

## Agenda

### Finance Committee

Administration Conference Room/Marisa McCauley

Tuesday, May 19, 2015 • 9 AM

**\*\* Agenda is Subject to Change \*\***

1. Call to Order / Pledge of Allegiance
2. Roll Call
3. Introduction of Guests and Staff
4. Committee Rules
5. Consent Calendar – Approval of Finance Committee Minutes:
  - a. Approval of the Regular Meeting Minutes of March 17, 2015
  - b. Approval of the Special Meeting Minutes of March 30, 2015
  - c. Approval of the Regular Meeting Minutes of April 21, 2015
6. Chair's Announcements
7. Foundation Member Comment Period (*for Agenda items only*)
8. Review Correspondence
9. Review and Acceptance of the April 2015 Financial Statements
10. Unfinished Business
  - a. NSBN Management Letter
  - b. Amend Policy 5520-31, Reserves
  - c. Post Office Lease – Update Only (pp.1-3)
11. New Business
  - a. Amend Policy 5518, Contract Procedures (pp.4-5)
  - b. Security, Bus and Traffic Committee Request
    1. Approve Non-Budgeted Funds – New Bus Route (pp.6-7)
  - c. Recreation Committee Requests
    1. Purchasing Needs in Emergency – Discussion Only
    2. Approve Non-Budgeted Funds – Fourth of July Event (p.8)
  - d. Executive Committee Requests
    1. Approve Non-Budgeted Funds – Specialized Equipment (pp.9-10)
    2. Approve Non-Budgeted Funds – Relocation Pino Conte Sculpture (p.11)
12. Staff Reports
  - a. Purchasing Supervisor (pp.12-17)
  - b. Controller (pp.18-21)
  - c. Executive Director
    1. Reserve Study



**Agenda**

**Finance Committee**

Administration Conference Room/Marisa McCauley  
Tuesday, May 19, 2015 • 9 AM

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- 13. Foundation Member Comment Period
- 14. Committee Member Comments
- 15. Next Meeting – To Be Announced



## Exercise of Renewal Option

Facility Name/Location:  
SEAL BEACH- LEISURE WORLD STATION (057092-003)  
13580 SAINT ANDREWS DR. SEAL BEACH, CA 90740-9996

County : Orange  
Lease: QB0000259942

To  
GOLDEN RAIN FOUNDATION  
P O BOX 2069  
SEAL BEACH, CA 90740-1069

Certified Mail #  
70110110000218557694

### Issuing Office

1300 EVANS AVE., SUITE 200  
SAN FRANCISCO, CA 94188-8200

Date of Existing Lease: 07/03/2008

The existing Lease has no amendments.

Pursuant to the Lease covering this facility, the Postal Service hereby exercises its option to renew said Lease as follows:

Term: 5 Years From (Date): 05/01/2015 To (Date): 04/30/2020 Annual Rate: \$ 1.00

In all other respects, the said Lease shall remain the same and is hereby confirmed.

Remarks  
THE US POSTAL SERVICE SINCERELY APPRECIATES CONTINUED OCCUPANCY OF THIS FACILITY.

Date  
01/06/2014

Name of Contracting Officer  
Laureen Yamakido

Signature

Renewalopt 01/2005



## Ground Lease

Facility Name/Location

SEAL BEACH - LEISURE WORLD STATION (057092-003)  
13580 SAINT ANDREWS DR, SEAL BEACH, CA 90740-9996

County: Orange  
Project: Q13806

This Lease made and entered into by and between GOLDEN RAIN FOUNDATION hereinafter called the Landlord, and the United States Postal Service, hereinafter called the Postal Service:

In consideration of the mutual promises set forth and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties covenant and agree as follows:

1. The Landlord hereby leases to the Postal Service and the Postal Service leases from the Landlord the following premises, hereinafter legally described in paragraph 7, in accordance with the terms and conditions described herein and contained in the 'General Conditions to USPS Ground Lease,' attached hereto and made a part hereof:

Land behind the Amphitheater in the northwest section of the parking lot further identified in Exhibits A and B, on which is located a USPS-owned modular unit.

