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## Executive Committee

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### **Agenda**

Administration Conference Room

Friday, December 11, 2015

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 November 13, 2015 (pp. 1-7)
5. Shareholder/Member Comments – Agenda Items Only  
*(Limited to 3 minutes per person)*
6. Correspondence
7. Old Business
  - a. New Standing Committee
8. New Business
  - a. Emergency Planning (Scope of Interest)/Red Book Re-write
9. Policies
  - a. Adopt Policy on the Formation of Sub-committees and Ad Hoc Committees  
(pp. 8-9)
10. Sub Committee Reports
  - a. Emergency Preparedness Sub-Committee
  - b. Policy & Procedure Sub-Committee
11. Staff Reports
  - a. Departmental Head (pp. 10-15)

- b. Executive Director
  - c. Finance Supervisor (p. 16)
- 12. Shareholder/Member Comments  
*(Limited to 3 minutes per person)*
- 13. Committee Member Comments
- 14. Adjourn to Executive Committee Executive Session
  - a. Approval of Executive Session minutes
  - b. Personnel
  - c. Personnel Disciplinary Actions
- 15. Next Meeting – Friday, January 8, 2016
- 16. Adjournment
  - a. Friday, December 18, 2015 – Minutes distributed and posted on the website
  - b. Monday, January 4, 2016– Agenda items are due to the Recording Secretary
  - c. Tuesday, January 5, 2016 – Agenda packets are to be distributed and posted on the website



**EXECUTIVE COMMITTEE MINUTES  
Friday November 13, 2015**

The meeting of the Executive Committee was held on Friday, November 13, 2015. The meeting was called to order at 1:00 p.m. by Chair Damoci in the Administration Conference Room, followed by the Pledge of Allegiance.

**ROLL CALL**

Present:       Mrs. C. Damoci, Chair               Mrs. J. Reed, Corporate Secretary  
                  Mr. P. Hood                           Ms. L. Stone, Treasurer  
                  Mr. B. Lukoff                         Ms. R. Winkler, Ex-Officio  
                  Ms. K. Rapp

Staff and       Mr. R. Ankeny, Executive Director  
Guests:        Mrs. C. Flynn, Human Resources Director  
                  Ms. C. Knapp, Stock Transfer Supervisor  
                  Mrs. M. McAuley, Recording Secretary  
                  Mr. R. Stone, GRF Representative, Mutual One  
                  Mrs. L. Perrotti, GRF Representative, Mutual One  
                  Ms. P. Snowden, GRF Representative, Mutual Two  
                  Mrs. M. Dodero, GRF Representative, Mutual Nine  
                  Ms. M. Greer, GRF Representative, Mutual Eleven  
                  Mr. P. Moore, GRF Representative, Mutual Seventeen

**INTRODUCTION OF STAFF AND GUESTS**

The Chair introduced and welcomed Foundation members, guest 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 GRF Board of Directors 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 Board of Directors 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 comment period, not to exceed four minutes, as set forth in Policy 5610, Participation by Foundation Members. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes in December.

## **RULES OF ORDER**

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 Committee meeting minutes of October 9, 2015 were approved, as presented.

## **CORRESPONDENCE**

One piece of correspondence was received and reviewed by the Committee. Acknowledgment of the correspondence will be sent to the author.

## **OLD BUSINESS**

### **Code of Ethics and Censoring Policy - Discussion only**

The Committee discussed the proposed drafted policy of Code of Ethics and Censorship. A special meeting will be scheduled for further discussion and review.

### **By-Laws - Discussion Only**

The Chair requested of the GRF BOD to continue to submit any changes and suggestions they may have to the By-Laws for review and consideration. The Foundation Attorney will be submitting the cost to amend the By-Laws.

### **Employee Longevity**

The members discussed on how to acknowledge employee longevity.

Ms. Rapp MOVED, seconded by Mr. Hood and carried unanimously –

**TO** approve the proposed cash GRF Service Awards for 2015-2016.

## **NEW BUSINESS**

### **Election Procedures**

The Committee members and Stock Transfer Supervisor discussed election procedures.

