



---

## Executive Committee

---

### **Agenda**

Administration Conference Room

Thursday, September 15, 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 August 12, 2016 (pp. 1- 8)
5. Shareholder/Member Comments – Agenda Items Only  
*(Limited to 3 minutes per person)*
6. Correspondence (not applicable)
7. Old Business
  - a. Change to Employer Maximum Contribution to the 401(k) Plan
  - b. By-laws
  - c. Salary Survey Update (handout)
  - d. Code of Ethics (handout)
8. New Business
  - a. Mutual Sixteen candidates (handout)
9. Policies
  - a. Rescind Policy 5101-30, Limitation of Term - Standing Committee  
Chairman (p. 9)
10. Subcommittee Reports
  - a. Emergency Preparedness Subcommittee

- b. Emergency Council Report
  - c. Ethics
- 11. Staff Reports
  - a. Human Resources Director (pp. 10-17)
  - b. Executive Director
  - c. Finance Manager (pp. 18-21)
- 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, October 14, 2016**



**EXECUTIVE COMMITTEE MINUTES**  
**Friday, August 12, 2016**

The meeting of the Executive Committee was held on Friday, August 12, 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	Mr. P. Moore
	Mrs. C. Damoci, President	Ms. K. Rapp
	Mr. P. Hood, Treasurer	Mrs. J. Reed, Corporate Secretary
Absent:	Mr. B. Lukoff	
Staff and Guests:	Mr. R. Ankeny, Executive Director	
	Ms. C. Miller, Director of Finance	
	Ms. C. Flynn, Human Resources Director	
	Mrs. D. Bennett, Recording Secretary	
	Mr. R. Stone, GRF Representative, Mutual One	
	Ms. P. Snowden, GRF Representative, Mutual Two	
	Mr. B. Scheuermann, GRF Representative, Mutual Ten	
	Mrs. Helen Tran, GRF Representative, Mutual Fifteen	
	Five 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 4<sup>th</sup> 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 September.

### **CHAIR'S ANNOUNCEMENTS**

The Chair introduced the Executive Director, the Director of Finance, Human Resources Director, the ITS Systems Analyst 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.

The Chair advised that the next meeting of the Executive Committee will be on Thursday, September 15, at 1:00 p.m., in the Administration Conference Room.

### **APPROVAL OF COMMITTEE MINUTES**

The minutes of July 8, 2016 were approved, as presented.

### **SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)**

One shareholder/member spoke on agenda topics.

### **CORRESPONDENCE**

No correspondence was reviewed.

### **OLD BUSINESS**

#### **By-laws**

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

#### **Salary Survey Update**

Mr. Moore MOVED, Mr. Hood seconded, and carried unanimously by the Committee members present -

TO direct the Human Resources Director to determine the most appropriate source of individual salary survey data, for five target positions, not to exceed \$1,750.

## Code of Ethics

Upon discussion, the Committee reached consensus for Committee members Kathy Rapp and Joy Reed to compose a first draft of a Code of Ethics to be recommended to the GRF Board of Directors, to be reviewed at the September committee meeting; input is welcomed from all directors. The GRF Board of Directors will be advised of the date and time of the initial drafting of the document.

## **NEW BUSINESS**

### Draft 2017 Budgets for Cost Centers 20, 22, 29, 30 and 55

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

TO recommend the Finance Committee approve the proposed budget for Cost Center 20.

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

TO recommend the Finance Committee approve the proposed budget for Cost Centers 22.

Ms. Rapp MOVED, seconded by Mr. Hood and carried unanimously by the Committee member present-

TO recommend the Finance Committee approve the proposed budget for Cost Center 29.

Mr. Moore MOVED, seconded by Mr. Hood and carried unanimously by the Committee members present-

TO recommend the Finance Committee approve the proposed budget for Cost Center 30.

Ms. Rapp MOVED, seconded by Mr. Moore and carried unanimously by the Committee members present-

TO recommend the Finance Committee approve the proposed budget for Cost Center 55.

## Uniforms

The Committee reached consensus to direct the Executive Director to present sample uniforms for the Committee's review at the September meeting.

Policy Renumbering on Website

The ITS Systems Analyst presented a new navigation/organization of the GRF policies on the website; he will provide printed copies to the Committee members, for their review.

