



Executive Committee

Agenda

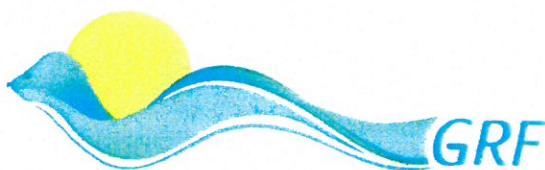
Administration Conference Room

Friday, October 14, 2016

1:00 p.m.

1. Call to Order/Pledge of Allegiance
2. Roll Call/Notice of Quorum
3. Chairs Announcements
 - a. Introduction of Guests and Staff
 - b. Rules of Order
 - c. Chairs Report
4. Approval of Minutes
 - a. Minutes of September 15, 2016 (pp. 1- 6)
5. Shareholder/Member Comments – Agenda Items Only
(Limited to 3 minutes per person)
6. Correspondence (not applicable)
7. Old Business
 - a. Policy Renumbering on Website
 - b. By-laws
 - c. Salary Survey Update
8. New Business
 - a. Service Maintenance Staff Levels – Discussion
 - b. Chairpersons' Role Description – Discussion (pp. 7-8)
9. Policies
 - a. Policy 5101-30, Limitation of Term – Standing Committee Chairman (p. 9)

10. Subcommittee Reports
 - a. Emergency Preparedness Subcommittee
 - b. Emergency Council Report
 - c. Code of Ethics Subcommittee
11. Staff Reports
 - a. Human Resources Director (pp. 10-17)
 - b. Executive Director
 - c. Finance Manager (pp. 18-21)
12. Shareholder/Member Comments
(Limited to 3 minutes per person)
13. Committee Member Comments
14. Adjourn to Executive Committee Executive Session
 - a. Approval of Executive Session Minutes
 - b. Personnel
15. Next Meeting/Adjournment
 - a. **Thursday, November 10, 2016**



EXECUTIVE COMMITTEE MINUTES
Friday, September 15, 2016

The meeting of the Executive Committee was held on Thursday, September 15, 2016. The meeting was called to order at 1:00 p.m. by Chair Stone, in the Administration Conference Room, followed by the Pledge of Allegiance led by Mrs. Reed.

ROLL CALL

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

Absent: Mr. P. Hood, Treasurer

Staff and
Guests: Mr. R. Ankeny, Executive Director
Ms. C. Miller, Director of Finance
Ms. C. Flynn, Human Resources Director
Mr. E. Gomez, Emergency/Safety
Mrs. D. Bennett, Recording Secretary
Mr. R. Stone, GRF Representative, Mutual One
Mrs. L. Perrotti, GRF Representative, Mutual One
Ms. P. Snowden, GRF Representative, Mutual Two
Mr. P. Pratt, GRF Representative, Mutual Two
Ms. S. Hopewell, GRF Representative, Mutual Six
Mr. S. McGuigan, GRF Representative, Mutual Eight
Mrs. Helen Tran, GRF Representative, Mutual Fifteen
One Foundation Member

CHAIR'S ANNOUNCEMENTS

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

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

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

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

CHAIR'S ANNOUNCEMENTS

The Chair introduced the Executive Director, Human Resources Director, the Finance Manager, the Publications Manager, the Safety/Emergency Coordinator and the Recording Secretary.

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

APPROVAL OF COMMITTEE MINUTES

The minutes of August 12, 2016 were approved, as presented.

Mr. Lukoff abstained due to his absence from last month's Committee meeting.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

No shareholder/member spoke on agenda topics.

CORRESPONDENCE

Correspondence received from the President of Mutual Fourteen, on behalf of other Mutual Presidents, presented a strong position piece advocating a temporary staff member be made a full-time employee. The Executive Director advised that he would acknowledge the correspondence.

OLD BUSINESS

Change to Employer Maximum Contribution to the 401(k) Plan

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

TO rescind the Committee's previous action recommending a decrease of the employer maximum contribution from 4% to 3% to the Golden Rain Foundation 401(k) plan.

By-laws

The Committee agreed to discuss the by-laws at a future meeting.

Salary Survey Update

The Committee reviewed the salary survey data provided by the Human Resources Director. The Committee concurred to invite the Facilities Director and the Facilities Manager to the next Committee meeting to discuss the salary survey data.

Code of Ethics

The Code of Ethics Sub-committee reviewed the first draft of a Code of Ethics to be recommended to the GRF Board of Directors.