It was the consensus of the Committee members to task the Stock Transfer Supervisor to conduct all elections next term.

The Chair reported a Special Election policy will be formed to ensure it follows the By-Laws.

With thanks the Stock Transfer Supervisor was excused at 1:57 p.m.

### **New Standing Committees**

The Committee members discussed forming a Service Maintenance and Transportation / Fleet Committee.

Ms. Rapp MOVED, seconded by Mr. Hood and carried unanimously –

**TO** task the Executive Director on drafting the policies and send to the Policy and Procedure Sub-Committee for further review. The Policy will become effective in the 2016-2017 term if approved.

### **Approve Purchase of Generator**

At its September 25, 2015 meeting, the Emergency Preparedness Sub-Committee reviewed specification and cost estimates from three (3) suppliers for a Generac XG8000E CARB-compliant (8000 watt) generator. The Sub-Committee unanimously concurred to forward a request to the Executive Committee to proceed with the purchase of this important item. Funds in the amount of \$2,500.00 are in the 2015 Reserves.

Mr. MOVED, seconded by Ms. Rapp and carried unanimously –

**TO** approve the purchase from Reserve Funds a Generac XG8000E CARB-compliant generator, in the amount of \$1,479.00.

### **Directors Luncheon**

The Chair reported the Directors luncheon will be on Friday, December 18, 2015 and will be catered by The Abbey.

The Chair requested the list of staff that will be attending the luncheon.

### Re-Numbering of Policies – Discussion Only

The Chair discussed on re-numbering of polices and grouping them by cost center. The Executive Director will research on this project with the ITS Systems Analyst. Further discussion will be held at the next regular Executive Committee meeting.

### Publications Manager Job Description

The Human Resources Director presented a draft of the job description for a Publications Manager. The Committee will further review and discuss at the next regular Executive Committee meeting.

The Chair called for a break at 3:06 p.m. The meeting resumed at 3:14 p.m.

### **POLICIES**

The Chair reported Resolution 5032-30, Indemnification Resolution and Policy 5103-30, Committee Meetings will be sent to the Policy and Rewrite Sub-Committee for amendment.

### **SUB-COMMITTEE REPORTS**

#### Emergency Planning Sub-Committee

Ms. Snowden provided a report on the outcome of the Great American Shakeout. She suggested a follow-up meeting after the Shakeout with staff and members who participated in the Shakeout for input and suggestions.

#### Policy & Procedure Sub-Committee

The Chair reported the Sub-Committee has reviewed and provided suggestions on all policies under the Communications Committee's purview.

### **STAFF REPORTS**

#### Human Resources Director

The Human Resources Director presented her report, as attached.

### **EXECUTIVE SESSION**

The Chair called for a 5 minute break at 3:43 p.m. prior to entering executive session.

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

**TO** go into Executive Session at 3:48 p.m.

The Committee members discussed personnel matters.

Ms. Winkler MOVED, seconded by Mrs. Damoci and carried unanimously –

**TO** return to regular session at 4:36 p.m.

The meeting was adjourned at 4:37 p.m.

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Carole Damoci  
Chair, Executive Committee  
12.8.15 mmm

## RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE COMMITTEE MEETING ON NOVEMBER 13, 2015

### MOTIONS

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- The Committee meeting minutes of October 9, 2015 were approved, as presented;
- **TO** approve the proposed cash GRF Service Awards for 2015-2016;
- It was the consensus of the Committee members to task the Stock Transfer Supervisor to conduct all elections next term;
- **TO** task the Executive Director on drafting the policies and send to the Policy and Procedure Sub-Committee for further review. The Policy will become effective in the 2016-2017 term if approved;
- **TO** approve the purchase from Reserve Funds a Generac XG8000E CARB-compliant generator, in the amount of \$1,479.00;
- **TO** go into Executive Session at 3:48 p.m.;
- **TO** return to regular session at 4:36 p.m.

