



Executive Committee

Agenda

Administration Conference Room

Friday, August 11, 2017

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:
Randy Ankeny, Executive Director
Carolyn Miller, Director of Finance
Cindy Flynn, Human Resources Director
Deanna Bennett, Recording Secretary
 - b. Rules of Order
 - c. Chairs Report
- 4. Approval of Minutes**
 - a. Minutes of July 14, 2017 (pp. 1-8)
 - b. Minutes of July 20, 2017, Special (pp. 9-10)
- 5. Shareholder/Member Comments – Agenda Items Only**
(Limited to 3 minutes per person)
- 6. Correspondence**
- 7. Old Business**
 - a. By-laws
 - b. 2018 Budgets – Cost Centers 20, 22, 29, 30, 55 (pp. 11-28)
 - c. Additional Staffing – Recreation Position Description (pp. 29-30)
 - d. Physical Property Department Inspector Salary Review (pp. 31-32)
 - e. Acceleration of Hiring Additional Inspector (pp. 33-34)
- 8. New Business**
 - a. Position Description Amendments
 - i. Recreation Director (pp. 35-36)

- ii. Media Administrative Assistant (pp. 37-42)
- iii. Assistant to the Executive Coordinator (pp. 43-46)
- d. Director Training
- e. 2018 Election Schedule (pp. 47-48)

10. Policies

- a. Amend:
 - i. 1021-30, Posting of Signs on Trust Property (pp. 49-50)
 - ii. 1220-30, Resident Specialists (pp. 51-52)
 - iii. 5041-30, Real Property Acreage (handout)
 - iv. 5155-20, Plan Investment Administrative Committee (pp. 53-54)
- b. Rescind Policy 5518-30, Contract Procedures (pp. 55-56)
- c. Policy 5510- Executive Committee – Discussion (pp. 57-58)

11. Subcommittee Reports

- a. Emergency Council Report

12. Staff Reports

- a. Human Resources Director (pp. 59-66)
- b. Finance Director (pp. 67-70)
- c. Executive Director

13. Shareholder/Member Comments

(Limited to 3 minutes per person)

14. Committee Member Comments

15. Adjourn to Executive Committee Executive Session

- a. Approval of Executive Session Minutes – July 20, 2017
- b. Personnel

16. Next Meeting/Adjournment

- a. **September 8, 2017**



EXECUTIVE COMMITTEE MINUTES
Friday, July 14, 2017

The meeting of the Executive Committee and the Golden Rain Foundation Board of Directors was held on Friday, July 14, 2017. The meeting was called to order at 1:00 p.m. by Chair Damoci, in the Administration Conference Room, followed by the Pledge of Allegiance led by Mrs. Reed.

ROLL CALL

Present:	Mrs. C. Damoci, Chair Ms. L. Stone, President Ms. S. Hopewell	Mr. B. Lukoff Ms. K. Rapp Mrs. J. Reed, Corporate Secretary
Absent:	Mrs. L. Perrotti	
Staff and Guests:	Mr. R. Ankeny, Executive Director Ms. C. Miller, Director of Finance Ms. C. Flynn, Director of Human Resources Mrs. D. Bennett, Recording Secretary Ms. P. Snowden, GRF Representative, Mutual Two Ms. R. Winkler, GRF Representative, Mutual Ten Four Foundation Members	

CHAIR'S ANNOUNCEMENTS

The Chair welcomed and introduced Foundations members, guests and staff and provided an update on the ID Replacement project.

By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with; there was not a quorum of the Golden Rain Foundation Board of Directors (GRF BOD).

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 had no announcements to share.

APPROVAL OF COMMITTEE MINUTES

The minutes of May 12, 2017 were approved, as presented.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

Two shareholder/members spoke on agenda topics.

CORRESPONDENCE

Three items of correspondence were received by the Committee.

OLD BUSINESS

Bylaws

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

TO request Corporate Counsel provide an initial review of the by-laws and recommend non-fundamental changes, at a cost not to exceed of \$1,200.

NEW BUSINESS

2018 Budgets – Cost Centers 20, 22, 29, 30, 55

The Committee discussed the proposed the 2018 Budgets for Cost Centers 20, 22, 29, 30, 55, presented by the Director of Finance.

Additional Staffing – Physical Property Committee

To keep pace with the amount of requests pertaining to Mutual and Shareholder projects, it is necessary to add an additional inspection staff position to the Physical Property Department to address the additional need for permits, contract work, inspection requests, escrow-related tasks and construction management.

Additionally, to help achieve continuity with all building inspectors, a change in one Building Inspector position is requested: to change one existing Building inspector to a Lead position. The job description would remain the same, with the following added tasks:

- Train new staff, as needed
- Act as a liaison for the Facilities Director
- Approve time worked, for department staff
- Fill in when others are sick or on vacation

Ms. Hopewell MOVED, seconded by Ms. Stone - and carried unanimously by the Committee members present –

TO recommend inclusion in the 2018 proposed Cost Center 70 budget the cost to add one FTE Building Inspector.

Six Committee members, the Executive Director and the Facilities Director spoke on the motion.

Staffing Reorganization – Library

With the growing popularity of current services, the extended Saturday hours and the intention of expanding the already popular programming by the Library Department, there has been heavy demand on existing staff to keep pace with the growing needs and requests of the on-average 300 residents a day who visit the Library. Staff feel the addition of a full time position would alleviate the backlogged work load and assure that there is a full time employee on site at all times, including the extended Saturday hours, to ensure quality of services to residents.

Mr. Lukoff MOVED, seconded by Ms. Rapp-

TO include in the 2018 proposed budget for Cost Center 35 the request to one FTE Lead Clerk, at an annual expense of \$7,777.00, per year, including benefits and taxes.

Five Committee members, the Executive Director and the Library Operations Supervisor spoke on the motion.

The motion was carried with two no votes (Reed, L. Stone).

Additional Staffing – Recreation Department

Due to the growing number special events organized and hosted by the Recreation Department, there has been a very heavy demand on existing staff to handle all of the requirements needed to assure that all of the trip advertisements, event list management, ticket sales and hosting of the events, with at times more than one large bus per trip, is handled properly. This position would be on a flex schedule and would provide staffing for on-site events, vacation relief, assist in addressing Club issues and reservations and routine duties, to ensure a quality experience by the Shareholders. The annual expense for this additional position is \$45,600, per year, including benefits and taxes.

Ms. Hopewell MOVED, seconded by Ms. Rapp and carried unanimously by the Committee members present –

TO recommend the GRF BOD approve the request to add one FTE Clerical Position, to Cost Center 40, at an annual expense of \$45,600, per year, including benefits and taxes, contingent upon review of the position description.

Administrative “Floater”

The Committee discussed approval of an Administrative Secretary-Floater position, reporting to the Administration Department. The position would perform a broad range of administrative duties for the GRF, filling in during unplanned absences, vacation relief and additional help as dictated by business circumstances.

Ms. Stone MOVED, seconded by Ms. Rapp-

TO approve the concept of one FTE Administrative Secretary – Floater, to Cost Center 30, pending amendment of the position description, for clarification of duties and salary information.

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

The motion was carried unanimously by the Committee members present.

Key Person Insurance

The Human Resources Director presented Key Life Insurance quotes, as a form of additional, alternative compensation for key managers. Upon discussion, the Committee concurred to pursue Key Life Insurance quotes, to recommend the Preferred Best Rate be used for budget purposes and to invite a representative from American National to make a presentation on their product.

Proposal to Add Martin Luther King, Jr. Day as an Observed Holiday by GRF

Shareholders provided the Committee with a petition bearing requesting the observance of the Martin Luther King, Jr. holiday. The cost of adding this holiday to the current GRF roster of observed holidays was provided by the Human Resources Director.

Ms. Rapp MOVED, seconded by Ms. Hopewell and carried unanimously by the Committee members present –

TO recommend the GRF BOD approve the inclusion of the Martin Luther King, Jr. holiday to the GRF observed holiday roster to the budget at a cost of \$15,904.32.

Five Committee members, two shareholder/members, the Executive Director and the Human Resources Director spoke on the motion.

The motion was carried with two no votes (Reed, L. Stone).

Staffing Reorganization – Security Department

The Security Services Director recommends converting 400 hours of part-time headcount to ten full time employees working 40 hours per week. The Director cited the benefit of full-time versus part-time Security staff in the areas of training, communication, turnover and scheduling.

Ms. Stone MOVED, seconded by Ms. Rapp-

TO recommend the GRF BOD approve the conversion of 400 part-time hours to ten full time employees, working 40 hours per week.

Four Committee members, the Security Services Director and the Recreation Manager spoke on the motion.

The motion was carried unanimously by the Committee members present.

Security Department – Additional Hours for Training

Ms. Stone MOVED, seconded by Ms. Hopewell and carried unanimously by the Committee members present –

TO recommend the Finance Committee approve additional funds to support two (2) hours of training, by-monthly, per Security staff member and watch commander, for a total of 1,128 hours, per year, at a cost of \$13,884.00 annually.

Uniforms – Security Department

Mrs. Damoci MOVED, seconded by Ms. Rapp and carried unanimously by the Committee members present –

TO request the ADRC research and make a recommendation for shirts for Security staff at gates, in the offices, and directors of traffic, to include pricing.

STAFF REPORTS

Human Resources Director

The Executive Director presented the Human Resources report, as attached.

Finance Manager

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

Executive Director

The Executive Director on reported on subjects pertaining to the community.

MEMBER COMMENTS

Four members spoke on various items pertaining to the Committee's area of purview.

COMMITTEE MEMBERS

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

ADJOURNMENT

The meeting was adjourned 4:35 p.m.

Carole Damoci
Chair, Executive Committee
07.14.17/dfb

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE COMMITTEE
MEETING ON July 14, 2017**

ACTIONS

- The minutes of May 12, 2017 were approved, as presented,
- The Committee concurred to pursue Key Life Insurance quotes, to recommend the Preferred Best Rate be used for budget purposes and to invite a representative from American National to make a presentation on their product.

MOTIONS

- **TO** request Corporate Counsel provide an initial review of the by-laws and recommend non-fundamental changes, at a cost not to exceed of \$1,200.
- **TO** recommend inclusion in the 2018 proposed Cost Center 70 budget the cost to add one FTE Building Inspector.
- **TO** include in the 2018 proposed budget for Cost Center 35 the request to one FTE Lead Clerk, at an annual expense of \$7,777.00, per year, including benefits and taxes
- **TO** recommend the GRF BOD approve the request to add one FTE Clerical Position, to Cost Center 40, at an annual expense of \$45,600, per year, including benefits and taxes, contingent upon review of the position description.
- **TO** approve the concept of one FTE Administrative Secretary – Floater, to Cost Center 30, pending amendment of the position description, for clarification of duties and salary information.
- **TO** recommend the GRF BOD approve the inclusion of the Martin Luther King, Jr. holiday to the GRF observed holiday roster to the budget at a cost of \$15,904.32.
- **TO** recommend the GRF BOD approve the conversion of 400 part-time hours to ten full time employees, working 40 hours per week.
- **TO** recommend the Finance Committee approve additional funds to support two (2) hours of training, by-monthly, per Security staff member and watch commander, for a total of 1,128 hours, per year, at a cost of \$13,884.00 annually.
- **TO** request the ADRC research and make a recommendation for shirts for Security staff at gates, in the offices, and directors of traffic, to include pricing.

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SPECIAL EXECUTIVE COMMITTEE MINUTES
Thursday, July 20, 2017

The Special meeting of the Executive Committee was held on Thursday, July 20, 2017. The meeting was called to order at 1:00 p.m. by Chair Damoci, in the Administration Conference Room, followed by the Pledge of Allegiance led by Mrs. Reed.

ROLL CALL

Present:	Mrs. C. Damoci, Chair Ms. L. Stone, President Ms. S. Hopewell	Mr. B. Lukoff Ms. K. Rapp Mrs. J. Reed, Corporate Secretary
Absent:	Mrs. L. Perrotti	
Staff and Guests:	Mr. R. Ankeny, Executive Director Ms. C. Miller, Director of Finance Ms. C. Flynn, Director of Human Resources Mrs. D. Bennett, Recording Secretary Mr. R. Stone, GRF Representative, Mutual One Ms. P. Snowden, GRF Representative, Mutual Two No Foundation Members	

CHAIR'S ANNOUNCEMENTS

By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with; there was not a quorum of the Golden Rain Foundation Board of Directors (GRF BOD).

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.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

No shareholder/members spoke on agenda topics.

CORRESPONDENCE

No items of correspondence were received by the Committee.

NEW BUSINESS

Position Description Amendments

The Committee agreed to review the Position Descriptions of the Recreation Director, the Media Administrative Assistant and the Assistant to the Executive Coordinator, including wage ranges, full or part-time status and exempt or non-exempt status, at the August meeting.

POLICIES

Amend Policy 5041-30, Real Property Acreage

The Committee agreed to review the policy at the August meeting.

SUBCOMMITTEE

The Chair named the Policy Re-write Sub-committees; members to include Carole Damoci, Barry Lukoff, Kathy Rapp, Joy Reed and Paula Snowden.

MEMBER COMMENTS

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

COMMITTEE MEMBERS

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

The Chair called for a 10 minute break at 1:52 p.m.

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

TO go into Executive Session.

ADJOURNMENT

The meeting was adjourned 3:26 p.m.