Addition of FTE (Permit Clerk) to Cost Center 70

At its meeting of 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. A continual increase in the amount of Mutual and Shareholder projects has led to additional demand in the processing of permits, inspections requests and escrow-related tasks.

The annual expense for this addition is \$43,700 per year, including benefits and taxes and could possibly be offset by an increase in permit fees.

Mr. Moore MOVED, seconded by Ms. Rapp and carried unanimously by the Committee members-

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

POLICIES

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

TO refer Policy 1510-30, Dissemination of Information, to the Policy Rewrite Sub-committee.

Rescind Policy 4121-20, Position Descriptions

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

TO recommend the GRF BOD rescind Policy 4121-20, Position Descriptions.

Rescind Policy 4156-30, Hiring Practice

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

TO recommend the GRF BOD rescind Policy 4156-30, Hiring Practice.

Rescind Policy 4190-20, Anti-Fraud Policy

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

TO recommend the GRF BOD rescind Policy 4190-20, Anti-Fraud Policy.

Policy 4101-20, Commissions

The Committee reached consensus to review Policy 4101-20, Commissions, at the September committee meeting.

Policy 5551-30, Paramedic Program

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

TO recommend the GRF BOD rescind Policy 5551-30, Paramedic Program.

**SUBCOMMITTEE REPORTS**

Emergency Preparedness Committee

The Committee Chair presented the Safety & Emergency Coordinator's request to appoint the following members of the Emergency Preparedness Subcommittee:

Mike Clairmont, Mutual Two and Radio Club President  
Diana Gebel, HCC Administrator  
Jaime Guerrero, GRF Security Chief (as needed)  
Jan Kuhl, Mutual Four and Mutual Emergency Preparedness Chair  
Phil Mandeville, Mutual Eleven, President  
Paula Snowden, Mutual Two, GRF Representative  
Helen Tran, Mutual Fifteen, GRF Representative  
Mark Weaver, Facilities Director (as needed)  
Grant Winford, Transportation Manager (as needed)

Emergency Council Report

Ms. Snowden, the Liaison to the Emergency Council reported that the first meeting attracted many participants, indicating significant interest.

## **STAFF REPORTS**

### **Human Resources Director**

The Human Resources Director presented her report, as attached. The Committee recommended that the Human Resources Director discontinue attaching the gift log to the report; the Recording Secretary will have the log available at the meeting, if anyone wishes to review it.

### **Finance Manager**

The Director of Finance presented the Finance Manager's report, as attached.

### **Executive Director**

The Executive Director spoke on various topics.

## **SHAREHOLDER COMMENTS**

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

## **COMMITTEE MEMBERS**

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

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 and carried unanimously by the Committee members present-

**TO return to open Executive Committee.**

## **ADJOURNMENT**

The meeting was adjourned at 4:04 p.m.

---

Linda Stone  
Chair, Executive Committee  
08.12.16/dfb



**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE COMMITTEE  
MEETING ON AUGUST 12, 2016**

**ACTIONS**

- Consensus to draft a Code of Ethics, led by Committee members Rapp and Reed, with input from all directors.
- The ITS Systems Analyst will provide printed copies of the new navigation/organization of the GRF policies on the Leisure World website.
- Consensus to review Policy 4101, Commissions, at the September committee meeting.
- The Committee Chair presented the Safety & Emergency Coordinator's request to appoint the following members of the Emergency Preparedness Subcommittee:

Mike Clairmont, Mutual Two and Radio Club President

Diana Gebel, HCC Administrator

Jaime Guerrero, GRF Security Chief (as needed)

Jan Kuhl, Mutual Four and Mutual Emergency Preparedness Chair

Phil Mandeville, Mutual Eleven, President

Paula Snowden, Mutual Two, GRF Representative

Helen Tran, Mutual Fifteen, GRF Representative

Mark Weaver, Facilities Director (as needed)

Grant Winford, Transportation Manager (as needed)

**MOTIONS**

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- **TO** direct the Human Resources Director to determine the most appropriate source of individual salary survey data, for five target positions, not to exceed \$1,750.
- **TO** recommend the Finance Committee approve the proposed budget for Cost Center 20.
- **TO** recommend the Finance Committee approve the proposed budget for Cost Centers 22.
- **TO** recommend the Finance Committee approve the proposed budget for Cost Center 29.