### ACTIONS

- One piece of correspondence was received and reviewed by the Committee. Acknowledgment of the correspondence will be sent to the author;
- The Committee discussed the proposed drafted policy of Code of Ethics and Censorship. A special meeting will be scheduled for further discussion and review;
- The Chair requested of the GRF BOD to continue to submit any changes and suggestions they may have to the By-Laws for review and consideration. The Foundation Attorney will be submitting the cost to amend the By-Laws;
- The Chair reported the Directors luncheon will be on Friday, December 18, 2015 and will be catered by The Abbey. The Chair requested the list of staff that will be attending the luncheon;
- The Chair discussed on re-numbering of polices and grouping them by cost center. The Executive Director will research on this project with the ITS Systems Analyst. Further discussion will be held at the next regular Executive Committee meeting;



- The Human Resources Director presented a draft of the job description for a Publications Manager. The Committee will further review and discuss at the next regular Executive Committee meeting;
- The Chair reported Resolution 5032-30, Indemnification Resolution and Policy 5103-30, Committee Meetings will be sent to the Policy and Rewrite Sub-Committee for amendment.

DRAFT

## GOLDEN RAIN OPERATIONS

## ORGANIZATION OF THE BOARD

## ADOPT

Committee Structure

The Golden Rain Foundation (GRF) Board of Directors (BOD) has three (3) types of committees.

1. Standing Committees.

See policy 5020-30.

2. Sub-committees:

- a. Sub-committees are approved by a standing committee. The Chair of the standing committee appoints the Sub-committee and names the Chair;
- b. A Sub-committee is used to do the research on a specific project that would take too much time during a committee meeting;
- c. Sub-committees have no power to make decisions. Their findings are to be presented to their standing committee. The standing committee will decide if a recommendation is to be presented to the full BOD;
- d. Sub-committees need not be approved by the GRF BOD; and
- e. Sub-committees expire upon the election of a new BOD.

3. Ad hoc Committees.

- a. Ad hoc committees are temporary committees established by the BOD to address a specific issue.
- b. Ad hoc committees created for a specific purpose continue to exist until the duty assigned to them is accomplished. ([Robert's Rules](#), 11th ed., p. 502.) For example, a committee preparing recommendations for redecorating the lobbies would continue its work despite the election of a new board.
- c. Once an assigned project has been completed, the committee automatically dissolves unless the board assigns additional projects to the committee. ([Robert's Rules](#), 11th ed., p. 492.)

**GOLDEN RAIN OPERATIONS**

**ORGANIZATION OF THE BOARD**

**ADOPT**

**Committee Structure**

- d. Ad hoc committees have no power to make decisions.
- e. Ad hoc Committees can be named four (4) ways.
  - i. The GRF president may appoint an Ad hoc committee if it's for something that effects more than one (1) standing committee. The Ad hoc committee reports to the full GRF BOD.
  - ii. The GRF President may appoint an Ad hoc committee after a recommendation from a standing committee. The Ad hoc committee reports to the standing committee that recommended its formation.
  - iii. A standing committee is able to go directly to the BOD if the GRF President is not willing to make the recommendation. The Ad hoc committee then reports to the standing committee that recommended its formation.
  - iv. An Ad hoc committee recommended by the BOD answers to the BOD.
- f. All Ad hoc committees must be approved by the GRF BOD.

**All Ad hoc committees must be approved by the GRF BOD.**

**Policy**  
Adopted:

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

## Golden Rain Foundation Executive Committee Human Resources Report – December 11, 2015

Below are the budget variances as of the end of November 2015.

- 1) **GRF – Budget Variance Information** – GRF has a year-to-date favorable variance of **\$258,566** in Salaries and Employee Benefits:

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses				
6100000	Salaries & Wages	6,575,712	6,722,937	147,225
6100001	Vacation Accrual Expense	(1,888)	0	1,888
6101000	Commissions	35,943	31,475	(4,468)
6110000	Pay for Performance Provision	0	33,623	33,623
6140000	Employment Taxes	542,075	552,530	10,455
6142000	Workers' Compensation	381,863	564,517	182,654
6143000	Group Insurance - Medical	602,490	634,935	32,445
6143300	Group Insurance - Dental	13,875	14,844	969
6143500	Group Insurance - Vision	8,686	8,940	254
6144000	401(k) Match	132,666	160,244	27,578
6145000	Group Insurance - Life	23,599	24,781	1,182
6146000	Long Term Disability Insurance	19,676	28,969	9,293

