



FINANCE COMMITTEE MINUTES

April 19, 2016

The regular Finance Committee meeting held on Tuesday, April 19, 2016, was called to order by Chair Stone at 10:00 a.m. in the Administration Conference Room, followed by the Pledge of Allegiance.

ROLL CALL

Present:	Ms. L. Stone, Chair	Mr. P. Hood
	Mrs. C. Damoci, Vice Chair	Ms. P. Snowden
	Mrs. M. Dodero	Mr. R. Stone
		Ms. R. Winkler, Ex Officio

Staff:	Mr. R. Ankeny, Executive Director
	Ms. C. Miller, Director of Finance
	Mrs. J. Rodgers, Purchasing Manager
	Ms. C. Knapp, Stock Transfer Agent
	Mr. D. Fabian, ITS Systems Analyst
	Mrs. M. McAuley, Recording Secretary
	Mrs. J. Reed, GRF Representative, Mutual Four
	Mr. P. Moore, GRF Representative, Mutual Seventeen
Two Foundation Members	

INTRODUCTION OF STAFF AND GUESTS

The Chair introduced and welcomed Foundation 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 GRF Board of Directors is present at today's posted meeting. The business of the Finance Committee will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a committee meeting *and* a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF Board of Directors at its regular Board meeting on the 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 comment period, not to exceed four minutes, as set forth in Policy 5610, Participation by Foundation Members. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes in May.

RULES OF ORDER

The Chair reviewed the meeting rules and asked that courtesy and respectfulness be acknowledged at all times. Please remember to turn off your cell phones.

APPROVAL OF MINUTES

The Chair declared the Special Meeting Minutes of March 15, 2016, approved as corrected.

The Chair declared the Regular Meeting Minutes of March 17, 2016, approved as written.

CORRESPONDENCE

Correspondence was received from Dan Carlson of US Bancorp, a division of US Bank, thanking the Director of Finance and the Finance Committee for the opportunity that was given to provide a presentation on investment options.

FINANCIALS

Accept March 2016 Financial Statements

The Director of Finance reviewed the March 2016 financial reports.

Mr. Hood MOVED, seconded by Mrs. Dodero and carried unanimously –

TO recommend the GRF BOD accept the March 2016 Financial Statements for audit.

UNFINISHED BUSINESS

Review of Reserve Study

The Executive Director reported a full comprehensive report on the Reserve Study will be presented to the Committee at the May meeting.

NEW BUSINESS

Request For Waiver of Membership Fee

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

TO allow a variance to the procedure permitting Mercedes Soto to finance the Membership Fee.

With thanks from the Committee, the Stock Transfer Agent was excused at 10:57 a.m.

Approve Non-Budgeted Operational Funds – Security Satellite Office

The proposed satellite Security Office, within space in Building 5, would provide processing of vehicle IDs, processing of guest passes, house Security Administration and the Security Chief's office.

The proposed addition would require the addition of cubicle style office partitions and work stations, computers and associated systems, painting, carpet cleaning, and replacement window tinting; all labor would be in-house, by staff, with the exception of the carpet cleaning and window tinting).

Mr. Hood MOVED, seconded by Mrs. Dodero and carried unanimously –

TO recommend the GRF BOD approve the establishment of a satellite security office not to exceed \$10,369.00 from Operational funds.

Approve Non-Budgeted Operational Funds – ITS Relocation

Mrs. Damoci MOVED, seconded by Mrs. Dodero and carried unanimously –

TO approve non-budgeted funds, funding from GLs and Cost Centers as indicated to relocate the ITS department to the 2nd floor of the News Building not to exceed \$7,366 from operational funds.

Refund Charges to Shareholder

Mrs. Damoci MOVED, seconded by Ms. Snowden

TO remit to Dr. Mottola the amount of \$1,000 for the replacement of the A/C unit.

Approve Funding To Update Wiring At All Network Locations

Mrs. Damoci MOVED, seconded by Mr. Hood and carried unanimously –

TO approve Operational funds of \$9,860 to rewire server connections from Cost Center 34, ITS.

With thanks the ITS Systems Analyst was excused at 11:16 a.m.

Approve Two Heat Pumps – Clubhouse Two

Two heat pumps, units #1 and #9, at Clubhouse 2, have non repairable compressors and are now considered beyond repair.

