



Mutual Administration Committee

Agenda

Conference Room B

Tuesday, January 10, 2017

1:00 p.m.

1. Call to Order/Pledge of Allegiance
2. Roll Call/Notice of Quorum
3. Chair's Announcements
 - a. Introduction of Guests and Staff:
Randy Ankeny, Executive Director
Jodi Hopkins, Mutual Administration Director
Courtney Knapp, Stock Transfer Supervisor
Ruben Gonzalez, Facilities Manager
Deanna Bennett, Recording Secretary
 - b. Rules of Order
 - c. Chair's Report
4. Approval of Minutes
 - a. Minutes of December 13, 2016 (pp. 1-5)
5. Shareholder/Member Comments – Agenda Items Only
(Limited to 3 minutes per person)
6. Correspondence
 - a. N/A
7. Reports
 - a. Facilities Manager's Report (handout)
8. Unfinished Business
 - a. Update of Attorney Review of Policies 1400-33, Co-Occupants and Qualified Permanent Residents; 1801-33, Qualified Permanent Resident & Co-Occupant Agreements; 1802- 33, Qualified Permanent Resident Agreement; and 1804-33, Request for Additional Occupant Entry Update
 - b. Policy Reorganization Sub-committee Update

- c. Production of New Buyer Video Sub-committee and Sub-committee Members Update
- 9. New Business
 - a. N/A
- 10. Staff Reports
 - a. Mutual Administration Director Jodi Hopkins, Cost Center MAC (pp. 6-15)
 - b. Stock Transfer Supervisor Courtney Knapp, Cost Center 33 (pp. 16-18)
 - b. Executive Director Randy Ankeny
- 11. Shareholder/Member Comments
(Limited to 3 minutes per person)
- 12. President's Comments
- 13. Committee Member Comments
- 14. Next Meeting/Adjournment
 - a. **Tuesday, February 13, 2017**



MUTUAL ADMINISTRATION COMMITTEE MINUTES

Administration Conference Room B

Tuesday, December 13, 2016

1:00 PM

CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting of the Mutual Administration Committee was called to order by Chair Rapp at 1:00 p.m., on Tuesday, December 13, 2016, in Conference Room B. Mrs. Reed led the Committee in the Pledge of Allegiance.

ROLL CALL

Present:	Ms. K. Rapp, Chair	Mr. B. Lukoff
	Ms. L. Stone, Ex-Officio	Mr. P. Moore
	Mrs. M. Greer (arrived 1:02 p.m.)	Mrs. J. Reed
	Ms. S. Hopewell	Ms. P. Snowden
Staff and	Mr. R. Ankeny, Executive Director	
Guests:	Ms. C. Miller, Director of Finance	
	Mr. J. Guerrero, Security Chief	
	Mr. R. Gonzalez, Facilities Manager	
	Mrs. D. Bennett, Recording Secretary	
	Mr. R. Stone, GRF Representative, Mutual One	
	Ms. P. Snowden, GRF Representative, Mutual Two	
	Mrs. C. Damoci, GRF Representative, Mutual Twelve	
	Mrs. H. Tran, GRF Representative, Mutual Fifteen	
	Twelve shareholder/members	

In accordance with California Civil Code Section 4090, please be advised that a quorum of the Golden Rain Foundation (GRF) Board of Directors (BOD) is present at today's posted meeting. The business of the Mutual Administration 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 comment period, not to exceed three 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 at the next Committee meeting.

CHAIR'S ANNOUNCEMENTS

The Chair welcomed the Committee Members, guests and staff, including GRF President Carole Damoci, Executive Director Randy Ankeny, Facilities Manager Ruben Gonzalez, and Recording Secretary Deanna Bennett. She requested that members exhibit an appropriate amount of decorum and turn off cell phones.

MINUTES

The Chair declared the regular meeting minutes of November 8, 2016, approved, as written.

SHAREHOLDER COMMENTS

One shareholder/member spoke on today's Committee agenda items.

CORRESPONDENCE

No correspondence was received by the Committee.

STAFF REPORTS

The Community Facilities Manager presented the open SRO Report.

The Mutual Administration Director presented the budget variance reports.

UNFINISHED BUSINESS

Update of Attorney Review of Policies 1400-33, Co-Occupants and Qualified Permanent Residents; 1801-33, Qualified Permanent Resident & Co-Occupant Agreements; 1802- 33, Qualified Permanent Resident Agreement; and 1804-33, Request for Additional Occupant Entry Update

The Committee concurred to direct the Mutual Administration Department and the Stock Transfer Office to review their respective documents, received back from corporate counsel, categorizing and prioritizing them.