- 2) **Cost Center 20 – Human Resources Budget Variance Information** – The Human Resources department has a year-to-date favorable variance of **\$35,946** excluding the GRF Vacation Accrual Expense. The variances are due to a temporary vacancy in the HR Director position, a lower number of applicants than anticipated, and fewer legal fees.
- 3) **Cost Center 22 – Emergency Preparedness Budget Variance Information** – The Emergency Preparedness department has a year-to-date favorable variance of **\$4,248**.

#### 4) Recruitment

- a. Openings in November – 12 Positions

Position		Status	Dept
Security Officers	3 Part-time	Conducting Background screenings	37 – Security
Bus Drivers	3 Part-time	Offer letters being sent this week	38 - Transportation
Reception/Office Asst.	1 Full-time	Accepting Applications	33 – Mutual Admin.
Cashier	1 Part-time	Accepting Applications	31 - Finance
Plumber	1 Full-time	Accepting Applications	74 – Service Maintenance
Electrician	1 Full-time	Accepting Applications	74 – Service Maintenance
Publications Manager	1 Full-time	Accepting Applications	36 - News
Inspector	1 Full-time	Accepting Applications	70 – Physical Properties
<b>Total Openings</b>	<b>12</b>		

#### 5) Staff Counts

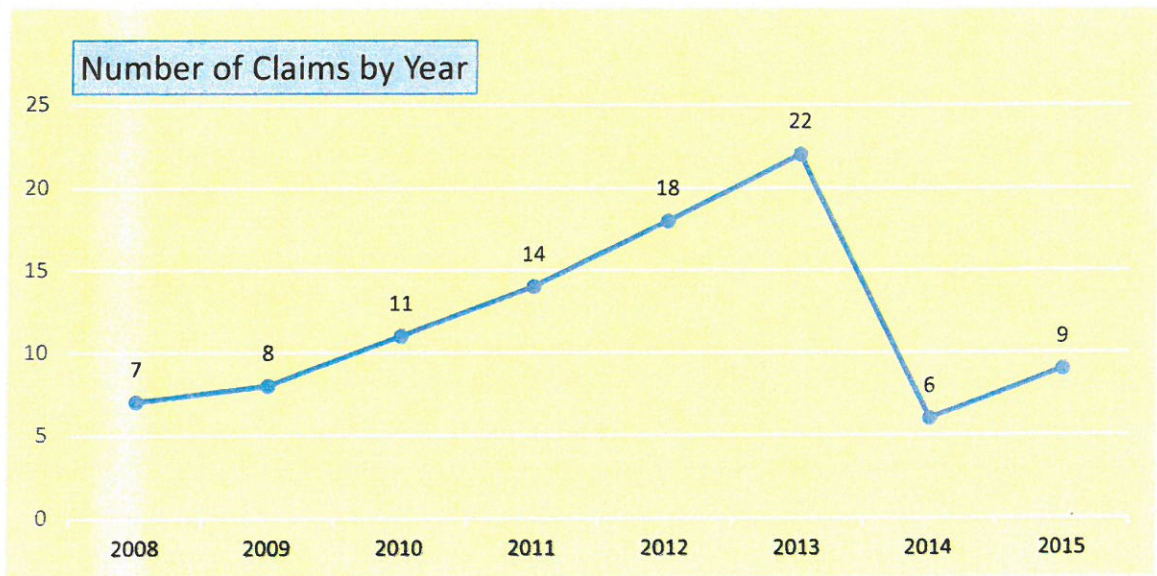
Current Staff Count – 222	Hires	Separations	Promotions
• November 2015	7	2	0
• YTD 2015	24	27	6
• Previous Year	37	38	9

6) Safety

- a. One claim is being filed in December for a slip and fall. Employee was transported to the hospital for evaluation as of the writing of this report.