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

TO recommend the GRF BOD approve the two heat pumps (Unit #1 and #9) at Clubhouse 2 for a cost not to exceed \$10,800 with funding from Reserves.

Funding Request – Holiday Decorations

Mr. Hood MOVED, seconded by Mrs. Dodero and carried unanimously –

TO approve to allocate funds in the amount of \$20,000 from cost center 40, Recreation, to purchase or rental of Holiday decorations for 2016. Will go to GRF BOD when ADRC makes the recommendation.

Approve Non-Budgeted Reserve Funds – Replacement of Generator

The Security Department's emergency generator and transfer switch at the Main Gate provides emergency power to maintain the department's phones, office lights, computers, and exterior entrance/exit lights operational. In late February of this year, the generator suffered a catastrophic failure and caught fire.

Ms. Snowden MOVED, seconded by Mr. Stone and carried unanimously –

TO recommend the GRF BOD approve the purchase of a replacement generator from Northern Tools and installation by California Generator, in the amount of \$6,000.00, from the Reserve Account.

Approve Non-Budgeted Capital Funds – A/C and Window Tinting for Buses

Mrs. Damoci MOVED, seconded by Mrs. Dodero and carried unanimously –

TO recommend the GRF BOD approve the purchase and installation of transit A/C systems for five (5) Minibuses from PROAIR, LLC and the purchase and installation of window tinting on all Minibuses, for an amount not to exceed \$30,000.00, from Capital funds.

STAFF REPORTS

Purchasing Manager

The Purchasing Manager's report is attached at the end of the minutes.

Director of Finance

Mrs. Damoci MOVED, seconded by Mr. Stone and carried unanimously –

TO approve adding \$500,000 to the investment ladder to invest in a 52 -week CDAR.

The Finance Director's report is attached at the end of the minutes.

PRESIDENT'S COMMENTS

The President thanked the Director of Finance for her reports.

SHAREHOLDER / MEMBER COMMENTS

Three Shareholders commented on two topics pertaining to the Committees purview.

COMMITTEE MEMBER COMMENTS

Committee members commented on the accomplishments of today's meeting.

ADJOURNMENT

The Chair reported there will be a Special Finance Committee meeting on Thursday, March 18, 2016 at 1:00 p.m. in the Administration Conference Room to discuss investment options.

The next regular monthly meeting will be held on Tuesday, May 17, 2016 at 10:00 a.m. in the Administration Conference Room.

The Chair adjourned the meeting at 12:03 p.m.



Linda Stone, Chair
FINANCE COMMITTEE
mmm 05.16.16

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE FINANCE COMMITTEE
MEETING ON APRIL 19, 2016.**

MOTIONS:

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- The Chair declared the Special Meeting Minutes of March 15, 2016, approved as corrected;
- The Chair declared the Regular Meeting Minutes of March 17, 2016, approved as written;
- **TO** recommend the GRF BOD accept the March 2016 Financial Statements for audit;
- **TO** allow a variance to the procedure permitting Mercedes Soto to finance the Membership Fee;
- **TO** recommend the GRF BOD approve the establishment of a satellite security office not to exceed \$10,369.00 from Operational funds;
- **TO** approve non-budgeted funds, funding from GLs and Cost Centers as indicated to relocate the ITS department to the 2nd floor of the News Building not to exceed \$7,366 from operational funds;
- **TO** remit to Dr. Mottola the amount of \$1,000 for the replacement of the A/C unit;
- **TO** approve Operational funds of \$9,860 to rewire server connections from Cost Center 34, ITS;
- **TO** recommend the GRF BOD approve the two heat pumps (Unit #1 and #9) at Clubhouse 2 for a cost not to exceed \$10,800 with funding from Reserves;
- **TO** approve to allocate funds in the amount of \$20,000 from cost center 40, Recreation, to purchase or rental of Holiday decorations for 2016. Will go to GRF BOD when ADRC makes the recommendation;
- **TO** recommend the GRF BOD approve the purchase of a replacement generator from Northern Tools and installation by California Generator, in the amount of \$6,000.00, from the Reserve Account;

MOTIONS (Continued):

- **TO** recommend the GRF BOD approve the purchase and installation of transit A/C systems for five (5) Minibuses from PROAIR, LLC and the purchase and installation of window tinting on all Minibuses, for an amount not to exceed \$30,000.00, from Capital funds;
- **TO** approve adding \$500,000 to the investment ladder to invest in a 52 -week CDAR.