NEW BUSINESS

Establishment of a Policy Reorganization Sub-committee

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

TO establish a Policy Reorganization Sub-committee and appoint members Paula Snowden (Chair), Betty Coven, Margaret Gillon, and Susan Hopewell.

Production of New Buyer Video

The Committee concurred to request Helen Tran to explore the production of a new buyer video to emphasize the active adult living aspect of Leisure World, fully disclosing all rules and regulations, including the refund policy pertaining to deposits.

Funding Request to Defray Cost of CERT Kits, Non-budgeted Expense

Mrs. Reed MOVED, seconded by Ms. Snowden and carried unanimously by the Committee-

TO award \$832, discretionary funds, to the Architectural Design and Review Committee for use in a landscaping project.

POLICIES

Exception to Policy 5536-1.33, Gate Passes, as Resolved by Mutual Boards of Directors

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

TO recommend to the GRF BOD acceptance of a procedural amendment, "per Mutual Board resolution*" (*By December 15th of each year, Mutual Boards will provide to the Executive Director) to Policy 5536.1-33, Gate Passes.

STAFF REPORTS

The Executive Director provided his report.

PRESIDENTS COMMENTS

The President did not offer comments.

MEMBER COMMENTS

Four shareholder/members spoke on various items related to the purview of the Committee.

COMMITTEE MEMBER COMMENTS

Seven Committee members spoke on the proceedings of the Committee meeting.

CHAIR'S COMMENTS

The Chair thanked committee members, staff and guests for attending and participating in the

Mutual Administration Committee, 12/13/16

meeting. The next scheduled meeting of the Mutual Administration Committee will Tuesday, January 10, 2017.

ADJOURNMENT

The Chair adjourned the meeting at 2:22 p.m.

Ms. K. Rapp, Chair
Mutual Administration
dfb/12.13.16

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE MUTUAL ADMINISTRATION
COMMITTEE MEETING ON DECEMBER 12, 2016**

ACTIONS:

- Chair Rapp declared the minutes of the regular meeting of November 8, 2016, approved, as presented;
- The Committee concurred to direct the Mutual Administration Department and the Stock Transfer Office to review their respective documents, received back from corporate counsel, categorizing and prioritizing them.
- The Committee concurred to request Helen Tran to explore the production of a new buyer video to emphasize the active adult living aspect of Leisure World, fully disclosing all rules and regulations, including the refund policy pertaining to deposits.

MOTIONS:

- **TO** establish a Policy Reorganization Sub-committee and appoint members Paula Snowden (Chair), Betty Coven, Margaret Gillon, and Susan Hopewell.
- **TO** recommend to the GRF BOD acceptance of a procedural amendment, "per Mutual Board resolution*" (*By December 15th of each year, Mutual Boards will provide to the Executive Director) to Policy 5536.1-33, Gate Passes.



MONTHLY REPORT

TO: MUTUAL ADMINISTRATION COMMITTEE
FROM: RUBEN GONZALEZ, FACILITIES MANAGER
SUBJECT: OPEN SRO REPORT
DATE: 1/09/17
CC: FILE

MONTH	SROs OPEN DURING JAN 2017	ADDITIONAL INFORMATION
AUG 2016	-0-	
SEPT 2016	-1-	Recent labor
OCT 2016	-44-	-35- from fire insp
NOV 2016	-90-	-10- from fire insp
DEC 2016	-367-	
JAN 2016	-	
TOTAL	-502-	Jan not included