NEW BUSINESS

Mutual Sixteen Candidates

Sample questions were reviewed by the Committee. The Committee concurred to hold a Special GRF BOD meeting to interview the candidates for the Mutual Sixteen GRF Representative vacancy on Monday, September 26, 2016 at 10:00 a.m. Further, the Committee concurred on the format of the meeting: forum format to be moderated by Chair Stone with an opportunity for the candidates to make a three minute opening statement and a two minute closing statement.

POLICIES

Rescind Policy 5101-30, Limitation of Term-Standing Committee Chairman

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

TO recommend the GRF BOD rescind 5101-30, Limitation of Term-Standing Committee Chairman.

The motion passed with one no vote (Reed).

SUBCOMMITTEE REPORTS

Emergency Preparedness Sub-committee

The Safety/Emergency Coordinator reported that the Emergency Preparedness Sub-Committee met on August 26. He perceived that the shareholder/members mistakenly believe that in the event of a disaster, GRF will be responsible for their wellbeing. The Safety/Emergency Coordinator will draft a flow chart for shareholder/members indicating the divergence of GRF and Mutual responsibilities. He announced that the Shake Out will

take place on October 20 at 10:20 a.m. He will endeavor to find a single story building in which to hold the table top event that occurs after the Shake Out.

Emergency Council Report

Ms. Snowden, the Liaison to the Emergency Council reported more than 75% of the Mutuals have representatives, some more than one representative, an encouraging level of participation.

Code of Ethics

The Chair of the Code of Ethics Sub-Committee reported that the Sub-committee met on September 8 to discuss and begin work on the GRF Code of Ethics. The GRF Bod was invited to participate in the upcoming meetings on September 23, at 10:00 a.m. and October 10 at 10:00 a.m., both in Conference Room B.

STAFF REPORTS

Human Resources Director

The Human Resources Director presented her report, as attached.

Finance Manager

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

Executive Director

The Executive Director had no report for the open Executive Committee meeting.

SHAREHOLDER COMMENTS

No shareholder/members spoke on various items pertaining to the Committee's area of purview.

COMMITTEE MEMBERS

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

EXECUTIVE SESSION

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

TO go into Executive Session.

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

TO return to open Executive Committee.

ADJOURNMENT

The meeting was adjourned at 4:23 p.m.

Linda Stone
Chair, Executive Committee
09.15.16/dfb

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE COMMITTEE
MEETING ON SEPTEMBER 15, 2016**

ACTIONS

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- Concurred to invite the candidates for the Mutual Sixteen GRF Representative vacancy to a Special GRF BOD meeting on Monday, September 26, at 10:00 a.m., in the Administration Conference Room.

MOTIONS

- **TO** rescind the Committee's previous action recommending a decrease of the employer maximum contribution from 4% to 3% to the Golden Rain Foundation 401(k);
- **TO** recommend to the GRF BOD rescission of Policy 5101-30, Limitation of Term – Standing Committee Chairman.

Randy L. Ankeny

From: Linda Stone
Sent: Wednesday, October 5, 2016 11:52 AM
To: Randy L. Ankeny; Deanna Bennett
Subject: Fwd: Job description

Sent from my Verizon Wireless 4G LTE smartphone

----- Original message -----

From: Steven McGuigan <smcguigan@lwsb.com>
Date: 09/28/2016 7:10 AM (GMT-08:00)
To: Carole Damoci <cdamoci@lwsb.com>
Cc: Linda Stone <lstone@lwsb.com>
Subject: Job description

Here are a few ideas.

Meet with management and vice chair to set meeting agenda.
Chair committee meeting.
Schedule meetings as needed.
State that the chairman only runs the committee meeting not the department.
Act as the liaison between the board and management.
Meet with management to review project contingency expenses and progress.

I'll send more as they come to mind.

Thanks

Steven McGuigan
Member Board of Directors
for Golden Rain Foundation
(657) 203-5117

CONFIDENTIALITY NOTICE: If you have received this e-mail in error, please immediately notify the sender by e-mail at the address shown. This e-mail transmission may contain confidential information. This information is only for the use of the individual or entity to which it is intended even if addressed incorrectly. Please delete it from your files if you are not the intended recipient. Thank you for your compliance. The Golden Rain Foundation is not responsible for any virus that may be with an e-mail attachment. It is the responsibility of the recipient to utilize anti-virus scanning prior to opening any attached documents.