Carole Damoci
Chair, Executive Committee
07.20.17/dfb

Golden Rain Foundation
2018 Proposed Operating Budget - Cost Center 20 - Human Resources (Draft)
Data as of June 30, 2017

(A)	(B)	(D)	(E)	(D) - (E)	%	(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2018 Total	2017 Budget	Variance	Change	2017 YTD Actual	2017 Projected	Variance	2017 Annualized	Variance	2016 Actual	Variance
Expenses - Human Resources												
6100000 20	Salaries & Wages - Human Resources	206,724	207,791	(1,067)	-0.5%	105,858	209,753	(3,029)	211,717	(4,993)	209,343	(2,619)
6100001 20	Vacation Accrual Expense - Human Resources	0	0	0	0.0%	(6,099)	(6,099)	6,099	(12,198)	12,198	(2,605)	2,605
6140000 20	Employment Taxes - Human Resources	16,063	15,896	167	1.1%	8,350	15,699	364	16,700	(637)	16,333	(270)
6142000 20	Workers' Compensation - Human Resources	4,871	5,463	(592)	-10.8%	2,692	4,651	220	5,384	(513)	6,587	(1,716)
6143000 20	Group Insurance - Medical - Human Resources	23,016	28,680	(5,664)	-19.7%	11,207	25,547	(2,531)	22,415	601	28,185	(5,169)
6143300 20	Group Insurance - Dental - Human Resources	456	564	(108)	-19.1%	286	568	(112)	572	(116)	556	(100)
6143500 20	Group Insurance - Vision - Human Resources	420	384	36	9.4%	144	336	84	288	132	345	75
6144000 20	401(k) Match - Human Resources	3,893	3,818	75	2.0%	1,938	3,846	47	3,876	17	1,814	2,079
6145000 20	Group Insurance - Life - Human Resources	708	708	0	0.0%	331	685	23	661	47	998	(290)
6146000 20	Long Term Disability Insurance - Human Resources	828	828	0	0.0%	382	796	32	764	64	881	(53)
	Total Wages & Benefits	256,979	264,132	(7,153)	-2.7%	125,089	255,782	1,197	250,179	6,800	262,436	(5,457)
6210000 20	Management Fee - Retirement Plan - Human Resources	0	0	0	0.0%	0	0	0	0	0	0	0
6210006 20	FSA Administration Fees - Human Resources	720	0	720	100.0%	430	430	290	860	(140)	0	720
6210010 20	Fraud Hotline - Human Resources	704	704	0	0.0%	640	640	64	1,280	(576)	640	64
6211000 20	Continuing Education - Human Resources	1,000	1,000	0	0.0%	0	880	120	0	1,000	850	150
6211100 20	Employee Incentives - Human Resources	13,500	1,000	12,500	1250.0%	13	1,013	12,487	26	13,474	11,712	1,788
6212000 20	Employee Exams - Human Resources	1,500	270	1,230	455.6%	705	840	660	1,410	90	125	1,375
6212005 20	Employee Drivers License Inquiry - Human Resources	264	264	0	0.0%	50	182	82	100	164	358	(94)
6213000 20	Employee Recruitment - Human Resources	3,600	3,600	0	0.0%	2,189	3,989	(389)	4,378	(778)	2,063	1,537
6213005 20	Employment Screening	8,000	7,560	440	5.8%	3,137	6,917	1,083	6,274	1,726	8,920	(920)
6214500 20	Gifts - Human Resources	372	360	12	3.3%	100	280	92	200	172	125	247
6215000 20	Mileage - Human Resources	0	0	0	0.0%	0	0	0	0	0	0	0
6410000 20	Office Supplies - Human Resources	1,000	600	400	66.7%	1,028	1,328	(328)	2,055	(1,055)	1,012	(12)
6410015 20	Computer Supplies - Human Resources	300	0	300	100.0%	373	373	(73)	745	(445)	186	114
6410030 20	Printer / Copier Supplies - Human Resources	540	540	0	0.0%	164	434	106	328	212	343	197
6410035 20	Refreshments - Human Resources	500	500	0	0.0%	67	292	208	133	367	0	500
6434110 20	Legal Fees - HR - Human Resources	7,200	7,200	0	0.0%	4,192	7,792	(592)	8,384	(1,184)	7,071	129
6481000 20	Computer Maintenance & Software - Human Resources	750	0	750	100.0%	0	0	750	0	750	0	750
6482000 20	Dues, Memberships & Books - Human Resources	700	750	(50)	-6.7%	150	350	350	300	400	1,195	(495)
6491000 20	Miscellaneous Writeoffs - Human Resources	0	0	0	0.0%	0	0	0	0	0	162	(162)
	Total Operating Expenses	40,650	24,348	16,302	67.0%	13,238	25,740	14,910	26,473	14,177	34,762	5,887
	Total Cost Center Expenses	297,629	288,480	9,149	3.2%	138,327	281,522	16,107	276,652	20,977	297,199	430
5330000 20	Income / Refund from Mutuals	297,629	288,480	9,149		144,240	288,480	9,149	288,480	9,149	296,652	977
	Total Cost Recovery	297,629	288,480	9,149		144,240	288,480	9,149	288,480	9,149	296,652	977
	Net Income / (Expense)	0	0	0		5,913	6,958	(6,958)	11,828	(11,828)	(547)	547

Golden Rain Foundation
2018 Proposed Operating Budget - Cost Center 20 - Human Resources (Draft)
Data as of June 30, 2017

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2018 Total	2017 Budget	Variance	% Change	2017 YTD Actual	2017 Projected	Variance	2017 Annualized	Variance	2016 Actual	Variance
	PAPM	3.75	3.64	0.12								
	FTE	2.75	2.75	-								

**GOLDEN RAIN FOUNDATION
2018 BUDGET ASSUMPTIONS
Human Resources – CC20**

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS	
6100000 (61000)	Salaries & Wages	Total FTEs for 2018 will remain at the 2017 level of 2.75. The 2018 budget assumptions include any pay increases during 2017 that were not included in the 2017 budget plus a pay for performance allowance of .5% for 2018.		
6140000 (61400)	Payroll Taxes	Calculations are based on the current rates established by Federal and State statute. 2017 and estimated 2018 rates are listed below.		
			2017	2018
		SS Max Salary	\$118,500	\$127,200
		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	3.7%	3.7%
		UI Fed	2.0%	2.7%
		UI Total	5.7%	6.4%
UI Max Total	\$399	\$448		
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 2018 budget assumes a 5.69% increase over 2017 actual rates and a 1% <u>decrease</u> over 2017 budget.		
6143000-6146000 (61430 – 61460)	EE Benefits	The 2018 budget for our group health plans, including Medical, Dental, Vision, and Life Insurance represent a 9.3% increase over actual premium rates and a 5.4% increase over the 2017 budget.		
6210006	FSA Administration Fees	Fees for administering the employee Flexible Spending Account. 2018 budget is based on current actual fees. The FSA plan will result in reduced employer payroll taxes.		
6210010	Fraud Hotline	Annual fee for the Fraud Hotline in 2017 was \$698. Added 4% to cover potential 2018 increase.		
6211000 (64810)	Continuing Education	Annual HR Conference - \$700, plus monthly educational seminars for HR staff.		
6211100	Employee Incentives	Employee Service Awards \$2,500 (approximately 36 awards estimated for 2018). Holiday Gift Cards - \$11,000 based on current employee count. On 12/9/2016, the members of the Executive Committee requested that the holiday gift cards be placed in future budgets.		
6212000 (66255)	Employee Exams	Estimated 15 Post-Accident Drug Screens @ \$40 plus costs for First Aid medical expenses.		
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, plus 3-4 specialty publications per year.		
6213005	Employment Screening	Assuming approximately 40 new hires in 2018 based on new hires statistics in 2016 & 2017. 40 drug screenings, pre-employment		

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**GOLDEN RAIN FOUNDATION
2018 BUDGET ASSUMPTIONS
Human Resources – CC20**

		physicals, and background checks @ \$200 each. Also includes pre-employment physical exams for all cost centers.	
6214500	Gifts	Cards/Flowers for Family Bereavement for Staff (Estimate 6 x 62.50)	
6215000 (64820)	Mileage	Estimate 56 cents per mile x 200 miles for driving to seminars/training. No funds were budgeted for 2017.	
6410000 (64100)	Office Supplies	Office Supplies/Legal Employment Posters budget increase to \$1,000 from \$600 due to file management project and increased cost of employment law posters.	
6410015 (64104)	Computer Supplies	Items include computer peripheral items such as keyboards, mice, monitors, etc. Budget increase to \$300 for ergonomic keyboards and monitors.	
6410030 (64111)	Printer/Copier Supplies	This is for three printers in offices. (Cindy F., LeAnn D., Eloy). This will remain at \$540 based on 2016 and 2017 actual expenses.	
6410035 (64112)	Refreshments	Budget for management meetings and special sessions.	
6434110	Legal Fees	These are legal fees related to employment related issues. This amount was reduced from \$9,600 to \$7,200 in 2017 due to fewer pending and anticipated legal claims.	
6481000 (64780)	Computer Maint & Software	Right Sign Electronic Signature program. 3 user licenses for 1 year.	
6482000 (64830)	Dues Memberships & Books	<p>Membership dues:</p> <p style="padding-left: 40px;">Society for HR Management \$199</p> <p style="padding-left: 40px;">Professionals in Human Resources Assn (PIHRA) 2@ \$150</p> <p>Reference Materials:</p> <p style="padding-left: 40px;">Human Resources Materials <u>\$200</u></p> <p style="text-align: right;"><u>\$700</u></p>	

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Golden Rain Foundation
2018 Proposed Operating Budget - Cost Center 22 - Emergency Preparedness (Draft)
Data as of June 30, 2017

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2018 Total	2017 Budget	Variance	% Change	2017 YTD Actual	2017 Projected	Variance	2017 Annualized	Variance	2016 Actual	Variance
Expenses - Emergency Preparedness												
6100000 22	Salaries & Wages - Emergency Prepared	16,929	16,934	(5)	0.0%	8,524	16,992	63	17,049	120	17,043	114
6140000 22	Employment Taxes - Emergency Prepared	1,741	1,698	43	2.5%	619	1,269	(472)	1,239	(502)	1,260	(481)
6142000 22	Workers' Compensation - Emergency Prepared	1,187	1,297	(110)	-8.5%	673	1,136	(51)	1,346	159	1,202	15
	Total Wages & Benefits	19,857	19,929	(72)	-0.4%	9,816	19,397	(460)	19,634	(223)	19,505	(352)
6211000 22	Continuing Education - Emergency Preparedns	1,200	2,125	(925)	-43.5%	155	1,455	255	310	(890)	415	(785)
6410030 22	Printer / Copier Supplies - Emergency Preparedns	0	0	0	0.0%	0	0	0	0	0	0	0
6410045 22	Emergency Supplies - Emergency Preparedns	1,800	1,800	0	0.0%	464	1,364	(436)	927	(873)	1,850	50
6422000 22	Telephone - Emergency Preparedns	1,020	840	180	21.4%	380	800	(220)	760	(260)	854	(166)
	Total Operating Expenses	4,020	4,765	(745)	-15.6%	999	3,619	(401)	1,997	(2,023)	3,119	(901)
	Total Cost Center Expenses	23,877	24,694	(817)	-3.3%	10,815	23,016	(861)	21,631	(2,246)	22,624	(1,253)
5330000 22	Income / Refund from Mutuals	23,877	24,694	(817)		12,348	24,694	(817)	24,696	(819)	25,320	(1,443)
	Total Cost Recovery	23,877	24,694	(817)		12,348	24,694	(817)	24,696	(819)	25,320	(1,443)
	Net Income / (Expense)	0	0	0		1,533	1,678	(1,678)	3,065	(3,065)	2,696	(2,696)
	PAPM	0.30	0.31	(0.01)								
	FTE	0.25	0.25	-								

GOLDEN RAIN FOUNDATION
2018 BUDGET ASSUMPTIONS
Emergency Preparedness – CC22

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS	
6100000 (61000)	Salaries & Wages	Total FTEs for 2018 will remain at the 2017 level of 0.25. The 2018 budget assumptions include any pay increases during 2017 that were not included in the 2017 budget plus a pay for performance allowance of .5% for 2018.		
6140000 (61400)	Payroll Taxes	Calculations are based on the current rates established by Federal and State statute. 2017 and estimated 2018 rates are listed below.		
			2017	2018
		SS Max Salary	\$118,500	\$127,200
		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	3.7%	3.7%
		UI Fed	2.0%	2.7%
UI Total	5.7%	6.4%		
UI Max Total	\$399	\$448		
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 2018 budget assumes a 5.69% increase over 2017 actual rates and a 1% <u>decrease</u> over 2017 budget.		
6211000 (64810)	Continuing Education	This line item covers CERT training, RECES, PEP, and ongoing miscellaneous training for the Emergency Coordinator. The budget was based on the anticipated training schedule for 2018.		
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 2018 based on purchased supplies for the previous year.		
6422000 (64280)	Telephone	\$1,020 to cover monthly service for satellite phone for the year. The 2018 budget is based on an estimated increase of 1% of current actual expenses.		

Golden Rain Foundation
2018 Proposed Operating Budget - Cost Center 29 - Administration Building (Draft)
Data as of June 30, 2017

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2018 Total	2017 Budget	Variance	% Change	2017 YTD Actual	2017 Projected	Variance	2017 Annualized	Variance	2016 Actual	Variance
Expenses - Administration Building												
6410005 29	Building Supplies - Administration Bldg	960	1,225	(265)	-21.6%	216	896	64	432	528	936	24
6420100 29	Electricity - Administration Bldg	23,792	25,175	(1,383)	-5.5%	10,129	24,601	(809)	20,258	3,534	22,426	1,366
6425100 29	Natural Gas - Administration Bldg	600	736	(136)	-18.5%	388	598	2	775	(175)	711	(111)
6471000 29	Building Repair & Maintenance - Administratio	2,100	3,700	(1,600)	-43.2%	3,931	6,311	(4,211)	7,863	(5,763)	10,585	(8,485)
6477210 29	Pest Control - Administration Bldg	1,080	1,050	30	2.9%	400	880	200	800	280	1,130	(50)
6478000 29	Service Contracts	3,252	3,620	(368)	-10.2%	1,624	3,434	(182)	3,249	3	3,606	(354)
6484000 29	Permits & Licenses	1,200	225	975	433.3%	0	0	1,200	0	1,200	2,438	(1,238)
	Total Operating Expenses	32,984	35,731	(2,747)	-7.7%	16,688	36,720	(3,736)	33,377	(393)	41,833	(8,849)
	Total Cost Center Expenses	32,984	35,731	(2,747)	-7.7%	16,688	36,720	(3,736)	33,377	(393)	41,833	(8,849)
5330000 29	Income from / (Refund to) Mutuals	32,984	35,731	(2,747)	-7.7%	17,868	35,731	(2,747)	35,736	(2,752)	33,192	(208)
	Total Cost Recovery	32,984	35,731	(2,747)		17,868	35,731	(2,747)	35,736	(2,752)	33,192	(208)
	Net Income / (Expense)	0	0	0		1,180	(989)	989	2,359	(2,359)	(8,641)	8,641
	PAPM	0.42	0.45	(0.03)								