Service Maintenance Chart – updated 1/09/17

Budget Variance Report - November 2016

Dept Name - CC MAC

<u>GL Code</u>	<u>Account Description</u>		<u>Variance</u>	<u>Explanation</u>
6100000	Salaries & Wages	\$	3,092.00	Favorable-due to staffing changes
6142000	Workers' Compensation	\$	6,898.00	Favorable-annual budget being greater than premiums for the year plus a refund
6143000	Group Insurance	\$	9,150.00	Favorable-Participation less than planned
6211000	Continuining Education	\$	83.00	Favorable-will be used for CAI staff training
6243100	Temporary Agency Fees	\$	(19,548.00)	Unfavorable-additional staff for bylaws/policies
6214000	Meals and Special Events	\$	1,170.00	Favorable-used at director training
6410000	Office Supplies	\$	1,147.00	Favorable-conservation efforts to reduce supplies
6410015	Computer Supplies	\$	(736.00)	Unfavorable-monitors needed for staff
6410030	Printer/Copier Supplies	\$	(1,036.00)	Unfavorable-printers need for staff
6434120	Legal/Fair Housing	\$	44,567.00	Favorable-used for legal advise
6438000	Other Professional fees	\$	3,350.00	Favorable-no other fees at this time
6483201	Mailouts-Periodic-Mut Admin	\$	(1,748.00)	Unfavorable-Orange County Council on Aging 2016 answer book new line item
64832000	Dues and Memberships and Books	\$	658.00	Favorable-awaiting renewal requests
	Total Explained Variances		<u>47,047</u>	

P.O. Box 2069
Seal Beach CA 90740

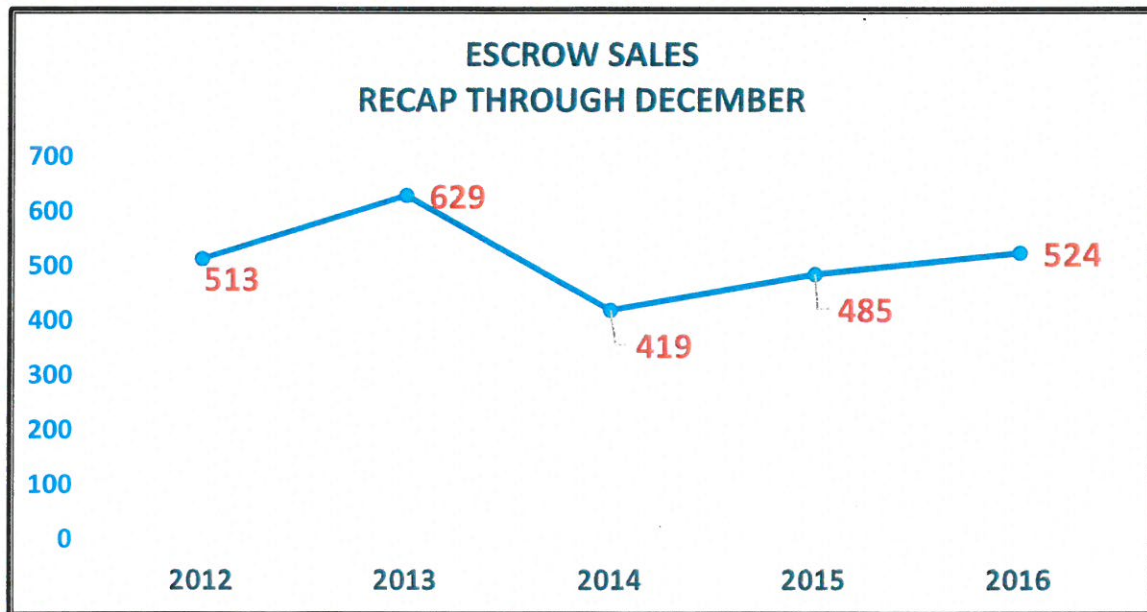
Nov Actuals	Nov Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Mutual Administration								
30,101	32,270	2,169	6100000 MAC	Salaries & Wages - Mutual Admin	347,476	350,568	3,092	382,838
2,225	2,368	143	6140000 MAC	Employment Taxes - Mutual Admin	27,800	27,688	(112)	30,595
228	262	34	6142000 MAC	Workers' Compensation - Mutual Admin	16,171	23,069	6,898	23,333
1,613	3,359	1,746	6143000 MAC	Group Insurance - Medical - Mutual Admin	27,799	36,949	9,150	40,308
93	78	(15)	6143300 MAC	Group Insurance - Dental - Mutual Admin	708	858	150	936
42	48	6	6143500 MAC	Group Insurance - Vision - Mutual Admin	290	528	238	576
572	1,004	432	6144000 MAC	401(k) Match - Mutual Admin	8,788	10,911	2,124	11,915
130	142	12	6145000 MAC	Group Insurance - Life - Mutual Admin	1,383	1,562	179	1,704
113	165	52	6146000 MAC	Long Term Disability Insurance - Mutual	1,280	1,815	535	1,980
545	0	(545)	6211000 MAC	Continuing Education - Mutual Admin	1,117	1,200	83	1,200
6,912	0	(6,912)	6213100 MAC	Temporary Agency Fees - Mutual Admin	19,548	0	(19,548)	0
0	0	0	6214000 MAC	Meals & Special Events - Mutual Admin	630	1,800	1,170	1,800
0	0	0	6215000 MAC	Mileage - Mutual Admin	0	150	150	150
230	250	20	6410000 MAC	Office Supplies - Mutual Admin	1,603	2,750	1,147	3,025
0	0	0	6410010 MAC	Hospitality - Mutual Admin	218	0	(218)	0
0	0	0	6410015 MAC	Computer Supplies - Mutual Admin	1,971	1,235	(736)	1,235
362	0	(362)	6410030 MAC	Printer / Copier Supplies - Mutual Admin	1,036	0	(1,036)	0
0	4,166	4,166	6434120 MAC	Legal/Fair Housing - Mutual Admin	1,268	45,834	44,567	50,000
0	0	0	6438000 MAC	Other Professional Fees - Mutual Admin	4,650	8,000	3,350	10,000
0	0	0	6482000 MAC	Dues, Memberships & Books - Mutual Admin	142	800	658	800
1,784	0	(1,784)	6483201 MAC	Mailouts - Periodic - Mutual Admin	1,784	0	(1,784)	0
0	84	84	6951000 MAC	Non-Budgeted Exp for Committee - Mutual	0	916	916	1,000
44,949	44,196	(753)		Total Expenses	465,661	516,633	50,972	563,395
46,950	46,950	0	5330000 MAC	Income / Refund from Mutuals - Mutual Ad	516,450	516,445	5	563,395
46,950	46,950	0		Total Cost Recovery	516,450	516,445	5	563,395
Off Budget Items								
2,001	2,754	(753)		Net Income / (Expense)	50,789	(188)	50,977	0