- **TO** recommend the Finance Committee approve the proposed budget for Cost Center 30.
- **TO** recommend the Finance Committee approve the proposed budget for Cost Center 55.
- **TO** approve the request from the Physical Property Committee to add one Full-Time Employee (FTE) to Cost Center 70.
- **TO** refer Policy 1510-30, Dissemination of Information, to the Policy Rewrite Subcommittee.
- **TO** recommend the GRF BOD rescind Policy 4121-20, Position Descriptions.
- **TO** recommend the GRF BOD rescind Policy 4156-30, Hiring Practice.
- **TO** recommend the GRF BOD rescind Policy 4190-20, Anti-Fraud Policy.
- **TO** recommend the GRF BOD rescind Policy 5551-30, Paramedic Program.

**GOLDEN RAIN OPERATIONS**

**COMMITTEE FUNCTIONS**

**RESCIND**

**Limitation of Term – Standing Committee Chairmen**

Chairmen of the Golden Rain Board standing committees shall not be permitted to succeed themselves in office for more than two terms.

The intent of this policy is to limit any chairman of a Golden Rain Board standing committee to not more than three successive terms.

**Policy**  
Adopted: 08 Jul 80  
Amended:

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

(Jul 80)

**Golden Rain Foundation Executive Committee  
Human Resources Report – September 15, 2016**

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

- 1) **GRF – Budget Variance Information** – GRF has a year-to-date favorable variance of **\$333,331.00** in Salaries and Employee Benefits:

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses				
6100000	Salaries & Wages	4,923,700	5,027,645	103,945
6100001	Vacation Accrual Expense	(17,923)	0	17,923
6101000	Commissions	26,609	25,332	(1,277)
6140000	Employment Taxes	417,099	422,615	5,516
6142000	Workers' Compensation	338,773	491,968	153,195
6143000	Group Insurance - Medical	488,370	524,024	35,654
6143300	Group Insurance - Dental	10,744	11,016	272
6143500	Group Insurance - Vision	6,585	6,776	191
6144000	401(k) Match	94,132	104,248	10,116
6145000	Group Insurance - Life	18,396	19,120	724
6146000	Long Term Disability Insurance	15,232	22,304	7,072

- 2) **Cost Center 20 – Human Resources Budget Variance Information** – The Human Resources department has a year-to-date favorable variance of **\$13,623.00** 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	138,439	138,805	366
6100001 20	Vacation Accrual Expense - Human Resourc	(17,923)	0	17,923
6140000 20	Employment Taxes - Human Resources	10,449	10,640	191
6142000 20	Workers' Compensation - Human Resources	5,544	8,048	2,504
6143000 20	Group Insurance - Medical - Human Resour	18,807	19,856	1,049
6143300 20	Group Insurance - Dental - Human Resourc	386	384	(2)
6143500 20	Group Insurance - Vision - Human Resourc	232	240	8
6144000 20	401(k) Match - Human Resources	438	2,285	1,847
6145000 20	Group Insurance - Life - Human Resources	676	496	(180)
6146000 20	Long Term Disability Insurance - Human R	588	584	(4)
6210010 20	Fraud Hotline - Human Resources	640	704	64
6211000 20	Continuing Education - Human Resources	850	1,600	750
6211100 20	Employee Incentives - Human Resources	537	672	135
6212000 20	Employee Exams - Human Resources	125	0	(125)
6212005 20	Employee Drivers License Inquiry - Human	137	176	39
6213000 20	Employee Recruitment - Human Resources	1,107	1,192	85
6213005 20	Employment Screening - Human Resources	4,546	5,040	494
6214500 20	Gifts - Human Resources	0	336	336
6215000 20	Mileage - Human Resources	0	76	76
6410000 20	Office Supplies - Human Resources	858	400	(458)
6410015 20	Computer Supplies - Human Resources	5	1,000	995
6410030 20	Printer / Copier Supplies - Human Resour	300	668	368
6410035 20	Refreshments - Human Resources	0	240	240
6434110 20	Legal Fees - HR - Human Resources	1,999	6,400	4,401
6482000 20	Dues, Memberships & Books - Human Resour	0	600	600
6491000 20	Miscellaneous Writeoffs - Human Resource	157	0	(157)
	<b>Total Expenses</b>	<b>168,896</b>	<b>200,442</b>	<b>31,546</b>