GOLDEN RAIN FOUNDATION
2018 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. The 2018 budget is based on 2016 expenditures.							
6420100 (64200)	Electricity	The 2018 budget assumes an overall increase of 7% over the last 12 months of actual expenses but remains relatively flat from the total company budget for 2017.							
6425100 (64260)	Natural Gas	The 2018 budget assumes an overall increase of 3.5% over the last 12 months of actual expenses which is a 9% increase over the 2017 budget.							
6471000 (64720)	Bldg Repair & Maint.	\$2,100 is requested for the 2018 budget to cover miscellaneous building repairs. The major repair expenses for the Administration building relate to the HVAC systems and the elevator. A decrease in expenditures is anticipated as major work was performed on the elevator, HVAC, and automatic doors in previous years.							
6477210	Pest Control	Fenn Pest Control \$1,050 annually covering \$80 per month for pest control, and \$120 annual termite inspection. Three year contract expires April 30, 2020.							
6478000 (64940)	Service Contracts	Elevator Maintenance \$3,252 (\$813 qtrly) Fire Extinguisher Service will be budgeted in cost center 79 for 2018.							
6484000 (64840)	Permits & Licenses	Funds are budgeted for the elevator permit (\$675) and Orange County Fire Authority permit (\$525). <table style="margin-left: auto; margin-right: auto;"> <tr> <td>State Permit fee*</td> <td style="text-align: right;">\$ 675.00</td> </tr> <tr> <td>O.C. Fire Permit fee</td> <td style="text-align: right;"><u>\$ 525.00</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$1,200.00</td> </tr> </table> Elevator testing is due every five years. Actual expenses for 2016 testing was \$1,763. Next testing will be in 2021. *Spoke to person at 714-number on State invoice. She said this is an annual charge and we can expect to see the State inspector next in August 2017, and each year after that. (06/14/2017 BBS)	State Permit fee*	\$ 675.00	O.C. Fire Permit fee	<u>\$ 525.00</u>	Total	\$1,200.00	
State Permit fee*	\$ 675.00								
O.C. Fire Permit fee	<u>\$ 525.00</u>								
Total	\$1,200.00								

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Golden Rain Foundation
2018 Proposed Operating Budget - Cost Center 30 - Administration (Draft)
Data as of June 30, 2017

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2018 Total	2017 Budget	Variance	% Change	2017 YTD Actual	2017 Projected	Variance	2017 Annualized	Variance	2016 Actual	Variance
Expenses - Administration												
6100000 30	Salaries & Wages - Administration	376,192	374,179	2,013	0.5%	177,879	364,968	11,224	355,759	20,433	327,418	48,774
6110000 30	Pay for Performance Provision - Administratio	0	0	0	0.0%	0	0	0	0	0	0	0
6140000 30	Employment Taxes - Administration	24,831	24,482	349	1.4%	13,966	25,411	(580)	27,931	(3,100)	20,910	3,921
6142000 30	Workers' Compensation - Administration	3,163	3,704	(541)	-14.6%	1,700	3,028	135	3,399	(236)	5,984	(2,821)
6143000 30	Group Insurance - Medical - Administration	32,148	27,696	4,452	16.1%	15,694	29,542	2,606	31,387	761	22,420	9,728
6143300 30	Group Insurance - Dental - Administration	588	492	96	19.5%	539	785	(197)	1,077	(489)	518	70
6143500 30	Group Insurance - Vision - Administration	336	324	12	3.7%	169	331	5	338	(2)	298	38
6144000 30	401(k) Match - Administration	2,461	2,412	49	2.0%	1,234	2,440	21	2,468	(7)	(897)	3,358
6145000 30	Group Insurance - Life - Administration	1,680	1,644	36	2.2%	759	1,581	99	1,518	162	1,401	279
6146000 30	Long Term Disability Insurance - Administrati	1,956	1,920	36	1.9%	633	1,593	363	1,267	689	1,113	843
	Total Wages & Benefits	443,355	436,853	6,502	1.5%	212,573	429,679	13,676	425,144	18,211	379,166	64,189
6211000 30	Continuing Education - Administration	900	900	0	0.0%	0	450	450	0	900	0	900
6213000 30	Employee Recruitment - Administration	0	0	0	0.0%	0	0	0	0	0	0	0
6213100 30	Temporary Agency Fees - Administration	0	0	0	0.0%	3,570	3,570	(3,570)	7,140	(7,140)	0	0
6214000 30	Meals & Special Events - Administration	17,200	15,250	1,950	12.8%	5,784	15,534	1,666	11,567	5,633	18,067	(867)
6214500 30	Gifts - Administration	1,200	1,200	0	0.0%	237	837	363	473	727	1,110	90
6215000 30	Mileage - Administration	6,100	6,100	0	0.0%	2,986	5,986	114	5,972	128	6,528	(428)
6410000 30	Office Supplies - Administration	7,150	10,000	(2,850)	-28.5%	5,177	9,877	(2,727)	10,354	(3,204)	3,760	3,390
6410003 30	Board Office Supplies - Administration	2,000	2,100	(100)	-4.8%	506	1,556	444	1,012	988	2,423	(423)
6410010 30	Hospitality - Administration	2,400	1,980	420	21.2%	1,257	2,297	103	2,514	(114)	2,500	(100)
6410015 30	Computer Supplies - Administration	9,000	3,000	6,000	200.0%	4,031	5,531	3,469	8,063	937	9,242	(242)
6410020 30	Equipment Expense - Administration	500	0	500	100.0%	0	0	500	0	500	976	(476)
6410025 30	Lunch Room Supplies - Administration	200	200	0	0.0%	142	242	(42)	284	(84)	220	(20)
6410030 30	Printer / Copier Supplies - Administration	4,700	5,000	(300)	-6.0%	2,094	4,694	6	4,189	511	3,782	918
6410035 30	Refreshments - Administration	2,000	2,390	(390)	-16.3%	1,010	2,650	(650)	2,020	(20)	982	1,018
6422000 30	Telephone - Administration	62,110	62,636	(526)	-0.8%	30,882	62,198	(88)	61,763	347	62,475	(365)
6434100 30	Legal Fees - General Counsel - Administration	75,000	50,000	25,000	50.0%	15,841	40,841	34,159	31,682	43,318	53,144	21,856
6434105 30	Legal Fees - Litigation - Administration	12,000	12,000	0	0.0%	54,001	60,001	(48,001)	108,002	(96,002)	75,707	(63,707)
6437100 30	Reserve Study - Administration	9,500	35,000	(25,500)	-72.9%	4,750	22,250	(12,750)	9,500	0	5,490	4,010
6438000 30	Other Professional Fees - Administration	6,000	6,000	0	0.0%	595	3,295	2,705	1,190	4,810	3,253	2,747
6444000 30	Equipment Rental - Administration	4,514	4,524	(10)	-0.2%	2,256	4,518	(4)	4,513	1	4,523	(9)
6471000 30	Building Repair & Maintenance - Administratio	0	0	0	0.0%	0	0	0	0	0	0	0
6472000 30	Equipment Repair & Maintenance - Administrati	450	450	0	0.0%	691	1,071	(621)	1,382	(932)	183	267
6478000 30	Service Contracts - Administration	16,300	16,300	0	0.0%	7,480	17,730	(1,430)	14,960	1,340	15,213	1,088
6481000 30	Computer Maintenance & Software - Administrat	300	0	300	100.0%	279	279	21	558	(258)	0	300
6482000 30	Dues, Memberships & Books - Administration	650	648	2	0.3%	477	725	(75)	954	(304)	397	253
6484000 30	Permits & Licenses - Administration	0	35	(35)	-100.0%	35	35	(35)	70	(70)	0	0
6491000 30	Miscellaneous Writeoffs Administration	0	0	0	0.0%	0	0	0	0	0	0	0
6731000 30	Property & Liability Insurance - Administrati	471,591	435,011	36,580	8.4%	211,584	411,563	60,028	423,167	48,424	398,459	73,132

Golden Rain Foundation
2018 Proposed Operating Budget - Cost Center 30 - Administration (Draft)
Data as of June 30, 2017

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2018 Total	2017 Budget	Variance	% Change	2017 YTD Actual	2017 Projected	Variance	2017 Annualized	Variance	2016 Actual	Variance
6731001 30	Key Person Life Insurance - Administration	1,500	0	1,500	100.0%	0	0	1,500	0	1,500	0	1,500
6951000 30	Non-Budgeted Exp for Committee - Administrato	1,000	1,000	0	0.0%	0	0	1,000	0	1,000	7,836	(6,836)
	Total Operating Expenses	714,265	671,724	42,541	6.3%	355,665	677,730	36,535	711,329	2,936	676,271	37,994
	Total Cost Center Expenses	1,157,620	1,108,577	49,043	4.4%	568,238	1,107,409	50,211	1,136,473	21,147	1,055,437	102,183
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	3,056	0	0.0%	3,349	5,056	(2,000)	6,697	(3,641)	3,056	0
5385100 30	Unrestricted Donations - Administration	0	0	0	0.0%	0	0	0	0	0	4,960	(4,960)
5385101 30	Restricted Donations - Administration	0	0	0	0.0%	0	0	0	0	0	0	0
5395000 30	Rental Income - Administration	36,000	32,778	3,222	9.8%	9,007	18,007	17,993	18,014	17,986	32,781	3,219
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	68,400	85,560	(17,160)	-20.1%	45,634	88,414	(20,014)	91,267	(22,867)	90,659	(22,259)
5397100 30	Taxable Interest Income - Administration	0	0	0	0.0%	1,982	1,982	(1,982)	3,965	(3,965)	1,576	(1,576)
5397600 30	Tax Exempt Interest Income - Administration	0	0	0	0.0%	0	0	0	0	0	0	0
5398000 30	Interest Income Allocation - Administration	0	0	0	0.0%	0	0	0	0	0	0	0
	Total Other Cost Recovery	151,856	165,794	(13,938)	-8.4%	83,072	158,759	(6,903)	166,143	(14,287)	179,232	(27,376)
5330000 30	Income from / (Refund to) Mutuals	1,005,764	942,783	62,981	6.7%	471,378	942,771	62,993	942,756	63,008	838,284	167,480
	Total Cost Recovery	1,157,620	1,108,577	49,043		554,450	1,101,530	56,090	1,108,899	48,721	1,017,516	140,104
	Net Income / (Expenses)	0	0	0		(13,788)	(5,879)	5,879	(27,574)	27,574	(37,921)	37,921
	PAPM	12.68	11.89	0.79								
	FTE	4.20	4.30	(0.10)								

**GOLDEN RAIN FOUNDATION
2018 BUDGET ASSUMPTIONS
Administration – CC30**

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS																														
6100000 (61000)	Salaries & Wages	Total FTEs for 2018 will decrease by 0.10 FTE, from 4.30 to 4.20 due to a small adjustment in hours scheduled. The 2018 budget assumptions include any pay increases during 2017 that were not included in the 2017 budget plus a pay for performance allowance of .5% for 2018.																															
6140000 (61400)	Payroll Taxes	<p>Calculations are based on the current rates established by Federal and State statute. 2017 and estimated 2018 rates are listed below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>2017</th> <th>2018</th> </tr> </thead> <tbody> <tr> <td>SS Max Salary</td> <td style="text-align: right;">\$118,500</td> <td style="text-align: right;">\$127,200</td> </tr> <tr> <td>SS Rate</td> <td style="text-align: right;">6.20%</td> <td style="text-align: right;">6.20%</td> </tr> <tr> <td>Medicare Rate</td> <td style="text-align: right;">1.45%</td> <td style="text-align: right;">1.45%</td> </tr> <tr> <td>SS & Med. Rate</td> <td style="text-align: right;">7.65%</td> <td style="text-align: right;">7.65%</td> </tr> <tr> <td>UI Max Salary</td> <td style="text-align: right;">\$7,000</td> <td style="text-align: right;">\$7,000</td> </tr> <tr> <td>UI State</td> <td style="text-align: right;">3.7%</td> <td style="text-align: right;">3.7%</td> </tr> <tr> <td>UI Fed</td> <td style="text-align: right;">2.0%</td> <td style="text-align: right;">2.7%</td> </tr> <tr> <td>UI Total</td> <td style="text-align: right;">5.7%</td> <td style="text-align: right;">6.4%</td> </tr> <tr> <td>UI Max Total</td> <td style="text-align: right;">\$399</td> <td style="text-align: right;">\$448</td> </tr> </tbody> </table>		2017	2018	SS Max Salary	\$118,500	\$127,200	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	3.7%	3.7%	UI Fed	2.0%	2.7%	UI Total	5.7%	6.4%	UI Max Total	\$399	\$448	
	2017	2018																															
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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 2018 budget assumes a 5.69% increase over 2017 actual rates and a 1% <u>decrease</u> over 2017 budget.																															
6143000-6146000 (61430 – 61460)	EE Benefits	The 2018 budget for our group health plans, including Medical, Dental, Vision, and Life Insurance represent a 9.3% increase in premium rates over our 2017 budget.																															
6211000 (64810)	Continuing Education	Funds of \$900 are requested for continuing education and seminars to be attended by senior staff members for 2017.																															
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="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">New: SPAH off-site planning sessions</td> <td style="text-align: right;">\$ 1,700</td> </tr> <tr> <td style="padding-left: 20px;">Annual director dinner</td> <td style="text-align: right;">\$ 5,500</td> </tr> <tr> <td style="padding-left: 20px;">Holiday board luncheons</td> <td style="text-align: right;"><u>\$10,000</u></td> </tr> <tr> <td style="padding-left: 20px;">Total Budget</td> <td style="text-align: right;">\$17,200</td> </tr> </table> <p>For 2018 additional funds been included for the Strategic Planning Ad-hoc Committee's off-site planning session.</p>	New: SPAH off-site planning sessions	\$ 1,700	Annual director dinner	\$ 5,500	Holiday board luncheons	<u>\$10,000</u>	Total Budget	\$17,200																							
New: SPAH off-site planning sessions	\$ 1,700																																
Annual director dinner	\$ 5,500																																
Holiday board luncheons	<u>\$10,000</u>																																
Total Budget	\$17,200																																
6214500	Gifts	The 2018 budget remains at 2017 levels 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. Additionally, in 2016, expenditures relating to the unveiling of the refurbished globe were charged to this budget line item. In 2018, there are anticipated re-opening of remodeled club house events.																															

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**GOLDEN RAIN FOUNDATION
2018 BUDGET ASSUMPTIONS
Administration – CC30**

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.									
6410000 (64100)	Office Supplies	Typical items charged to this account are letterhead, envelopes, binders, file folders, bindings, etc. Requesting \$7,150 for 2018 budget, with principal expenditures on training materials for GRF and Mutual Boards. Expected May 2018 expenditure of \$5,000 is for the printing of the annual report. In 2016 the Annual Report copied at Staples, 40 copies at \$15.91 each, total cost of \$636.47. In 2017 the Annual Report was printed by Campbell Printing, 200 copies at \$23.97 each, total cost of \$4,794.88.									
6410003 (64101)	Board Member Supplies	Items include office supplies purchased for Board members, or by Board members and reimbursed by GRF. Requesting \$2,000 for the 2018 budget. In 2017 requested \$2,100. 2016 actual expenditures were \$1,693 (without \$730 for globe pins that belongs in Gifts). May 2017 12-month rolling actuals total \$1,500.									
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. The 2018 budget is based on historical actual expenditures.									
6410015 (64104)	Computer Supplies	The 2018 budget supports the increase use of electronics by Board members, staff, and in the conference rooms. Historical expenditures show over \$9,700 in expenses for computer supplies.									
6410020	Equipment Expense	Items include two-way radios, ramps, flags, and other miscellaneous equipment as needed. The 2018 budget amount is based on actual expenditures.									
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 Administration staff. The 2018 budget amount is based on actual expenditures.									
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;"> <tr> <td>Supervire</td> <td style="text-align: right;">\$59,600</td> </tr> <tr> <td>2 Fax lines</td> <td style="text-align: right;">1,350</td> </tr> <tr> <td>Admin Conf Rm Internet FIOS</td> <td style="text-align: right;"><u>1,160</u></td> </tr> <tr> <td>Total Budget</td> <td style="text-align: right;">\$62,110</td> </tr> </table> <p>The budget amount assumes a 1% increase over the past 6 months of average expenses. For the 2018 budget, the CenturyLink charges (long distance for Library fax, alarm and DLS used by Security) have been reclassified from CC30 to CC35.</p>	Supervire	\$59,600	2 Fax lines	1,350	Admin Conf Rm Internet FIOS	<u>1,160</u>	Total Budget	\$62,110	
Supervire	\$59,600										
2 Fax lines	1,350										
Admin Conf Rm Internet FIOS	<u>1,160</u>										
Total Budget	\$62,110										
6432100 (64320)	Audit Fees	This budgeted line item was reclassified to Cost Center 31 – Finance beginning with the 2015 budget.									