**Total Site Area:** 378.00 Sq. Ft.

2. RENTAL: The Postal Service agrees to pay 5 years rent in advance for a total of \$5.00, within 30 days of the effective date of this Lease.

Rent checks shall be payable to:

GOLDEN RAIN FOUNDATION  
P O BOX 2069

SEAL BEACH, CA 90740-1069

unless the Contracting Officer is notified, in writing by Landlord, of any change in payee or address at least sixty (60) days before the effective date of the change.

3. TO HAVE AND TO HOLD the said premises with their appurtenances for the following term:

**FIXED TERM:** The term becomes effective May 01, 2010 with an expiration date of April 30, 2015, for a total of 5 Years.

4. **RENEWAL OPTIONS:** The Lease may be renewed at the option of the Postal Service, for the following separate and consecutive terms and at the following annual rentals:

EFFECTIVE DATE	EXPIRATION DATE	PER ANNUM RENTAL
05/01/2015	04/30/2020	\$1.00
05/01/2020	04/30/2025	\$1.00

provided that notice is sent, in writing, to the Landlord at least 60 days before the end of the original lease term and each renewal term. All other terms and conditions of this Lease will remain the same during any renewal term unless stated otherwise herein.

5. **TERMINATION:**

The Postal Service may terminate this Lease at any time by giving 30 days written notice to the Landlord.

6. **OTHER PROVISIONS:** The following additional provisions, modifications, riders, layouts, and/or forms were agreed upon prior to execution and made a part hereof:

Landlord agrees to pay all property taxes and maintain parking lot. Landlord furnishes trash and snow removal.

7. **LEGAL DESCRIPTION:**

13580 Saint Andrews Drive, Seal Beach, CA 90740-9996 as shown on Exhibit A and B attached hereto and made part hereof.

**GOLDEN RAIN OPERATIONS****BOARD INTERNAL OPERATIONS****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.
5. 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

**GOLDEN RAIN FOUNDATION**

**Seal Beach, California**

**GOLDEN RAIN OPERATIONS****BOARD INTERNAL OPERATIONS****Contract Procedures****1. Procedure**

Procedure to be followed when removing contracts, documents and other papers from the files in the Golden Rain Board Office.

- a. Keys will be issued only to the Office Secretary and the President of the Golden Rain Foundation Board.
- b. Contracts, documents and other papers may be removed from the files only by the above-named persons.
- c. Original contracts, documents or other papers may not be taken out of the office at any time by any person.
- d. When finished with the contracts, documents and other papers, they are to be returned to the person who issued them and such person will immediately replace them in the filing cabinet.
- e. The filing cabinets are to be locked at all times when the Office Secretary or President of the Board is not in the office.

**2. Signature and Dates on Contracts**

Approved contracts shall be:

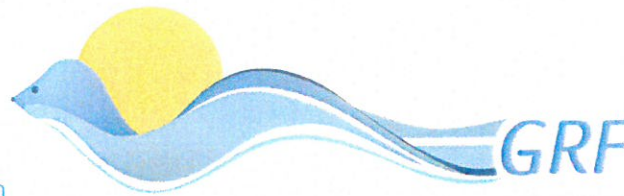
- a. Stamped as approved.
- b. Signed by all parties to the contract.
- c. Dated as of the date the contract is approved.