STAFF OPERATIONS

POSITION DESCRIPTION

Position Title: Golden Rain Foundation Chairperson

OVERALL FUNCTION

Performs a strategic role in representing the vision and purpose of the Committee. The Chairperson ensures that the committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

RESPONSIBILITIES include the following:

Ensure the Committee functions properly

- Plan and conduct meetings in accordance with the governing document
- Ensure matters are dealt with in an orderly, efficient manner
- Bring impartiality and objectivity to meetings and decision-making
- Facilitate change and address conflict within the Committee
- Coordinate the Committee to ensure responsibilities for particular aspects of Committee management are met and specialist expertise is employed as required

Ensure effective relations with the GRF Board of Directors

- Liaise with GRF President, as appropriate, to have an overview of the Board's affairs
- Evaluate issues, conduct background work and make recommendations to the Board

Approved:

GOLDEN RAIN OPERATIONS

COMMITTEE FUNCTIONS

Limitation of Term – Standing Committee Chairmen

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

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

Policy

Adopted: 08 Jul 80

Amended:

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Jul 80)

Golden Rain Foundation Executive Committee Human Resources Report – October 14, 2016

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

- 1) **GRF – Budget Variance Information** – GRF has a year-to-date favorable variance of \$367,767 in Salaries and Employee Benefits:

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budg Variance
Expenses				
6100000	Salaries & Wages	5,546,115	5,659,530	113,41
6100001	Vacation Accrual Expense	(17,949)	0	17,94
6101000	Commissions	30,579	28,535	(2,04)
6140000	Employment Taxes	463,438	469,139	5,70
6142000	Workers' Compensation	385,693	553,464	167,77
6143000	Group Insurance - Medical	542,884	589,527	46,64
6143300	Group Insurance - Dental	11,176	12,393	1,21
6143500	Group Insurance - Vision	7,181	7,623	44
6144000	401(k) Match	109,891	117,375	7,48
6145000	Group Insurance - Life	20,299	21,510	1,21
6146000	Long Term Disability Insurance	17,114	25,092	7,97

- 2) **Cost Center 20 – Human Resources Budget Variance Information** – The Human Resources department has a year-to-date favorable variance of \$12,234 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	156,082	156,355	263
6100001 20	Vacation Accrual Expense - Human Resources	(17,949)	0	17,949
6140000 20	Employment Taxes - Human Resources	11,712	11,879	167
6142000 20	Workers' Compensation - Human Resources	6,312	9,054	2,742
6143000 20	Group Insurance - Medical - Human Resources	20,743	22,338	1,595
6143300 20	Group Insurance - Dental - Human Resources	391	432	41
6143500 20	Group Insurance - Vision - Human Resources	256	270	14
6144000 20	401(k) Match - Human Resources	880	2,574	1,694
6145000 20	Group Insurance - Life - Human Resources	734	558	(176)
6146000 20	Long Term Disability Insurance - Human Resources	660	657	(3)
6210010 20	Fraud Hotline - Human Resources	640	704	64
6211000 20	Continuing Education - Human Resources	850	1,700	850
6211100 20	Employee Incentives - Human Resources	537	756	219
6212000 20	Employee Exams - Human Resources	125	0	(125)
6212005 20	Employee Drivers License Inquiry - Human Resources	151	198	47
6213000 20	Employee Recruitment - Human Resources	1,346	1,341	(5)
6213005 20	Employment Screening - Human Resources	6,949	5,670	(1,279)
6214500 20	Gifts - Human Resources	0	378	378
6215000 20	Mileage - Human Resources	0	85	85
6410000 20	Office Supplies - Human Resources	953	450	(503)
6410015 20	Computer Supplies - Human Resources	5	1,000	995
6410030 20	Printer / Copier Supplies - Human Resources	300	751	451
6410035 20	Refreshments - Human Resources	0	270	270
6434110 20	Legal Fees - HR - Human Resources	1,999	7,200	5,201
6482000 20	Dues, Memberships & Books - Human Resources	1,195	600	(595)
6491000 20	Miscellaneous Writeoffs - Human Resources	157	0	(157)
	Total Expenses	195,037	225,220	30,183

3) Cost Center 22 – Emergency Preparedness Budget Variance Information – The
Emergency Preparedness department has a year-to-date favorable variance of \$3,800