3) **Cost Center 22 – Emergency Preparedness Budget Variance Information – The**  
 Emergency Preparedness department has a year-to-date favorable variance of **\$3,028**

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Emergency Preparedness				
6100000 22	Salaries & Wages - Emergency Prepared	11,348	11,286	(62)
6140000 22	Employment Taxes - Emergency Prepared	816	1,142	326
6142000 22	Workers' Compensation - Emergency Prepar	1,011	1,472	461
6211000 22	Continuing Education - Emergency Prepare	415	1,725	1,310
6410030 22	Printer / Copier Supplies - Emergency Pr	0	264	264
6410045 22	Emergency Supplies - Emergency Preparedn	316	1,200	884
6422000 22	Telephone - Emergency Prepare	555	400	(155)
Total Expenses		14,461	17,489	3,028

4) **Recruitment**

Openings in September – 7 Positions

Position		Status	Dept
Security Officers	3 Part-time	Accepting Applications	37 – Security
Asst. Service Maint. Supv.	1 Full-time	Interviews in progress	74 – Service Maintenance
Electrician	2 Full-time	Accepting Applications	74 – Service Maintenance
Bus Drivers	1 Part-time	Accepting Applications	38 – Transportation
<b>Total Openings</b>	<b>7</b>		

5) **Staff Counts – As of 08-31-2016**

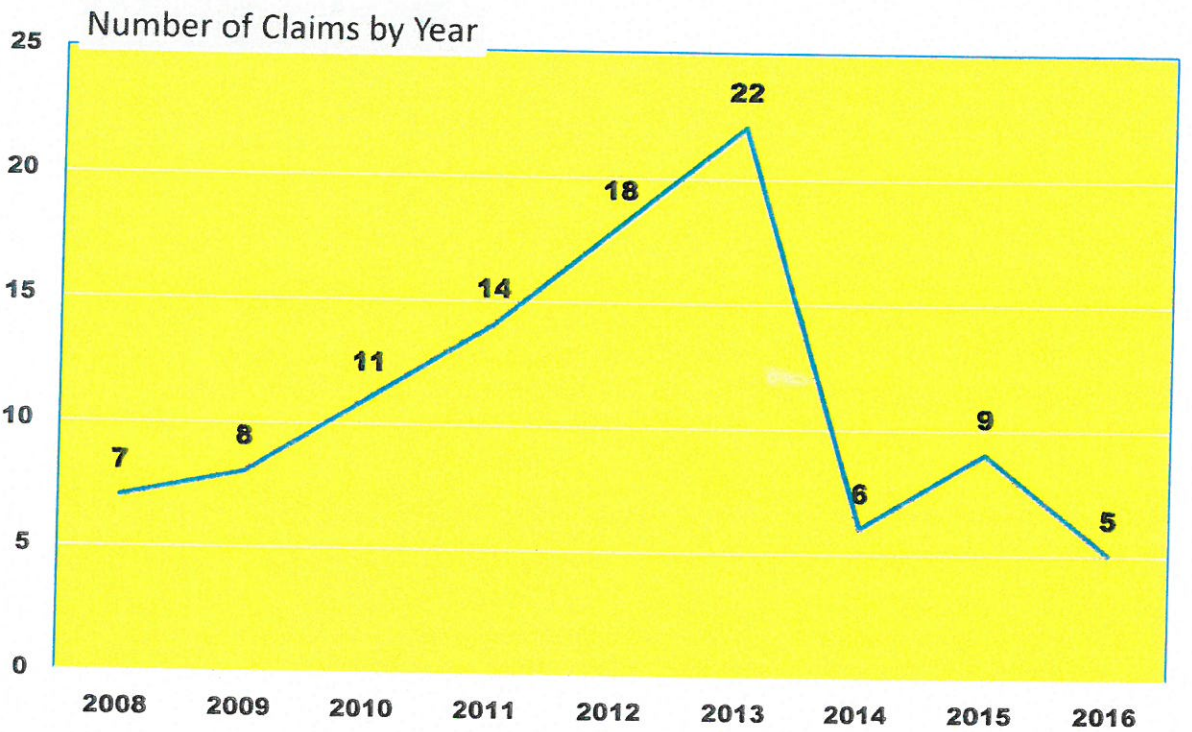
Current Staff Count – 232	Hires	Separations	Promotions
• AUG 2016	6	1	2
• YTD 2016	35	26	11
• 2015	26	35	9

6) Safety

a. One new claim in August, and one new claim in September to-date.