**Policy**

Adopted: 21 Oct 69  
Amended: 20 Aug 85  
(Aug 85)

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





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**COMMITTEE ACTION ITEM**

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**TO:** FINANCE COMMITTEE  
**FROM:** SECURITY, BUS AND TRAFFIC COMMITTEE  
**SUBJECT:** THREE MONTH TRIAL PERIOD MARKET PLACE BUS ROUTE  
**DATE:** MAY 26, 2015  
**CC:** RANDY ANKENY, EXECUTIVE DIRECTOR

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At its May 13, 2015 meeting the Security, Bus and Traffic (SB&T) Committee received a Committee Action Item from the SB&T sub-committee on shopping area transportation that summarized their findings and discussions on enhancement of transportation services to local shopping and entertainment areas. The sub-committee concluded that an area that is underserved by all local transportation agencies is the Market Place / Trader Joe's Center at the corner of 2<sup>nd</sup> Street and Pacific Coast Highway and the Denny's Restaurant shopping area on Westminster Avenue. The findings presented to the SB&T Committee from the sub-committee were that a need exist for many within the Leisure World Community to have access to near-by local shopping, dining and entertainment areas. In order to fully measure the scope and level of usage that a Golden Rain Foundation Transportation bus service to these local areas would provide to the Leisure World Community, the sub-committee presented to the SB&T Committee a review of costs and route options, and concluded that a trial period bus route would best measure the effectiveness of a service to the Market Place / Trader Joe's and Denny's shopping and entertainment areas.

The following cost projections were presented to by the sub-committee to the SB&T Committee for a trial service period of three (3) months. A rate of \$39.50 per hour was used for the hourly operational cost projections, excluding the onetime fixed costs for insurance and registration.

Six Hour Shift: \$237.00

Monthly Cost: \$948.00

Twelve Week Trial: \$2844.00

Registration for two (2) buses is projected to be \$134.00 per month (\$1600.00 / year)

Insurance for two (2) buses is projected to be \$320.00 per month (\$960 / 12 weeks)



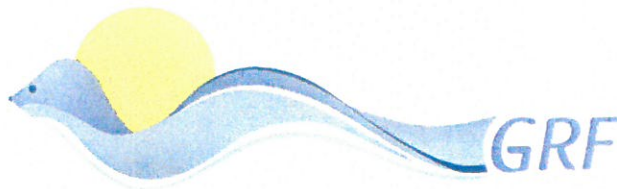
The Transportation Department budget for 2015 has funds available to support the hourly operations costs of \$2844.00 (labor, maintenance, fuel). It was noted that the vehicle registration costs will exceed the departments budgeted funds for 2015 by \$1565.00. The insurance costs are an unbudgeted expense of \$960.00.

At their May 13, 2015 meeting the Security, Bus and Traffic Committee took action on the following motion:

To approve the recommendation of a once weekly, three month trial bus route to the Market Place / Trader Joe's and Denny's shopping / entertainment centers at a cost of \$6044.00 and to forward a request to the Golden Rain Foundation Finance Committee for funding of the portion of the projected costs that exceed the budgeted funds of \$2844.00, if funding is available, in an amount not to exceed \$3500.00.

The Security, Bus and Traffic Committee approved by unanimous vote the motion and is requesting action by the Finance Committee, if funding is available, to forward this request to the Golden Rain Foundation Board of Directors.

Action Requested From The Finance Committee : Approval of non-budgeted funds in the amount of \$3,500 to be charged against operating funds.



Golden Rain Foundation

Leisure World, Seal Beach

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## COMMITTEE ACTION REQUEST

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**TO:** FINANCE COMMITTEE  
**FROM:** RECREATION COMMITTEE  
**SUBJECT:** 4<sup>TH</sup> OF JULY EVENT  
**DATE:** MAY 13, 2015  
**CC:** FILE

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At the regular scheduled meeting of the Recreation Committee on May 11, 2015, the Committee reviewed positive feedback received from the Cinco de Mayo event. This event was a proof of concept where additional recreational events are needed and extremely well received. With the 4<sup>th</sup> of July Holiday rapidly approaching, it was of the unanimous consensus of the committee to continue to provide additional entertainment events.