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**GOLDEN RAIN FOUNDATION
2018 BUDGET ASSUMPTIONS
Administration – CC30**

6434100-6434105 (64340 / 643401)	Legal Fees	<p>Legal fees for this cost center are broken out into two categories:</p> <table style="margin-left: 40px;"> <tr> <td>General Counsel</td> <td style="text-align: right;">\$75,000</td> </tr> <tr> <td>Litigation</td> <td style="text-align: right;"><u>\$12,000</u></td> </tr> <tr> <td></td> <td style="text-align: right;">\$87,000</td> </tr> </table> <p>The general counsel budget for 2018 has been increased by \$25,000 over 2017's budget.</p>	General Counsel	\$75,000	Litigation	<u>\$12,000</u>		\$87,000					
General Counsel	\$75,000												
Litigation	<u>\$12,000</u>												
	\$87,000												
6437100	Reserve Study	In 2017 a three-year contract for one "with site visit" reserve study and two "no site visit" reserve studies was signed with Association Reserves at a cost of \$9,500 per year. 2018's budget request of \$9,500 is a \$25,500 decrease from 2017's budget.											
6438000 (64380)	Other Professional Fees	<p>Funds are budgeted GRF board training.</p> <table style="margin-left: 40px;"> <tr> <td>June Strategic Planning trainer</td> <td style="text-align: right;">\$ 600.00</td> </tr> <tr> <td>Other BOD consultants/trainers</td> <td style="text-align: right;"><u>4,000.00</u></td> </tr> <tr> <td></td> <td style="text-align: right;">\$4,600.00</td> </tr> </table> <p>In 2015 actual costs were \$6,331; in 2016 actual costs ran \$3,253.48. Total expenditures vary depending on issues being considered by the Board, and the need for additional consultations/training.</p>	June Strategic Planning trainer	\$ 600.00	Other BOD consultants/trainers	<u>4,000.00</u>		\$4,600.00					
June Strategic Planning trainer	\$ 600.00												
Other BOD consultants/trainers	<u>4,000.00</u>												
	\$4,600.00												
6444000 (64440)	Equipment Rental	<p>Expenditures charged to this account cover the monthly rental of the Konica BizHub223 and BizHub554E copier machines. Per the contract annual lease expenses are:</p> <table style="margin-left: 40px;"> <tr> <td>BizHub223 (Board Office)</td> <td style="text-align: right;">\$1,337</td> </tr> <tr> <td>BizHub554E (Administration)</td> <td style="text-align: right;"><u>3,177</u></td> </tr> <tr> <td>Total Rental Expense</td> <td style="text-align: right;">\$4,514</td> </tr> </table> <p>This is a slight reduction from previous year due to a decrease in the sales tax rate for Orange County.</p>	BizHub223 (Board Office)	\$1,337	BizHub554E (Administration)	<u>3,177</u>	Total Rental Expense	\$4,514					
BizHub223 (Board Office)	\$1,337												
BizHub554E (Administration)	<u>3,177</u>												
Total Rental Expense	\$4,514												
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	<table style="margin-left: 40px;"> <tr> <td></td> <td style="text-align: right;">2017</td> </tr> <tr> <td>Konica (usage for 2 machines)</td> <td style="text-align: right;">\$15,400</td> </tr> <tr> <td>Elevator Maintenance (now CC29)</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Data Shredding</td> <td style="text-align: right;"><u>900</u></td> </tr> <tr> <td>Total Budget</td> <td style="text-align: right;">\$16,300</td> </tr> </table> <p>Charges for the Konica are based on usage. Greater usage equates to higher service contract charges. No increase is being requested in the 2018 budget over the 2017 budget.</p>		2017	Konica (usage for 2 machines)	\$15,400	Elevator Maintenance (now CC29)	0	Data Shredding	<u>900</u>	Total Budget	\$16,300	
	2017												
Konica (usage for 2 machines)	\$15,400												
Elevator Maintenance (now CC29)	0												
Data Shredding	<u>900</u>												
Total Budget	\$16,300												
6481000	Computer Maintenance & Software	<p>Prior to 2017 this line item was included in CC34. 2017 actuals as of June include</p> <table style="margin-left: 40px;"> <tr> <td>Adobe AcroPro for Exec. Coord.</td> <td style="text-align: right;">\$ 179.88</td> </tr> <tr> <td>Microsoft 365 Home licensed (5)</td> <td style="text-align: right;"><u>99.00</u></td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 278.88</td> </tr> </table> <p>Requesting \$300 for the 2018 budget.</p>	Adobe AcroPro for Exec. Coord.	\$ 179.88	Microsoft 365 Home licensed (5)	<u>99.00</u>		\$ 278.88					
Adobe AcroPro for Exec. Coord.	\$ 179.88												
Microsoft 365 Home licensed (5)	<u>99.00</u>												
	\$ 278.88												
6482000 (64830)	Dues Memberships & Books	<table style="margin-left: 40px;"> <tr> <td>CACM</td> <td style="text-align: right;">\$255</td> </tr> <tr> <td>CAI Fees</td> <td style="text-align: right;">145</td> </tr> <tr> <td>Seal Beach Chamber of Comm.</td> <td style="text-align: right;">100</td> </tr> <tr> <td>Misc. Books & Periodicals</td> <td style="text-align: right;"><u>150</u></td> </tr> <tr> <td></td> <td style="text-align: right;">\$650</td> </tr> </table>	CACM	\$255	CAI Fees	145	Seal Beach Chamber of Comm.	100	Misc. Books & Periodicals	<u>150</u>		\$650	
CACM	\$255												
CAI Fees	145												
Seal Beach Chamber of Comm.	100												
Misc. Books & Periodicals	<u>150</u>												
	\$650												

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**GOLDEN RAIN FOUNDATION
2018 BUDGET ASSUMPTIONS
Administration – CC30**

6484000 (64840)	Permits & Licenses	<p>State Corporate Filing fees (due every 2 years, last paid in 2017, so will be due again in 2019) \$ 0</p> <p>State Board of Equalization (charge to CC 79) 0</p> <p>Environmental Fee (charged to CC 79) 0</p> <p>Total budget \$ 0</p>	
6731000 (67300)	Hazard & Liability Insurance	<p>Per the insurance broker, budget assumptions are the following high-end quotes:</p> <p>Property & Machinery 14.61%</p> <p>General Liability 18.63%</p> <p>Automotive Liability 15.78%</p> <p>Umbrella / Excess 19.72%</p> <p>Forefront Security 5.00%</p> <p>Directors & Officers 15.00%</p> <p>Errors & Omissions 15.00%</p> <p>Cyber Liability 10.00%</p> <p>2018 overall budget increase over 2017 actual: 17.05%</p> <p>2018 overall budget increase over 2017 budget: 8.90%</p>	
6731001	Key Person Life Insurance	Annual premiums for life insurance policies on three (3) key staff persons, as approved by the Executive Committee on 7/14/2017. The budgeted premiums are based on the quoted "Preferred Best" category for coverage of \$250,000 face amount.	
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.	
5385000 (53850)	Other	<p>Faith Christian – Sewer & Water (monthly \$26.25) \$315</p> <p>LW HCC – Water Consumption (monthly \$150.00) 1,800</p> <p>SB Shopping Center –Sewer (annually \$500.00, Nov.) 500</p> <p>Verizon – Sewer (annually \$141.00, Jan.) 141</p> <p>US Post Office – Sewer (quarterly \$75.00) 300</p> <p>Total \$3,056</p>	
5395000 (53950)	Rentals	<p>This income item includes office lease income from NuVision and Superwire. In 2017 RV Club rents were budgeted at \$14,778. Based on the new lease agreement signed in 2017, the annual lease payment has been reduced to \$1.00 and has been moved to cost center 47 – 5.5 Acre Storage Lot. Also prior to 2018, Superwire rents were included in budget code 5396100 - Taxable Other Income – STI. Starting in 2018, rental income from Superwire has been reclassified to this budget line item. The USPS paid in 2017 lease payment through the end of its lease, 04/30/2020. Per their respective contracts, the annual lease income for 2018 is:</p> <p>NuVision \$18,000 (Monthly thru 11/7/2017)</p> <p>U.S. Post Office 0 (\$1 Annually Pd thru 04/30/2020)</p> <p>Superwire 18,000 (Monthly Thru 02/28/2019)</p> <p>Total Annual Revenue \$36,000</p>	
5396000 (53960)	Taxable Other Income	John's Landscape – Storage Rental \$1,800	

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**GOLDEN RAIN FOUNDATION
2018 BUDGET ASSUMPTIONS
Administration – CC30**

		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.	
5396100 (53961)	Taxable Other Income – STI	This income item represents the receipts from Superwire for 5% of all collected receipts for services provided by Time Warner/Spectrum. This includes basic cable, premium billings for additional TV channels, phone, and internet services. The budgeted amount is based on the average sales revenues for 2016 and 2017. The amount of the office lease income (\$1,500/mo) was applied to this budget line item through 2017. Beginning 2018, the office rental income was moved to account 5395000-30, Rentals.	
5397100 (55100)	Taxable Interest Income	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
2018 Proposed Operating Budget - Cost Center 55 - Building Five (Draft)
Data as of June 30, 2017

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2018 Total	2017 Budget	Variance	% Change	2017 YTD Actual	2017 Projected	Variance	2017 Annualized	Variance	2016 Actual	Variance
Expenses - Building 5												
6410000 55	Office Supplies - Building 5	0	0	0	0.0%	0	0	0	0	0	9	(9)
6410005 55	Building Supplies - Building 5	792	792	0	0.0%	419	815	(23)	838	(46)	2,275	(1,483)
6410020 55	Equipment Expense - Building 5	500	500	0	0.0%	(863)	(613)	1,113	(1,726)	2,226	4,933	(4,433)
6420100 55	Electricity - Building 5	22,934	21,544	1,390	6.5%	10,273	22,961	(27)	20,545	2,389	10,061	12,873
6471000 55	Building Repair & Maintenance - Clubhouse Fiv	1,200	1,200	0	0.0%	2,392	2,992	(1,792)	4,785	(3,585)	4,155	(2,955)
6472000 55	Equipment Repair & Maintenance - Clubhouse Fi	1,000	1,000	0	0.0%	583	1,084	(84)	1,165	(165)	1,511	(511)
6477210 55	Pest Control - Building 5	1,080	960	120	12.5%	480	960	120	960	120	1,108	(28)
6478000 55	Service Contracts - Building 5	4,128	3,992	136	3.4%	2,050	4,046	82	4,101	27	3,880	248
6484000 55	Permits & Licenses - Building 5	1,200	1,025	175	17.1%	0	525	675	0	1,200	2,438	(1,238)
	Total Operating Expenses	32,834	31,013	1,821	5.9%	15,334	32,770	64	30,668	2,166	30,371	2,464
	Total Cost Center Expenses	32,834	31,013	1,821	5.9%	15,334	32,770	64	30,668	2,166	30,371	2,464
Other Cost Recovery												
5385201 55	Cafe Commissions Income - Building 5	2,328	1,596	732	45.9%	1,346	2,144	184	2,692	(364)	2,311	17
	Total Other Cost Recovery	2,328	1,596	732	45.9%	1,346	2,144	184	2,692	(364)	2,311	17
5330000 55	Income from / (Refund to) Mutuals	30,506	29,417	1,089	3.7%	14,706	29,417	1,089	29,412	1,094	19,476	11,030
	Total Cost Recovery	32,834	31,013	1,821		16,052	31,561	1,273	32,104	730	21,787	11,048
	Net Income / (Expense)	0	0	0		718	(1,209)	1,209	1,436	(1,436)	(8,584)	8,584
	PAPM	-	0.37	(0.37)								

**GOLDEN RAIN FOUNDATION
2018 BUDGET ASSUMPTIONS
Building Five – CC 55**

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS								
6410000 (64100)	Office Supplies	In prior years, supplies for the Computer Lab. For 2018 no office supplies budgeted for Cost Center 55.									
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 for electronic and technology related replacements.									
6420100 (64200)	Electricity	The 2018 budget assumes an overall increase of 7% over the last 12 months of actual expenses but remains relatively flat from the total company budget for 2017. 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.									
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. Additionally, this line item support "closet" expenses (server rack, patch panel, cables, etc.)									
6477210	Pest Control	Fenn Pest Control \$1,050 annually; \$80 per month for pest control, and \$120 annual termite inspection. Three year contract expires April 30, 2020. For 2018 requesting \$4,128.									
6478000 (64940)	Service Contracts	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Elevator Maintenance</td> <td style="text-align: right;">\$3,252 (\$813 qtrly)</td> </tr> <tr> <td>Time Warner/Spectrum</td> <td style="text-align: right;">236 (\$19.70/mo)</td> </tr> <tr> <td>Fire Extinguisher Svc'g</td> <td style="text-align: right;"><u>640</u> (\$320 bi-annually)</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$4,128</td> </tr> </table>	Elevator Maintenance	\$3,252 (\$813 qtrly)	Time Warner/Spectrum	236 (\$19.70/mo)	Fire Extinguisher Svc'g	<u>640</u> (\$320 bi-annually)	Total	\$4,128	
Elevator Maintenance	\$3,252 (\$813 qtrly)										
Time Warner/Spectrum	236 (\$19.70/mo)										
Fire Extinguisher Svc'g	<u>640</u> (\$320 bi-annually)										
Total	\$4,128										
6484000 (64840)	Permits & Licenses	Funds are budgeted for the elevator permit (\$675) and Orange County Fire Authority permit (\$525). 2018 requesting budget of \$1,200. <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">State Permit fee</td> <td style="text-align: right;">\$675</td> </tr> <tr> <td>O.C. Fire Permit fee</td> <td style="text-align: right;"><u>\$525</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$1,200</td> </tr> </table> Elevator testing is due every five years. Actual expenses for 2016 testing was \$1,763. Next testing will be in 2021.	State Permit fee	\$675	O.C. Fire Permit fee	<u>\$525</u>	Total	\$1,200			
State Permit fee	\$675										
O.C. Fire Permit fee	<u>\$525</u>										
Total	\$1,200										
5385201 (53852)	Café Commissions Income	Funds from Café Commissions.									