ESCROW

Stock Transfer December 2016 - Monthly Reports

MUTUAL		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1	One	7	2	5	7	8	3	10	11	3	8	6	3	73
2	Two	2	3	4	2	11	7	7	6	7	5	6	7	67
3	Three	2	4	2	5	0	0	3	4	3	3	3	2	31
4	Four	1	3	2	4	1	0	0	1	3	2	4	3	24
5	Five	2	2	3	2	3	3	2	5	1	4	3	5	35
6	Six	2	3	2	0	3	4	4	3	4	1	4	5	35
7	Seven	1	1	5	1	5	6	3	3	4	2	2	1	34
8	Eight	1	2	3	1	1	1	2	1	2	2	2	3	21
9	Nine	3	1	4	3	4	6	6	1	3	1	3	4	39
10	Ten	1	3	1	1	4	1	3	2	1	2	0	1	20
11	Eleven	1	1	3	1	1	2	3	3	3	1	1	0	20
12	Twelve	1	4	1	3	7	3	1	4	3	4	5	2	38
14	Fourteen	0	1	3	3	3	3	0	1	2	5	1	3	25
15	Fifteen	3	2	6	2	1	5	3	6	5	6	2	4	45
16	Sixteen	1	0	1	0	0	0	0	0	0	1	1	3	7
17	Seventeen	2	1	0	0	1	1	0	2	1	0	1	1	10
TOTALS:		30	33	45	35	53	45	47	53	45	47	44	47	524

ESCROW RECAP	SALES		Percentage Comparisons		
	Sales	Prices		Sales	Prices
Total through Dec 2016	524	\$ 113,050,418.00	2016	2012 - 2016	
Total through Dec 2015	485	\$ 99,325,212.00	2015	8%	14%
Total through Dec 2014	419	\$ 81,437,958.00	2014	16%	22%
Total through Dec 2013	629	\$ 95,240,826.00	2013	-33%	-14%
Total through Dec 2012	513	\$ 60,704,606.50	2012	23%	57%