The Recreation Committee respectfully request \$2,000 in non-budgeted funds from GL6481500-40, Community Entertainment, for a 4<sup>th</sup> of July event. Funds, if approved, will be utilized for:

- Entertainment – Band
- Decorations
- Set up and breakdown

### Action Requested:

Approval of non-budgeted funding, in an amount of \$2,000, from GL6481500-40 Community Entertainment, for a 4<sup>th</sup> of July entertainment event.



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## COMMITTEE ACTION REQUEST

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**TO:** FINANCE COMMITTEE  
**FROM:** EXECUTIVE COMMITTEE  
**SUBJECT:** EMERGENCY PREPAREDNESS - SPECIALIZED EQUIPMENT  
**DATE:** MAY 14, 2015  
**CC:** FILE

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At the regular scheduled meeting of the Executive Committee on May 12, 2015, the Committee reviewed recommendations from the Emergency Preparedness Sub Committee (EP) for a revision to the approved 2015 Capital. The EP had originally requested a backhoe attachment for the GRF existing Front End loader. At the time of the request, staff had identified suitable pieces of equipment that would fit our current frontend loader. Due to the time lag between the budgeting process and the availability of Capital funding, the equipment is no longer available and/or not adequate to perform the required function.

Staff has recommended that due to the age and general condition of the existing Front End loader, a suitable preowned Front End loader with backhoe or Bobcat would represent a better value as well as having up to date safety features (roll cage and loader maintenance security bars). Staff has identified that suitable low hour, preowned equipment is readily available in the \$35,000 to \$45,000 range. It was of the unanimous recommendation of the EP, as well as the Executive Committee, to approve the deletion of the Capital purchase for a backhoe for the existing Front End loader and request Capital funding for a suitable piece of preowned, low hour equipment in an amount not to exceed \$45,000.

### Action Requested:

1. Approve the deletion from the approved 2015 Capital the purchase of a backhoe for the existing Front End loader.
2. Approve a recommendation to the Board priority 3 Capital funds in an amount of \$45,000 for the purchase of a suitable piece of pre-owned low hour equipment.



# 2015 Capital, Prioritized Master List



				Status	Cost	Action
<b>Priority 1</b>						
News	36	Backup Server - Macintosh	\$9,663	Completed	\$9,663	BOD Approved 2/24 - In service
News	36	Dell Workstation Monitors	\$1,416	Completed	\$1,416	BOD Approved 2/24 - In service
ITS	34	Main Server Room Modifications	\$6,600	In Progress	\$6,600	March ITS Approved in progress
Recreation	54	Conference Room Mic System	\$12,000	Completed	\$10,000	Ready for use
Security	37	Radar Trailer	\$9,000	Completed	\$9,000	Approved - In service
Mutual Administration	33	Caregiver pass printer	\$3,000	Completed	\$2,500	Finalizing procedures and process
Bus	38	Bus Backup Proximity Sensors	\$3,000	In Progress	\$3,900	Approved - Pending instalation in early June
Emergency Preparedness	22	Back Hoe attachment	\$15,000	Hold (Reviewing)	\$0	Reviewing Cost and availability
NEW ADA Improvements Main Parking Lot			Additional funding required over amount in Capital Carry Over	In Progress	\$59,000	March BOD Approved - In progress
			Total		\$118,679	
<b>Priority 2</b>						
Recreation	56	Ballet Barre	\$2,000	Completed	\$1,704	Approved - In service
ITS	34	Credit Card POS Solutions	\$5,500	Completed	\$2,500	Finalizing procedures and process
Bus	38	In Bus Cameras	\$12,000	In Progress	\$17,000	Approved - Pending instalation in early June
Security	37	Patrol Car Security Cameras	\$3,000	Ordered	\$2,900	April SBTC approved
Emergency Preparedness	22	Evacuation chairs (2)	\$4,000	Ordered	\$3,100	April EC approved
			Total		\$26,500	
<b>Priority 3</b>						
ITS	34	Second Server	\$63,800	May to Committee	\$63,800	ITS Approved to May BOD
Recreation	51	BBQ Area Wind Wall & Electrical Line	\$5,000	May to Committee	\$5,000	May RC approved \$1900, June installation
Security	37	Security Camera Monitors	\$3,000	July to Committee		
Bus	38	Swing out Stop Signs for Buses	\$13,000	July to Committee		
Emergency Preparedness	22	Tractor or Bobcat with Back Hoe	\$40,000			Pending FC and Board approval
Emergency Preparedness	22	Water storage, pump and hose	\$5,000	Aug to Committee		
			Total		\$129,800	
<b>Priority 4</b>						
Recreation	40	Additional Sand Trap	\$4,000	Aug to Committee		
ITS	34	CH4 Technology Enhancements	\$44,000	Fall 2015		
ITS	34	Visual Display Solutions	\$22,000	Fall 2015		
			Total		\$70,000	
					Total \$198,083	\$248,246 collected as of May 14, 2015



