State</td> <td>3.4%</td> <td>3.7%</td> </tr> <tr> <td>UI Fed</td> <td>1.8%</td> <td>2.0%</td> </tr> <tr> <td>UI Total</td> <td>5.2%</td> <td>5.7%</td> </tr> <tr> <td>UI Max Total</td> <td>\$364</td> <td>\$399</td> </tr> </tbody> </table>		2016	2017	SS Max Salary	\$118,500	\$118,500	SS Rate	6.20%	6.20%	Medicare Rate	1.45%	1.45%	SS & Med. Rate	7.65%	7.65%	UI Max Salary	\$7,000	\$7,000	UI State	3.4%	3.7%	UI Fed	1.8%	2.0%	UI Total	5.2%	5.7%	UI Max Total	\$364	\$399	
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6142000 (61420)	Workers Comp Insurance	Premiums are calculated using rates assigned to four different classifications of job positions. These rates are based on the degree of physical activities involved with each position. Positions requiring more physical activities, such as inspectors, service maintenance crew and security staff have a higher rate compared to office staff positions requiring a lesser degree of physical activity. As such, some cost center budgets will show a different % change than other cost centers. The 2017 budget assumes a 0% increase over 2016 actual rates and a 29.06% decrease over 2016 budget.																															
6211000 (64810)	Continuing Education	This line item covers CERT training, RECES, PEP, and ongoing miscellaneous training for the Emergency Coordinator. The budget was reduced by \$100 based on actual expenses for 2016.																															
6410030 (64111)	Printer/Copier Supplies	The expense for this line item was moved to Cost Center 20																															
6410045 (64114)	Emergency Supplies	This budget remains at \$1,800 for 2017 based on purchased supplies for the previous year.																															
6422000 (64280)	Telephone	\$840 to cover monthly service for satellite phone purchased in 2016.																															

Golden Rain Foundation
2017 Proposed Operating Budget - Cost Center 29 - Administration Building (Draft)
Data as of June 30, 2016

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2017 Total	2016 Budget	Variance	% Change	2016 YTD Actual	2016 Projected	Variance	2016 Annualized	Variance	2015 Actual	Variance
Expenses - Administration Building												
6410005 29	Building Supplies - Administration Bldg	1,225	1,560	(335)	-21.5%	499	1,279	(54)	998	227	2,791	(1,566)
6420100 29	Electricity - Administration Bldg	25,175	26,580	(1,405)	-5.3%	10,339	25,899	(724)	20,677	4,498	25,802	(627)
6425100 29	Natural Gas - Administration Bldg	736	496	240	48.4%	518	797	(61)	1,037	(301)	456	280
6471000 29	Building Repair & Maintenance - Administratio	3,700	250	3,450	1380.0%	832	956	2,744	1,664	2,036	10,678	(6,978)
6477210 29	Pest Control - Administration Bldg	1,050	960	90	9.4%	570	1,050	0	1,140	(90)	0	1,050
6478000 29	Service Contracts	3,620	3,120	500	16.0%	2,036	3,596	24	4,071	(451)	1,070	2,550
6484000 29	Permits & Licenses	225	225	0	0.0%	0	225	0	0	225	0	225
	Total Operating Expenses	35,731	33,191	2,540	7.7%	14,794	33,802	1,929	29,587	6,144	40,797	(5,066)
	Total Cost Center Expenses	35,731	33,191	2,540	7.7%	14,794	33,802	1,929	29,587	6,144	40,797	(5,066)
5330000 29	Income from / (Refund to) Mutuals	35,731	33,191	2,540	7.7%	16,596	33,192	2,539	33,192	2,539	27,325	8,406
	Total Cost Recovery	35,731	33,191	2,540		16,596	33,192	2,539	33,192	2,539	27,325	8,406
	Net Income / (Expense)	0	0	0		1,802	(610)	610	3,605	(3,605)	(13,472)	13,472
	PAPM	0.45	0.42	0.03								

GOLDEN RAIN FOUNDATION
2017 BUDGET ASSUMPTIONS
Administration Building – CC29

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS
6410005 (64102)	Building Supplies	Items include replacement light bulbs, ballasts, water filters, etc. for the entire Administration building. 2015 marked the first year for cost center 29. The increase for 2017 supports the expected expenditures similar to routine expenses incurred in 2016.	
6420100 (64200)	Electricity	The 2017 budget assumes an overall increase of 1.5% over the last 12 months of actual expenses and is a 3.5% decrease from the total company budget for 2016.	Needs Updating
6425100 (64260)	Natural Gas	The 2017 budget assumes an overall increase of 1.5% over the last 12 months of actual expenses.	Needs Updating
6471000 (64720)	Bldg Repair & Maint.	\$3,700 is requested to cover miscellaneous building repairs. The major repair expenses for the Administration building relate to the HVAC systems and the elevator.	
6477210	Pest Control	Below cost were included in Service Contract cost center 30 in 2015 and were reclassified to Pest Control in cost center 29 starting in 2016. For 2017 requesting \$1,050. Fenn Pest Control \$1,050 annually; \$80 per month for pest control, and \$90 annual termite inspection.	
6478000 (64940)	Service Contracts	Below cost were included in cost center 30 in 2015 and were reclassified to cost center 29 in 2016. For 2017 requesting \$4,690. Elevator Maintenance \$3,140 (\$785 qtrly) Fire Extinguisher Svc'g <u>480</u> (\$240 bi-annually) Total \$3,620	Needs Updating – Fire Exting. Contract ending
6484000 (64840)	Permits & Licenses	Elevator permit 225 This amount was budgeted in cost center 30 in 2015.	

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Golden Rain Foundation
2017 Proposed Operating Budget - Cost Center 30 - Administration (Draft)
Data as of June 30, 2016