ACTIONS:

- The Executive Director reported a full comprehensive report on the Reserve Study will be presented to the Committee at the May meeting.

Golden Rain Foundation
April 19, 2016 Meeting of the Finance Committee
Purchasing Manager's Report

<u>Acct #</u>	<u>Description</u>	<u>Y-T-D Actual</u>	<u>Y-T-D Budget</u>	<u>Budget Variance</u>
	Total Cost Recovery	65,029	69,961	(4,932)
	Off Budget Items			
5990000 32	Materials Recovery - Purchasing	(19,498)	0	19,498
6415000 32	Materials Pass-Thru - Purchasing	19,498	0	(19,498)
	Total Off Budget Items	0	0	0
	Net Income / (Expense)	(6,783)	(1,584)	(5,199)

Budget Variance:

Cost center 32 is over budget a total of \$5,199. YTD. Notable variances are:

Budget Variance Report - March 2016
Purchasing - CC 32

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6140000	Worker's Comp	1,894	Over budgeted
6411000	Freight & Handling	(1,669)	Freight Expense was under budget for the month, with previous months still exceeding freight budgeted as previously reviewed. (Reducing total over-budget amount from \$1735 to \$1669)
5380320	Shipping & Processing Recovery	(5,661)	Shipping and recovery exceeded budget by \$2605 for the month of March, reducing the annual income deficit from \$8265 to \$5661.
Total Explained Variances		<u>(5,436)</u>	

Golden Rain Foundation
April 19, 2016 Meeting of the Finance Committee
Purchasing Manager's Report

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Purchasing				
6100000 32	Salaries & Wages - Purchasing	46,175	46,078	(97)
6140000 32	Employment Taxes - Purchasing	4,253	4,382	129
6142000 32	Workers' Compensation - Purchasing	2,456	4,350	1,894
6143000 32	Group Insurance - Medical - Purchasing	7,512	7,557	45
6143300 32	Group Insurance - Dental - Purchasing	195	174	(21)
6143500 32	Group Insurance - Vision - Purchasing	118	111	(7)
6144000 32	401(k) Match - Purchasing	1,204	888	(316)
6145000 32	Group Insurance - Life - Purchasing	234	219	(15)
6146000 32	Long Term Disability Insurance - Purchas	186	258	72
6211000 32	Continuing Education - Purchasing	59	300	241
6214000 32	Meals & Special Events - Purchasing	139	0	(139)
6215000 32	Mileage - Purchasing	0	30	30
6217000 32	Uniforms & Laundry - Purchasing	447	450	3
6410000 32	Office Supplies - Purchasing	88	300	212
6410005 32	Building Supplies - Purchasing	98	255	157
6410010 32	Hospitality - Purchasing	111	135	24
6410015 32	Computer Supplies - Purchasing	0	0	0
6410020 32	Equipment Expense - Purchasing	516	336	(180)
6410030 32	Printer / Copier Supplies - Purchasing	15	198	183
6411000 32	Freight & Handling - Purchasing	4,144	2,475	(1,669)
6435100 32	Bank Service Fees - Purchasing	303	150	(153)
6444000 32	Equipment Rental - Purchasing	335	336	1
6471000 32	Building Repair & Maintenance - Purchasi	274	75	(199)
6472000 32	Equipment Repair & Maintenance - Purchas	99	150	51
6478000 32	Service Contracts - Purchasing	44	54	10
6482000 32	Dues, Memberships & Books - Purchasing	0	30	30
6483000 32	Propane - Purchasing	585	750	165
6911500 32	Inventory Over / Short-Purchasing - Purc	1,212	501	(711)
6911505 32	Obsolete Inventory Adjustment - Purchasi	1,007	1,003	(4)
	Total Expenses	71,811	71,545	(266)
Other Cost Recovery				
5380320 32	Shipping & Processing Recovery - Purchas	1,839	7,500	(5,661)
5385000 32	Other Income - Purchasing	25	0	25
5540000 32	Discounts Earned - Purchasing	704	0	704
	Total Other Cost Recovery	2,569	7,500	(4,931)
5330000 32	Income / Refund from Mutuals - Purchasin	62,460	62,461	(1)

Golden Rain Foundation
April 19, 2016 Meeting of the Finance Committee
Purchasing Manager's Report

Project Report:

- a. Axserion launch planning and execution.
 - i. Training and launch preparation in progress.