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**MEMO**

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**TO:** FINANCE COMMITTEE  
**FROM:** EXECUTIVE COMMITTEE  
**SUBJECT:** RELOCATION PINO CONTE SCULPTURE  
**DATE:** 5/14/2015  
**CC:** RANDY ANKENY EXECUTIVE DIRECTOR

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At its May 6, 2015 meeting the ADRC Committee discussed relocating the Pino Conte Sculpture from its current location, next to Clubhouse 3, to the area next to the Lobby entrance of the Administration Building. Also proposing to install a small fountain and video camera in the same location. The ADRC is requesting the Finance Committee review the availability of funds to start and complete this project. The total cost projected for this project is \$6,100, the details are as follows:

Relocate statue	500
Concrete Pad	350
Rock & Fountain Installed	2000
Electrical Supply for Fountain and Light	1750
CCTV	1000
Contingency	500
 Total Project Cost	 6100

Action by the Finance Committee to review available funds, not to exceed \$6,100 to start and complete this project is requested

05/08/2015  
9:07 AM

1020 Golden Rain Foundation  
Budget Comparison - GRF  
04/30/2015

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P.O. Box 2069  
Seal Beach CA 90740

Apr Actuals	Apr Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Purchasing								
12,293	15,136	2,843	6100000 32	Salaries & Wages - Purchasing	56,547	59,166	2,619 --	179,566
867	1,095	228	6140000 32	Employment Taxes - Purchasing	5,061	5,398	337	14,414
1,354	1,462	108	6142000 32	Workers' Compensation - Purchasing	3,985	5,851	1,866 --	13,677
3,101	1,405	(1,696)	6143000 32	Group Insurance - Medical - Purchasing	10,835	5,623	(5,212) --	16,863
144	33	(111)	6143300 32	Group Insurance - Dental - Purchasing	362	132	(230)	396
42	20	(22)	6143500 32	Group Insurance - Vision - Purchasing	154	76	(78)	236
247	455	208	6144000 32	401(k) Match - Purchasing	989	1,777	788	5,396
73	68	(5)	6145000 32	Group Insurance - Life - Purchasing	293	271	(22)	815
58	79	21	6146000 32	Long Term Disability Insurance - Purchas	233	318	85	950
0	0	0	6211000 32	Continuing Education - Purchasing	0	500	500	500
4,013	0	(4,013)	6213100 32	Temporary Agency Fees - Purchasing	4,013	0	(4,013) --	0
0	0	0	6214000 32	Meals & Special Events - Purchasing	(4)	0	4	120
0	10	10	6215000 32	Mileage - Purchasing	0	40	40	120
138	163	25	6217000 32	Uniforms & Laundry - Purchasing	516	650	134	1,950
138	100	(38)	6410000 32	Office Supplies - Purchasing	421	400	(21)	1,200
24	100	76	6410005 32	Building Supplies - Purchasing	87	400	313	1,200
16	41	25	6410010 32	Hospitality - Purchasing	108	164	56	500
0	0	0	6410015 32	Computer Supplies - Purchasing	0	200	200	800
0	125	125	6410020 32	Equipment Expense - Purchasing	150	500	350	1,500
0	66	66	6410030 32	Printer / Copier Supplies - Purchasing	178	264	86	800
790	833	43	6411000 32	Freight & Handling - Purchasing	2,794	3,332	538	10,000
50	0	(50)	6411001 32	Purchase Discounts - Purchases	50	0	(50)	0
112	113	1	6444000 32	Equipment Rental - Purchasing	447	450	3	1,350
0	50	50	6471000 32	Building Repair & Maintenance - Purchasi	0	200	200	600
0	50	50	6472000 32	Equipment Repair & Maintenance - Purchas	21	200	179	600
19	13	(6)	6478000 32	Service Contracts - Purchasing	62	50	(12)	150
0	55	55	6482000 32	Dues, Memberships & Books - Purchasing	0	101	101	200
131	300	169	6483000 32	Propane - Purchasing	472	1,400	928	2,000
(668)	167	835	6911500 32	Inventory Over / Short-Purchasing - Purc	(4,399)	664	5,063 --	2,000
333	333	0	6911505 32	Obsolete Inventory Adjustment - Purchasi	1,332	1,332	0	4,000
23,275	22,271	(1,004)		Total Expenses	84,706	89,459	4,753	261,903
Other Cost Recovery								
7,923	833	7,090	5380320 32	Shipping & Processing Recovery - Purchas	7,923	3,336	4,587 --	10,000
7,923	833	7,090		Total Othe Cost Recovery	7,923	3,336	4,587	10,000
20,945	20,945	0	5330000 32	Income / Refund from Mutuals - Purchasin	84,345	84,344	1	251,904