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2017 Total	2016 Budget	Variance	% Change	2016 YTD Actual	2016 Projected	Variance	2016 Annualized	Variance	2015 Actual	Variance
Expenses - Administration												
6100000 30	Salaries & Wages - Administration	374,179	316,829	57,350	18.1%	165,794	324,816	49,363	331,587	42,592	304,741	69,438
6110000 30	Pay for Performance Provision - Administratio	0	0	0	0.0%	0	0	0	0	0	0	0
6140000 30	Employment Taxes - Administration	24,482	20,034	4,448	22.2%	12,983	22,749	1,733	25,965	(1,483)	20,638	3,844
6142000 30	Workers' Compensation - Administration	3,704	8,516	(4,812)	-56.5%	3,641	6,673	(2,969)	7,283	(3,579)	6,004	(2,300)
6143000 30	Group Insurance - Medical - Administration	27,696	22,656	5,040	22.2%	10,476	21,804	5,892	20,953	6,743	20,756	6,940
6143300 30	Group Insurance - Dental - Administration	492	384	108	28.1%	291	483	9	581	(89)	785	(293)
6143500 30	Group Insurance - Vision - Administration	324	216	108	50.0%	170	278	46	340	(16)	453	(129)
6144000 30	401(k) Match - Administration	2,412	2,500	(88)	-3.5%	1,219	2,474	(62)	2,438	(26)	770	1,642
6145000 30	Group Insurance - Life - Administration	1,644	1,464	180	12.3%	736	1,468	176	1,471	173	1,666	(22)
6146000 30	Long Term Disability Insurance - Administrati	1,920	1,704	216	12.7%	551	1,403	517	1,101	819	1,181	739
	Total Wages & Benefits	436,853	374,303	62,550	16.7%	195,861	382,148	54,705	391,719	45,134	356,994	79,859
6211000 30	Continuing Education - Administration	900	900	0	0.0%	0	400	500	0	900	99	801
6213000 30	Employee Recruitment - Administration	0	0	0	0.0%	0	0	0	0	0	745	(745)
6214000 30	Meals & Special Events - Administration	15,250	15,250	0	0.0%	6,896	15,396	(146)	13,793	1,457	15,467	(217)
6214500 30	Gifts - Administration	1,200	450	750	166.7%	456	678	522	913	287	373	827
6215000 30	Mileage - Administration	6,100	6,120	(20)	-0.3%	2,987	6,047	53	5,975	125	6,010	90
6410000 30	Office Supplies - Administration	10,000	10,000	0	0.0%	2,494	7,492	2,508	4,987	5,013	9,635	365
6410003 30	Board Office Supplies - Administration	2,100	840	1,260	150.0%	1,254	1,674	426	2,508	(408)	1,522	578
6410010 30	Hospitality - Administration	1,980	2,000	(20)	-1.0%	930	1,928	52	1,860	120	2,302	(322)
6410015 30	Computer Supplies - Administration	3,000	2,300	700	30.4%	4,942	5,107	(2,107)	9,885	(6,885)	5,437	(2,437)
6410020 30	Equipment Expense - Administration	0	0	0	0.0%	342	342	(342)	684	(684)	0	0
6410025 30	Lunch Room Supplies - Administration	200	200	0	0.0%	94	192	8	189	11	315	(115)
6410030 30	Printer / Copier Supplies - Administration	5,000	5,100	(100)	-2.0%	1,685	4,235	765	3,369	1,631	5,262	(262)
6410035 30	Refreshments - Administration	2,390	2,000	390	19.5%	408	1,406	984	815	1,575	2,319	71
6422000 30	Telephone - Administration	62,636	62,983	(347)	-0.6%	31,128	62,623	13	62,255	381	64,686	(2,050)
6434100 30	Legal Fees - General Counsel - Administration	50,000	60,000	(10,000)	-16.7%	17,662	47,662	2,338	35,323	14,677	72,416	(22,416)
6434105 30	Legal Fees - Litigation - Administration	12,000	24,000	(12,000)	-50.0%	15,302	27,302	(15,302)	30,605	(18,605)	38,489	(26,489)
6437100 30	Reserve Study - Administration	35,000	5,500	29,500	536.4%	5,490	5,490	29,510	10,980	24,020	12,400	22,600
6438000 30	Other Professional Fees - Administration	6,000	4,000	2,000	50.0%	595	595	5,405	1,190	4,810	6,331	(331)
6444000 30	Equipment Rental - Administration	4,524	4,524	0	0.0%	2,262	4,524	0	4,523	1	4,523	1
6471000 30	Building Repair & Maintenance - Administratio	0	0	0	0.0%	0	0	0	0	0	9	(9)
6472000 30	Equipment Repair & Maintenance - Administrati	450	640	(190)	-29.7%	162	682	(232)	324	126	918	(468)
6478000 30	Service Contracts - Administration	16,300	15,750	550	3.5%	6,648	14,523	1,777	13,295	3,005	21,518	(5,218)
6481000 30	Computer Maintenance & Software - Administrat	0	0	0	0.0%	0	0	0	0	0	0	0
6482000 30	Dues, Memberships & Books - Administration	648	720	(72)	-10.0%	397	517	131	794	(146)	665	(17)
6484000 30	Permits & Licenses - Administration	35	1,500	(1,465)	-97.7%	0	0	35	0	35	35	0
6491000 30	Miscellaneous Writeoffs Administration	0	0	0	0.0%	0	0	0	0	0	350	(350)
6731000 30	Property & Liability Insurance - Administrati	435,011	401,283	33,728	8.4%	208,666	392,749	42,262	417,331	17,680	369,112	65,899
6951000 30	Non-Budgeted Exp for Committee - Administrato	1,000	1,000	0	0.0%	6,635	6,635	(5,635)	13,270	(12,270)	1,000	0

Golden Rain Foundation
2017 Proposed Operating Budget - Cost Center 30 - Administration (Draft)
Data as of June 30, 2016

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2017 Total	2016 Budget	Variance	% Change	2016 YTD Actual	2016 Projected	Variance	2016 Annualized	Variance	2015 Actual	Variance
	Total Operating Expenses	671,724	627,060	44,664	7.1%	317,435	608,199	63,525	634,868	36,856	641,938	29,786
	Total Cost Center Expenses	1,108,577	1,001,363	107,214	10.7%	513,296	990,347	118,230	1,026,587	81,990	998,932	109,645
	Other Cost Recovery											
5335000 30	Management Fee - Administration	44,400	44,400	0	0.0%	22,200	44,400	0	44,400	0	44,400	0
5385000 30	Other Income - Administration	3,056	5,804	(2,748)	-47.3%	1,349	4,429	(1,373)	2,697	359	3,076	(20)
5385100 30	Unrestricted Donations - Administration	0	0	0	0.0%	0	0	0	0	0	5,000	(5,000)
5385101 30	Restricted Donations - Administration	0	0	0	0.0%	4,960	4,960	(4,960)	9,920	(9,920)	0	0
5395000 30	Rental Income - Administration	32,778	32,778	0	0.0%	23,779	32,779	(1)	47,558	(14,780)	32,787	(9)
5396000 30	Taxable Other Income - Administration	0	0	0	0.0%	900	900	(900)	1,800	(1,800)	1,800	(1,800)
5396100 30	Taxable Other Income - Superwire - Administra	85,560	80,100	5,460	6.8%	46,193	86,243	(683)	92,386	(6,826)	104,355	(18,795)
5397100 30	Taxable Interest Income - Administration	0	0	0	0.0%	699	699	(699)	1,399	(1,399)	29,113	(29,113)
5397600 30	Tax Exempt Interest Income - Administration	0	0	0	0.0%	0	0	0	0	0	26,359	(26,359)
5398000 30	Interest Income Allocation - Administration	0	0	0	0.0%	0	0	0	0	0	(52,889)	52,889
	Total Other Cost Recovery	165,794	163,082	2,712	1.7%	100,080	174,410	(8,616)	200,160	(34,366)	194,001	(28,207)
5330000 30	Income from / (Refund to) Mutuals	942,783	838,281	104,502	12.5%	419,142	838,284	104,499	838,284	104,499	793,840	148,943
	Total Cost Recovery	1,108,577	1,001,363	107,214		519,222	1,012,694	95,883	1,038,444	70,133	987,841	120,736
	Net Income / (Expenses)	0	0	(0)		5,926	22,347	(22,347)	11,857	(11,857)	(11,091)	11,091
	PAPM	11.89	10.57	1.32								
	FTE	4.30	3.30	1.00								