Workers Compensation - Job Accident Information by Month

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



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

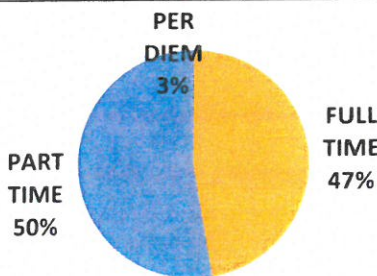
2015 Data as of 10/31/2015 Department	NEW HIRES		SEPARATIONS	
	2015 Actual	2014 Actual	2015 Actual	2014 Actual
ADMINISTRATION		2		
FINANCE		2		2
GOLF		1		
HUMAN RESOURCES	1		1	
INFORMATION TECHNOLOGY SVS		1	1	1
LIBRARY		2	1	1
MUTUAL ADMINISTRATION	2			3
NEWS		2	1	2
PHYSICAL PROPERTY	2	5	2	
PURCHASING		2	1	3
RECREATION (includes Exercise/Pool)	4		5	1
SECURITY	7	7	14	12
SERVICE MAINTENANCE	4	5	1	5
TRANSPORTATION	4	8	4	8
<b>GRAND TOTAL</b>	<b>24</b>	<b>37</b>	<b>31</b>	<b>38</b>

**8) Employee Counts by Department – Based on Budget Allocations**

Department	Full-Time		Part-Time Non-Exempt
	Exempt	Non-Exempt	
20 – Human Resources	1	1	0
22 – Emergency Preparedness	0	1	0
30 – Administration	1	2	2
31 – Finance	4	4	2
32 – Purchasing	1	3	0
33 – Mutual Administration	4	8	2
34 – Information Technology	0	2	0
35 – Library	2	1	8
36 – News	0	7	0
37 – Security	2	4	65
38 – Transportation	1	3	22
40 – Community Facilities	2	2	0
46 – Golf Course	0	0	5
48 – Swimming Pool	0	0	4
55 – Exercise Room	0	0	5
70 – Physical Properties	1	12	1
74 – Service Maintenance	1	34	1
<b>Total</b>	<b>20</b>	<b>82</b>	<b>120</b>
<b>Total Employee Count</b>	<b>222</b>		

**Summary**

Employee Type	Count	% of Total
Full-time	105	47.30%
Part-time	111	50.00%
Per Diem	6	2.70%
<b>Total</b>	<b>222</b>	