05/08/2015  
9:07 AM

1020 Golden Rain Foundation  
Budget Comparison - GRF  
04/30/2015

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Seal Beach CA 90740

Apr Actuals	Apr Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
28,868	21,776	7,090		Total Cost Recovery	92,268	87,680	4,588	261,904
				Off Budget Items				
(4,834)	0	4,834	5990000 32	Materials Recovery - Purchasing	(19,874)	0	19,874	0
4,834	0	(4,834)	6415000 32	Materials Pass-Thru - Purchasing	19,874	0	(19,874)	0
0	0	0		Total Off Budget Items	0	0	0	0
5,594	(493)	6,087		Net Income / (Expense)	7,563	(1,779)	9,342	1

## Budget Variance Report - April 2015

### Purchasing - CC#32

<u>GL Code</u>	<u>Account Description</u>	<u>YTD Variance</u>	<u>Explanation</u>
6100000	Salaries & Wages	\$ 2,619	
6213100	Temporary Agency Fees	\$ (4,013)	Temp hired to fill key vacant position
6142000	Worker's Compensation	\$ 1,866	2014 Refund \$1,429 allocated to CC32
6143000	Group Insurance - Medical	\$ (5,212)	Additional participation not budgeted
6911500	Inventory Over/Short	\$ 5,063	Inventory adjustments
5380320	Shipping & Proc. Recoveries	\$ 4,587	
Total Explained Variances		<u>\$ 4,910</u>	

# Purchasing Manager Report

Finance Committee Meeting, May 19, 2015

1. Budget Variance:

Cost center 32 is under budget a total of \$4,753.00 YTD. Notable variances are:

- Temp Agency Fees \$4013, for temp worker, offset by \$2619 total YTD under budget in Salaries & Wages, net result \$1,394 over budget.
- Worker's Compensation which is \$1,866 under budget due to 2014 refund application.
- Medical Insurance which is \$5,212 over budget due to unplanned participation.
- Inventory Overs and Shorts which is \$5,063 under budget due to found inventory adjustments.
- Shipping & Processing Recovery which is \$4,587 over budget.