**GOLDEN RAIN FOUNDATION
2017 BUDGET ASSUMPTIONS
Administration – CC30**

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS																														
6100000 (61000)	Salaries & Wages	Total FTEs for 2017 will increase by 1.0 FTE, from 3.30 to 4.30. The reporting of the recording secretary will be reclassified from cost center 70 to cost center 30. The 2017 budget assumptions include any pay increases during 2016 that were not included in the 2016 budget plus a pay for performance allowance of .5% for 2017.																															
6140000 (61400)	Payroll Taxes	<p>Calculations are based on the current rates established by Federal and State statute. 2016 and estimated 2017 rates are listed below.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>2016</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>SS Max Salary</td> <td>\$118,500</td> <td>\$118,500</td> </tr> <tr> <td>SS Rate</td> <td>6.20%</td> <td>6.20%</td> </tr> <tr> <td>Medicare Rate</td> <td>1.45%</td> <td>1.45%</td> </tr> <tr> <td>SS & Med. Rate</td> <td>7.65%</td> <td>7.65%</td> </tr> <tr> <td>UI Max Salary</td> <td>\$7,000</td> <td>\$7,000</td> </tr> <tr> <td>UI State</td> <td>3.4%</td> <td>3.7%</td> </tr> <tr> <td>UI Fed</td> <td>1.8%</td> <td>2.0%</td> </tr> <tr> <td>UI Total</td> <td>5.2%</td> <td>5.7%</td> </tr> <tr> <td>UI Max Total</td> <td>\$364</td> <td>\$399</td> </tr> </tbody> </table>		2016	2017	SS Max Salary	\$118,500	\$118,500	SS Rate	6.20%	6.20%	Medicare Rate	1.45%	1.45%	SS & Med. Rate	7.65%	7.65%	UI Max Salary	\$7,000	\$7,000	UI State	3.4%	3.7%	UI Fed	1.8%	2.0%	UI Total	5.2%	5.7%	UI Max Total	\$364	\$399	
	2016	2017																															
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UI Max Total	\$364	\$399																															
6142000 (61420)	Workers Comp Insurance	Premiums are calculated using rates assigned to four different classifications of job positions. These rates are based on the degree of physical activities involved with each position. Positions requiring more physical activities, such as inspectors, service maintenance crew and security staff have a higher rate compared to office staff positions requiring a lesser degree of physical activity. As such, some cost center budgets will show a different % change than other cost centers. The 2017 budget assumes a 0% increase over 2016 actual rates and a 29.06% decrease over 2016 budget.																															
6143000-6146000 (61430 – 61460)	EE Benefits	The 2017 budget for our group health plans, including Medical, Dental, Vision, and Life Insurance represent a 0% increase in premium rates over our 2016 budget.																															
6211000 (64810)	Continuing Education	Funds of \$900 are requested for continuing education and seminars to be attended by senior staff members.																															
6212000 (66255)	Employee Exams	This budgeted line item has been moved to the Human Resources cost center (20).																															
6214000 (64821)	Meals & Special Events	<p>Items included in this line item includes the following</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Annual director dinner</td> <td style="text-align: right;">\$ 5,500</td> </tr> <tr> <td>Holiday board luncheons</td> <td style="text-align: right;">9,750</td> </tr> <tr> <td>Total Budget</td> <td style="text-align: right;">\$15,250</td> </tr> </table> <p>Originally budgeted to \$13,850. Executive Committee requested the budget remain unchanged from 2016 budget number of \$15,250.</p>	Annual director dinner	\$ 5,500	Holiday board luncheons	9,750	Total Budget	\$15,250																									
Annual director dinner	\$ 5,500																																
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Total Budget	\$15,250																																
6214500	Gifts	\$1,200 is requested to cover service appreciation gifts to board members and for "get well" or sympathy cards and flowers to board members and families of past board members. This number includes \$470 based on previous Gift expenses, plus \$730 for GRF Board pins that were charged to 6410003-30, Board Supplies in Feb. 2016.																															
6215000 (64820)	Mileage	\$6,100 is requested to cover mileage for the Executive Director and for miscellaneous mileage expense for the board members and the Administration staff																															

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**GOLDEN RAIN FOUNDATION
2017 BUDGET ASSUMPTIONS
Administration – CC30**

6410000 (64100)	Office Supplies	Typical items charged to this account are letterhead, envelopes, binders, file folders, bindings, etc. Requesting \$10,000 for 2017 budget, with principal expenditures on training materials for GRF and Mutual Boards.									
6410003 (64101)	Board Member Supplies	Items include office supplies purchased by board members and reimbursed by GRF. In 2017 requesting \$2,100 as 2016 experience through June shows an increase in Board supplies, leading to Annualized 2016 usage of \$2,100 (without \$730 for globe pins that belongs in Gifts.)									
6410010 (64103)	Hospitality	Items include all supplies associated with coffee and tea beverages such as Styrofoam cups, creamer, sugar, stir sticks, etc. Also included is bottled water. These supplies are used by board members, staff and guests of the second floor Administration building. Requested 2017 budget of \$2,000 is a decrease over 2015 actuals, the latest available full year's history.									
6410015 (64104)	Computer Supplies	Requesting 2017 budget of \$3,000, consisting of 6 iPads for new directors. Other items charged to this line item include replacement peripheral devices such as monitors, mice, keyboards and cables for the Administration staff.									
6410025 (64109)	Lunch Room Supplies	Typical items charged to this account are dish soap, paper plates, and plastic utensils.									
6410030 (64111)	Printer/Copier Supplies	Items include ink and toner for all printers other than the Konica machines (which is included in the maintenance contract) and all printer/copier paper for second-floor Administration building staff.									
6410035 (64112)	Refreshments	Items include refreshments and lunches for board members during lengthy meetings, candy and cookies for board members during regular meetings.									
6422000 (64280)	Telephone	Telephone expense includes: <table style="margin-left: 40px; border: none;"> <tr> <td>Superwire</td> <td style="text-align: right;">\$59,900</td> </tr> <tr> <td>2 Fax lines</td> <td style="text-align: right;">1,585</td> </tr> <tr> <td>Admin Conf Rm Internet FIOS</td> <td style="text-align: right;"><u>1,151</u></td> </tr> <tr> <td>Total Budget</td> <td style="text-align: right;">\$62,636</td> </tr> </table>	Superwire	\$59,900	2 Fax lines	1,585	Admin Conf Rm Internet FIOS	<u>1,151</u>	Total Budget	\$62,636	
Superwire	\$59,900										
2 Fax lines	1,585										
Admin Conf Rm Internet FIOS	<u>1,151</u>										
Total Budget	\$62,636										
6432100 (64320)	Audit Fees	This budgeted line item was reclassified to Cost Center 31 – Finance beginning with the 2015 budget.									
6434100-6434105 (64340 / 643401)	Legal Fees	For the 2016 budget, legal fees for this cost center are broken out into three categories: <table style="margin-left: 40px; border: none;"> <tr> <td>General Counsel</td> <td style="text-align: right;">\$50,000</td> </tr> <tr> <td>Litigation</td> <td style="text-align: right;">\$12,000</td> </tr> </table>	General Counsel	\$50,000	Litigation	\$12,000					
General Counsel	\$50,000										
Litigation	\$12,000										
6435100 (64350)	Bank Service Fees	Beginning 2015, the budget and actual expenses were reclassified to cost center 31.									
6437100	Reserve Study	Budgeted \$12,700 for an updated reserve study without a site visit and is based on the quote received from RSI. Per Executive Committee on 07/08/2016, budget increased to \$25,000. Will go out to bid. Per Special Finance Committee on 7/28/2016, increase the budget to \$35,000 for a better quality report.									
6438000 (64380)	Other Professional Fees	Funds are budgeted GRF board training.									

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**GOLDEN RAIN FOUNDATION
2017 BUDGET ASSUMPTIONS
Administration – CC30**