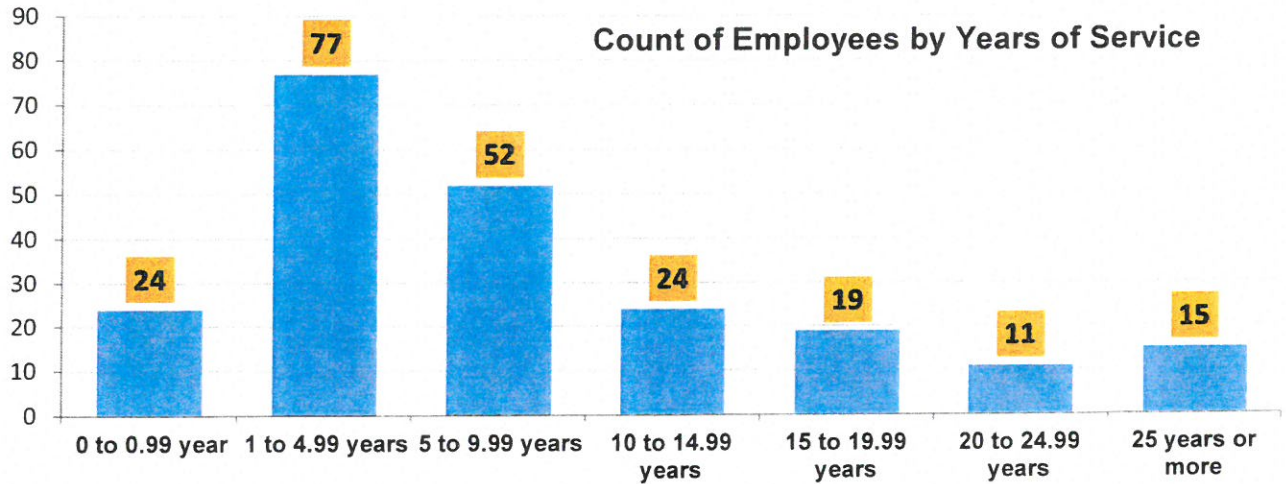
**PER DIEM**  
3%

**FULL TIME**  
47%

**PART TIME**  
50%

9) Demographics

Category	All Employees	Full-Time	Part-Time
Years of Service	8.94	12.05	6.04
Average Hourly Rate	\$20.09	\$26.89	\$13.92
Gender – Females	102	42	60
Gender – Males	120	63	57



**Employees with 25 Years or More of Service**

42.7 yrs Juan Robledo – Service Maint.	33.3 yrs Carol Weller – Mutual Admin
42.2 yrs Ruben Gonzalez – Service Maint.	32.4 yrs Cathie Merz – News
37.6 yrs Dede Martin – News	31.4 yrs Terry De Leon – Recreation
37.3 yrs Antonio Duarte – Service Maint.	29.2 yrs Edgar Santamaria – Service Maint.
36.6 yrs Jesus Lopez – Service Maint.	27.5 yrs Ruth Osborn – News
35.6 yrs Barry Holland – ITS	27.1 yrs Richard Stolarz – Service Maint.
35.2 yrs Mark Weaver – Community Facilities	27.0 yrs Eila Van Sauter – Transportation
34.7 yrs Grant Winford – Transportation	

## 10)Overtime

There is an *favorable* variance of **\$1,144.16** for November and a *favorable* variance of **\$53,481.50** for the year-to-date.

Overtime by Month	2015 Overtime Hours	2015 Overtime Dollars	2014 Overtime Hours	2014 Overtime Dollars
January	144.25	\$2,702.76*	144.00	\$5,483.49
February	43.50	(\$1,577.09)	38.25	\$ 777.31
March	121.25	\$2,081.91	43.50	\$1,115.93
April	102.00	\$2,401.51	61.00	\$1,631.42
May (3 Pay Dates)	213.5	\$4,387.04	57.00	\$1,101.58
June	115.00	\$2,991.54	58.00	\$1,625.94
July	172.50	\$3,208.76	50.50	\$1,235.86
August	99.75	\$1,398.94	37.75	\$ 672.33
September	113.25	\$2,734.27	54.75	\$1,588.73
October	298.25	\$8,890.50	145.00	\$4,701.43
November	230.25	\$7,021.59	118.50	\$3,072.61
December			177.75	\$5,296.76

\*NOTE: The January Overtime dollars were adjusted from \$ 4,080.89 to \$2,702.76 based on the new 2015 SRO rate calculation.

### Overtime Detail for October - Prepared by MWKerr 11/30/2015 (Check date 11/27/2015)

Cost Center	CURRENT MONTH					
	HOURS			EXPENSE		
	Actual	Budget	Fav/(Unfav) Variance	Actual	Budget	Fav/(Unfav) Variance
20 Human Resources	2.50	2.00	(0.50)	\$120.39	\$89.42	(\$30.97)
22 Emergency Preparedness	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
30 Administration	15.50	1.67	(13.83)	\$513.73	\$50.33	(\$463.40)
31 Finance	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
32 Purchasing	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
33 Mutual Administration	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
34 Information Technology Services	0.25	5.00	4.75	\$9.23	\$249.67	\$240.44
35 Library	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
36 News	18.00	10.00	(8.00)	\$599.04	\$343.67	(\$255.37)
37 Security	35.00	19.33	(15.67)	\$827.32	\$395.67	(\$431.65)
38 Transportation	12.25	8.67	(3.58)	\$237.54	\$218.08	(\$19.46)
40 Community Facilities	10.00	1.83	(8.17)	\$274.35	\$63.58	(\$210.77)
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	20.50	8.67	(11.83)	\$704.25	\$363.33	(\$340.92)
74 Service Maintenance	153.75	169.17	15.42	\$5,929.49	\$6,392.00	\$462.51
(Less) Billable to mutuals	(37.50)			(\$2,193.75)	Approx.	
<b>Totals</b>	<b>230.25</b>	<b>226.33</b>	<b>(3.92)</b>	<b>\$7,021.59</b>	<b>\$8,165.75</b>	<b>\$1,144.16</b>