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Events Coordinator – XXXX.X-40

Department:	Community Facilities	Wage/Salary Grade:	R24
Position Type:	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	Shift:	40 Hours/week – Flexible Schedule
Reports To:	Recreation Director	FLSA Status:	Non-Exempt

1. OVERALL FUNCTION

In conjunction with the Recreation Director/Manager supports in the planning and organization of all inside and outside events planned for the Shareholders. Executes all trip advertisements, event list management, ticket sales, sales reports and hosts events. Also provides assistance with the coordination and execution of all inside events.

2. JOB RESPONSIBILITIES include the following. Other duties may be assigned.

2.1. Essential Functions

- 2.2. Sets up all event advertisements for upcoming events with the news office.
- 2.3. Compiles list for all upcoming events for ticket sales.
- 2.4. Handles all ticket sales for events.
- 2.5. Handles all of the outside event lists to ensure that all of the Shareholders are up to date on all departure and event information.
- 2.6. Tracks all sales and makes weekly sales reports to Finance.
- 2.7. Coordinates and assists with all inside and outside event setups and decorations.
- 2.8. Answers telephone. Handles correspondence relating to events.
- 2.9. Types letters and other items related to all events.
- 2.10. Assist in the Reservation office as needed.

3. QUALIFICATIONS REQUIRED

3.1. Knowledge, Skills and abilities

- 3.1.1. Knowledge of English composition, spelling, grammar and punctuation
- 3.1.2. Knowledge of word processing programs and excel.

ADOPT

- 3.1.3. Ability to use a keyboard and personal computer.
- 3.1.4. Ability to type 45 words per minute.
- 3.1.5. Skill in office procedures including filling and telephone etiquette.
- 3.1.6. Knowledge of basic mathematical calculations and use of calculator.

3.2. Physical Abilities

- 3.2.1. Some lifting (up to 40 lbs.), carrying, reaching and handling.
- 3.2.2. Occasional stooping, walking and standing.
- 3.2.3. Close vision and color vision necessary.

3.3. Mental Abilities

- 3.3.1. Ability to read, write and speak English.
- 3.3.2. Ability to listen attentively.
- 3.3.3. Ability to work effectively with co-workers, Shareholders, Mutual directors and vendors.
- 3.3.4. Ability to use diplomacy and patience.

3.4. Licenses/Certificates

- 3.4.1. Valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.

4. **PERSONAL PROTECTIVE EQUIPMENT**

- 4.1. None

5. **WORK ENVIRONMENT**

- 5.1. Normal indoor and outdoor conditions.

6. **TOOLS AND EQUIPMENT USED**

- 6.1. Keyboards, personal computer, credit card pay point equipment, printer, calculator, copier and telephone systems.

Adopted:

Building Insp Wage Analysis

<u>Data Source/Employer</u>	<u>Midpoint</u>	<u>Average OT</u>	<u>Benefits Cost</u>	<u>Midpoint + Benefits + OT</u>	<u>Notes</u>
City of Huntington Beach	\$ 83,595.00	\$ 7,526.00	\$ 40,666.33	\$ 131,787.33	Bldg Inspectors II & III
City of Huntington Beach	\$ 95,882.41	\$ 15,024.40	\$ 50,785.80	\$ 161,692.61	Sr. Building Inspector
City of Irvine	\$ 83,291.28	\$ 9,308.37	\$ 42,710.62	\$ 135,310.27	Building Inspector
City of Newport Beach	\$ 97,635.50	\$ 1,809.40	\$ 30,781.00	\$ 130,225.90	Bldg Inspector II & Sr. Bldg. Insp.
Salary.com	\$ 58,306.00	\$ 69.00	\$ 12,896.00	\$ 71,271.00	Building Inspector
Salary.com	\$ 72,350.00	\$ 254.00	\$ 14,433.00	\$ 87,037.00	Sr. Building Inspector
GRF	\$ 68,140.00	\$ -	\$ 16,353.60	\$ 84,493.60	Building Inspector

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EXECUTIVE COMMITTEE ACTION REQUEST

TO: EXECUTIVE COMMITTEE
FROM: MARK WEAVER
SUBJECT: STAFFING FOR PHYSICAL PROPERTIES DEPARTMENT
DATE: AUGUST 11, 2017
CC: FILE

At the Presidents' Council meeting on Friday, August 3rd, a request was made for GRF to provide more services from the Building Inspector staff. The Mutual Presidents agreed that the current staffing levels are not adequate to support the plans the mutuals have for upcoming projects.

The unbudgeted expense from September through the end of 2017 for this addition is approximately \$27,200 per year including benefits and taxes.

<u>Base Wage -</u> <u>Annual</u>	<u>Benefits</u>	<u>Taxes &</u> <u>Workers Comp</u>	<u>Total Cost -</u> <u>Annual</u>	<u>Cost Per Month</u>	<u>4 Month Cost</u>
\$ 61,776.00	\$ 4,942.08	\$ 14,826.24	\$ 81,544.32	\$ 6,795.36	\$ 27,181.44

Action requested:

I move to approve and send to Finance Committee the request for unbudgeted funds from operating expenses to add one FTE Building Inspector Position to Cost Center 70 beginning in September of 2017.

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Recreation Director – 3390.3-40

Department:	Community Facilities	Wage/Salary Grade:	A47
Position Type:	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	Shift:	40 Hours/week – Mon - Fri
Reports To:	Executive Director	FLSA Status:	Exempt

1. OVERALL FUNCTION

Provides comprehensive management of the Leisure World recreation programs, including clubhouses, aquatic facility, fitness center, golf course, clubs, amphitheatre, social, and educational activities for shareholders/members and their guests. Ensures that community facilities are staffed, equipped, maintained and set-up for shareholders' and/or members' use. Also, oversees the custodial contractors.

2. JOB RESPONSIBILITIES include the following. Other duties may be assigned.

2.1. Essential Functions

- 2.1.1. Plans, organizes, and supervises all clubhouse social, educational and recreational activities and/or programs.
- 2.1.2. Plans and approves all amphitheatre shows which include selection of the entertainers, fee negotiations with agents and publicity arrangements.
- 2.1.3. Prepares and maintains a computerized master calendar of reservations for the various facilities.
- 2.1.4. Directs sponsorship opportunities and interfaces with current and potential future sponsors.
- 2.1.5. Supervises, trains and evaluates performance of the Recreation Department staff and interviews applicants for employment within the department.
- 2.1.6. Oversees operation of Recreational Vehicle Lot, including supervision of staff.
- 2.1.7. Assists in the preparation of the annual department budget, monitors expenditures and purchases.
- 2.1.8. Meets with volunteer instructors to coordinate type of classes offered, and class schedules.
- 2.1.9. Interacts, communicates, and works with individuals, group and committees to promote interest and develop recreation programs. Makes presentations as needed.
- 2.1.10. Oversees and advises custodial services contractor; maintains close coordination with custodial supervisors.
- 2.1.11. Undertakes special projects as assigned by the Executive Director.

3. QUALIFICATIONS REQUIRED

3.1. Knowledge, Skills and Abilities

~~3.1.1. Five (5) years experience in a recreation program, including two (2) years of supervisory experience, preferably from an adult community.~~

~~3.1.2.~~3.1.1. Ability to comprehend and negotiate entertainment contracts.

3.2. Physical Abilities

3.2.1. Work involves detailed concentration for long periods of time (2 plus hours) in a modified office environment and in an outdoor setting. There may be an occasional need to lift and carry up to 25 pounds.

3.2.2. Some standing, walking, lifting, carrying, climbing and kneeling.

3.3. Mental Abilities

3.3.1. Ability to organize and prioritize assignments so that deadlines are met.

3.3.2. Ability to communicate effectively with Board Directors, GRF Directors, shareholder, vendors, co-workers and management personnel.

3.3.3. Ability to use diplomacy and sound judgment.

3.4. Education/Experience

3.4.1. Bachelor's degree with a concentration in Recreation, Leisure management or closely related field from an accredited college or university; or

3.4.2. 3 to 5 years of related experience, including 2 years of supervisory experience, preferably in an adult community; or

~~3.4.1.~~3.4.3. Equivalent combination of education and experience.

3.5. License/Certificates

3.5.1. A valid California Driver's License, satisfactory driving record, and proof of insurance are conditions of initial and continued employment.

4. PERSONAL PROTECTIVE EQUIPMENT

None.

5. WORK ENVIRONMENT

Normal indoor office environment, however, some outdoor work with exposure to weather conditions.

6. TOOLS AND EQUIPMENT USED

Computer, telephone, fax, copier, calculator.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills of personnel so classified.

Updated: 1-1-2014

Recreation Director 3390.3-40

Page 2 of 2

STAFF OPERATIONS

POSITION DESCRIPTION

Position Title: GENERAL OFFICE / CLASSIFIED SALESPERSON

Department: Golden Rain News

Reports To: Managing Editor

OVERALL FUNCTION

Performs receptionist duties; handles classified advertising sales and page production for Golden Rain News Department.

Essential Functions

- Answers telephone and greets visitors.
- Receives classified ads; calculates cost and records on run sheet.
- Proofreads classified ads and enters into computer.
- Takes forms for subscription orders and cancellations.
- Enters cash received for classified and display ads on cash receipts log; transmits receipts to the Accounting Department.
- Places classified ads on pages; enters expired ads on "kill sheet".
- Measures display ads to ensure measurements agree with display run sheet.
- Mails tear sheets to advertisers.
- Maintains Account Activity files on computer. Balances ledger with Accounting Department at month-end.

Non-Essential Functions

- Proofreads editorial material; types editorial material as time permits.
- Orders office supplies.

QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities

- Knowledge of Business composition, spelling, grammar and punctuation.
- Knowledge of publishing software programs.
- Ability to use computer.
- Ability to type 60 words per minute.
- Skill in office procedures including filing and telephone etiquette.

RESCIND

Physical Abilities

- Close vision necessary.

Mental Abilities

- Ability to communicate effectively.
- Ability to work effectively with co-workers, supervisors, shareholders and/or members and customers.
- Ability to organize and prioritize work so that deadlines are met.
- Ability to use diplomacy and sound judgment.

Licenses/Certificates

- Valid California Driver's License and a satisfactory driving record or a valid California Identification Card are conditions of initial and continued employment.

PERSONAL PROTECTIVE EQUIPMENT

- None.

WORK ENVIRONMENT

- Normal indoor conditions.

TOOLS AND EQUIPMENT USED

- Computer, calculator, copier, fax, phone.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills of personnel so classified.

Amended: 02 May 11



Media Administrative Assistant – 3893.2-36

Department:	News	Wage/Salary Grade:	R19
Position Type:	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	Shift:	40 Hours/week – Mon - Fri
Reports To:	Communications & Technology Director	FLSA Status:	Non-Exempt

1. OVERALL FUNCTION

Coordinates operation of the front office for the Golden Rain News Department, as well as classified advertising sales and page production and support for both print and online communications initiatives.

2. JOB RESPONSIBILITIES include the following. Other duties may be assigned.

2.1. Essential Functions

- 2.1.1. Coordinates the daily operations of the front office and all classified advertising efforts.
- 2.1.2. Coordinates administrative support services for the department, including ordering supplies.
- 2.1.3. Serves as the department's primary administrative support liaison with counterparts in all other Golden Rain Foundation departments, as well as vendors and other third-party entities.
- 2.1.4. Maintains a high level of knowledge in all administrative and operational systems and software, providing first-tier support to all department staff.
- 2.1.5. Coordinates with department management in providing department staff with approved training activities, including making arrangements for off-site classes, seminars and workshops.
- 2.1.6. Advises and assists classified customers in the creation and strategic placement of their advertisements.

ADOPT

- 2.1.7. Receives and processes the requisite forms, calculates costs, issues receipts, and records the subsequent editorial and accounting information into the appropriate electronic systems.
- 2.1.8. Proofreads classified ads and coordinates special requests with department's prepress specialists.
- 2.1.9. Places classified ads into digital document files
- 2.1.10. Tracks live, expired and suspended classified ads and provides sales and status reports to department management.
- 2.1.11. Enters cash received for classified and display ads in the appropriate forms, both physical and online, and ensures that cash and accompanying paperwork are delivered to the appropriate staff in the Finance department.
- 2.1.12. Coordinates with and assists display advertising specialists with account processing, record-keeping, payments and other services as needed.
- 2.1.13. Greets visitors and answers telephone and e-mail messages.
- 2.1.14. Orders office supplies.
- 2.2. Non-Essential Functions
 - 2.2.1. Assists news editors and prepress specialists as needed, including proofreading.

3. **QUALIFICATIONS REQUIRED**

3.1. Knowledge, Skills and Abilities

- 3.1.1. Demonstrated experience in providing excellent customer service, preferably in a high-level administrative or supervisory role.
- 3.1.2. Knowledge of basic advertising principles and the creative and financial processes necessary to apply those principles to effective communications production, both print and online.
- 3.1.3. High level of knowledge of English composition, spelling, grammar and punctuation.
- 3.1.4. Demonstrated experience with contemporary publishing software.
- 3.1.5. Demonstrated experience in office-related coaching and training.
- 3.1.6. Expert proficiency in business communications with Microsoft Word and Excel; demonstrated experience in preparation of reports and presentations.
- 3.1.7. High level of speed and accuracy in typing and data entry, as well as proofreading and other publishing quality-assurance activities under considerable deadline pressure.
- 3.1.8. Demonstrated experience with basic accounting and office financial principles and procedures, as well as use of related software.

3.2. Physical Abilities

- 3.2.1. Close vision is necessary for digital production

3.3. Mental Abilities

- 3.3.1. High-level ability to work with customers, residents, co-workers and supervisors

ADOPT

3.3.2. High-level ability to organize and prioritize a broad range of administrative, training, production and quality-control activities, at times under considerable deadline pressure.