6444000 (64440)	Equipment Rental	Expenditures charged to this account cover the monthly rental of the Konica BizHub223 and BizHub554E copier machines. Per the contract annual lease expenses are: BizHub223 (Board Office) \$1,340 BizHub554E (Administration) <u>3,184</u> Total Rental Expense \$4,524	
6472000 (64700)	Equipment Repair & Maint.	Funds are budgeted to cover minor repairs to items such as printers and other small equipment.	
6478000 (64940)	Service Contracts	2017 Konica (usage for 2 machines) \$15,400 Elevator Maintenance (now CC29) 0 Data Shredding <u>900</u> Total Budget \$16,300	
6482000 (64830)	Dues Memberships & Books	CACM \$255 CAI Fees 145 Seal Beach Chamber of Comm. 65 Misc. Books & Periodicals <u>185</u> \$648	
6484000 (64840)	Permits & Licenses	State Corporate Filing fees (due every 2 years, last paid in 2015, so will be due again in 2017) \$35 State Board of Equalization (charge to CC 79) 0 Environmental Fee (charged to CC 79) <u>0</u> Total budget \$35	
6731000 (67300)	Hazard & Liability Insurance	Per the insurance broker, budget assumptions are the following: Property & Machinery 25% General Liability 12% Automotive Liability 12% Umbrella / Excess 12% Forefront Security 8% Directors & Officers 10% Errors & Omissions 10% Cyber Liability 5% 2016 overall budget increase over 2015 actual: 12.37% 2016 overall budget increase over 2015 budget: 11.66%	Needs Updating
6951000	Committee Non-Budgeted Expenses	Funds in the amount of \$1,000 per committee has been budgeted for 2016 per Policy 5516 adopted by the GRF board at its meeting on April 22, 2014. These funds are set aside for unbudgeted expenditures authorized at the committee level.	
5335000 (53350)	Management Fee	The budgeted number of \$44,400 supports the fee of .56 x 6,608 units as stated in the Management Agreement.	
5345000 (53450)	Certificate Preparation Fees	These fees were previously budgeted and recorded in cost center 30 but have been moved to cost center 33 and renamed to "Certificate Preparation Fees – Escrow".	
5385000 (53850)	Other	Faith Christian – Sewer & Water \$315 LW HCC – Water Consumption 1,800 SB Shopping Center –Sewer 500	

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**GOLDEN RAIN FOUNDATION
2017 BUDGET ASSUMPTIONS
Administration – CC30**

		Verizon – Sewer US Post Office – Sewer Total	141 <u>300</u> \$3,056	
5395000 (53950)	Rentals	This income item includes office lease income from both NuVision and the RV Club. Per their respective contracts, the annual lease income for 2015 is: NuVision \$18,000 (Monthly Thru 11/7/2017) RV Club <u>14,778</u> (Annually Thru 12/31/2016) Total Annual Revenue \$32,778		Needs Updating
5396000 (53960)	Taxable Other Income	John's Landscape – Storage Rental Beginning with the 2017 budget this is transferred to cost center 46, Golf Course, per the request of the Recreation Committee on 07-13-2016.	\$1,800	
5396100 (53961)	Taxable Other Income – STI	This income item represents the receipt from Superwire the sum of both office lease income and 5% of all collected receipts for services provided by Time Warner Cable or Superwire. Although there has been a decline in TWC sales over the past few years, recently, sales have stabilized. The budgeted amount is based on the actual sales revenues for 2016.		
5397100 (55100)	Taxable Interest Income	Taxable interest income derived from interest earned on funds invested in taxable securities or maintained in money market accounts was previously against this line item. Beginning in 2016 these amounts are budgeted in cost center 31. Finance fees on promissory notes for membership fees are charged to this line item. No budget has been set for this account.		
5397600 (55110)	Tax Exempt Interest Income	Tax exempt interest income were charged against this line item in 2015. This line item is now budget in cost center 31.		
5398000 (55111)	Interest Income Allocation	Interest on all reserve funds were charged against this line item in 2015. This line item is now budget in cost center 31.		

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Golden Rain Foundation
2017 Proposed Operating Budget - Cost Center 55 - Building Five (Draft)
Data as of June 30, 2016

(A)	(B)	(D)	(E)	(D) - (E)	%	(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2017 Total	2016 Budget	Variance	Change	2016 YTD Actual	2016 Projected	Variance	2016 Annualized	Variance	2015 Actual	Variance
Expenses - Clubhouse Five												
6410000 55	Office Supplies - Clubhouse Five	0	1,000	(1,000)	-100.0%	5	503	(503)	10	(10)	56	(56)
6410005 55	Building Supplies - Clubhouse Five	792	500	292	58.4%	1,003	1,337	(545)	2,006	(1,214)	2,166	(1,374)
6410020 55	Equipment Expense - Clubhouse Five	500	500	0	0.0%	160	494	6	320	180	455	45
6420100 55	Electricity - Clubhouse Five	21,544	11,682	9,862	84.4%	4,176	10,894	10,650	8,352	13,192	11,045	10,499
6471000 55	Building Repair & Maintenance - Clubhouse Fiv	1,200	1,000	200	20.0%	1,187	1,687	(487)	2,374	(1,174)	1,235	(35)
6472000 55	Equipment Repair & Maintenance - Clubhouse Fi	1,000	1,200	(200)	-16.7%	915	1,849	(849)	1,830	(830)	944	56
6477210 55	Pest Control - Clubhouse Five	960	960	0	0.0%	570	1,050	(90)	1,140	(180)	0	960
6478000 55	Service Contracts - Clubhouse Five	3,992	3,060	932	30.5%	2,774	4,304	(312)	5,548	(1,556)	3,817	175
6484000 55	Permits & Licenses - Clubhouse Five	1,025	936	89	9.5%	0	436	589	0	1,025	429	596
	Total Operating Expenses	31,013	20,838	10,175	48.8%	10,790	22,554	8,459	21,580	9,433	20,147	10,866
	Total Cost Center Expenses	31,013	20,838	10,175	48.8%	10,790	22,554	8,459	21,580	9,433	20,147	10,866
Other Cost Recovery												
5385201 55	Cafe Commissions Income - Clubhouse Five	1,596	1,368	228	16.7%	1,148	1,796	(200)	2,296	(700)	1,732	(136)
	Total Other Cost Recovery	1,596	1,368	228	16.7%	1,148	1,796	(200)	2,296	(700)	1,732	(136)
5330000 55	Income from / (Refund to) Mutuals	29,417	19,470	9,947	51.1%	9,738	19,476	9,941	19,476	9,941	17,040	12,377
	Total Cost Recovery	31,013	20,838	10,175		10,886	21,272	9,741	21,772	9,241	18,772	12,241
	Net Income / (Expense)	0	0	0		96	(1,282)	1,282	192	(192)	(1,375)	1,375
	PAPM	0.37	0.25	0.12								

**GOLDEN RAIN FOUNDATION
2017 BUDGET ASSUMPTIONS
Building Five – CC 55**

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS
6410000 (64100)	Office Supplies	2016 Budget was for the Video Producers Club, which is no longer in the building. No office supplies are budgeted for 2017.	
6410005 (64102)	Building Supplies	Funds are budgeted for light bulbs, ballasts, water filters, floor mats, signage, etc., for the Building Five.	
6410020 (64105)	Equipment Expense	Funds are budgeted for the day-to-day operations of Clubhouse Five. Some of the cost being Office equipment replacement.	
6420100 (64200)	Electricity	<p>The 2017 budget assumes an overall increase of 1.5% over the last 12 months of actual expenses and is a 3.5% decrease from the total company budget for 2016.</p> <p>For 2016, both Cost Centers 55 and 70 split electricity expenses. Due to the reorganization of building 5, the 2017 budget includes the portion that had been allocated to Cost Center 70 resulting in a decrease of \$9,862 over the 2016 budget.</p>	
6471000 (64720)	Building Repair & Maintenance	Funds are budgeted to cover miscellaneous repairs to the building, including the HVAC system, the elevator, drinking fountains, and touch-up paint.	
6472000 (64700)	Equipment Repair & Maintenance	Funds are budgeted for the repair of the water heaters, upholstered chair cleaning, etc.	
6477210	Pest Control	Funds are budgeted for pest control, \$960. In 2015, budgeted in Service Contracts (6478000).	
6478000 (64940)	Service Contracts	Funds are budgeted for elevator maintenance contracts, \$3,060 and fire protection services, \$932.	
6484000 (64840)	Permits & Licenses	Funds are budgeted for the elevator permit (\$500) and Orange County Fire Authority permit (\$525).	
5385201 (53852)	Café Commissions Income	Funds from Café Commissions.	