- Surplus Equipment:

- a. Reporting on the following income from items sold:

Description	Price OBO	Disposition
Blue Cloth Chairs (15)	\$ 5.00	Donated
Office Chairs (5)	\$ 10.00	3 Sold \$20. 2 Donated
Tall Bookcase (2)	\$ 20.00	Disposed
Wooden Filing Cabinets (2)	\$ 20.00	1 sold \$20.00 - 1 Donated
Wooden Desks (3)	\$ 20.00	Disposed

- b. Requesting approval to move forward with processing the following:

Description	Price	Disposition
Display Cases (3)	TBD	

- 2014/2015 Capital Project Status:
 - a. Bar Code Printer Label: Pending.
 - b. Large Area storage racking remodel complete.

Golden Rain Foundation
April 19, 2016 Meeting of the Finance Committee
Purchasing Manager's Report

Purchasing Services Report, Month ending March, 2016:

Month	Days	Purch Cash Sales	Mat'l Reqs Processed	Receipt Trans Processed	Walk-In Sales	CC Trans	Purchase Orders	Total Services
January	20	\$ 6,929.97	436	177	285	61	197	1156
February	20	\$ 4,035.59	614	125	162	50	150	1101
March	23	\$ 4,699.50	533	109	126	58	156	982
April		\$ -	0	0	0	0	0	0
May		\$ -	0	0	0	0	0	0
June		\$ -	0	0	0	0	0	0
July		\$ -	0	0	0	0	0	0
August		\$ -	0	0	0	0	0	0
September		\$ -	0	0	0	0	0	0
October		\$ -	0	0	0	0	0	0
November		\$ -	0	0	0	0	0	0
December		\$ -	0	0	0	0	0	0
Total	63	\$ 15,665.06	1583	411	573	169	503	3239
Daily Avg		\$ 248.65	25	7	9	3	8	51

Obsolete Inventory (GL 1163000-00)

Item Number	U Of M	Item Description	QTY	Cost	Ext Cost	Date	Reason
19-1615	EA	DIAMOND SPLASHGUARD 18 X 24	-2	\$102.60	\$205.20	3/16/2016	Old damaged product needed to be written off to correct inventory
19-1620	EA	DIAMOND SPLASHGUARD 20.5 X 42	-1	\$124.20	\$124.20	3/16/2016	Old damaged product needed to be written off to correct inventory
21-0005	EA	DWO CARTRIDGE TONER PART# C8061A	-1	\$89.39	\$89.39	3/24/2016	Obsolete item
21-7212	EA	TAPE DYMO 1/2 RED	-1	\$11.57	\$11.57	3/25/2016	Obsolete item
21-9010	EA	DWO CARTRIDGE HP C3909A PRINTER	-1	\$144.99	\$144.99	3/31/2016	Obsolete item
					\$575.35		

Golden Rain Foundation
April 19, 2016 Meeting of the Finance Committee
Director of Finance Report