2. Project Report:

- Fill Purchasing Assistant position.
- SRO process procedure review and update to increase billing and inventory accuracy.
- Review current scrap program for process improvements.
- Item database clean-up ongoing. Descriptions, case packs, etc.
- Warehouse Reorganization:
  - All bins properly labeled.
  - Overstock to be properly located and labeled.
  - Clean-out/Organization of the lumber shed.
  - Organization of the receiving/large item holding area.

3. Seeking approval to move forward with sales of items collected during April, please see attached report.

4. 2014/2015 Capital Project Status:

- Bar Code Printer Label: Pending.

# April 2015 Surplus Equipment Disposition

Description	Price OBO	Disposition
Digital Cameras (2)-Security	n/a	Dispose - Non-working
Electronic Typewriter	\$20	
Card Tables (Approx 40pcs)	\$3	Propose a nominal cost for any salvagable units / dispose balance
Draft Chairs (2)	n/a	Dispose - condition
Christmas Trees (7)	n/a	Dispose - condition
Ceramic Kiln	n/a	Dispose - condition
Fax Machines (3)	\$20	

# 2015 Total Purchasing Services Report

Month	Days	Purch Cash Sales	Mat'l Reqs Processed	Receipt Trans Processed	Walk-In Sales	Recorded Contractors	Purchase Orders	Total Services
January	21	\$ 5,238.88	549	157	199	29	192	1126
February	19	\$ 3,838.58	682	180	250	22	250	1384
March	22	\$ 7,446.17	742	249	232	20	214	1457
April	22	\$ 5,388.73	688	187	282	22	281	1460
May								0
June								0
July								0
August								0
September								0
October								0
November								0
December								0
Total	84	\$ 21,912.36	2661	773	963	93	937	5427
Daily Avg		\$ 260.86	32	9	11	1	11	65

Golden Rain Foundation  
May 19, 2015 Meeting of the Finance Committee  
Controller's Report

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Finance				
6100000 31	Salaries & Wages - Finance	180,593	180,050	(543)
6140000 31	Employment Taxes - Finance	15,873	15,741	(132)
6142000 31	Workers' Compensation - Finance	4,397	6,454	2,057
6143000 31	Group Insurance - Medical - Finance	17,588	18,277	689
6143300 31	Group Insurance - Dental - Finance	104	439	335
6143500 31	Group Insurance - Vision - Finance	297	279	(18)
6144000 31	401(k) Match - Finance	3,263	4,924	1,661
6145000 31	Group Insurance - Life - Finance	765	776	11
6146000 31	Long Term Disability Insurance - Finance	612	908	296
6210005 31	Payroll Processing Fees - Finance	10,463	9,632	(831)
6211000 31	Continuing Education - Finance	0	0	0
6214000 31	Meals & Special Events - Finance	32	0	(32)
6215000 31	Mileage - Finance	0	20	20
6410000 31	Office Supplies - Finance	571	1,936	1,365
6410005 31	Building Supplies - Finance	0	100	100
6410010 31	Hospitality - Finance	244	316	72
6410015 31	Computer Supplies - Finance	0	100	100
6410025 31	Lunch Room Supplies - Finance	18	64	46
6410030 31	Printer / Copier Supplies - Finance	1,419	2,336	917
6432100 31	Audit Fees - Finance	51,668	38,668	(13,000)
6435100 31	Bank Service Fees - Finance	1,630	1,360	(270)
6444000 31	Equipment Rental - Finance	990	1,027	37
6478000 31	Service Contracts - Finance	862	660	(202)
6482000 31	Dues, Memberships & Books - Finance	0	0	0
6483201 31	Mailouts - Annual Budgets & Fin. Strmts -	8,199	7,050	(1,149)
6483202 31	Mailouts - Pymt Coupons - Finance	6,367	0	(6,367)
6491000 31	Miscellaneous Writeoffs - Finance	25	0	(25)
6721000 31	State & Federal Taxes - Finance	12,255	5,500	(6,755)
6910000 31	Uncollectible Customer Receivables - Fin	1	0	(1)
6951000 31	Non-Budgeted Exp for Committee - Finance	0	336	336
Total Expenses		318,237	296,953	(21,284)