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	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
<b>Total</b>	<b>5</b>	<b>9</b>	<b>6</b>	<b>22</b>	<b>18</b>	<b>14</b>



**Golden Rain Foundation Executive Committee Report / Executive Session**  
**Staff Member Information**

Data as of  
 August 31, 2016 unless noted otherwise

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

<i>2016 Data as of 07/31/2016</i>	<i>NEW HIRES</i>		<i>SEPARATIONS</i>	
<i>Department</i>	<i>2016 To Date</i>	<i>2015 Actual</i>	<i>2016 To Date</i>	<i>2015 Actual</i>
ADMINISTRATION				
FINANCE	1			
GOLF				
HUMAN RESOURCES		1		1
INFORMATION TECHNOLOGY SVS				1
LIBRARY	1		2	1
MUTUAL ADMINISTRATION	2	2	3	
NEWS	1			1
PHYSICAL PROPERTY	2	2		3
PURCHASING				1
RECREATION (includes Exercise/Pool)	2	4	1	5
SECURITY	14	9	10	16
SERVICE MAINTENANCE	7	4	5	1
TRANSPORTATION	5	4	5	5
<b>GRAND TOTAL</b>	<b>35</b>	<b>26</b>	<b>26</b>	<b>35</b>

## 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	62	8
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	33	2	0
MAC – Mutual Administration	2	5	1	1
<b>Total</b>	<b>21</b>	<b>87</b>	<b>114</b>	<b>10</b>
<b>Total Employee Count</b>	<b>232</b>			

### Summary

Employee Type	Count	% of Total
Full-time	108	46.7%
Part-time	114	49.1%
Per Diem	10	4.3%
<b>Total</b>	<b>232</b>	

**PER DIEM**  
4%

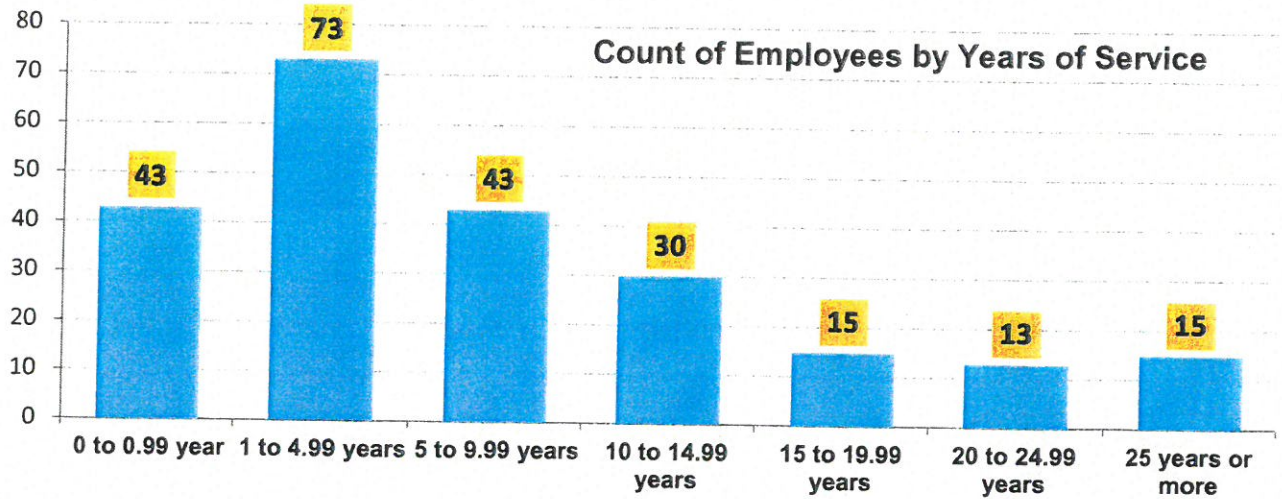
**FULL TIME**  
47%

**PART TIME**  
49%



## 8) Demographics

Category	All Employees	Full-Time	Part-Time	Per Diem
Years of Service	8.5	11.4	5.8	8.8
Average Hourly Rate	\$19.98	\$26.55	\$13.97	\$17.61
Gender – Females	107	43	58	6
Gender – Males	125	65	56	4