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Emergency Preparedness				
610000 22	Salaries & Wages - Emergency Prepared	12,793	12,713	(80)
614000 22	Employment Taxes - Emergency Prepared	913	1,251	338
614200 22	Workers' Compensation - Emergency Prepar	1,151	1,656	505
6211000 22	Continuing Education - Emergency Prepare	415	2,225	1,810
6410030 22	Printer / Copier Supplies - Emergency Pr	0	298	298
6410045 22	Emergency Supplies - Emergency Preparedn	316	1,350	1,034
6422000 22	Telephone - Emergency Prepare	555	450	(105)
Total Expenses		16,143	19,943	3,800

4) Recruitment

Openings in September – 7 Positions

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

5) Staff Counts – As of 09-30-2016

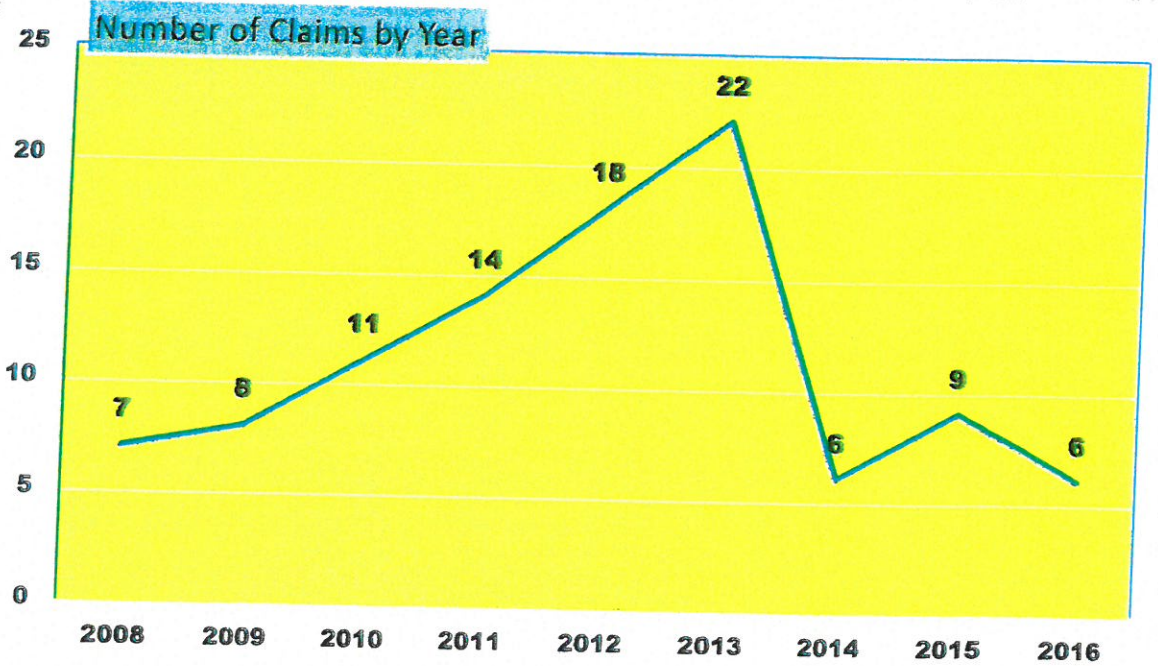
Current Staff Count – 234	Hires	Separations	Promotions
• SEP 2016	8	6	0
• YTD 2016	35	26	11
• 2015	26	35	9

6) Safety

- a. One new claim in September. None of the claims in 2016 have any lost time, and all but one have been fully discharged from medical care.

Workers Compensation - Job Accident Information by Month

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



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

Data as of
September 30, 2016 unless noted otherwise

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

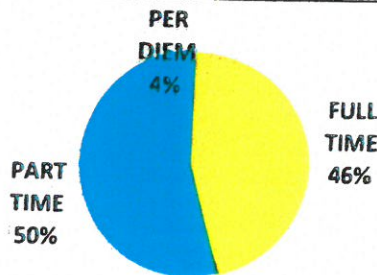
<i>2016 Data as of 09/30/2016</i> Department	NEW HIRES		SEPARATIONS	
	2016 To Date	2015 Actual	2016 To Date	2015 Actual
ADMINISTRATION				
FINANCE	1			
GOLF				
HUMAN RESOURCES		1		1
INFORMATION TECHNOLOGY SVS				1
LIBRARY	1		2	1
MUTUAL ADMINISTRATION	2	2	3	
NEWS	1			1
PHYSICAL PROPERTY	2	2		3
PURCHASING				1
RECREATION (includes Exercise/Pool)	2	4	1	5
SECURITY	18	9	14	16
SERVICE MAINTENANCE	7	4	7	1
TRANSPORTATION	7	4	5	5
GRAND TOTAL	41	26	32	35