EXECUTIVE COMMITTEE ACTION REQUEST

TO: EXECUTIVE COMMITTEE
FROM: PHYSICAL PROPERTY COMMITTEE
SUBJECT: STAFFING PHYSICAL PROPERTY DEPARTMENT
DATE: AUGUST 8, 2016
CC: FILE

At its meeting on August 8, 2016, the Physical Property Committee recommended that the Executive Committee approve the request from staff to add an additional clerk to the Physical Property Department.

Due to the age and general condition of infrastructure, building and components, there has been a continual increase in the amount of Mutual and Shareholder projects. This has created additional demand in the processing of permits, inspection requests and escrow related tasks, not to mention Construction Management, in general. To keep pace with the amount of requests, it is necessary to add an additional clerical staff position to the Physical Property Department.

The annual expenses for this addition is \$43,700 per year, including benefits and taxes and could be offset with the possible increase to permit fees.

Action requested

Motion to approve the request from the Physical Property Committee to add one Full-Time Employee (FTE) to Cost Center 70.

COMMUNITY OPERATIONS

1510-30

RESIDENT INFORMATION

Dissemination of Information

Resident information that is accumulated in the official files of the Golden Rain Foundation is available only to offices of the Foundation for their internal operations.

File information contained in the addressograph or data processing file will be furnished, upon request, to:

1. Foundation Board members when the request relates to their individual Mutual.
2. Mutual Boards when the request relates to their Mutual.

Information will be furnished to outside organizations only under the following conditions:

1. Any commercial enterprise must have the approval of the Golden Rain Foundation to furnish services directly to individual residents.
2. The information furnished will basically be limited to name and address, except for recognized directory publishers where the listed phone numbers will be included.
3. The information will be furnished by the preparation of addressograph or data processing lists, with the cost of preparation to be borne by the requesting party.

The Administrator is responsible to keep the Board informed of the firms and groups to which information is furnished and present to the Board for approval any variations in the policy.

Policy

Adopted: 21 Oct 69
Amended: 17 Aug 93

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

HUMAN RESOURCES

4121-20

GENERAL POLICY

Position Descriptions

Position descriptions shall be reviewed and approved by the Executive Committee before implementation by Administration.

Policy:
Adopted: 14 Jul 81

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Jul 81)

PERSONNEL

4156-30

GENERAL POLICY

Hiring Practice

The Executive Director shall, with the advice and consent of the Executive Committee and the approval of the Board of Directors, hire and/or terminate managers and supervisors in the following positions:

- Controller
- Mutual Administration Director
- Manager
- Media Manager
- Security Chief
- Information Technology Services Manager
- Human Resources Director
- Recreation Supervisor
- Library Operations Supervisor
- Service Maintenance Supervisor

Policy:

- Adopted: 10 Feb 98 (effective April 1, 1998)
- Amended: 15 Sept 98
- Amended: 15 Feb 00
- Amended: 05 Dec 02
- Amended: 26 Aug 14

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Aug 14)

GENERAL POLICY

Anti-Fraud Policy

PURPOSE:

This policy is established to provide increased protection to the assets and financial interests of the Golden Rain Foundation ("the Foundation"), to provide a coordinated approach to the identification, investigation and resolution of fraudulent activities, and to increase the overall awareness of the responsibility to report fraud and reasonably suspected fraudulent activity to the appropriate parties. It is the intent of the Foundation to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

SCOPE:

This policy applies to any irregularity, or suspected irregularity, involving employees as well as shareholders, consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with the Foundation. Any investigative activity conducted will be done without regard to the suspected wrongdoer's title/position, past performance, or length of service to the Foundation.

POLICY:

Management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation, or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the management team should be familiar with the types of improprieties that might occur within his or her area of responsibility and be alert for any indication of irregularity. Any irregularity that is detected or suspected must be reported immediately to the Executive Director, who coordinates all investigations, both internal and external.

FRAUD DEFINITION AND EXAMPLES:

For purposes of this policy, fraud includes any willful or deliberate act committed with the intention of obtaining an unauthorized benefit, such as money or property, by misrepresentation, deception, or other unethical means.

(Jan 2014)

GENERAL POLICY

Anti-Fraud Policy

Fraud and financial impropriety may include, but are not limited to the following actions:

- Embezzlement or other financial irregularities;
- Forgery, alteration, or falsification of documents (including checks, time sheets, travel expense reports, contractor agreements, purchase orders, other financial documents, financial records, electronic files);
- Misappropriation, misuse, theft, removal, or destruction of the Foundation's resources (including funds, securities, supplies, inventory, furniture, fixtures, equipment, intellectual property or any other asset);
- Improprieties in the handling or reporting of money or financial transactions;
- Misuse of the Foundation's facilities (including telephones, computers and e-mail system);
- False claims by employees, vendors, or others associated with the Foundation;
- Receiving or offering bribes, rebates, or kickbacks;
- Personal use of the Foundation's property in commercial business activities;
- Accepting or seeking anything of material value from contractors, vendors or persons providing or seeking to provide services/materials to the Foundation (except as permitted by policy 4162);
- Conflict of interest;
- Misrepresentation of facts;
- Any dishonest or fraudulent act;
- Any similar or related irregularity

RESPONSIBILITIES:

All levels of management are accountable for setting the appropriate tone of intolerance for fraudulent acts by displaying the proper attitude toward complying with laws, rules, regulations, and policies. Managers are responsible for identifying and assessing the level of the risks and exposures to fraudulent activity inherent in his or her area of responsibility. Additionally, Managers shall establish and maintain proper internal controls which will provide for the security and accountability of the resources within his or her department. All employees are responsible for safeguarding the Foundations resources

(Jan 2014)

HUMAN RESOURCES

4190-20

GENERAL POLICY

Anti-Fraud Policy

and ensuring that they are used only for authorized purposes, in accordance with the Foundation's rules, policies, and applicable law.

FRAUD INDICATORS

The following, though non-exclusive, may indicate fraudulent financial activities:

- Excessive number of missing or voided documents
- Alterations of documents
- Questionable handwriting or approval
- Documents not numerically controlled
- Duplicate payments
- Unusual billing addresses or arrangements
- Vendor's billing address is the same as employee's
- Duplicate or photocopied invoices
- Costs for services or goods purchased seem inflated
- Incomplete, disorganized or grossly inaccurate records

REPORTING FRAUD:

Employees and other individuals associated with the Foundation who become aware of, or have a reasonable basis for believing that fraud, misappropriation or other fiscal irregularities has occurred shall promptly report the suspected activity to the Executive Director. The employee or other complainant may remain anonymous. If the suspected fraudulent activity involves the Executive Director, the activity should be reported to the Board of Directors' President.

Great care must be taken in dealing with suspected fraudulent activities so as to avoid any incorrect accusations, alerting suspected individuals that an investigation is under way, violating a person's right to due process, or making statements that could lead to claims of false accusations or other civil rights violations. Any employee who suspects fraudulent activity shall report it to the Executive Director and shall not attempt to personally conduct an investigation or interview individuals suspected of being involved in the suspected fraudulent activity.

(Jan 2014)

GENERAL POLICY

Anti-Fraud Policy

If you wish to report fraud anonymously, you may do so by calling the GRF Fraud Hotline. Any calls made to the Hotline will be kept anonymous and confidential, and will be promptly and discreetly investigated.

CONFIDENTIALITY:

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the Foundation from potential civil liability.

INVESTIGATION:

The Executive Director has the primary responsibility for conducting investigations of fraud and suspected fraudulent activity reported to its office. Additionally, the Executive Director may identify and investigate any suspected dishonest or fraudulent activity, which in his or her opinion, may represent risk of significant loss of assets or reputation to the Foundation.

