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## Finance Committee

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### **Agenda**

Administration Conference Room

August 18, 2015

9:30 a.m.

1. Call to Order/Pledge of Allegiance
2. Roll Call/Notice of Quorum
3. Chair's Announcements
  - a. Introduction of Guests and Staff
  - b. Rules of Order
  - c. Chair's Report
4. Approval of Minutes
  - a. July 21, 2015
  - b. August 3, 2015 (Special)
5. Shareholder/Member Comments – Agenda Items Only  
*(Limited to 3 minutes per person)*
6. Correspondence (pp.1-2)
7. Financials
  - a. Month of July 2015
8. Unfinished Business
  - a. General Review Library Donations
9. New Business
  - a. Mutual Administration Committee
    - i. Approve Non-Budget Mutual Board Training Seminar (pp.3)
  - b. Physical Properties Committee
    - i. Approve Non-Budgeted Funds Globe Renovation (p.4)
    - ii. Approve Acceleration of Reserves Concrete Replacement (p.5)
    - iii. Approve Non-Budgeted Funds Physical Properties Non-Contract Review (p.6)

10. Policies

a. Adopt/Revise

- i. Procedure 5513-31, Accepting Donations from Friends of the Library (p.7)
- ii. Policy 5061-31, Membership Fees (pp.8-12)
- iii. Policy 2115-33, Distribution Business Services (pp.13-15)

b. Rescind (No Action)

11. Staff Reports

- a. Purchasing Supervisor (pp.16-20)
- b. Controller (pp.21-28)
- c. Executive Director

12. President's Comments

13. Shareholder Member Comments

*(Limited to 3 minutes per person)*

14. Committee Member Comments

15. Next Scheduled Meetings:

- a. Special Finance Committee Meeting Wednesday, September 9, 2015 @ 5:00 p.m.
- b. Regular Monthly Meeting Tuesday, September 15, 2015 at 9:00 a.m.
- c. Special Finance Committee Meeting Thursday, September 17, 2015 at 1:00 p.m.

16. Adjournment

- a. August 25, 2015 – Minutes disturbed and posted on the website
- b. September 8, 2015 – Agenda items are due to the Recording Secretary
- c. September 9, 2015 – Agenda packets are to be distributed and posted on the website

## Marisa McAuley

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**From:** Randy L. Ankeny  
**Sent:** Friday, August 07, 2015 4:23 PM  
**To:** Marisa McAuley  
**Cc:** Linda Stone  
**Subject:** FW: Health Care Center

Please add to correspondence for FC

**Randy Ankeny**  
Executive Director  
Golden Rain Foundation  
PO Box 2069, Seal Beach, CA 90740



☎ (562) 431-6586, ext. 312 | ✉ [randya@lwsb.com](mailto:randya@lwsb.com) | 🌐 [www.lwsb.com](http://www.lwsb.com)

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**From:** Carol Johnstone [mailto:caroljohns827@yahoo.com]  
**Sent:** Thursday, August 06, 2015 2:16 PM  
**To:** Randy L. Ankeny <randya@lwsb.com>  
**Cc:** Carol Weller <carolw@lwsb.com>; Jodi Hopkins <jodia@lwsb.com>; Lee Melody <lmelody@leemelody.com>  
**Subject:** Health Care Center

Randy:

while I have no burden to exclude non-residents from coming to see the medical staff of our Health Care Center, to the extent that this is based upon the Health Care Center's need for profitability, I think that the Owner/Staff of the Center should take steps to manage their work and workload to maximize profitability prior to attempting something that some in this community oppose.

To that end, areas that immediately spring to mind, and that GRF can manage include the hours of work, namely don't shut down for lunch, but stagger lunch breaks.

As I stated in the President's Council, the Lease between GRF and the Health Care Center could be amended to require the Center to be open the entire day from 8 to 5 PRIOR to allowing in non-Residents. (The consideration for the modification would be the allowing in of non-resident patients, certainly something that was NOT contemplated in the original lease contract.)