3.3.3. Demonstrated experience in applying diplomacy and sound judgment

3.3.4. Must be a life-long learner and eager to investigate new procedures and software

3.4. Licenses and Certificates

3.4.1. Adobe, Microsoft and/or online training (i.e., Lynda.com) certification preferred.

4. **Personal Protective Equipment**

4.1. None

5. **Work Environment**

5.1. Normal indoor conditions.

6. **Tools and Equipment Used**

6.1. Standard office equipment (computers, calculators, copiers, etc.)

Employee's Signature: _____ Date: _____

Adopted: DD MMMM YYYY

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Administrative Assistant – 3091.1-30

Department:	Administration	Wage/Salary Grade:	R28
Position Type:	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	Shift:	40 Hours/week – Mon - Fri
Reports To:	Executive Coordinator	FLSA Status:	Non-Exempt

1. OVERALL FUNCTION

Performs a broad range of administrative duties for the Executive Director and Administration Department.

2. JOB RESPONSIBILITIES include the following. Other duties may be assigned.

2.1. Essential Functions

- 2.1.1. Assists Board members, Mutual directors, managers and Foundation shareholders and/or members in solving problems and answering questions.
- 2.1.2. ~~Contact point for correspondence to and from GRF attorneys; maintains legal files.~~
- 2.1.3. Liaison with insurance broker on all commercial lines and management liability insurance matters.
- 2.1.4. Maintains and updates files/books of commercial lines and management liability insurance policies.
- 2.1.5. Prepares ~~write-ups~~ action requests/resolutions for GRF Board of Directors agenda packet.
- 2.1.6. Proofreads GRF correspondence, ~~write-ups~~ action requests/resolutions, agendas, and minutes.
- 2.1.7. ~~Prepares updates to Mutual and Golden Rain Foundation policies; distributes policies to staff and departments; uploads policies to websites.~~
- 2.1.8. ~~Prepares documents for annual elections; prepares ballots for submission to election company.~~
- 2.1.9-2.1.7. Processes telephone calls and correspondence for the Executive Director office.
- 2.1.10-2.1.8. Assists the Executive Coordinator with ~~Prepares~~ preparation and maintenance of maintains calendars, and ~~schedules~~ appointments for Executive Director.
- 2.1.11-2.1.9. Prepares agendas, materials and ~~write-ups~~ action requests/resolutions for Finance and ITS various Committees; attends meetings, records discussions and actions, composes and publishes minutes and Committee Summary.
- 2.1.12. ~~Prepares agendas, materials, and write-ups for the quarterly Treasurers' Group meeting; attends meetings, records discussions and actions, composes and publishes minutes.~~

- ~~2.1.13.~~ 2.1.10. Records and maintains files on accidents involving Foundation members; works with insurance companies and assists in resolving issues pertaining to accidents or injuries.
- ~~2.1.14.~~ 2.1.11. Prepares various reports for distribution to managers, Board of Directors and Mutual Board Presidents.
- ~~2.1.15.~~ Disperses petty cash for the department; ~~reconciles receipts and prepares report.~~
- ~~2.1.16.~~ Plans, prepares and organizes director appreciation luncheon (200 people).
- ~~2.1.17.~~ Plans, organizes and organizes staff luncheon (160 people).
- ~~2.1.18.~~ 2.1.12. Assists the Executive Coordinator with preparation and planning of GRF BOD events Annual Dinner.
- ~~2.1.19.~~ 2.1.13. Works with outside agencies, as needed, to bring presentations for the community.
- ~~2.1.20.~~ 2.1.14. Undertakes special projects as assigned by the Executive Director and/or the Executive Coordinator.

2.2. Non-Essential Functions

- 2.2.1. Serves as a back-up for Assistant to the President the Executive Coordinator.

3. **QUALIFICATIONS REQUIRED**

3.1. Knowledge, Skills and Abilities

- 3.1.1. Knowledge of business composition, spelling, grammar, and punctuation.
- ~~3.1.2. Ability to take shorthand or speed writing at a rate of speed sufficient to produce accurate minutes.~~
- ~~3.1.3.~~ 3.1.2. Ability to use personal computer and Microsoft Office Suite - Word, Excel, Outlook, intermediate to advanced level of proficiency.
- ~~3.1.4.~~ 3.1.3. Ability to type ~~70~~ 55 words per minute.
- ~~3.1.5.~~ 3.1.4. Skill in office procedures including filing and telephone etiquette.
- ~~3.1.6. Five (5) + years experience in the private or public sector as an Executive Secretary or Administrative Assistant to a senior level executive.~~
- 3.1.7. Knowledge of corporate property and casualty insurance.

3.2. Physical Abilities

- 3.2.1. Close vision necessary.
- 3.2.2. Occasional bending, stooping and kneeling.

3.3. Mental Abilities

- 3.3.1. Ability to maintain confidentiality; organize and prioritize work; and use diplomacy and sound judgment.
- 3.3.2. Ability to communicate effectively.
- 3.3.3. Ability to concentrate and listen attentively to meeting participants.
- 3.3.4. Ability to work effectively with GRF Board of Directors, Mutual Officers, shareholders, co-workers and outside agencies and/or vendors.
- 3.3.5. Ability to work with minimal supervision.

3.4. Education

- 3.4.1. High school graduate required.;
- 3.4.2. A.A. or A.A.S. in Business Administration preferred.;

Administrative Assistant 3091.1 - 30

3.4.3. Five (5) + years experience in the private or public sector as an Executive Secretary or Administrative Assistant to a senior level executive; or

~~3.4.2.~~3.4.4. Equivalent combination of education and experience

3.5. Licenses/Certificates

3.5.1. Valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.

4. PERSONAL PROTECTIVE EQUIPMENT

4.1. None.

5. WORK ENVIRONMENT

5.1. Normal indoor conditions.

6. TOOLS AND EQUIPMENT USED

6.1. Computer, copier, calculator, telephone, fax and report binding machines.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills of personnel so classified.

Approved: 19 Sep 00

Amended: 21 Apr 11

Amended:

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2018 GRF & Mutual Election and Annual Meeting Schedule

	Mu.	No. of Units	Quorum	No. of Directors Being Elected	Candidate Application Begins (90 days before election)*	Candidate Application Deadline (60 days before election)**	Ballots Mailed (30 days before election)***	Meeting Day	Meeting Date	Meeting Time	Notes
MAY	10	276	92	6	Thurs. 2/16	Sat. 3/18	Mon. 4/17	3 rd Wed.	5/17	10 a.m.	Election in odd-numbered years; directors reduced from 8 to 6
	14	328	110	7	Fri. 2/17	Sun. 3/19	Tues. 4/18	3 rd Thurs.	5/18	10 a.m.	No more cumulative voting; directors reduced from 9 to 7
	7	384	128	6	Sat. 2/18	Mon. 3/20	Wed. 4/19	3 rd Fri.	5/19	10 a.m.	Parcels eliminated in 2017
	8	348	116	5	Tues. 2/21	Thurs. 3/23	Sat. 4/22	4 th Mon.	5/22	10 a.m.	No conflict with Memorial Day
	4	396	132	7	Thurs. 2/23	Sat. 3/25	Mon. 4/24	4 th Wed.	5/24	10 a.m.	In 2017, 7 directors will be elected but terms will be staggered.
	16	60	20	5	Thurs. 2/23	Sat. 3/25	Mon. 4/24	4 th Wed.	5/24	2 p.m.	2017 meeting will be held in Administration Conference Room
	11	312	104	6	Fri. 2/24	Sun. 3/26	Tues. 4/25	4 th Thurs.	5/25	10 a.m.	Annual Meeting only; election in even-numbered years
9	384	128	7	Sat. 2/25	Mon. 3/27	Wed. 4/26	4 th Fri.	5/26	10 a.m.		
JUNE	Golden Rain Foundation				Candidate Application Begins (90 days before election)*	Candidate Application Deadline (60 days before election)**	Ballots Mailed (30 days before election)***	Ballot Counting Meeting Day	Ballot Counting Meeting Date	Ballot Counting Meeting Time	Notes
	Mutuals 1, 3, 5, 7, 9, 11, 15, 17				Wed. 3/8	Fri. 4/7	Sun. 5/7	1 st Tues.	6/6	10 a.m.	New directors will be installed at GRF Annual Meeting on 6/13
	Mu.	No. of Units	Quorum	No. of Directors Being Elected	Candidate Application Begins (90 days before election)*	Candidate Application Deadline (60 days before election)**	Ballots Mailed (30 days before election)***	Meeting Day	Meeting Date	Meeting Time	Notes
JUNE	12	452	151	7	Fri. 3/10	Sun. 4/9	Tues. 5/9	2 nd Thurs.	6/8	10 a.m.	
	2	864	288	4	Sat. 3/11	Mon. 4/10	Wed. 5/10	2 nd Fri.	6/9	10 a.m.	Staggered Terms
	1	844	282	4	Tues. 3/14	Thurs. 4/13	Sat. 5/13	2 nd Mon.	6/12	10 a.m.	Staggered Terms
	5	492	164	7	Wed. 3/15	Fri. 4/14	Sun. 5/14	2 nd Tues.	6/13	10 a.m.	In 2016, # of directors reduced from 8 to 7. Applicable in 2017.
	3	432	144	7	Thurs. 3/16	Sat. 4/15	Mon. 5/15	2 nd Wed.	6/14	10 a.m.	In 2017, 7 directors will be elected but terms will be staggered.
	15	502	168	7	Sat. 3/18	Mon. 4/17	Wed. 5/17	3 rd Fri.	6/16	10 a.m.	
	6	408	136	7	Sat. 3/25	Mon. 4/24	Wed. 5/24	4 th Fri.	6/23	10 a.m.	
	17	126	42	2	Wed. 3/29	Fri. 4/28	Sun. 5/28	4 th Tues.	6/27	10 a.m.	Staggered Terms

NOTE:

* = If the date to apply as a candidate falls on a Saturday or Sunday, applications may be picked up the previous Friday.

** = On deadlines that fall on a Saturday or Sunday, applications will be accepted the following Monday. Candidate applications must be received in Stock Transfer Office by no later than 4:30 p.m. on the deadline day.

*** = If the date to mail ballots (30 days before the election) falls on a Friday, Saturday or Sunday, the ballots will be mailed the previous Thursday.

2018 Mutual and GRF Election Tracking Schedule (Courtney, what did you do and when did you do it?)

Mutual	Annual Meeting / Election Date	Fridge Notices Emailed to AVS	Ballots & Resumes Emailed to AVS	Provide ballots to Mutual Admin.	Provide secretary certs to Mutual Admin.	Rosters and Labels Mailed to AVS	Overnight Mail Tracking # for Rosters and Mailing Labels to AVS	AVS mails Ballot Packet to LW	Quorum Check from AVS sent to President	Estate count sent to AVS
10	5/17	3/30	3/30	4/17	4/19	3/28	EL551163275US	4/17	5/9	5/11
14	5/18	3/30	3/30	4/17	4/19	3/28	EL551163275US	4/18	5/9	5/11
7	5/19	3/30	4/5	4/17	4/19	3/30	EL551163222US	4/19	5/9	5/15
8	5/22	3/30	4/5	4/17	4/19	3/30	EL551163222US	4/20	5/16	5/15
4	5/24	3/30	4/9	4/17	4/19	4/4	EL551163253US	4/24	5/17	5/18
16	5/24	3/30	4/9	4/17	4/19	4/4	EL551163253US	4/24	5/17	5/18
11	5/25	3/30	n/a	4/17	4/19	4/6	EL551163219US	4/25	n/a	n/a
9	5/26	3/30	4/9	4/17	4/19	4/6	EL551163219US	4/26	5/18	5/24
Golden Rain Foundation	Election Date	Fridge Notices Emailed to AVS	Ballots & Resumes Emailed to AVS	Provide ballots to Admin.	Provide secretary certs to Admin.	Rosters and Labels Mailed to AVS	Overnight Mail Tracking # for Rosters and Mailing Labels to AVS	AVS mails GRF Ballot Packet to LW	Quorum Check from AVS sent to President	Estate count sent to AVS
GRF (except Mu. 11)	Tues. 6/6	n/a	4/19	4/19	n/a	4/12	EL551162730US	5/4	1 st check: 5/16 2 nd : 5/24 3 rd : 6/1	n/a
Mutual	Annual Meeting / Election Date	Fridge Notices Emailed to AVS	Ballots & Resumes Emailed to AVS	Provide ballots to Mutual Admin.	Provide secretary certs to Mutual Admin.	Rosters and Labels Mailed to AVS	Overnight Mail Tracking # for Rosters and Mailing Labels to AVS	AVS mails Ballot Packet to LW	Quorum Check from AVS sent to President	Estate count sent to AVS
12	6/8	3/30	4/19	5/11	4/19	4/18	EL551163240US	5/9	6/1	6/3
2	6/9	3/30	4/19	5/11	4/19	4/18	EL551163240US	5/10	6/1	6/3
1	6/12	3/30	4/26	5/11	4/19	4/20	EL551163205US	5/11	6/1	6/7
5	6/13	3/30	4/26	5/11	4/19	4/20	EL551163205US	5/11	6/7	6/7
3	6/14	3/30	4/29	5/11	4/19	4/25	EL551163046US	5/15	6/7	6/8
15	6/16	3/30	4/29	5/11	4/19	4/25	EL551163046US	5/17	6/7	6/8
6	6/23	3/30	5/10	5/11	4/19	5/4	EL551163032US	5/24	6/16	6/21
17	6/27	3/30	5/10	5/11	4/19	5/4	EL551163032US	5/25	6/16	6/21

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES****AMEND****Posting of Signs on Trust Property**

Posting signs on trust property by individuals, organizations or businesses is prohibited at all times. This includes, but is not restricted to:

1. Patio Sales
2. Estate Sales
3. Political posters
4. Functions of Leisure World organizations
5. Advertising by outside businesses and organizations
6. Signs attached to or displayed in/on vehicles offered for sale while parked on trust property to include, but not be limited to, bicycles, electric cars, motor vehicles, recreation vehicles and trailers. (per policy 1927-37)
7. Open house and "For Sale" signs

Policy

Adopted: 15 Sept 87

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Sept 87)

Page 1 of 1

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COMMUNITY OPERATIONS**RESIDENT MEMBER PARTICIPATION AMEND****Resident Member Specialists**

The Board of Directors recognizes the important contribution that can be made by residents **Members** of this community.

~~It is the desire of the Board to approve and encourage the selection of such resident specialists in volunteer advisory appointments providing the request for appointment is made by a committee chairman through the Executive Committee.~~

1. Member Specialists (MS) can be appointed by Standing Committee Chairs to a sub-committee.
2. MS must be approved by the Executive Committee.
3. MS serve in an advisory capacity only and have no voting power.
4. MS cannot comprise a majority of the sub-committee.
5. MS can be removed by the Chair of the Standing Committee at any time.