In the event that the Executive Director determines that an investigation of suspected fraudulent activity is warranted, the Executive Director will conduct the following procedural steps:

- Notify the Board of Directors' President and Legal Counsel.
- Establish an Investigation Unit using internal and external resources as circumstances warrant.
- Advise management to meet with Human Resources Manager to determine if any immediate disciplinary personnel actions should be taken.
- Coordinate the notification of insurers and filing of claims if necessary.
- If illegal activity is indicated, notify the Police to coordinate an investigation.
- If illegal activity appears to have occurred, the findings will be reported to the appropriate agency for review.

AUTHORIZATION FOR INVESTIGATING SUSPECTED FRAUD:
(Jan 2014)

HUMAN RESOURCES

4190-20

GENERAL POLICY

Anti-Fraud Policy

The Executive Director and the members of the Investigation Unit will have free and unrestricted access to all Golden Rain Foundation records and premises and the authority to examine, copy and/or remove all or any portion of the contents of files, desks, computer systems, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of their investigation.

INVESTIGATION REPORTING:

The Executive Director will review and communicate the results of any investigation with management. Recommendations for improvement to the systems of internal control will be documented and reviewed, as needed. The results of investigation will also be communicated to the Board of Directors.

ACTIONS:

The Foundation will take appropriate disciplinary and legal action against any individual or entity who commits fraud against the Foundation. Any employee who engages in fraudulent activity relative to the Foundation will be subject to discipline, which may include, but is not limited to, discharge from employment and or criminal prosecution under appropriate State and Federal laws.

WHISTLEBLOWER PROTECTION:

Any Golden Rain Foundation employee who reasonably believes that fraudulent activity has been conducted by another employee and reasonably reports the activity will not be subjected to an adverse employment action as a result of reporting the activity.

Policy

Adopted: 28 Jan 14

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Jan 2014)

ADMINISTRATION**GENERAL POLICY****Commissions**

1. Up to 25% commission is authorized for use with agencies procuring advertising.
2. Straight commission salespersons (no salary and/or wage)
 - a. 30% on the first month of new accounts
 - b. 25% existing accounts
 - c. 15% house accounts
3. Salaried or waged employees
 - a. Publications Manager – no commission
 - b. Salespersons – for wages earned, the *NEWS* retains 50% of all column inches sold; remaining 50% of column inches sold will be paid a commission of:
 - i. 20% on the first month of new accounts
 - ii. 15% existing accounts
 - iii. 0% house accounts

Classified Advertising

1. Salaried or waged employees
 - a. Publications Manager: no commission

Payment of such commissions will not be made until after full payment for the advertising is received by the Golden Rain Foundation Finance Department.

Policy

Adopted: 23 Feb 16

**Executive Director
Golden Rain Foundation**

GOLDEN RAIN OPERATIONS**Board Internal Operations****Paramedic Program**

The City of Seal Beach has a paramedic program in the city and within the confines of Seal Beach Leisure World. Under contract between Golden Rain Foundation and Los Alamitos Medical Center (LAMC), medical services are provided within the confines of Leisure World to those seeking such services. The parameters for the operation of the paramedic program within Seal Beach Leisure World are:

1. That the Golden Rain Foundation hereby grants to members of the Seal Beach Fire Department Paramedic Unit access and permission to enter the confines of Seal Beach Leisure World when called by a resident, invitee, or employee of Seal Beach Leisure World. Such entry shall only be upon request of a resident, invitee, or employee of Seal Beach Leisure World or on request of someone acting on behalf of such person. In the event of a significant emergency situation or disaster, the City paramedic unit may respond on its own initiative.
2. That it is intended by the parties hereto, that residents in need of medical attention should not call upon both the on-site Health Care Center leased and managed by LAMC, and at the same time, the paramedic services offered by the City. Each party shall attempt to communicate to residents of Seal Beach Leisure World the request that only one such agency should be called.
3. In the event a request for medical aid is made by a resident of Seal Beach Leisure World who is in need of medical attention, and both the paramedic service of the City and the on-site Health Care Center team should, for whatever reason, arrive upon the scene of any medical emergency, and the patient is able to indicate his or her desire as to whom should care for such patient, the decision of the patient shall be final. If the patient is unable to make such a decision, it is agreed between the parties hereto that the medical team having initiated emergency treatment shall proceed to a conclusion of such service without any interruption or interference by the other party.
4. In consideration of the terms and provisions herein contained and by the permitting of the City to enter into the project for the administration of paramedic service, the City does hereby assume all risk of loss, claim of injury or damage to person or property by reason of its acts or actions and agrees to and does hereby agree to defend and indemnify the Golden Rain Foundation from all such claims for loss, damage or injury sustained by any person whomever, whether caused by the negligence of the City, or its agents or employees if such claim has arisen out of any emergency medical care or treatment in which the City, by and through its paramedic service, participated.
5. The City and the Foundation each agree that they will attempt to publicize the program of the

(Mar 77)

GOLDEN RAIN OPERATIONS

5551-30

Board Internal Operations

Paramedic Program

paramedic service and desire of both agencies that only one such agency be called in any given situation.

Policy
Adopted: 30 Mar 77

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Mar 77)

Golden Rain Foundation Executive Committee Human Resources Report – August 12, 2016

Below are the budget variances as of the end of July 2016.

- 1) **GRF – Budget Variance Information** – GRF has a year-to-date favorable variance of **\$283,768** in Salaries and Employee Benefits:

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses				
6100000	Salaries & Wages	4,284,539	4,368,043	83,504
6100001	Vacation Accrual Expense	(8,930)	0	8,930
6101000	Commissions	22,861	21,983	(878)
6140000	Employment Taxes	368,961	373,704	4,743
6142000	Workers' Compensation	291,853	430,472	138,619
6143000	Group Insurance - Medical	425,114	458,521	33,407
6143300	Group Insurance - Dental	9,404	9,639	235
6143500	Group Insurance - Vision	5,748	5,929	181
6144000	401(k) Match	83,418	90,539	7,121
6145000	Group Insurance - Life	15,488	16,730	1,242
6146000	Long Term Disability Insurance	12,852	19,516	6,664

- 2) **Cost Center 20 – Human Resources Budget Variance Information** – The Human Resources department has a year-to-date favorable variance of **\$31,270** excluding the GRF Vacation Accrual Expense.