Personally, I believe that the Center would benefit from an analysis of all their practices, as I have observed that vacations and time off are less coordinated than many businesses with Upper Management being called on many times when better scheduling might have cost less in personnel costs. But unless GRF has some additional interest in the Center, that is

only something to consider in the consideration of the renewal of the lease itself, and I trust you to review this situation.

Carol M Johnstone

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This email has been scanned by the Symantec Email Security.cloud service.

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## COMMITTEE ACTION REQUEST

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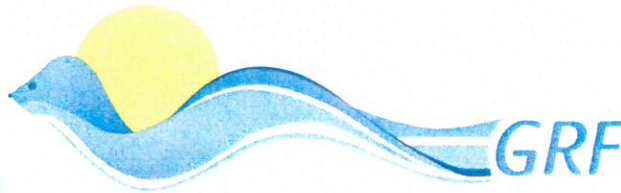
**TO:** FINANCE COMMITTEE  
**FROM:** MUTUAL ADMINISTRATION COMMITTEE  
**SUBJECT:** NON BUDGETED FUNDING REQUEST  
**DATE:** AUGUST 12, 2015  
**CC:** FILE

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At the regular scheduled meeting of the Mutual Administration Committee on August 11, 2015, the Committee reviewed community needs for additional training on Fair Housing (DEFH), for the benefit of all GRF and Mutual Boards. Training would be provided by way of a seminar located in CH4, with the required professional speaker, resources and food and beverages. Estimate cost is not to exceed \$3,500. Target date, last week of October.

Action requested,

Approval of non-budgeted funds in the amount of \$3,500, CC30, Administration, to provide a training seminar on Fair Housing to GRF and Mutual Board members.



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## COMMITTEE ACTION REQUEST

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**TO:** FINANCE COMMITTEE  
**FROM:** PHYSICAL PROPERTY COMMITTEE  
**SUBJECT:** GLOBE RENOVATION FUNDING  
**DATE:** AUGUST 5, 2015  
**CC:** FILE

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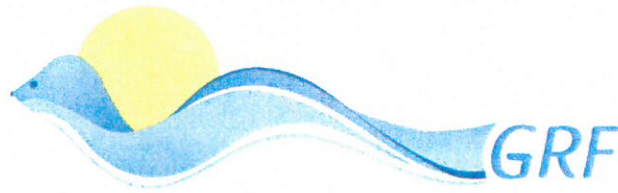
At the regular schedule meeting of the Physical Properties Committee on August 5, 2015, the Committee reviewed the update on the Globe Renovation project. Per previous discussions, the continents on the Globe are non-repairable and require replacement.

The Physical Properties Department worked with 44 different vendors collecting information and quotes to replace the continents. The Committee, at its August 5, 2015 meeting, approved to recommend to the Board replacement of the continents. The committee seeks Finance Committee review and recommendation to the Board funding of the replacement of the continents, at a cost not to exceed \$180,000.

Option A: In accordance with Policy 5520-31, Reserves, fund the replacement of the continents (Trust Asset identified as the Globe) through Reserves.

Option B: Fund the replacement of the continents through the Capital improvement fund.

Option C: Fund the replacement of the continents through non-budgeted operational funds.



Golden Rain Foundation

Leisure World, Seal Beach

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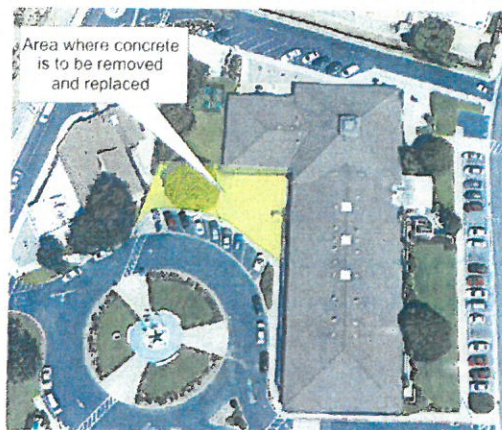
## COMMITTEE ACTION REQUEST

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**TO:** FINANCE COMMITTEE  
**FROM:** PHYSICAL PROPERTIES COMMITTEE  
**SUBJECT:** NON SCHEDULED RESERVE FUNDING  
**DATE:** AUGUST 9, 2015  
**CC:** FILE

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At the regular scheduled meeting of the Physical Properties Committee on August 5, 2015, the Committee reviewed a clear and present need to replace an estimated 6,526 square feet of concrete located between CH3 and the library (see yellow highlighted area in the photo below).