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Finance				
6100000 31	Salaries & Wages - Finance	140,166	138,255	(1,911)
6140000 31	Employment Taxes - Finance	12,306	12,615	309
6142000 31	Workers' Compensation - Finance	2,714	4,806	2,092
6143000 31	Group Insurance - Medical - Finance	11,332	12,171	839
6143300 31	Group Insurance - Dental - Finance	370	291	(79)
6143500 31	Group Insurance - Vision - Finance	199	201	2
6144000 31	401(k) Match - Finance	2,978	3,250	272
6145000 31	Group Insurance - Life - Finance	600	621	21
6146000 31	Long Term Disability Insurance - Finance	488	723	235
6210005 31	Payroll Processing Fees - Finance	9,218	8,927	(291)
6211000 31	Continuing Education - Finance	0	0	0
6215000 31	Mileage - Finance	0	0	0
6410000 31	Office Supplies - Finance	928	1,391	463
6410010 31	Hospitality - Finance	237	198	(39)
6410015 31	Computer Supplies - Finance	1,250	150	(1,100)
6410025 31	Lunch Room Supplies - Finance	5	25	20
6410030 31	Printer / Copier Supplies - Finance	997	1,380	383
6432100 31	Audit Fees - Finance	29,001	33,624	4,623
6435100 31	Bank Service Fees - Finance	429	765	336
6444000 31	Equipment Rental - Finance	743	744	1
6478000 31	Service Contracts - Finance	308	722	414
6482000 31	Dues, Memberships & Books - Finance	0	0	0
6483201 31	Mailouts - Periodic - Finance	23	0	(23)
6483202 31	Mailouts - Pymt Coupons - Finance	6,067	6,718	651
6491000 31	Miscellaneous Writeoffs - Finance	8	0	(8)
6721000 31	State & Federal Taxes - Finance	(12,837)	6,600	19,437
6951000 31	Non-Budgeted Exp for Committee - Finance	0	250	250
Total Expenses		207,530	234,427	26,897

Budget Variance Report - March 2016
Finance Department - CC 31


GL Code	Account Description	Variance	Explanation
6432100	Audit Fees	4,623	Annual audit fees < bid quotes; Annual variance projected to be \$18,496
6721000	State & Federal Taxes	19,437	2015 State Refund \$12,837; amendments reduced tax liability
Total Explained Variances		24,060	

Funds Transferred to Reserve Funds

- o Per approval of the GRF Board on 3/22/2016, \$364,007 was transferred from the Operating fund to the Reserve fund representing the 2015 GRF excess income.

Golden Rain Foundation
April 19, 2016 Meeting of the Finance Committee
Director of Finance Report

Audit Timeline

2015 Financial Statement Audit Timeline		
Dec 15 - 18		Interim fieldwork begins - auditors onsite Walk-throughs, assess controls, review legal bills, develop the audit plan.
Dec 30		Physical inventory - auditors onsite to observe
Early Jan		Send out audit confirmations: Attorneys & financial institutions
Jan 25 - Feb 6		Year-end fieldwork - auditors onsite
February		Finalize financial statements & prepare tax filings - Auditors offsite
Feb / Mar		Present audited financial statements to GRF & Mutual boards. Once board approves, make copies for newspaper distribution
Mar 15		Due date for tax filing (Finalize by Mar 7 - 11)
Apr 4 - 7		Provide News with financial statements for distribution
Apr 14		Distribute financial statements via Golden Rain News

Income Tax Returns & Amendments

Estimated Income Tax Refunds from Amended Tax Returns

	<u>Federal</u>	<u>State</u>	<u>Total</u>
2011		9,204	9,204
2012	8,528	4,136	12,664
2013	7,402	8,996	16,398
2014	26,008	20,066	46,074
2015	35,567	12,837	48,404
Total	77,505	55,239	132,744

Golden Rain Foundation
April 19, 2016 Meeting of the Finance Committee
Director of Finance Report

Investments

- Purchased in March
 - \$500,000 from FFB liquid reserve account invested in a 52-week CDAR @ .5% to continue the investment ladder.
- Recommended for April
 - \$1M matured CDARS in First Foundation Bank
 - \$2.1 liquid funds in US Bank
 - Total commitments @ 3/31/2016: \$915,915
 - Invest \$??? To continue the investment ladder

Aged Receivables (GRF - Quarterly Review)

- See attached report

Contract Renewal Report (Quarterly Review)

- See attached report

Golden Rain Foundation
April 19, 2016 Meeting of the Finance Committee
Director of Finance Report

Mutual Seventeen Lease Income

1. Collected YTD: 13 memberships totaling \$3,921.00

M17 Lease Fees Collected in March 2016

			Month	YTD
	346		Total	Total
3/16/2016	-2		(2)	
			-	
	(2)		(2)	13

			Month	YTD
	346		Total	Total
3/16/2016	-1269		(1,269)	
			(1,269)	
Total M17 Lease Fees Collected March 2016			(1,269)	3,921

Policy 5061-31 Distribution:

		Month	YTD
Capital Improvement Fund	50%	(634)	1,961
Reserve Fund	50%	(634)	1,961
Total Membership Fees		<u>(1,269)</u>	<u>3,921</u>

Golden Rain Foundation
April 19, 2016 Meeting of the Finance Committee
Director of Finance Report

SRO Aging Recap:

Month	Feb 2016	Mar 2016	
Aug-15	2	-	
Sep-15	2	-	
Oct-15	4	-	
Nov-15	4	-	
Dec-15	153	121	
Jan-16	289	139	
Feb-16	1,179	161	
Mar-16	-	1,373	
Total	1,633	1,794	

Pending Action Items:

- None

**Golden Rain Foundation
Revenue Contracts
As of 3/31/2016**

CC	Client	Name	Contract	Expiration Date*
30	3RVCLUB	RV Club	Ground Lease 5 years	12/31/2016
30	3VIDEO01	Video Producers Club	Ground Lease 1 year	1/31/2017
30	3GAF	Golden Age Foundation	Ground Lease 1 year	1/31/2017
55	3FIRSTCLASS	First Class Vending	Revenue Lease 3 years	3/11/2017
30	3NUVISION	NuVision Federal Credit Union	Ground and Service Lease 5 years	11/7/2017
39	3CHARLES	Charles Briskey Real Estate Inc.	Ground and Service Lease 3 years	12/31/2017
30	3FRIENDSLIB	Friends of the Library	Ground Lease 5 years	12/31/2017
30	1014	Seal Beach Mutual No. Fourteen	Lease 7/27/2015 - 7/27/2018	7/27/2018
60	3HCC	Health Care Center on Golden Rain Road	Ground and Service Lease 5 years	11/30/2018
30	3SUPERWIRE	Superwire Telecom, Inc.	Ground Lease 15 years	2/18/2019
30	3POSTOFF	Postmaster	Ground & Service Lease 5 years	4/30/2020
70	3JOHNS01	John's Landscape Service	Parking Lease 1 year	4/1/9999
30	3SEALB01	Seal Beach Shopping Center	Service Lease- Started 1975	12/31/9999
30	3VERIZ01	Verizon	Service Lease- Started 1972	12/31/9999

* Expiration date of 12/31/9999 signifies a self-renewing contract after initial term.

**Golden Rain Foundation
Operating Expense Contracts
As of 3/31/2016**

Cost Center	Vendor	Name	Contract Amount	Contract Start Date	Contract End Date*
Various	FENN01	Fenn Termite & Pest Cont	-	4/1/2014	3/31/2017
35	SIRS01	SirsiDynix EOS LLC	2,372.00	1/1/2015	7/16/2017
46	JOHN02	John's Landscaping Servi	-	1/1/2015	12/31/2017
79	SPEC05	Spectrum Care Landscape	9,900.00	1/1/2015	12/31/2017
Various	KONI01	Konica Minolta Business	-	10/1/2013	9/30/2018
Various	KONI02	Konica Minolta Qds	2,047.00	10/1/2013	9/30/2018
Various	CINT01	Cintas Corp	-	1/1/2014	1/1/2019
30	SUPE04	Superwire Telecom, Inc.	4,962.00	2/18/2004	2/18/2019
29	THYS01	Thyssen Krupp Elevator Corp	155.00	5/25/1999	6/1/2019
29	THYS01	Thyssen Krupp Elevator Corp	180.00	6/1/2004	6/1/2019
79	CALM01	Calmet Services Inc	-	8/1/2007	7/31/2022
34	CORE01	Corelogic Solutions, Llc	16,243.00	2/24/2015	2/24/9999
33	PRI001	Priority Neopost	2,976.00	3/27/2015	3/26/9999
33	NEOP01	Neopost USA Inc	1,099.20	12/2/2015	12/1/9999
31	PAYC01	Paychex	-	10/18/2013	12/31/9999
34	ATHO01	AtHomeNet	633.50	3/15/2013	12/31/9999
34	CORO01	Corodata Records Managem	-	9/26/2014	12/31/9999
35	JADT01	Jadtec Security Services	125.85	8/8/1996	12/31/9999

* Expiration date of 12/31/9999 signifies a self-renewing contract after initial term.