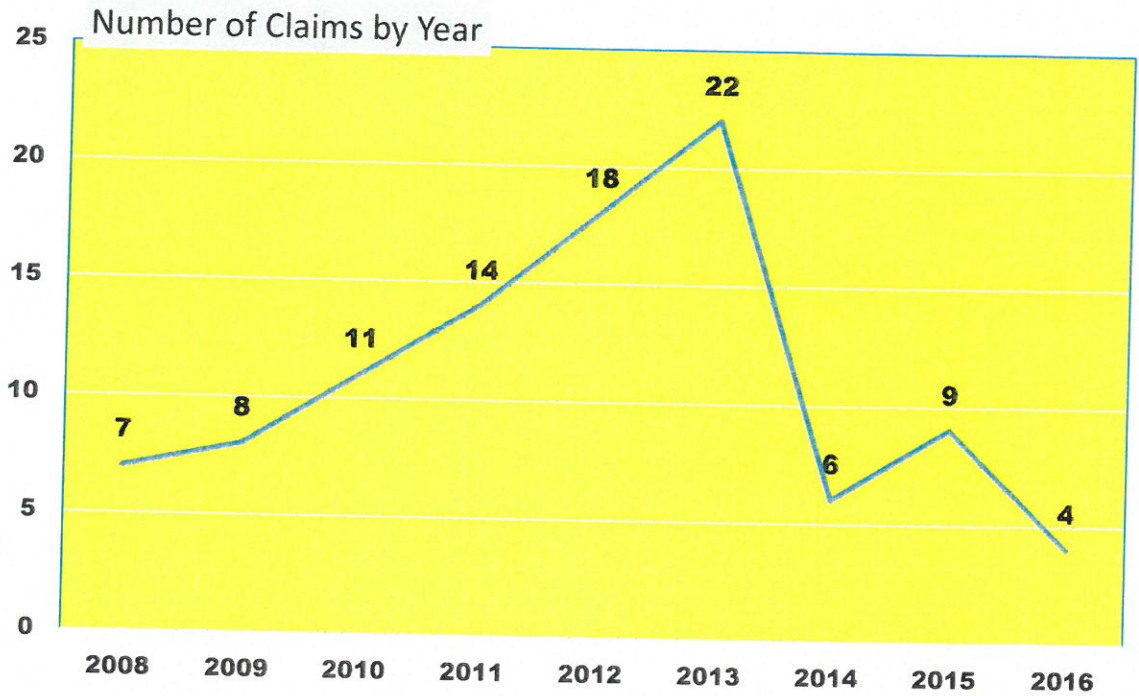
Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Human Resources				
6100000 20	Salaries & Wages - Human Resources	120,171	120,457	286
6100001 20	Vacation Accrual Expense - Human Resourc	(8,930)	0	8,930
6140000 20	Employment Taxes - Human Resources	9,143	9,345	202
6142000 20	Workers' Compensation - Human Resources	4,776	7,042	2,266
6143000 20	Group Insurance - Medical - Human Resour	16,326	17,374	1,048
6143300 20	Group Insurance - Dental - Human Resourc	331	336	5
6143500 20	Group Insurance - Vision - Human Resourc	202	210	8
6144000 20	401(k) Match - Human Resources	146	1,983	1,837
6145000 20	Group Insurance - Life - Human Resources	577	434	(143)
6146000 20	Long Term Disability Insurance - Human R	506	511	5
6210010 20	Fraud Hotline - Human Resources	640	704	64
6211000 20	Continuing Education - Human Resources	51	1,500	1,449
6211100 20	Employee Incentives - Human Resources	520	588	68
6212000 20	Employee Exams - Human Resources	125	0	(125)
6212005 20	Employee Drivers License Inquiry - Human	96	154	58
6213000 20	Employee Recruitment - Human Resources	868	1,043	175
6213005 20	Employment Screening - Human Resources	3,879	4,410	531
6214500 20	Gifts - Human Resources	0	294	294
6215000 20	Mileage - Human Resources	0	67	67
6410000 20	Office Supplies - Human Resources	368	350	(18)
6410015 20	Computer Supplies - Human Resources	5	1,000	995
6410030 20	Printer / Copier Supplies - Human Resour	300	585	285
6410035 20	Refreshments - Human Resources	0	210	210
6434110 20	Legal Fees - HR - Human Resources	1,999	5,600	3,601
6482000 20	Dues, Memberships & Books - Human Resour	0	400	400
6491000 20	Miscellaneous Writeoffs - Human Resource	157	0	(157)
	Total Expenses	152,257	174,597	22,340

6) Safety

a. No new claims for May or June.

Workers Compensation - Job Accident Information by Month

Month	Current Year 2016	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	1	2	0	3	2	0
May	0	0	2	1	0	0
June	0	0	1	0	2	0
July	0	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	4	9	6	22	18	14



Employee Counts by Department – Based on Budget Allocations

Department	Full-Time		Part-Time Non-Exempt	Per Diem Non-Exempt
	Exempt	Non-Exempt		
20 – Human Resources	1	1	0	0
22 – Emergency Preparedness	0	1	0	0
30 – Administration	2	1	1	1
31 – Finance	4	5	2	0
32 – Purchasing	1	3	0	0
33 – Stock Transfer	1	5	0	0
34 – Information Technology	0	2	0	0
35 – Library	2	1	7	0
36 – News	1	7	0	0
37 – Security	2	4	60	7
38 – Transportation	1	3	23	0
40 – Community Facilities	2	3	0	0
46 – Golf Course	0	0	5	0
48 – Swimming Pool	0	0	4	0
55 – Exercise Room	0	0	6	0
70 – Physical Properties	1	13	1	0
74 – Service Maintenance	1	31	2	0
MAC – Mutual Administration	2	5	1	1
Total	22	84	112	9
Total Employee Count	227			

Summary

Employee Type	Count	% of Total
Full-time	106	46.7%
Part-time	112	49.3%
Per Diem	9	4.0%
Total	227	

PER DIEM
4%

PART TIME
49%

FULL TIME
47%

9) Employees Working Greater Than 28 Hours in a Week

Updated 06/27/2016 by MWKerr - Hours listed by week ending date

Dept	7/31	7/24	7/17	7/10	7/3	6/26	6/19	6/12
37		28.25	28.50		28.50		32.50	28.50
35		30.00	30.00					
37		32.50	28.25	32.75	28.50	28.25		28.25
37		28.75				29.75		
37							28.25	28.50
37		29.00						
37		32.00			32.25			
37						32.00		
37	32.00							
37		28.25						
37		31.00						28.25
37							32.75	
37		30.50						
37					32.00			
37						30.75		
37		36.50			31.00			
37			28.50	28.25	28.50	28.50	32.00	
37			28.25					
48				28.50				
48								28.50
56								29.50
74							30.25	

10) Overtime

There is an *unfavorable* variance of **\$842.42** for July and an *unfavorable* variance of **\$8,780.39** 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	226.25	\$ 374.71	102.00	\$2,401.51
May	182.00	\$3,517.69	213.5	\$4,387.04
June	137.50	\$1,918.18	115.00	\$2,991.54
July	171.00	\$3,801.45	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

Human Resources Report - August 12, 2016

Attachment A

GRF Gifts Log

Department	Description	From	Date
Stock Transfer & Distribution	Tub of peanuts	shareholder Ken Knebel, Mu 2	7/1/16
Mutual Administration	1 oz. hand sanitizer	Angel Connection	7/6/16
Mutual Administration	2 oz. hand sanitizer	Angel Connection	7/6/16
Mutual Administration/Social Services	lunch	Joyful Care	7/6/16
Mutual Administration/Social Services	lotion	Angel Connection	7/6/16
Mutual Administration/Social Services	lunch	Joyful Care	7/8/16
Stock Transfer & Distribution	Pastry Ring	Elaine Briskey, Onsite Sales	7/13/16
Stock Transfer & Distribution	Peanut M & Ms	shareholder Weinger, Mu 14	7/11/16
Mutual Administration	Hershey's chocolate bar	Angel Connection	7/15/16
Mutual Administration	7 oz. box of cookies	Angel Connection	7/15/16
Stock Transfer & Distribution	Grounds bakery cupcakes	Portolan & Bloomfield family	7/18/16
Stock Transfer & Distribution	Mini NRA flashlight for Tom Lockhart	Elaine Briskey, Onsite Sales	7/22/16
Stock Transfer & Distribution	\$15 Starbucks gift card for Courtney Knapp	shareholder Tona Harms, Mu 7	7/25/16
Stock Transfer & Distribution	package of pens	shareholder Sue Rotter, Mu 7	7/26/16
Stock Transfer & Distribution	Mini NRA flashlight for Tom Lockhart	Elaine Briskey, Onsite Sales	7/22/16

Golden Rain Foundation
 August 12, 2016, Meeting of the Executive Committee
 Budget Comparison Report – July 2016
Administration Building – Cost Center 29

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Administration Building				
6410005 29	Building Supplies - Administration Bldg	789	910	121
6420100 29	Electricity - Administration Bldg	13,014	14,358	1,344
6425100 29	Natural Gas - Administration Bldg	548	248	(300)
6471000 29	Building Repair & Maintenance - Administ	3,598	147	(3,451)
6477210 29	Pest Control - Administration Bldg	650	560	(90)
6478000 29	Service Contracts - Administration Bldg	2,821	2,340	(481)
6484000 29	Permits & Licenses - Administration Bldg	0	225	225
	Total Expenses	21,419	18,788	(2,631)
5330000 29	Income / Refund from Mutuals - Administr	19,362	19,361	1
	Total Cost Recovery	19,362	19,361	1
Off Budget Items				
	Net Income / (Expense)	(2,057)	573	(2,630)