Mutual Administration

December 2016 - Monthly Reports

LETTERS

MUTUAL		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1	One	6	17	23	23	8	18	10	5	49	3	23	13	198
2	Two	7	12	5	15	2	4	4	5	15	7	11	44	131
3	Three	2	3	3	2	1	3	0	3	4	1	5	3	30
4	Four	0	14	0	2	2	0	3	7	5	8	5	5	51
5	Five	6	23	36	15	23	1	0	9	0	28	5	1	147
6	Six	82	2	16	3	3	2	1	0	6	9	2	1	127
7	Seven	4	4	2	0	8	7	2	25	12	17	16	1	98
8	Eight	9	5	6	5	2	1	0	0	1	0	11	1	41
9	Nine	5	7	7	8	1	5	0	26	5	2	13	4	83
10	Ten	0	2	7	1	0	2	2	6	2	7	2	277	308
11	Eleven	2	1	0	3	3	0	0	1	0	0	4	0	14
12	Twelve	4	4	3	6	0	5	3	7	20	16	12	12	92
14	Fourteen	15	3	5	4	12	8	2	8	13	11	9	6	96
15	Fifteen	1	7	3	24	24	0	2	2	2	1	0	4	70
16	Sixteen	0	0	0	0	0	6	0	0	1	1	1	0	9
17	Seventeen	0	0	0	3	1	2	1	0	0	0	0	0	7
2016 Totals:		143	104	116	114	90	64	30	104	135	111	119	372	1502
2015 Totals:		154	80	423	179	288	135	106	154	44	132	61	66	1,822

Mutual Administration
December 2016 - Monthly Reports

COLLECTIONS (Delinquent Accounts, Legal Fees)

MUTUAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
One		\$ 2,679	\$ 2,000	\$ 5,753	\$ 8,332	\$ 1,181			\$ 3,506	\$ 4,006	\$ 4,552	\$ 12,417	\$ 44,426
Two	\$ 547	\$ 6,617	\$ 2,183	\$ 100	\$ 100	\$ 4,093	\$ 1,197	\$ 1,260	\$ 6,865	\$ 1,417	\$ 3,726	\$ 4,374	\$ 32,479
Three			\$ 681	\$ 2,460	\$ 735	\$ 4,961	\$ 192,000	\$ 535	\$ 1,070	\$ 3,214		\$ 2,984	\$ 208,640
Four						\$ 919	\$ 100	\$ 100	\$ 2,883	\$ 100	\$ 2,186	\$ 1,124	\$ 7,412
Five			\$ 5,185						\$ 4,057	\$ 4,324	\$ 2,127		\$ 15,693
Six	\$ 1,126	\$ 1,126	\$ 737	\$ 8,529	\$ 1,000	\$ 2,045	\$ 23,433		\$ 2,498	\$ 1,135			\$ 41,629
Seven						\$ 1,749		\$ 1,976	\$ 1,037	\$ 106			\$ 4,868
Eight			\$ 1,654	\$ 1,750			\$ 250		\$ 2,617			\$ 5,410	\$ 11,681
Nine			\$ 1,151	\$ 2,025	\$ 1,704	\$ 2,918	\$ 5,430		\$ 1,027	\$ 1,157	\$ 10,925	\$ 14,625	\$ 40,962
Ten			\$ 2,219			\$ 50	\$ 50	\$ 50	\$ 50				\$ 2,419
Eleven			\$ 3,939	\$ 2,293		\$ 50,929	\$ 499		\$ 469				\$ 58,129
Twelve		\$ 2,875			\$ 488	\$ 456	\$ 456		\$ 1,835	\$ 3,261	\$ 1,179	\$ 175	\$ 10,725
Fourteen							\$ 5,468		\$ 2,447	\$ 3,116		\$ 22,202	\$ 33,233
Fifteen									\$ 6,429	\$ 50,761	\$ 485	\$ 2,084	\$ 59,759
Sixteen						\$ 602			\$ 2,277		\$ 1,066	\$ 6,304	\$ 10,249
Seventeen													\$ -
TOTALS:	\$ 1,673	\$ 13,297	\$ 19,749	\$ 22,910	\$ 12,359	\$ 69,903	\$ 228,883	\$ 3,921	\$ 39,067	\$ 72,597	\$ 26,246	\$ 71,699	\$ 582,304

Collections through December 2016:	\$	582,304	252%
Collections through December 2015:	\$	230,622	