Policy

Adopted: 28 Jul 67

Reviewed: 10 Feb 17

Amended: :

(Feb 17)

GOLDEN RAIN FOUNDATION**Seal Beach, California**

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GOLDEN RAIN OPERATIONS

COMMITTEE FUNCTIONS

AMEND

Plan Investment Administrative Committee

The Golden Rain Foundation (GRF) has prior hereto adopted "The Golden Rain Foundation Employees' Retirement Plan."

Under and pursuant to Article V, Section 10.01 of the Plan, there is to be a "Plan Administrative Committee," the membership of which is determined by the Board of Directors (BOD) of the GRF Foundation.

The entire Board of Directors BOD of the Golden Rain Foundation GRF is appointed the Plan Administrative Committee of the "Golden Rain Foundation Employees' Retirement Plan" pursuant to Section 10.01.

The Finance Executive Committee of this Board the BOD shall act as a screening committee for matters to be determined by resolution of the Board BOD as the Plan Administrative Committee with its recommendations concerning any such action, except that investment options may be authorized by a subcommittee.

The subcommittee will consist of the President, Vice-President and the Treasurer of the Board of Directors BOD's of the GRF Golden Rain Foundation, Executive Director Administrator, Director of Finance Controller, and Human Resources Director Supervisor. The investment options are to be authorized by two (2) signatures one of which will be the President's or the Treasurer's and the second signature will be the Executive Director Administrator's or the Director of Finance's Controller's. Four members must be present to constitute a quorum.

Policy

Adopted: 21 Jan 76

Amended: 20 Jan 87

Amended: 20 May 97

Amended: 15 May 07

Amended:

GOLDEN RAIN FOUNDATION

Seal Beach, California

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BOARD INTERNAL OPERATIONS

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Contract Procedures

1. All contracts shall be assigned a reference number, including the cost center number.
2. The originals of the Golden Rain Foundation current contracts are to be kept in the Finance Department vault.
3. No original current contracts are to be removed from the Finance Department.
4. Numbered copies of the current contracts are to be found in the Board office of the Golden Rain President and the office of the Executive Director.
5. Copies of the current contracts may be checked out as needed.
6. Completed contracts will be scanned and archived.
7. Approved contracts shall be:
 - a. Stamped as approved;
 - b. Signed by all parties to the contract;
 - c. Dated as of the date the contract is approved; and
 - d. Assign a reference number including the cost center number.

Policy

Adopted: 21 Oct 69
Amended: 20 Aug 85
Amended: 26 May 15

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

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GOLDEN RAIN OPERATIONS

COMMITTEE CHARTER

Executive Committee

Pursuant to state statute (**Corp. Code §7210; Corp. Code §7212(c)**) and Article VII of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the Executive Committee (EC) and grants to the Committee authority specifically stated within the GRF governing documents, and policies as granted by the BOD or as stated within this policy.

1. COMPOSITION:

The Executive Committee shall consist of the four (4) elected officers of the GRF BOD and the Chairpersons of the Mutual Administration, Physical Property and Recreation Committees. The Vice President shall be Chairperson and preside at all meetings. In the Vice President's absence, the Secretary or Treasurer, in that order, shall preside. (See Policy 5020-30.)

2. PURPOSE:

Oversee the Administration and Human Resources Departments.

3. DUTIES:

- a. Publish an agenda four (4) days in advance of Committee meeting;
- b. Meet with the Executive and HR Directors at least monthly or whenever such meetings are deemed necessary, unless canceled by the Chair;
- c. Review monthly budget comparison for cost centers 20, 22, 29, 30 and 55;
- d. Review and approve assignment of department heads;
- e. Review and approve job descriptions;
- f. Review and recommend operating schedules, job standards, uniforms and wage rates to the BOD;
- g. Review and approve the election materials and oversee the election process;
- h. Oversee Director training;
- i. During its meeting in February, the EC will recommend that the Board appoint the election services company as its Inspector(s) of Election;
- j. Conduct a Salary Survey at least every three (3) years;
- k. Hold Executive Sessions concerning personnel or personnel disciplinary actions;
- l. Initial approval and recommendation to the Finance Committee for cost centers 20, 22, 29, 30 and 55, including Capital requests and upcoming Reserve replacements;

(May 17)

GOLDEN RAIN OPERATIONS**COMMITTEE CHARTER****Executive Committee**

- m. Coordinate bids for all personnel related Insurance, benefits and relevant contracts.
- n. Review all contracts under this Committee at least quarterly;
- o. Review policies for cost centers 20, 22, 29, 30 and 55 beginning no later than January and send recommended changes to the BOD no later than May for approval; and
- p. Furnish a report at the GRF Annual meeting.

4. LIMITATIONS:

It is to be recognized that the function of the Committee is to act in an advisory and consulting capacity except in personnel matters relating to manager positions per Policy 4156-30.

Regulatory or supervisory activities affecting employed personnel are functions of Management and not to be encroached upon by any Committee Chairperson or member, either individually or collectively.

Committee does not have the authority to enter into written contracts or oral agreements with any third parties on behalf of the GRF BOD. Authority to authorize contracts and/or expenses rests solely with the BOD.

Policy

Adopted: 24 Jul 67
 Amended: 18 Jul 72
 Amended: 20 May 75
 Amended: 15 Jul 80
 Amended: 14 Jul 81
 Amended: 20 Aug 85
 Amended: 19 Mar 96
 Amended: 15 Jul 97
 Amended: 26 May 15
 Amended: 21 June 16
 Amended: 23 May 17

GOLDEN RAIN FOUNDATION
 Seal Beach, California

(May 17)

Golden Rain Foundation Executive Committee Human Resources Report – August 11, 2017

Below are the budget variances as of the end of July 2017.

- 1) **GRF – Budget Variance Information** – GRF has a year-to-date favorable variance of **\$345,931.00** in Salaries and Employee Benefits:

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses				
6100000	Salaries & Wages	4,240,087	4,399,188	(159,101)
6100001	Vacation Accrual Expense	(21,655)	0	21,655
6101000	Commissions	21,546	24,393	2,847
6140000	Employment Taxes	364,851	405,569	40,718
6142000	Workers' Compensation	247,794	304,108	56,314
6143000	Group Insurance - Medical	412,683	463,372	50,689
6143300	Group Insurance - Dental	10,234	9,471	(763)
6143500	Group Insurance - Vision	5,755	6,762	1,007
6144000	401(k) Match	74,568	81,655	7,087
6145000	Group Insurance - Life	15,134	16,156	1,022
6146000	Long Term Disability Insurance	12,590	18,844	6,254

- 2) **Cost Center 20 – Human Resources Budget Variance Information** – The Human Resources department has a year-to-date favorable variance of **\$1,014** 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	122,725	120,679	(2,046)
6100001 20	Vacation Accrual Expense - Human Resourc	(21,655)	0	21,655
6140000 20	Employment Taxes - Human Resources	9,555	9,734	179
6142000 20	Workers' Compensation - Human Resources	3,232	4,088	856
6143000 20	Group Insurance - Medical - Human Resour	13,107	16,730	3,623
6143300 20	Group Insurance - Dental - Human Resourc	343	329	(14)
6143500 20	Group Insurance - Vision - Human Resourc	203	224	21
6144000 20	401(k) Match - Human Resources	2,236	2,218	(18)
6145000 20	Group Insurance - Life - Human Resources	340	413	73
6146000 20	Long Term Disability Insurance - Human R	473	483	10
6210006 20	FSA Administration Fees - Human Resource	543	0	(543)
6210010 20	Fraud Hotline - Human Resources	640	704	64
6211000 20	Continuing Education - Human Resources	0	920	920
6211100 20	Employee Incentives - Human Resources	13	0	(13)
6212000 20	Employee Exams - Human Resources	705	180	(525)
6212005 20	Employee Drivers License Inquiry - Human	168	154	(14)
6213000 20	Employee Recruitment - Human Resources	2,463	2,100	(363)
6213005 20	Employment Screening - Human Resources	5,024	4,410	(614)
6214500 20	Gifts - Human Resources	100	210	110
6410000 20	Office Supplies - Human Resources	1,097	350	(747)
6410015 20	Computer Supplies - Human Resources	373	0	(373)
6410030 20	Printer / Copier Supplies - Human Resour	304	315	11
6410035 20	Refreshments - Human Resources	67	300	233
6434110 20	Legal Fees - HR - Human Resources	4,416	4,200	(216)
6482000 20	Dues, Memberships & Books - Human Resour	150	550	400
	Total Expenses	146,622	169,291	22,669

3) Cost Center 22 – Emergency Preparedness Budget Variance Information – The Emergency Preparedness department has a year-to-date favorable variance of \$1,894

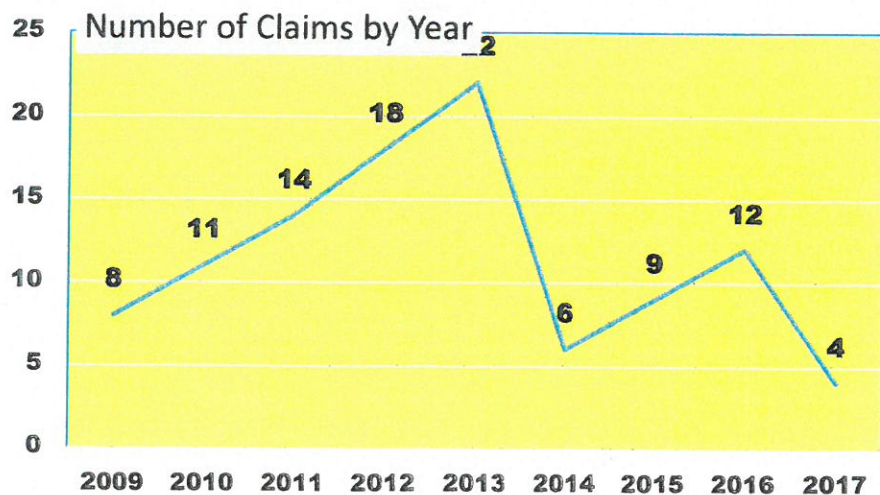
Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Emergency Preparedness				
6100000 22	Salaries & Wages - Emergency Prepared	9,934	9,834	(100)
6140000 22	Employment Taxes - Emergency Prepared	715	1,153	438
6142000 22	Workers' Compensation - Emergency Prepar	802	973	171
6211000 22	Continuing Education - Emergency Prepare	155	925	770
6410045 22	Emergency Supplies - Emergency Preparedn	464	1,050	586
6422000 22	Telephone - Emergency Prepare	462	490	28
Total Expenses		12,531	14,425	1,894

4) Safety

- a. No claims in July
- b. No lost time claims to date.

Workers Compensation - Job Accident Information by Month

Month	Current Year 2017	2016	2015	2014	2013	2012
January	0	2	0	0	2	0
February	0	0	0	0	1	1
March	1	1	2	0	1	4
April	0	1	2	0	3	2
May	3	0	0	2	1	0
June	0	0	0	1	0	2
July	0	0	1	0	1	2
August		1	1	2	4	2
September		1	0	1	2	3
October		2	2	0	3	2
November		1	0	0	3	0
December		3	1	0	1	0
Total	4	12	9	6	22	18



Golden Rain Foundation Executive Committee

Staff Member Information

Data as of
July 31, 2017 unless noted otherwise

5) Recruitment

Openings in July:

<i>Position</i>		<i>Status</i>	<i>Dept.</i>
Stock Transfer Manager	1 Full-time	Offer Accepted – Starting 8/14	33 – Stock Transfer
Library Clerk	1 Part-time	Offer Accepted – Starting 8/15	35 - Library
Advertising Salesperson	1 Full-time	Offer Accepted – Starting 8/7	36 – News
Security Officers	4 Part-time	Accepting Applications/Interviewing	37 – Security
Mechanic	1 Full-Time	Accepting Applications	38 - Transportation
Bus Drivers	2 Part-time	Interviews in progress	38 – Transportation
Pool Attendant	2 Part-time	Interviews in progress	48 – Swimming Pool
Building Inspector	1 Full-time	Interviews in progress	70 – Physical Property
Electrician	1 Full-time	Interviews in progress	74 – Service Maintenance
Total Openings	13		

6) Staff Counts – As of 07-31-2017

Current Staff Count – 232	<i>Hires</i>	<i>Separations</i>	<i>Promotions</i>
• JUL 2017	4	6	1
• YTD 2017	39	36	9
• 2016	48	42	14

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

<i>2017 Data as of 07/31/2017</i>	<i>NEW HIRES</i>		<i>SEPARATIONS</i>	
<i>Department</i>	<i>2017 To Date</i>	<i>2016 Actual</i>	<i>2017 To Date</i>	<i>2016 Actual</i>
ADMINISTRATION				
FINANCE		1		
GOLF				
HUMAN RESOURCES	1		1	
INFORMATION TECHNOLOGY SVS				
LIBRARY		1	2	2
MUTUAL ADMINISTRATION	1	2		6
NEWS		1	2	
PHYSICAL PROPERTY	3	2	2	1
PURCHASING				
RECREATION (includes Exercise/Pool)	4	2		1
SECURITY	18	25	17	19
SERVICE MAINTENANCE	10	7	7	8
STOCK TRANSFER	2	<i>(included in MAC)</i>	2	<i>(included in MAC)</i>
TRANSPORTATION		7	3	5
GRAND TOTAL	39	48	36	42

8) 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	5	0
36 – News	1	6	0	0
37 – Security	2	6	65	4
38 – Transportation	1	2	23	0
40 – Community Facilities	2	3	2	0
46 – Golf Course	0	0	5	0
48 – Swimming Pool	0	0	6	0
55 – Exercise Room	0	0	6	0
70 – Physical Properties	1	13	1	0
74 – Service Maintenance	2	33	2	0
MAC – Mutual Administration	3	4	0	0
Total	23	86	118	5
Total Employee Count	232			