Employee Counts by Department – Based on Budget Allocations

Department	Full-Time		Part-Time Non-Exempt	Per Diem Non-Exempt
	Exempt	Non-Exempt		
20 – Human Resources	1	1	0	0
22 – Emergency Preparedness	0	1	0	0
30 – Administration	2	1	1	1
31 – Finance	4	5	2	0
32 – Purchasing	1	3	0	0
33 – Stock Transfer	1	5	0	0
34 – Information Technology	0	2	0	0
35 – Library	2	1	7	0
36 – News	1	7	0	0
37 – Security	2	4	65	6
38 – Transportation	1	3	25	0
40 – Community Facilities	2	3	0	0
46 – Golf Course	0	0	5	0
48 – Swimming Pool	0	0	4	0
55 – Exercise Room	0	0	6	0
70 – Physical Properties	1	13	1	0
74 – Service Maintenance	1	32	2	0
MAC – Mutual Administration	3	4	0	2
Total	22	85	118	9
Total Employee Count	234			

Summary

Employee Type	Count	% of Total
Full-time	107	45.7%
Part-time	119	50.9%
Per Diem	8	3.4%
Total	234	



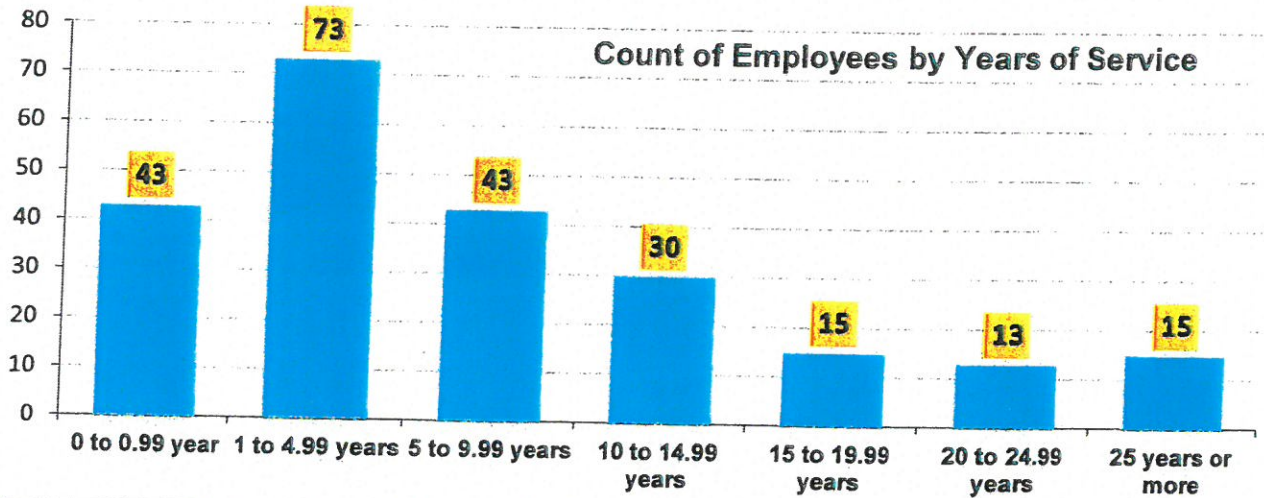
PER DIEM
4%

FULL TIME
46%

PART TIME
50%

8) Demographics

Category	All Employees	Full-Time	Part-Time	Per Diem
Years of Service	8.5	11.5	5.6	10.2
Average Hourly Rate	\$19.91	\$26.66	\$13.77	\$20.21
Gender – Females	110	43	60	7
Gender – Males	124	64	58	2



Employees with 25 Years or More of Service

43.5 yrs Juan Robledo – Service Maint.	34.1 yrs Carol Weller – Mutual Admin
43.0 yrs Ruben Gonzalez – Service Maint.	33.3 yrs Cathie Merz – News
38.4 yrs Dede Martin – News	32.2 yrs Terry De Leon – Recreation
38.2 yrs Antonio Duarte – Service Maint.	30.1 yrs Edgar Santamaria – Service Maint.
37.5 yrs Jesus Lopez – Service Maint.	28.3 yrs Ruth Osborn – News
36.4 yrs Barry Holland – ITS	28.0 yrs Richard Stolarz – Service Maint.
36.0 yrs Mark Weaver – Community Facilities	27.9 yrs Eila Van Sauter – Transportation
35.5 yrs Grant Winford – Transportation	25.0 yrs David Van Horn – Physical Property