Stock Transfer

December 2016 - Monthly Reports

ATTORNEY TRUST REVIEWS

MUTUAL		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1	One	2	0	3	4	2	2	6	3	2	3	0	1	28
2	Two	5	4	5	4	5	3	4	3	2	1	2	2	40
3	Three	2	2	3	5	3	0	1	6	2	1	0	3	28
4	Four	0	0	0	0	0	1	2	2	1	1	1	2	10
5	Five	2	2	1	3	3	0	2	2	3	1	1	0	20
6	Six	0	2	3	4	3	2	3	0	1	2	3	1	24
7	Seven	2	2	0	3	2	5	3	3	3	4	2	2	31
8	Eight	1	1	1	0	1	1	0	1	0	0	1	3	10
9	Nine	1	1	3	0	1	2	0	1	0	2	0	1	12
10	Ten	2	0	1	3	0	0	1	1	0	0	0	0	8
11	Eleven	0	0	2	4	3	0	2	2	0	0	1	1	15
12	Twelve	4	2	4	1	3	4	0	2	1	1	1	0	23
14	Fourteen	1	1	5	3	7	2	2	1	0	1	2	4	29
15	Fifteen	0	4	2	0	4	4	3	5	4	2	0	3	31
16	Sixteen	0	0	0	0	0	0	0	1	0	1	0	0	2
17	Seventeen	0	1	2	1	1	3	0	2	2	2	1	0	15
2016 Totals:		22	22	35	35	38	29	29	35	21	22	15	23	326

Trust Reviews through December 2015:	326	0.00%
Trust Reviews through December 2016:	326	

Stock Transfer

December 2016 - Monthly Reports

REGISTRATIONS

MUTUAL		CAREGIVERS	DOGS	CATS	OTHERS	SERVICE ESA
1	One	42	92	50	5	5
2	Two	37	82	39	3	1
3	Three	7	52	21	1	2
4	Four	7	38	26	0	0
5	Five	22	44	17	1	1
6	Six	22	46	19	0	1
7	Seven	21	43	33	0	0
8	Eight	13	33	14	2	6
9	Nine	22	60	19	1	2
10	Ten	28	29	21	1	4
11	Eleven	11	28	12	1	1
12	Twelve	35	36	17	0	6
14	Fourteen	59	42	18	4	2
15	Fifteen	23	55	32	8	1
16	Sixteen	4	1	3	0	0
17	Seventeen	12	8	7	1	0
2016 Totals:		365	689	348	28	32

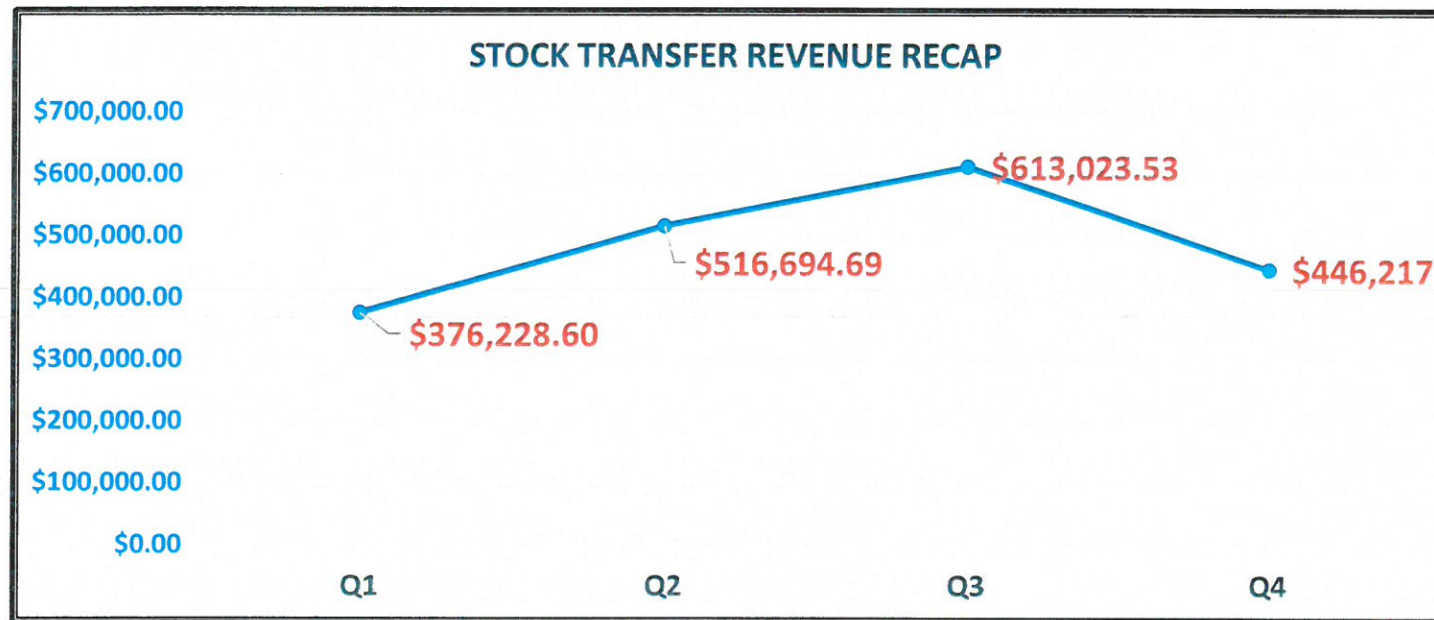
Total Pets & Animals:	1,097
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Stock Transfer