## 11)Retirement – Employee 401(k) Plan

- For 2015, 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 November, total plan assets are \$9,262,718.63
- 2015 YTD Employee Contributions \$424,262.18\* Average Per Month \$38,569



- 2015 YTD GRF Matching Contributions \$ 132,666.23\* Average Per Month \$12,060  
\*Through check date 11/27/2015

## 12)Anti-Fraud Compliance Hotline Reports

Program started in May 2014

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

## 13)Gift Log

GRF Gifts Log			
Department	Gift	Vendor/Shareholder	Date Given
Physical Property/Recreation	Panera Bagels/Cream Cheese	Vista Paint	11/2/15
Mutual Administration/Member Services	Salad, Pasta, Pizza	Joyful Care	11/5/15
Mutual Administration/Member Services	Sandwiches & Coffee	Joyful Care	11/10/15
Mutual Administration	10 oz. can of Almond Roca	Mutual Two shareholders	11/13/15
Mutual Administration/Member Services	Desserts	Joyful Care	11/13/15
Physical Property/Recreation	Candy	Vista Paint	11/18/15
Mutual Administration/Member Services	Donuts	Ziba Hospice	11/19/15
Physical Property/Recreation	Cameo Pin for Kathy Thayer	Britannia Club	11/19/15
Physical Property/Recreation	Candy	Sa-Rans Church	11/19/15
Physical Property/Recreation	Cookies	shareholder Mrs. Bevins	11/19/15
Physical Property/Recreation	Candy & Book	Korean Classical Music	11/19/15
Mutual Administration/Member Services	Egg Sandwiches & Coffee	Joyful Care	11/20/15
Administration	2 Cellphone Holders from SB Centennial	Mutual Three Director Linda Stone	11/23/15
Mutual Administration/Member Services	Egg Sandwiches & Coffee	Joyful Care	11/24/15
Physical Property/Recreation	Chocolate Cookies	Carl @ Pacific Screen	11/24/15
Physical Property/Recreation	Mini Pumpkin Loaves	Lenee @ Castlehead Escrow	11/27/15
Mutual Administration/Member Services	Egg Sandwiches & Coffee	Joyful Care	11/30/15
NEWS	Shortbread Cookies	Maria Rievere @ Tough of Dutch	12/3/15

**Executive Committee Report compiled by:**

**Cindy Flynn, Human Resources Director  
December 11, 2015**

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**Budget Variance Report - November 2015  
Administration Department - CC #29**

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6410005	Building Supplies	(1,543.00)	Miscellaneous décor for Admin. building
6471000	Building Repair & Maintenance	(5,611.00)	Electronic security locks and door repairs
	Total Explained Variances	<u>(7,154)</u>	

**Budget Variance Report - November 2015  
Administration Department - CC #30**

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6100000	Salaries & Wages	(18,892.00)	Salary increases not included in budgeted
6110000	Pay for Performance	33,623.00	Actual expenses posted to various cost centers
	Payroll & Benefits	15,175.00	Planned participation is less than budgeted
	Legal Expenses	13,993.00	Required legal fees are lower than anticipated
6437100	Reserve Study	(6,900.00)	Reserve study initiated in 2014 paid in 2015
6438000	Other Professional Fees	(4,498.00)	Parliamentary workshops not included in budget
6478000	Service Contracts	(8,866.00)	Greater use of copiers increased mntc costs
5385000	Other Income - Superwire	26,844.00	Collecting past due amounts on Extras revenue & increase in subscriptions
5385100	Unrestricted Donations	5,000.00	Donation from former resident's Trust
	Total Explained Variances	<u>55,479</u>	