9) Employees Working Greater Than 28 Hours in a Week
 Updated 09/30/2016 by MWKerr - Hours listed by week ending date

Dept	9/25	9/18	9/11	9/4	8/28	8/21	8/14	8/7
35	30.50							
37	28.25			30.00	30.00	30.00		
37				31.00		28.75	31.00	32.00
37		29.50	32.00					
37			28.50					
37		32.75			28.75			
37	32.00			28.50				
37			32.00	29.00				
37	29.00	30.00	29.00	30.00		29.50		
37					32.25			
37		32.00						
37		32.00						
37				32.00				
37			32.00					32.00
37		32.00		28.75		32.00		
37	32.00		32.00			28.50		
37					32.25		30.50	
37		31.00						
37			32.00					
37			32.00	28.50	32.00			
37	32.00	32.00	28.50	29.00				30.50
37							32.00	
37		28.25		32.00				32.75
37			32.00	31.00				
38				29.00				

10) Overtime

There is an *unfavorable* variance of \$4,382.57 for September and an *unfavorable* variance of \$17,814.66 for 2016 to date.

Overtime by Month	2016 Overtime Hours	2016 Overtime Dollars	2015 Overtime Hours	2015 Overtime Dollars
January	143.00	\$4,499.39*	144.25	\$2,702.76*
February	133.00	\$2,606.91	43.50	(\$1,577.09)
March	154.50	\$2,318.02	121.25	\$2,081.91
April	226.25	\$ 374.71	102.00	\$2,401.51
May	182.00	\$3,517.69	213.5	\$4,387.04
June	137.50	\$1,918.18	115.00	\$2,991.54
July	171.00	\$3,801.45	172.50	\$3,208.76
August	123.50	\$3,001.76	99.75	\$1,398.94
September	204.50	\$5,458.32	113.25	\$2,734.27
October			298.25	\$8,890.50
November			230.25	\$7,021.59
December			222.53	\$7,319.03

Cost Center	CURRENT MONTH					
	HOURS			EXPENSE		
	Actual	Budget	Fav/(Unfav) Variance	Actual	Budget	Fav/(Unfav) Variance
20 Human Resources	1.75	0.75	(1.00)	\$83.94	\$34.58	(\$49.36)
22 Emergency Preparedness	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
30 Administration	3.25	1.67	(1.58)	\$105.54	\$50.33	(\$55.21)
31 Finance	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
32 Purchasing	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
33 Stock Transfer	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
34 Information Technology Services	1.00	1.00	0.00	\$47.78	\$50.25	\$2.47
35 Library	0.00	0.50	0.50	\$0.00	\$13.75	\$13.75
36 News	11.00	12.08	1.08	\$378.79	\$409.75	\$30.96
37 Security	15.75	14.00	(1.75)	\$393.69	\$317.83	(\$75.86)
38 Transportation	0.50	0.00	(0.50)	\$13.32	\$0.00	(\$13.32)
40 Community Facilities	4.25	0.42	(3.83)	\$116.60	\$17.25	(\$99.35)
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	109.75	4.33	(105.42)	\$3,790.22	\$182.00	(\$3,608.22)
74 Service Maintenance	143.25	0.00	(143.25)	\$5,559.44	\$0.00	(\$5,559.44)
(Less) Billable to mutuals	(86.00)					
MAC Mutual Administration	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
				(\$5,031.00) Approx.		
Totals	204.50	34.75	(169.75)	\$5,458.32	\$1,075.75	(\$4,382.57)

11) Retirement – Employee 401(k) Plan

- For 2016, the amount employees may contribute to their 401(k) plan is \$18,000 per year plus the additional “catch-up” provision for employees over 50 is \$6,000.
 - At the end of September, total plan assets are \$8,761,200.23
 - 2016 YTD Employee Contributions \$348,060.16* Average Per Month \$38,673.35
 - 2016 YTD GRF Matching Contributions \$ 99,321.83* Average Per Month \$11,035.76
- *Through check date 09/30/2016

12) Anti-Fraud Compliance Hotline Reports

Program started in May 2014

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

Executive Committee Report compiled by:

Cindy Flynn, Human Resources Director
October 10, 2016

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

Golden Rain Foundation
 October 14, 2016, Meeting of the Executive Committee
 Budget Comparison Report – September 2016

Administration Building – Cost Center 29

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Administration Building				
6410005 29	Building Supplies - Administration Bldg	856	1,170	314
6420100 29	Electricity - Administration Bldg	18,138	21,252	(3,114)
6425100 29	Natural Gas - Administration Bldg	603	306	(297)
6471000 29	Building Repair & Maintenance - Administr	10,142	189	(9,953)
6477210 29	Pest Control - Administration Bldg	810	720	(90)
6478000 29	Service Contracts - Administration Bldg	2,821	2,340	(481)
6484000 29	Permits & Licenses - Administration Bldg	0	225	225
	Total Expenses	33,370	26,202	(7,168)
5330000 29	Income / Refund from Mutuals - Administr	24,894	24,893	1
	Total Cost Recovery	24,894	24,893	1
Off Budget Items				
	Net Income / (Expense)	(8,476)	(1,309)	(7,167)

Budget Variance Report - September 2016
Administration Building - CC 29

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6420100	Electricity	3,114	Favorable-due to usage and minimal rate change
6471000	Building Repair & Mntnc	(9,953)	Unfavorable-Elevator repairs & Mutual Directors' mailboxes
6478000	Service Contracts	(481)	Unfavorable-Biannual Fire Inspection previously charged to CC 79
	Total Explained Variances	(7,320)	

Golden Rain Foundation
 October 14, 2016, Meeting of the Executive Committee
 Budget Comparison Report – September 2016
Administration – Cost Center 30

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Administration				
6100000 30	Salaries & Wages - Administration	246,510	237,925	(8,585)
6140000 30	Employment Taxes - Administration	16,444	15,056	(1,388)
6142000 30	Workers' Compensation - Administration	5,734	8,226	2,492
6143000 30	Group Insurance - Medical - Administration	15,709	16,992	1,283
6143300 30	Group Insurance - Dental - Administration	403	288	(115)
6143500 30	Group Insurance - Vision - Administration	233	162	(71)
6144000 30	401(k) Match - Administration	1,865	1,877	12
6145000 30	Group Insurance - Life - Administration	1,056	1,096	42
6146000 30	Long Term Disability Insurance - Administration	835	1,278	443
6211000 30	Continuing Education - Administration	0	700	700
6214000 30	Meals & Special Events - Administration	7,146	7,500	354
6214500 30	Gifts - Administration	456	339	(117)
6215000 30	Mileage - Administration	4,485	4,590	105
6410000 30	Office Supplies - Administration	3,828	7,501	3,673
6410003 30	Board Office Supplies - Administration	2,248	630	(1,618)
6410010 30	Hospitality - Administration	1,881	1,502	(379)
6410015 30	Computer Supplies - Administration	7,776	2,219	(5,557)
6410020 30	Equipment Expense - Administration	858	0	(858)
6410025 30	Lunch Room Supplies - Administration	175	152	(23)
6410030 30	Printer / Copier Supplies - Administration	2,644	3,825	1,181
6410035 30	Refreshments - Administration	574	1,502	928
6422000 30	Telephone - Administration	46,704	47,233	529
6434100 30	Legal Fees - General Counsel - Administration	19,536	45,000	25,464
6434105 30	Legal Fees - Litigation - Administration	27,340	18,000	(9,340)
6437100 30	Reserve Study - Administration	5,490	5,500	10
6438000 30	Other Professional Fees - Administration	595	4,000	3,405
6444000 30	Equipment Rental - Administration	3,392	3,393	1
6471000 30	Building Repair & Maintenance - Administration	37	0	(37)
6472000 30	Equipment Repair & Maintenance - Administration	162	520	358
6478000 30	Service Contracts - Administration	9,833	11,812	1,979
6482000 30	Dues, Memberships & Books - Administration	397	660	263
6484000 30	Permits & Licenses - Administration	0	1,500	1,500
6731000 30	Property & Liability Insurance - Administration	312,998	325,800	12,802
6951000 30	Non-Budgeted Exp for Committee - Administration	5,818	1,000	(5,818)
	Total Expenses	754,264	777,780	23,516
Other Cost Recovery				
5335000 30	Management Fee - Administration	33,300	33,300	0
5385000 30	Other Income - Administration	1,952	4,014	(2,062)
5385101 30	Restricted Donations - Administration	4,960	0	4,960
5395000 30	Rental Income - Administration	28,281	28,278	3
5396000 30	Taxable Other Income - Administration	1,350	0	1,350
5396100 30	Taxable Other Income - Superwire - Administration	68,243	60,075	8,168
5397100 30	Taxable Interest Income - Administration	972	0	972
	Total Other Cost Recovery	139,058	125,667	13,391
5330000 30	Income / Refund from Mutuals - Administration	628,713	628,710	3
	Total Cost Recovery	767,771	754,377	13,394
	Net Income / (Expenses)	13,507	(23,403)	36,910