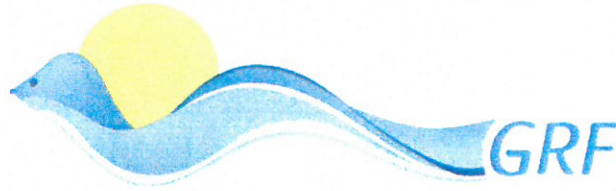


In accordance with Policy 5520-31, Reserves, the Physical Properties Committee is requesting a recommendation to the GRF Board, placing this existing Trust asset into the Reserves for immediate replacement due to age and condition.

### Action Requested:

Motion to the Board, to place the Trust asset as noted as 6,526 square feet of concrete walkway/patio located adjacent the Clubhouse 3 and the Library, into the GRF Reserves in an amount of \$50,000 (\$45,682 estimate per quotation MJ Jurado dated July 9, 2015 and contingency allowance of \$4,318), in accordance with Policy 5520-31, Reserves, for replacement in 2016.





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## COMMITTEE ACTION REQUEST

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**TO:** FINANCE COMMITTEE  
**FROM:** PHYSICAL PROPERTIES COMMITTEE & RANDY ANKENY, EXECUTIVE DIRECTOR  
**SUBJECT:** GRF STANDARD CONTRACT FORM  
**DATE:** AUGUST 9, 2015  
**CC:** FILE

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At the regular scheduled meeting of the Physical Properties Committee on August, 5, 2015, the Committee reviewed memo from the Executive Director noting the standard contractual agreement used by GRF has not had legal review in over ten (10) years. With substantial changes in the law, and to protect the best interests of GRF, the committee approved to move forward legal review of the standard contract for amendment by corporate counsel.

Although funding is allocated in Cost Center 30, Administration, for legal expense, this project was not considered within the scope of the 2015 Budget. The Committee requests review by the Finance Committee for non- budgeted funding in an amount of \$2,500, from Cost Center 30, Administration under the Legal GL, for corporate counsel review and amendment of the GRF standard contract.

### Action Requested:

Non- budgeted funding approval, Cost Center 30, Administration, Legal in an amount of \$2,500.

Note: If approved by the Finance Committee, the Executive Director will request from the President authorization to forward to corporate legal counsel contract forms currently in use for review and amendment. The Executive Director shall provide the Physical Properties Committee with corporate counsel's response, for committee review and recommendation to the Board.



**BOARD INTERNAL OPERATIONS**

**Accepting Donations from the Friends of the Library Procedures**

The Friends of the Library (FOL) donate a portion of their revenue to the Leisure World Library. All donations from FOL shall be made payable to the Golden Rain Foundation (GRF), and sent to the GRF Accounting Department. All FOL donations shall be allocated to cost center 35 (Library).

**Procedure  
Adopted:**

**Golden Rain Foundation  
Seal Beach, California**

## GOLDEN RAIN OPERATIONS

### FINANCE

#### Fees

The following schedule of fees is established for the standard cost recovery for services provided by the Golden Rain Foundation's (GRF) Stock Transfer Office.

#### 1. Membership Fee

- ~~1.2-4.4~~ The membership fee for a GRF member represents a buy-in for access to the community facilities and amenities.
- ~~1.1-4.2~~ Each owner and co-occupant non-owner will be required to pay a one-time membership fee.
- 1.3 The membership fee is calculated as ~~twelve (12)~~ **eighteen (18)** times the monthly GRF assessment and rounded up to the nearest dollar. The new membership fee is implemented on January 1 of each year.
- 1.4 Existing GRF member(s) may transfer from one mutual to another without having to pay the membership fee provided that the member(s) remain(s) the same. The member(s) will, however, be charged a membership certificate processing fee for this transaction. (See section 3)
- 1.5 Membership fees shall be allocated as follows:
  - 1.5.1 ~~Sixty seven percent (67%)~~ **Fifty percent (50%)** into the GRF Capital Improvement Fund.
  - 1.5.2 ~~Thirty three percent (33%)~~ **Fifty percent (50%)** into the GRF Reserve Fund.