### Employees with 25 Years or More of Service

43.4 yrs Juan Robledo – Service Maint.	34.0 yrs Carol Weller – Mutual Admin
42.9 yrs Ruben Gonzalez – Service Maint.	33.2 yrs Cathie Merz – News
38.4 yrs Dede Martin – News	32.2 yrs Terry De Leon – Recreation
38.1 yrs Antonio Duarte – Service Maint.	30.0 yrs Edgar Santamaria – Service Maint.
37.4 yrs Jesus Lopez – Service Maint.	28.3 yrs Ruth Osborn – News
36.4 yrs Barry Holland – ITS	27.9 yrs Richard Stolarz – Service Maint.
36.0 yrs Mark Weaver – Community Facilities	27.8 yrs Eila Van Sauter – Transportation
35.4 yrs Grant Winford – Transportation	

**9) Employees Working Greater Than 28 Hours in a Week**

Updated 08/31/2016 by MWKerr - Hours listed by week ending date

Dept	8/28	8/21	8/14	8/7	7/31	7/24	7/17	7/10
35	30.00	30.00						
37		28.75	31.00	32.00		30.00	30.00	
37						32.50	28.25	32.75
37						28.75		
37	28.75							
37						29.00		
37		29.50						
37	32.25					32.00		
37					32.00			
37						28.25		
37				32.00		31.00		
37		32.00						
37		28.50						
37	32.25		30.50					
37						30.50		
37	32.00							
37				30.50		36.50		
37			32.00					
37				32.75			28.50	28.25
37							28.25	
48								28.50

**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	123.50	\$3,001.76	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

Cost Center	CURRENT MONTH					
	HOURS			EXPENSE		
	Actual	Budget	Fav/(Unfav) Variance	Actual	Budget	Fav/(Unfav) Variance
20 Human Resources	0.25	0.75	0.50	\$12.15	\$34.58	\$22.43
22 Emergency Preparedness	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
30 Administration	1.75	1.67	(0.08)	\$56.84	\$50.33	(\$6.51)
31 Finance	0.25	0.00	(0.25)	\$8.98	\$0.00	(\$8.98)
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	0.50	1.00	0.50	\$19.37	\$50.25	\$30.88
35 Library	0.00	0.50	0.50	\$0.00	\$13.75	\$13.75
36 News	4.00	12.08	8.08	\$137.46	\$409.75	\$272.29
37 Security	17.75	14.00	(3.75)	\$485.21	\$317.83	(\$167.38)
38 Transportation	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
40 Community Facilities	4.75	0.42	(4.33)	\$130.32	\$17.25	(\$113.07)
46 Golf Course	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
48 Swimming Pool	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
56 Exercise Room	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
70 Physical Properties	89.00	4.33	(84.67)	\$3,015.81	\$182.00	(\$2,833.81)
74 Service Maintenance	50.50	0.00	(50.50)	\$1,782.74	\$0.00	(\$1,782.74)
(Less) Billable to mutuals	(45.25)			(\$2,647.13) Approx.		
MAC Mutual Administration	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
<b>Totals</b>	<b>123.50</b>	<b>34.75</b>	<b>(88.75)</b>	<b>\$3,001.76</b>	<b>\$1,075.75</b>	<b>(\$1,926.01)</b>

**11) 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 July, total plan assets are \$8,820,248.30
  - 2016 YTD Employee Contributions \$314,374.36\* Average Per Month \$39,296.80
  - 2016 YTD GRF Matching Contributions \$ 99,321.83\* Average Per Month \$12,415.23
- \*Through check date 09/02/2016

**12) Anti-Fraud Compliance Hotline Reports**

Program started in May 2014

Program Summary	# of Reports
Reports Since Start of Program	None
Closed Reports	Not Applicable
Open Reports	Not Applicable
New Reports this Month	None

Executive Committee Report compiled by:

**Cindy Flynn, Human Resources Director**  
**September 9, 2016**

CONFIDENTIALITY NOTICE: This document and any attachments is intended only for the use of the Golden Rain Foundation Board of Directors and may contain information that is attorney-client and/or attorney work product privileged, confidential, and exempt from disclosure under applicable law. You are hereby notified that any dissemination, distribution or copying of this document and information contained is strictly prohibited.