Budget Variance Report - July 2016
Administration Building - CC 29

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6420100	Electricity	1,344	Favorable-Favorable weather
6471000	Building Repair & Mntnc	(3,451)	Unfavorable-Mutual Directors' mailboxes & Elevator repairs
6478000	Service Contracts	(481)	Unfavorable-Biannual Fire Inspection previously charged to CC 79
Total Explained Variances		<u>(2,588)</u>	

Golden Rain Foundation
 August 12, 2016, Meeting of the Executive Committee
 Budget Comparison Report – July 2016

Administration Building – Cost Center 30

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Administration				
6100000 30	Salaries & Wages - Administration	191,622	183,299	(8,223)
6140000 30	Employment Taxes - Administration	14,581	11,795	(2,786)
6142000 30	Workers' Compensation - Administration	4,339	6,398	2,059
6143000 30	Group Insurance - Medical - Administration	12,578	13,218	638
6143300 30	Group Insurance - Dental - Administration	329	224	(105)
6143500 30	Group Insurance - Vision - Administration	192	126	(66)
6144000 30	401(k) Match - Administration	1,404	1,448	42
6145000 30	Group Insurance - Life - Administration	845	854	9
6146000 30	Long Term Disability Insurance - Administration	635	994	359
6211000 30	Continuing Education - Administration	0	500	500
6214000 30	Meals & Special Events - Administration	7,148	7,000	(148)
6214500 30	Gifts - Administration	456	266	(191)
6215000 30	Mileage - Administration	3,487	3,570	83
6410000 30	Office Supplies - Administration	3,617	5,835	2,218
6410003 30	Board Office Supplies - Administration	1,918	490	(1,428)
6410010 30	Hospitality - Administration	1,288	1,169	(119)
6410015 30	Computer Supplies - Administration	7,189	2,165	(5,024)
6410020 30	Equipment Expense - Administration	858	0	(858)
6410025 30	Lunch Room Supplies - Administration	94	119	25
6410030 30	Printer / Copier Supplies - Administration	1,999	2,975	976
6410035 30	Refreshments - Administration	408	1,169	761
6422000 30	Telephone - Administration	36,320	36,738	418
6434100 30	Legal Fees - General Counsel - Administration	18,087	35,000	16,913
6434105 30	Legal Fees - Litigation - Administration	19,221	14,000	(5,221)
6437100 30	Reserve Study - Administration	5,490	5,500	10
6438000 30	Other Professional Fees - Administration	595	4,000	3,405
6444000 30	Equipment Rental - Administration	2,639	2,639	0
6472000 30	Equipment Repair & Maintenance - Administration	162	520	358
6478000 30	Service Contracts - Administration	6,723	9,187	2,464
6482000 30	Dues, Memberships & Books - Administration	397	620	223
6484000 30	Permits & Licenses - Administration	0	1,500	1,500
6731000 30	Property & Liability Insurance - Administration	243,443	253,400	9,957
6951000 30	Non-Budgeted Exp for Committee - Administration	6,818	1,000	(5,818)
	Total Expenses	594,779	607,711	12,932
Other Cost Recovery				
5335000 30	Management Fee - Administration	25,900	25,900	0
5385000 30	Other Income - Administration	1,600	3,204	(1,604)
5385101 30	Restricted Donations - Administration	4,960	0	4,960
5395000 30	Rental Income - Administration	25,280	25,278	2
5396000 30	Taxable Other Income - Administration	1,050	0	1,050
5396100 30	Taxable Other Income - Superwire - Administration	63,377	46,725	6,652
5397100 30	Taxable Interest Income - Administration	699	0	699
	Total Other Cost Recovery	112,866	101,107	11,759
5330000 30	Income / Refund from Mutuals - Administration	488,996	488,996	0
	Total Cost Recovery	601,865	590,103	11,762
	Net Income / (Expenses)	7,086	(17,608)	24,694

Golden Rain Foundation
 August 12, 2016, Meeting of the Executive Committee
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Budget Variance Report - July 2016
Administration - CC 30

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
	Salaries, Wages & Benefits	(8,073)	Unfavorable - Staff overtime
6410000	Office Supplies	2,218	Favorable-Timing difference budget straight lined
6410015	Computer Supplies	(5,024)	Unfavorable- iPad Pros, styluses, keyboard, and printer for Director & Board Member, Display TV and add'l RAM & SSD for Exec Asst
6434100	Legal Fees - General Counsel	16,913	Favorable-General legal fees to date less than budgeted
6434105	Legal Fees - Litigation	(5,221)	Unfavorable-Litigation expenses to date higher than budgeted
6438000	Other Professional Services	3,405	Favorable-Board trainings charged to MAC
6478000	Service Contracts	2,464	Favorable- difference of one month's Konica use due to YE accrual, and usage lower than budgeted
6484000	Permits & Licenses	1,500	Favorable-Environmental Fee charged to CC 79
6731000	Property & Liability Insurance	9,957	Favorable-Actual cost came in lower than budgeted
6951000	Non-Budgeted Exp for Committee	(5,818)	Unfavorable - Reimb Board Officer's Medical Care
5385000	Other Income	(1,604)	Unfavorable - Expect Year-end Unfavorable Variance of \$2,748 some of budgeted revenue going to CC 34, and some to account 5396000
5385101	Restricted Donations	4,960	Favorable-Golden Age Fndt Payment for Bus Benches
5396000	Taxable Other Income	1,050	Favorable - John's Landscaping storage fees
5396100	Taxable Other Income - Superwire	6,652	Favorable-Collected past due amounts on extra revenue & increases in subscriptions
Total Explained Variances		<u>23,379</u>	

Building 5 Budget Variance Report July 30, 2016

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Clubhouse Five				
6410000 55	Office Supplies - Clubhouse Five	5	585	(580)
6410005 55	Building Supplies - Clubhouse Five	1,242	333	(909)
6410020 55	Equipment Expense - Clubhouse Five	817	333	(484)
6420100 55	Electricity - Clubhouse Five	5,239	6,412	(1,173)
6471000 55	Building Repair & Maintenance - Clubhous	1,160	500	(660)
6472000 55	Equipment Repair & Maintenance - Clubhou	915	533	(382)
6477210 55	Pest Control - Clubhouse Five	650	560	(90)
6478000 55	Service Contracts - Clubhouse Five	3,038	2,295	(743)
6484000 55	Permits & Licenses - Clubhouse Five	0	500	500
	Total Expenses	13,066	12,051	(1,015)
Other Cost Recovery				
5385201 55	Cafe Commissions Income - Clubhouse Five	1,148	828	320
	Total Other Cost Recovery	1,148	828	320
5330000 55	Income / Refund from Mutuals - Clubhouse	11,361	11,355	6
	Total Cost Recovery	12,509	12,183	326
Off Budget Items				
	Net Income / (Expense)	(557)	132	(689)

Budget Variance Report - July 2016 Building 5 - CC 55

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6410000	Office Supplies	580.00	Favorable-Not all funds needed at this time.
6410005	Building Supplies	(909.00)	Unfavorable-Due to new conference room.
6420100	Electricity	1,173.00	Favorable-due to usage and minimal rate change
6471000	Building Repair & Maintenance	(660.00)	Unfavorable- Materials for new conference room.
6478000	Service Contracts	(743.00)	Unfavorable- Due to 2015 payment made in 2016.
	Total Explained Variances	(559.00)	