#### 2. Payment of Membership Fee

- 2.1 New members are encouraged to pay the membership fee in full at the close of the purchase escrow. GRF has established a finance plan to pay the membership fee over a seven-year period for those members who wish to finance their membership fee.
- 2.2 Members who opt to finance the payment of their membership fee must complete a Promissory Installment Note and agree to the terms of the Note.
  - 2.2.1 If a member opts to finance their membership fee, each member shall pay a one-time upfront payment of **twenty-five percent (25%)** of the total membership fee at the close of Escrow, and make seven (7) equal annual installment payments. Each annual payment will be due and payable on the anniversary of the date of purchase until the principal amount, including the finance charge, is paid in full.

## GOLDEN RAIN OPERATIONS

### FINANCE

#### Fees

2.2.2 The annual finance charge on matured, unpaid amounts shall be one (1) percent per month (APR of 12%) paid annually on the outstanding balance.

2.3 In the event that ~~a the member(s) sell(s) their Mutual share of stock before the membership fee is paid in full, the balance will be paid from the sale escrow.~~ **unit changes ownership before the membership fee is paid in full the balance due will be paid before transfer is complete.**

#### 3. Membership Certificate and Processing Fee

3.1 GRF shall issue one membership certificate per unit. The membership certificate may contain one or more names.

3.2 A certificate processing fee of \$150 will be charged to the unit's account each time the membership certificate is changed or altered to cover the cost of preparing, recording and/or replacing a membership certificate.

3.3 Membership Certificate and Processing fee shall be allocated to Cost Center 33 (Mutual Administration).

#### 4. Transfer Fee – In Escrow

4.1 The seller of a Mutual share of stock shall pay a transfer fee of \$350 to GRF to cover the cost of transferring ownership(s).

4.2 Transfer Fee – In Escrow shall be allocated to Cost Center 33 (Mutual Administration).

#### 5. Non – Owner, Co-Occupant Processing Fee

5.1 Non – Owner, Co-Occupant fee of \$50 shall be charged to cover the ~~actual~~ set up and processing costs.

5.2 Non – Owner, Co-Occupant Processing Fee shall be allocated to Cost Center 33 (Mutual Administration).

#### 6. Mutual Corporation Fees

6.1 Each Mutual represents a fully independent corporation and as such may establish fees applicable to the Mutual. In accordance with the Management agreement, GRF operates as the management company for the Mutuels and processes the transfer of stock certificates. GRF, as part of its duties, will apply applicable Mutual Fees in accordance with established Mutual policies (see 7000 policy series).



GOLDEN RAIN OPERATIONS

## FINANCE

Fees7. Stock Transfer Legal Review of Trust Fees

7.1 Whenever there is a requested transfer of stock ownership by a Trust, either by the sale of ~~a an apartment unit~~ or an in-house ~~membership ownership~~ transfer, Probate Code §18100.5 delegates to the Foundation ~~the~~ a right to request the currently acting trustee or successor trustee to provide either a certification of trust, or ~~if not available~~, a copy of the trust instrument itself. In order to determine the legal rights of the trustee/successor trustee to represent the sale or transfer of ~~apartment a unit's~~ ownership via the trust they represent, the following procedure is implemented.

7.1.1 Any trustee or successor trustee seeking to transfer the ownership of a mutual ~~apartment unit~~, either by the sale of the ~~apartment unit~~ through escrow or an in-house ownership transfer, will be required to provide the Stock Transfer Office a Certification of Trust, or ~~lacking that~~, a copy of the Trust document for the Foundation attorney to review prior to any such ~~requested~~ **completed** transfer of ownership.