Golden Rain Foundation  
September 15, 2016, Meeting of the Executive Committee  
Budget Comparison Report – August 2016

**Administration Building – Cost Center 29**

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
<b>Expenses - Administration Building</b>				
6410005 29	Building Supplies - Administration Bldg	856	1,040	184
6420100 29	Electricity - Administration Bldg	15,488	17,792	2,304
6425100 29	Natural Gas - Administration Bldg	575	278	(297)
6471000 29	Building Repair & Maintenance - Administr	12,468	168	(12,300)
6477210 29	Pest Control - Administration Bldg	730	640	(90)
6478000 29	Service Contracts - Administration Bldg	2,821	2,340	(481)
6484000 29	Permits & Licenses - Administration Bldg	0	225	225
	<b>Total Expenses</b>	<b>32,938</b>	<b>22,483</b>	<b>(10,455)</b>
5330000 29	Income / Refund from Mutuals - Administr	22,128	22,127	1
	<b>Total Cost Recovery</b>	<b>22,128</b>	<b>22,127</b>	<b>1</b>
	<b>Off Budget Items</b>			
	<b>Net Income / (Expense)</b>	<b>(10,810)</b>	<b>(356)</b>	<b>(10,454)</b>

**Budget Variance Report - August 2016  
Administration Building - CC 29**

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6420100	Electricity	2,304	Favorable-due to usage and minimal rate change
6471000	Building Repair & Mntnc	(12,300)	Unfavorable-Elevator repairs & Mutual Directors' mailboxes
6478000	Service Contracts	(481)	Unfavorable-Biannual Fire Inspection previously charged to CC 79
	<b>Total Explained Variances</b>	<b>(10,477)</b>	

Golden Rain Foundation  
September 15, 2016, Meeting of the Executive Committee  
Budget Comparison Report – August 2016

**Administration – Cost Center 30**

Acct#	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
<b>Expenses - Administration</b>				
6100000 30	Salaries & Wages - Administration	219,644	211,219	(8,425)
6140000 30	Employment Taxes - Administration	15,534	13,460	(2,074)
6142000 30	Workers' Compensation - Administration	5,037	7,312	2,275
6143000 30	Group Insurance - Medical - Administration	15,977	15,104	(873)
6143300 30	Group Insurance - Dental - Administration	367	258	(111)
6143500 30	Group Insurance - Vision - Administration	213	144	(69)
6144000 30	401(k) Match - Administration	1,588	1,666	78
6145000 30	Group Insurance - Life - Administration	969	976	7
6146000 30	Long Term Disability Insurance - Administration	742	1,136	394
6211000 30	Continuing Education - Administration	0	600	600
6214000 30	Meals & Special Events - Administration	7,148	7,250	104
6214500 30	Gifts - Administration	456	302	(154)
6215000 30	Mileage - Administration	3,988	4,080	94
6410000 30	Office Supplies - Administration	3,696	6,668	2,972
6410003 30	Board Office Supplies - Administration	1,918	560	(1,358)
6410010 30	Hospitality - Administration	1,588	1,336	(252)
6410015 30	Computer Supplies - Administration	7,388	2,192	(5,196)
6410020 30	Equipment Expense - Administration	858	0	(858)
6410025 30	Lunch Room Supplies - Administration	99	136	37
6410030 30	Printer / Copier Supplies - Administration	2,295	3,400	1,105
6410035 30	Refreshments - Administration	494	1,336	842
6422000 30	Telephone - Administration	41,511	41,984	473
6434100 30	Legal Fees - General Counsel - Administration	19,636	40,000	20,364
6434105 30	Legal Fees - Litigation - Administration	27,340	16,000	(11,340)
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	3,016	3,016	0
6472000 30	Equipment Repair & Maintenance - Administration	162	520	358
6478000 30	Service Contracts - Administration	7,731	10,500	2,769
6482000 30	Dues, Memberships & Books - Administration	397	640	243
6484000 30	Permits & Licenses - Administration	0	1,500	1,500
6731000 30	Property & Liability Insurance - Administration	278,221	289,600	11,379
6951000 30	Non-Budgeted Exp for Committee - Administration	6,818	1,000	(5,818)
	<b>Total Expenses</b>	<b>680,914</b>	<b>693,393</b>	<b>12,479</b>
<b>Other Cost Recovery</b>				
5335000 30	Management Fee - Administration	29,600	29,600	0
5385000 30	Other Income - Administration	1,776	3,609	(1,833)
5385101 30	Restricted Donations - Administration	4,960	0	4,960
5395000 30	Rental Income - Administration	26,781	26,778	3
5396000 30	Taxable Other Income - Administration	1,200	0	1,200
5396100 30	Taxable Other Income - Superwire - Administration	60,973	53,400	7,573
5397100 30	Taxable Interest Income - Administration	948	0	948
	<b>Total Other Cost Recovery</b>	<b>126,238</b>	<b>113,387</b>	<b>12,851</b>
5330000 30	Income / Refund from Mutuals - Administration	558,856	558,853	3
	<b>Total Cost Recovery</b>	<b>685,094</b>	<b>672,240</b>	<b>12,854</b>
	<b>Net Income / (Expenses)</b>	<b>4,180</b>	<b>(21,153)</b>	<b>25,333</b>