Golden Rain Foundation
 October 14, 2016, Meeting of the Executive Committee
 Budget Comparison Report – September 2016

Budget Variance Report - September 2016
Administration - CC 30

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
	Salaries, Wages, & Benefits	(5,887)	Unfavorable - Staff overtime
6410000	Office Supplies	3,673	Favorable-Timing difference; budget straight lined
6410015	Computer Supplies	(5,557)	Unfavorable- iPad Pros, printer for Board Members & Director, Display TV and add'l RAM & SSD for Exec. Asst.
6434100	Legal Fees - General Counsel	25,364	Favorable-General legal fees to date less than budgeted
6434105	Legal Fees - Litigation	(9,340)	Unfavorable-Litigation expenses to date higher than budgeted
6438000	Other Professional Services	3,405	Favorable-Board training timing
6478000	Service Contracts	1,979	Favorable - Usage lower than budgeted
6484000	Permits & Licenses	1,500	Favorable-Environmental Fee charged to CC 79
6731000	Property & Liability Insurance	12,802	Favorable-Actual cost came in lower than budgeted
6951000	Non-Budgeted Exp for Committee	(5,818)	Unfavorable - Reimb. Board Officer's Medical Care
5385000	Other Income	(2,062)	Unfavorable - Expect Year-end Unfavorable Variance of \$2,748; some of budgeted revenue going to CC 34, and some to account 5396000
5385101	Restricted Donations	4,960	Favorable-Golden Age Fndt Payment for Bus Benches
5396000	Taxable Other Income	1,350	Favorable - John's Landscaping storage fees, budgeted in 5385000
5396100	Taxable Other Income - Superwire	6,168	Favorable-Collected past due amounts on extra revenue & increases in subscriptions
	Total Explained Variances	<u>34,537</u>	

Golden Rain Foundation
 October 14, 2016, Meeting of the Executive Committee
 Budget Comparison Report – September 2016

Building Five – Cost Center 55

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Building Five				
6410000 55	Office Supplies - Building Five	9	751	742
6410005 55	Building Supplies - Building Five	1,346	333	(1,013)
6410020 55	Equipment Expense - Building Five	2,269	333	(1,936)
6420100 55	Electricity - Building Five	7,946	9,219	1,273
6471000 55	Building Repair & Maintenance - Building	2,492	750	(1,742)
6472000 55	Equipment Repair & Maintenance - Building	918	533	(385)
6477210 55	Pest Control - Building Five	668	720	(148)
6478000 55	Service Contracts - Building Five	3,041	2,295	(746)
6484000 55	Permits & Licenses - Building Five	0	936	936
	Total Expenses	18,890	15,870	(3,020)
Other Cost Recovery				
5385201 55	Cafe Commissions Income - Building Five	1,793	1,044	749
	Total Other Cost Recovery	1,793	1,044	749
5330000 55	Income / Refund from Mutuals - Building	14,607	14,601	6
	Total Cost Recovery	16,400	15,645	755
Off Budget Items				
	Net Income / (Expense)	(2,490)	(225)	(2,265)

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

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6410000	Office Supplies	742	Favorable-Not all funds needed at this time; budgeted printer ink for computer club not needed
6410005	Building Supplies	(1,013)	Unfavorable-Due to restructuring of downstairs in Bldg 5
6410020	Equipment Expense	(1,936)	Unfavorable-Microphones transferred from new conference room, and elevator repairs
6420100	Electricity	1,273	Favorable-due to usage and minimal rate change
6471000	Building Repair & Maintenance	(1,742)	Unfavorable- Expenses for restructuring downstairs in Bldg 5
6478000	Service Contracts	(746)	Unfavorable- Budget did not include maintenance of fire extinguishers
6484000	Permits & Licenses	936	Favorable-timing difference in receiving bills
	Total Explained Variances	(2,486)	