December 2016 - Monthly Reports

STOCK TRANSFER REVENUE

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Guest Passes	\$9,742	\$3,155	\$1,980	\$1,090	\$940	\$1,200	\$1,115	\$915	\$935	\$450	\$300	\$105	\$21,927
ID Card	\$220	\$200	\$190	\$150	\$125	\$135	\$155	\$150	\$215	\$170	\$125	\$135	\$1,970
Distribution	\$340	\$260	\$433	\$446	\$444	\$489	\$312	\$376	\$689	\$451	\$301	\$378	\$4,919
Transfers	\$1,800	\$2,250	\$3,750	\$3,300	\$3,000	\$3,450	\$2,700	\$3,900	\$3,450	\$1,950	\$1,800	\$3,150	\$34,500
Co-Occupant Set-Up	\$200	\$200	\$50	\$150	\$150	\$200	\$0	\$200	\$150	\$100	\$150	\$50	\$1,600
Trust Review Fees	\$2,250	\$2,500	\$3,875	\$3,000	\$3,750	\$3,875	\$3,000	\$3,250	\$2,750	\$1,750	\$1,625	\$1,750	\$33,375
Membership Fees	\$62,242	\$114,610	\$160,734	\$121,965	\$193,328	\$175,163	\$177,109	\$201,113	\$210,195	\$147,915	\$116,775	\$166,729	\$1,847,876
GRF Mutual 17 Leases	\$4,556	\$692	\$0	\$0	\$0	\$346	\$0	\$346	\$0	\$0	\$58	\$0	\$5,997
2016 Totals:	\$81,350	\$123,867	\$171,012	\$130,101	\$201,736	\$184,857	\$184,391	\$210,249	\$218,384	\$152,786	\$121,134	\$172,297	\$1,952,164



Mutual Administration
December 2016 - Monthly Reports

OPEN CASES

MUTUAL		OPEN CASES
1	One	7
2	Two	8
3	Three	7
4	Four	4
5	Five	3
6	Six	3
7	Seven	2
8	Eight	0
9	Nine	4
10	Ten	3
11	Eleven	2
12	Twelve	2
14	Fourteen	2
15	Fifteen	3
16	Sixteen	1
17	Seventeen	0
2016 Totals:		51

Stock Transfer

December 2016 - Monthly Reports

GUEST PASSES

MUTUAL		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1	One											3	2	5
2	Two											5	0	5
3	Three											1	2	3
4	Four											1	0	1
5	Five											3	4	7
6	Six											2	0	2
7	Seven											6	0	6
8	Eight											1	0	1
9	Nine											1	3	4
10	Ten											0	0	0
11	Eleven											1	0	1
12	Twelve											1	0	1
14	Fourteen											0	0	0
15	Fifteen											6	1	7
16	Sixteen											0	5	5
17	Seventeen											0	0	0
2016 Totals:		0	0	0	0	0	0	0	0	0	0	31	17	48

Budget Variance Report - November 2016

Stock Transfer/Distribution - Cost Center #33

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6142000	Workers' Compensation	2,101.00	favorable - annual budget being greater than premiums for the year, plus a refund
6410000	Office Supplies	(2,809.00)	unfavorable - more supplies needed
6410030	Printer / Copier Supplies	2,447.00	favorable - less supplies needed
6434115	Legal Fees - Trust Review	4,263.00	favorable - fewer trusts sent to attorney for review than anticipated
6478000	Service Contracts	6,625.00	favorable - reduction in 1st and 2nd quarter copy needs than anticipated
6484500	Postage	6,007.00	favorable - reduction in number of mailings
5345000	Certificate Preparation Fee - Escrow	18,950.00	favorable - increase in sales
5380330	Guest Pass Income	4,132.00	favorable - increase in pass sales
5380331	Copy Fee Income	4,053.00	favorable - increase in copy production sales
5380332	Trust Procesing Fee Income	(24,605.00)	unfavorable - decrease in number of charges for attorney reviews in 3rd quarter
Total Explained Variances		<u>21,164.00</u>	