Golden Rain Foundation  
September 15, 2016, Meeting of the Executive Committee  
Budget Comparison Report – August 2016

**Budget Variance Report - August 2016**  
**Administration - CC 30**

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
	Salaries, Wages, & Benefits	(8,798)	Unfavorable - Staff overtime
6410000	Office Supplies	2,972	Favorable-Timing difference; budget straight lined
6410015	Computer Supplies	(5,196)	Unfavorable- iPad Pros, printer for Board Members & Director; Display TV and add'l RAM & SSD for Exec. Asst.
6434100	Legal Fees - General Counsel	20,364	Favorable-General legal fees to date less than budgeted
6434105	Legal Fees - Litigation	(11,340)	Unfavorable-Litigation expenses to date higher than budgeted
6438000	Other Professional Services	3,405	Favorable-Board training timing
6478000	Service Contracts	2,769	Favorable - Usage lower than budgeted
6484000	Permits & Licenses	1,500	Favorable-Environmental Fee charged to CC 79
6731000	Property & Liability Insurance	11,379	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	(1,833)	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	1,200	Favorable - John's Landscaping storage fees, budgeted in 5385000
5396100	Taxable Other Income - Superwire	7,573	Favorable-Collected past due amounts on extra revenue & increases in subscriptions
	<b>Total Explained Variances</b>	<u><u>23,137</u></u>	

Golden Rain Foundation  
September 15, 2016, Meeting of the Executive Committee  
Budget Comparison Report – August 2016

**Building Five – Cost Center 55**

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Building Five				
6410000 55	Office Supplies - Building Five	9	668	659
6410005 55	Building Supplies - Building Five	1,291	333	(958)
6410020 55	Equipment Expense - Building Five	2,269	333	(1,936)
6420100 55	Electricity - Building Five	6,655	7,845	1,190
6471000 55	Building Repair & Maintenance - Building	2,208	750	(1,458)
6472000 55	Equipment Repair & Maintenance - Buildin	918	533	(385)
6477210 55	Pest Control - Building Five	788	640	(148)
6478000 55	Service Contracts - Building Five	3,041	2,295	(746)
6484000 55	Permits & Licenses - Building Five	0	936	936
	Total Expenses	17,179	14,333	(2,846)
Other Cost Recovery				
5385201 55	Cafe Commissions Income - Building Five	1,469	936	533
	Total Other Cost Recovery	1,469	936	533
5330000 55	Income / Refund from Mutuals - Building	12,984	12,978	6
	Total Cost Recovery	14,453	13,914	539
Off Budget Items				
	Net Income / (Expense)	(2,726)	(419)	(2,307)

**Budget Variance Report - August 2016  
Building Five - CC 55**

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6410000	Office Supplies	659	Favorable-Not all funds needed at this time; budgeted printer ink for computer club not needed
6410005	Building Supplies	(958)	Unfavorable-Due to new conference room
6410020	Equipment Expense	(1,936)	Unfavorable-Electronics for new conference room, and elevator repairs
6420100	Electricity	1,190	Favorable-due to usage and minimal rate change
6471000	Building Repair & Maintenance	(1,458)	Unfavorable- Materials for new conference room & security office
6478000	Service Contracts	(743)	Unfavorable- Budget did not include maintenance of fire extinguishers
6484000	Permits & Licenses	936	Favorable-timing difference in receiving bills
	<b>Total Explained Variances</b>	<b>(2,310)</b>	