**Budget Variance Report - April 2015**  
**Finance Department - CC #31**

GL Code	Account Description	Variance	Explanation
6142000	Workers' Compensation Ins.	2,057.00	2014 Refund \$1,576 allocated to CC31
6143000	Group Insurance	1,313.00	Lower participation than budgeted
6144000	401(k) Match	1,661.00	Less contributions than budgeted
6432100	Audit Fees	(13,000.00)	Add'l fees for 2014 tax filings - unbudgeted
6483202	Mailouts - Pymt Coupons	(6,367.00)	Second coupon mailing in Feb - unbudgeted
6721000	State & Federal Taxes	(6,755.00)	2015 Est. taxes exceeds annual budget by \$31,300
Total Explained Variances		(21,091)	

Auditor Search



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1. Solicitation letters were mailed on March 30, 2015 to 14 audit firms including NSBN.
2. One bid received on 4/27/2015 – NSBN
3. Interviewed Meir & Meir but not bid received yet
4. Telephone follow-up on remaining firms to promote additional bids.

**Investments**

- o Purchased in April – \$500,000
- o Purchased in May – \$150,000

**Superwire**

1. Monthly payments of \$1,600 are received each month on past due amounts for 2009 – 2012 until arrears have been paid in full. See schedule below.
2. Monthly estimated payments of 850.35 for current extra service revenue. Upon receipt of actual revenue from TWC, Superwire will remit any balance due on current activity. No revenue amounts have been received from Superwire for the first quarter.

Superwire			
Due From	Amount		
2009	2,248.24		
2010	10,100.97		
Jan - Apr 2011	\$3,693.30		
Subtotal	16,042.51		
May - Dec 2011	\$1,197.20		
2012	\$1,795.80		
2013	-	Paid in full Mar '15	
2014	-	Paid in full Mar '15	
2015	TBD		
Subtotal	\$2,993.00		
Total	<u>19,035.51</u>		
Payments:	(\$3,200.00)	4/1/2015 - 5/1/2015	
Bal Due:	<u>15,835.51</u>		

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**Mutual Seventeen Lease Income**

**M17 Lease Fees Collected in April 2015**

	<b>336</b>		<b>Total</b>
3/20/2015	1		1
			-
	1		1

	<b>336</b>		<b>Total</b>
3/20/2015	336		336
			-
			-
			<b>336</b>
<b>Total M17 Lease Fees Collected April 2015</b>			<b>336</b>

Policy 5061-33 Distribution:

Capital Improvement Fund	67%	225
Reserve Fund	33%	111
Total Membership Fees		<u><u>336</u></u>

**Pending Action Items:**

None



## MEMO

**TO:** FINANCE COMMITTEE  
**FROM:** CAROLYN MILLER, CONTROLLER  
**SUBJECT:** 2016 GRF BUDGET TIMELINE  
**DATE:** MAY 19, 2015  
**CC:** RANDY ANKENY

In accordance with Civil Code 5300(a), a copy of the operating budget must be distributed not less than 30 or more than 90 days before the end of the association's fiscal year. In order to comply with the civil code, below is the timeline for the planning and completion of the 2016 GRF budgets.

	GRF Budget Timeline
5/18/2015	Distribute staffing plans and capital acquisition surveys to managers & supervisors.
6/12/2015	Distribute operating budget input sheets to managers & supervisors.
July 2015	Initial draft budgets presented to committees
August	Second iteration of draft budgets presented to committees
9/15/2015	Final draft budget reviewed by Finance Committee
9/22/2015	Final draft budget presented to the GRF board.
10/28/2015 to 11/6/2015	Copy the approved budgets for distribution in November.
11/12/2015	Distribute approved budgets in the Golden Rain News.