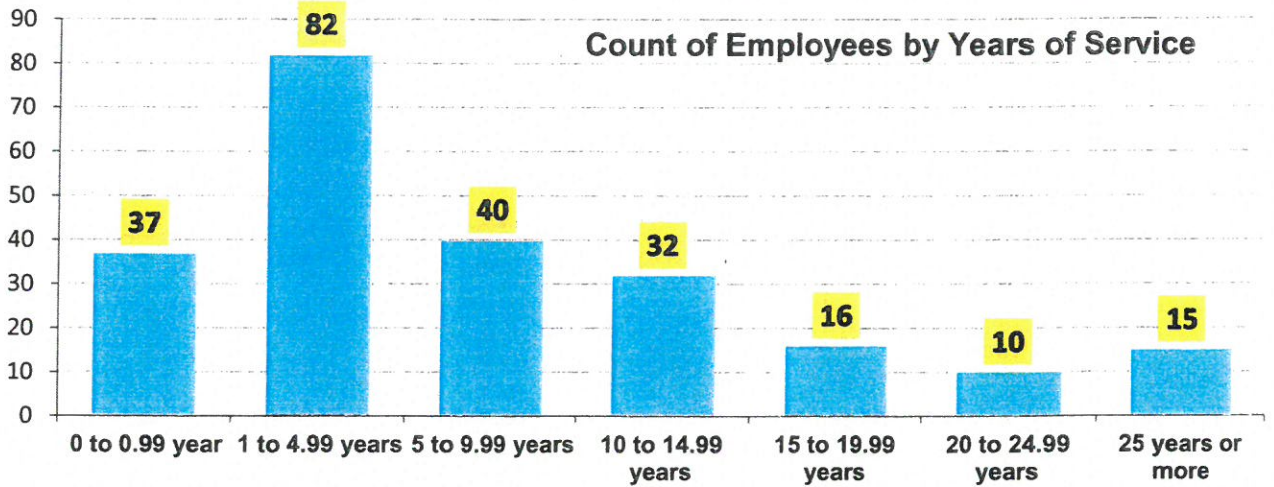
Summary

Employee Type	Count	% of Total
Full-time	109	47.0%
Part-time	118	50.9%
Per Diem	5	2.2%
Total	232	

- FULL TIME
- PART TIME
- PER DIEM

9) Demographics

Category	All Employees	Full-Time	Part-Time	Per Diem
Years of Service	8.3	10.6	6.1	7.0
Average Hourly Rate	\$19.84	\$26.64	\$13.81	\$14.04



Employees with 25 Years or More of Service

44.3 yrs Juan Robledo – Service Maint.	30.9 yrs Edgar Santamaria – Service Maint.
43.8 yrs Ruben Gonzalez – Service Maint.	29.2 yrs Ruth Osborn – News
38.3 yrs Jesus Lopez – Service Maint.	28.8 yrs Richard Stolarz – Service Maint.
37.3 yrs Barry Holland – ITS	28.7 yrs Eila Van Sauter – Transportation
36.9 yrs Mark Weaver – Community Facilities	25.8 yrs David Van Horn – Physical Property
36.3 yrs Grant Winford – Transportation	25.6 yrs Gerald Antisdell – Physical Property
34.1 yrs Cathie Merz – News	25.1 yrs Felix Rac – Service Maintenance
33.1 yrs Terry De Leon – Recreation	

10) Employees Working Greater Than 28 Hours in a Week

Updated 08/02/2017 by MWKerr - Hours listed by week ending date

CC	7/30	7/23	7/16	7/9	7/2	6/25	6/18	6/11	6/4	5/28
31	32.00	31.50	32 00							
35					30 00	30 00	30 00			
37	28.25	28.25	36 25		32 00	32 75				
37	32.00	31.75	36 00		36 00					32 00
37							30 25			
37	32.00							32 00		
37	32.00			28 50	32 00		31 50			
37					31 00					
37		29.25	29 50			29 00				
37			31 75				30 00			
37					28 25					
37	36.25		32 25				29 25			
37	38.50				30 00				30 00	31 00
37									32 00	
37						32 00	32 75			
37						32 00				
37					29 50		34 00			
37	36.00		33 50	32 25	31 00			32 00		
37			35 50	32 00	32 00		32 00	32 00		32 00
37	36.00		35 00				31 75	29 50		
37				32 00						
37		38.00								
37										31 50
37		30.00	40 00	32 00						
37			34 25	31 50	32 00			31 75		
37							28 25			
37	36.00				32 25	30 00	32 00		31 00	
37	30.00		34 00				34 00			
37					34 00		34 00			
37										
37	36.25	32.00					32 00			
37	28.50									
37				32 00		32 00				
37							34 00			
37	32.00	28.50								
37						31 00				
38	28.50									
38		30.00	34 00							
38			33 00							30 00
40									28 50	
75			30 75							

11)Overtime

There is an *unfavorable* variance of **\$7,532.68** for July and an *unfavorable* variance of **\$40,239.49** for 2017 to date.

Overtime by Month	Total OT Worked	2017 OT Billable Hrs to Mutuals	2017 OT Billable \$ to Mutuals @ \$58.50	2017 Overtime Hours – Less Billable to Mutuals	2017 Overtime Dollars – Less Billable to Mutuals	2016 Overtime Hours – Less Billable to Mutuals	2016 Overtime Dollars – Less Billable to Mutuals
January	272.25	82.25	\$3,207.75	190.00	\$6,494.90	143.00	\$4,499.39
February	341.75	114.50	\$4,580.00	227.25	\$7,631.45	133.00	\$2,606.91
March	499.25	42.25	\$1,690.00	457.00	\$16,152.88	154.50	\$2,318.02
April	235.00	31.50	\$1,260.00	203.50	\$7,136.76	226.25	\$ 374.71
May	221.00	74.25	\$2,970.00	146.75	\$5,006.70	182.00	\$3,517.69
June	261.00	100.00	\$4,000.00	161.00	\$5,039.02	137.50	\$1,918.18
July	358.50	35.75	\$1,430.00	322.75	\$9,999.60	171.00	\$3,801.45
August						123.50	\$3,001.76
September						204.50	\$5,458.32
October						107.75	\$2,300.26
November						203.00	\$3,726.86
December						293.75	\$7,702.64

Overtime Detail for July - Prepared by MWKerr 07/31/17 (Check date 07/23/2017)

Cost Center	HOURS			EXPENSE		
	Actual	Budget	Fav/(Unfav) Variance	Actual	Budget	Fav/(Unfav) Variance
20 Human Resources	3.50	0.00	(3.50)	\$156.90	\$0.00	(\$156.90)
22 Emergency Preparedness	0.50	0.00	(0.50)	\$24.30	\$0.00	(\$24.30)
30 Administration	0.50	17.33	16.83	\$14.00	\$519.25	\$505.25
31 Finance	0.25	0.00	(0.25)	\$6.21	\$0.00	(\$6.21)
32 Purchasing	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
33 Stock Transfer	59.00	0.00	(59.00)	\$1,680.47	\$0.00	(\$1,680.47)
34 Information Technology Services	15.75	1.00	(14.75)	\$653.34	\$50.83	(\$602.51)
35 Library	8.00	0.83	(7.17)	\$232.92	\$23.58	(\$209.34)
36 News	6.00	20.83	14.83	\$198.07	\$710.50	\$512.43
37 Security	119.00	23.33	(95.67)	\$3,095.48	\$522.50	(\$2,572.98)
38 Transportation	0.00	1.92	1.92	\$0.00	\$38.75	\$38.75
40 Community Facilities	14.75	6.67	(8.08)	\$404.66	\$182.92	(\$221.74)
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	7.75	8.33	0.58	\$351.87	\$297.92	(\$53.95)
74 Service Maintenance	107.50	0.00	(107.50)	\$3,963.49	\$0.00	(\$3,963.49)
(Less) Billable to mutuals	(35.75)			(\$1,430.00) Approx.		
75 Service Maintenance	16.00	0.00	(16.00)	\$647.89	\$0.00	(\$647.89)
MAC Mutual Administration	0.00	4.00	4.00	\$0.00	\$120.67	\$120.67
Totals	322.75	84.25	(238.50)	\$9,999.60	\$2,466.92	(\$7,532.68)

12) Retirement – Employee 401(k) Plan

- For 2017, 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 \$9,347,765.51
- 2017 YTD Employee Contributions \$252,370.27* Average Per Month \$34,376.51
- 2017 YTD GRF Matching Contributions \$79,347.34* Average Per Month \$9,918.42

*Through check date 08/04/2017

13) Anti-Fraud Compliance Hotline Reports

Program started in May 2014

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

14) Gift Log – Available Upon Request

***Executive Committee Report compiled by: Cindy Flynn, Human Resources Director
August 11, 2017***

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Golden Rain Foundation
 August 11, 2017 Meeting of the Executive Committee
 Budget Comparison Report CC29, 30 & 55 – July 2017

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Administration Building				
6410005 29	Building Supplies - Administration Bldg	216	560	344
6420100 29	Electricity - Administration Bldg	12,785	13,825	1,040
6425100 29	Natural Gas - Administration Bldg	412	554	142
6471000 29	Building Repair & Maintenance - Administ	3,927	2,320	(1,607)
6477210 29	Pest Control - Administration Bldg	480	650	170
6478000 29	Service Contracts - Administration Bldg	2,436	2,835	399
6484000 29	Permits & Licenses - Administration Bldg	0	225	225
	Total Expenses	20,257	20,969	712
5330000 29	Income / Refund from Mutuals - Administr	20,846	20,846	0
	Total Cost Recovery	20,846	20,846	0
Off Budget Items				
	Net Income / (Expense)	589	(123)	712

Budget Variance Report - July 2017
Administration Building - CC 29

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6410005	Building Supplies	344	Favorable - YTD costs less than budgeted
6420100	Electricity	1,040	Favorable - Due to usage
6471000	Building Repair & Mntnc	(1,607)	Favorable - YTD repairs exceed budget
6478000	Service Contracts	399	Favorable - Biannual Fire Inspection budgeted in CC29 but actual expenses in CC79
6484000	Permits & Licenses	225	Favorable - Elevator permit invoice not yet received
	Total Explained Variances	401	

Golden Rain Foundation
 August 11, 2017 Meeting of the Executive Committee
 Budget Comparison Report CC29, 30 & 55 – July 2017

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Administration				
6100000 30	Salaries & Wages - Administration	202,762	217,312	14,550
6140000 30	Employment Taxes - Administration	15,571	14,888	(683)
6142000 30	Workers' Compensation - Administration	2,066	2,772	706
6143000 30	Group Insurance - Medical - Administration	18,271	16,156	(2,115)
6143300 30	Group Insurance - Dental - Administration	671	287	(384)
6143500 30	Group Insurance - Vision - Administration	198	189	(9)
6144000 30	401(k) Match - Administration	1,445	1,401	(44)
6145000 30	Group Insurance - Life - Administration	930	969	29
6146000 30	Long Term Disability Insurance - Administration	739	1,120	381
6211000 30	Continuing Education - Administration	0	525	525
6213100 30	Temporary Agency Fees - Administration	8,130	0	(8,130)
6214000 30	Meals & Special Events - Administration	6,462	5,500	(962)
6214500 30	Gifts - Administration	237	700	463
6215000 30	Mileage - Administration	3,766	3,600	(166)
6410000 30	Office Supplies - Administration	5,127	5,800	673
6410003 30	Board Office Supplies - Administration	2,457	1,225	(1,232)
6410010 30	Hospitality - Administration	1,766	1,040	(726)
6410015 30	Computer Supplies - Administration	4,534	3,000	(1,534)
6410025 30	Lunch Room Supplies - Administration	142	100	(42)
6410030 30	Printer / Copier Supplies - Administration	2,869	2,600	(269)
6410035 30	Refreshments - Administration	1,010	1,960	940
6422000 30	Telephone - Administration	36,068	36,540	472
6434100 30	Legal Fees - General Counsel - Administration	16,016	29,200	13,184
6434105 30	Legal Fees - Litigation - Administration	64,929	7,000	(57,929)
6437100 30	Reserve Study - Administration	4,750	17,500	12,750
6439000 30	Other Professional Fees - Administration	595	6,000	5,405
6444000 30	Equipment Rental - Administration	2,633	2,639	6
6472000 30	Equipment Repair & Maintenance - Administration	713	70	(643)
6478000 30	Service Contracts - Administration	8,393	7,625	(768)
6481000 30	Computer Maintenance & Software - Administration	279	0	(279)
6482000 30	Dues, Memberships & Books - Administration	477	400	(77)
6484000 30	Permits & Licenses - Administration	35	35	0
6731000 30	Property & Liability Insurance - Administration	246,848	274,204	27,356
6951000 30	Committee Discretionary Expense - Administration	0	1,000	1,000
	Total Expenses	660,886	663,337	2,451
Other Cost Recovery				
5335000 30	Management Fee - Administration	25,900	25,900	0
5385000 30	Other Income - Administration	3,600	1,600	2,000
5395000 30	Rental Income - Administration	10,508	25,278	(14,770)
5396000 30	Taxable Other Income - Administration	0	0	0
5396100 30	Taxable Other Income - Supervisory - Administration	52,863	49,910	2,953
5397100 30	Taxable Interest Income - Administration	2,216	0	2,216
	Total Other Cost Recovery	95,087	102,688	(7,601)
5330000 30	Income / Refund from Mutuals - Administration	549,941	549,965	(24)
	Total Cost Recovery	645,028	652,643	(7,615)
	Net Income / (Expenses)	(15,858)	(10,694)	(5,164)

Golden Rain Foundation
 August 11, 2017 Meeting of the Executive Committee
 Budget Comparison Report CC29, 30 & 55 – July 2017

Budget Variance Report - July 2017
Administration - CC 30

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
61XXXXX	Salaries, Wages, & Benefits	12,431	Favorable - Wages lower than budgeted
6434100	Legal Fees - General Counsel	13,184	Favorable - General Counsel bills held below YTD budget
6434105	Legal Fees - Litigation	(57,929)	Unfavorable - Legal fees exceed budget
6437100	Reserve Study	12,750	Favorable - Actual cost came in lower than budgeted
6731000	Property & Liability Insurance	27,356	Favorable - Actual cost came in lower than budgeted
5395000	Rental Income	(14,770)	Unfavorable - RV Lot now recognized in Cost Center 47
Total Explained Variances		<u>(6,978)</u>	

Golden Rain Foundation
 August 11, 2017 Meeting of the Executive Committee
 Budget Comparison Report CC29, 30 & 55 – July 2017

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Building Five				
6410005 55	Building Supplies - Building Five	423	462	39
6410020 55	Equipment Expense - Building Five	(863)	292	1,155
6420100 55	Electricity - Building Five	13,009	11,504	(1,505)
6471000 55	Building Repair & Maintenance - Building	2,784	700	(2,084)
6472000 55	Equipment Repair & Maintenance - Builidin	602	583	(19)
6477210 55	Pest Control - Building Five	560	560	0
6478000 55	Service Contracts - Building Five	2,882	2,761	(121)
6484000 55	Permits & Licenses - Building Five	0	1,025	1,025
Total Expenses		19,398	17,887	(1,511)
Other Cost Recovery				
5385201 55	Cafe Commissions Income - Building Five	1,727	931	796
Total Other Cost Recovery		1,727	931	796
5330000 55	Income / Refund from Mutuals - Building	17,157	17,157	0
Total Cost Recovery		18,884	18,088	796
Off Budget Items				
Net Income / (Expense)		(513)	201	(714)

Budget Variance Report - July 2017
Building Five - CC 55

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6471000	Building Repair & Maintenance	(2,084)	Unfavorable - Equip. for Conf. Rm C & 1st Flr maintenance
Total Explained Variances		(2,084)	