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Nov Actuals	Nov Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Stock Transfer								
22,555	22,295	(260)	6100000 33	Salaries & Wages - Mutual Admin	243,414	242,202	(1,212)	264,497
1,667	1,659	(8)	6140000 33	Employment Taxes - Mutual Admin	19,529	19,703	174	21,824
70	80	10	6142000 33	Workers' Compensation - Mutual Admin	4,926	7,027	2,101	7,110
1,901	1,434	(467)	6143000 33	Group Insurance - Medical - Mutual Admin	17,770	15,774	(1,996)	17,208
68	52	(16)	6143300 33	Group Insurance - Dental - Mutual Admin	645	572	(73)	624
41	34	(7)	6143500 33	Group Insurance - Vision - Mutual Admin	406	374	(32)	408
408	449	41	6144000 33	401(k) Match - Mutual Admin	4,902	4,880	(22)	5,329
91	105	14	6145000 33	Group Insurance - Life - Mutual Admin	998	1,155	157	1,260
86	122	36	6146000 33	Long Term Disability Insurance - Mutual	942	1,342	400	1,464
0	0	0	6211000 33	Continuing Education - Mutual Admin	0	600	600	600
161	250	89	6410000 33	Office Supplies - Mutual Admin	5,559	2,750	(2,809)	3,025
37	0	(37)	6410010 33	Hospitality - Mutual Admin	261	500	239	500
543	0	(543)	6410015 33	Computer Supplies - Mutual Admin	1,156	1,035	(121)	1,035
0	0	0	6410020 33	Equipment Expense - Mutual Admin	0	100	100	100
704	1,200	496	6410030 33	Printer / Copier Supplies - Mutual Admin	6,353	8,800	2,447	10,000
667	0	(667)	6410033 33	Guest Pass Printing - Mutual Admin	667	2,000	1,333	15,000
3,300	3,000	(300)	6434115 33	Legal Fees - Trust Review - Mutual Admin	28,738	33,000	4,263	36,000
38	38	0	6435100 33	Bank Service Fees - Mutual Admin	409	418	9	456
1,842	1,663	(179)	6444000 33	Equipment Rental - Mutual Admin	9,295	9,135	(160)	9,761
0	0	0	6472000 33	Equipment Repair & Maintenance - Mutual	173	1,000	827	1,000
994	2,550	1,556	6478000 33	Service Contracts - Mutual Admin	9,925	16,550	6,625	18,890
0	0	0	6482500 33	Election Expense - Mutual Admin	60,824	59,537	(1,287)	59,537
0	0	0	6483201 33	Mailouts - Periodic - Mutual Admin	0	250	250	250
0	0	0	6484000 33	Permits & Licenses - Mutual Admin	177	100	(77)	100
2,000	2,000	0	6484500 33	Postage - Mutual Admin	21,993	28,000	6,007	36,000
37,172	36,931	(241)		Total Expenses	439,062	456,804	17,742	511,978
Other Cost Recovery								
15,400	10,000	5,400	5345000 33	Certificate Preparation Fee - Escrow - M	166,950	148,000	18,950	158,000
1,800	2,250	(450)	5360000 33	Certificate Preparation Fee - Non-Escrow	31,050	28,500	2,550	30,750
425	1,000	(575)	5380330 33	Guest Pass Income - Mutual Admin	23,732	19,600	4,132	20,600
301	300	1	5380331 33	Copy Fee Income - Mutual Admin	7,353	3,300	4,053	3,600
1,625	3,894	(2,269)	5380332 33	Trust Processing Fee - Mutual Admin	31,500	56,105	(24,605)	60,000
200	200	0	5385000 33	Other Income - Mutual Admin	2,850	2,200	650	2,400
19,751	17,644	2,107		Total Other Cost Recovery	263,435	257,705	5,730	275,350
19,719	19,719	0	5330000 33	Income / Refund from Mutuals - Mutual Ad	216,909	216,909	0	236,628
39,470	37,363	2,107		Total Cost Recovery	480,344	474,614	5,730	511,978

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Nov Actuals	Nov Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
				Off Budget Items				
2,298	432	1,866		Net Income / (Expense)	41,282	17,810	23,472	0