7.1.2 The Stock Transfer Office shall not proceed with any sale or transfer of ownership via a trust document prior to the Foundation attorney reviewing the trust and providing in writing a letter of release allowing the Stock Transfer Office to proceed.

7.1.3 In an effort to offset the cost of the required Foundation attorney review, there shall be assessed to the trustee or successor trustee, a fee of \$125 representing the attorney's fee and ~~Golden Rain Foundation~~ GRF's pro-rated staff time, to be collected at the time of the trust review.

7.1.4 Legal Review of Trust Fees shall be allocated to Cost Center 33 (Mutual Administration).

8 Lessee Annual Fee – Mutual 17 Only

8.1 The GRF lessee fee is a required ~~use fee~~ for access to the community facilities, amenities, and participation in GRF activities. The lessee fee is calculated at ~~twenty~~ 20% of the GRF annual assessment rounded up to the nearest dollar for each occupant.

8.2 The required annual lessee fee payment is due and payable in full on the date of the lease agreement.

**GOLDEN RAIN OPERATIONS****FINANCE****Fees**

8.3 If delinquent, the lessee shall pay damages to reimburse GRF for its time, inconvenience, and overhead in collecting the payment as follows:

8.3.1 A (twenty five dollar) \$25 late fee, and

8.3.2 Interest at **one percent (1)** ~~1 ½ %~~ per month ~~percentage rate (APR of 12% 18% APR)~~ from the original date due until the date the payment is received.

8.4 In addition to late fees, for each check from a lessee that a bank returns for any reason, the lessee must pay:

8.4.1 Fifty dollars **s** (\$50) late payment fee, and all bank charges assessed against the association.

8.5 If a lessee becomes more than **ninety** (90) days delinquent or has an unpaid balance of one hundred dollars (\$100) or greater, the **lessee** ~~renter~~ will receive a 30-day notice of GRF's intent to suspend the right to use GRF amenities and Trust facilities and property, including driving privileges upon GRF **Trust** streets. ~~If GRF receives payment in full before the 30-day notice period expires, the privileges will not be suspended.~~ GRF may also refer the lessee account to an attorney or collection agency for appropriate action. All fees incurred by an attorney or collection agency to recover the delinquent amounts will be assessed to the lessee.

8.6 GRF reserves the right to collect the delinquent account from Lessor.

8.7 Lessee fees shall be allocated as follows:

8.7.1 ~~Sixty seven percent (67%)~~ **fifty percent (50%)** into the GRF Capital Improvement Fund.

8.7.2 ~~Thirty three percent (33%)~~ **fifty percent (50%)** into **the** GRF Reserve Fund.

**9. All Fees are subject to periodic review and subject to change.**

**Policy**

Adopted: 21 Apr 70  
Amended: 31 Aug 73  
Amended: 20 Nov 73  
Amended: 19 Aug 75  
Amended: 31 Aug 77

**GOLDEN RAIN FOUNDATION  
SEAL BEACH, CA**



**GOLDEN RAIN OPERATIONS****FINANCE****Fees**

Amended: 16 Jun 81  
Rescinded: 20 Oct 81 (Amendments passed 16 Jun 81)  
Amended: 16 Dec 86 (Effective 01 Jan 87)  
Amended: 21 Jul 87 (Effective 01 Aug 87)  
Amended: 20 Sep 88 (Effective 01 Jan 89)  
Amended: 21 Nov 89  
Amended: 16 Nov 93 (Effective 01 Dec 93)  
Amended: 18 Nov 03 (Effective 01 Jan 04)  
Amended: 15 May 07 (Effective 01 Jul 07)  
Amended: 17 July 12 (Effective 01 Sept 12)  
Amended: 22 Apr 14 (subheading correction only)  
Amended: 28 Oct 14 (Effective 01 Jan 2015)  
Amended: (Effective 01 Jan 2016)



**ADMINISTRATION****AMEND****MUTUAL ADMINISTRATION****Distribution Business Services**

Photocopying and other business services are available in the Distribution Office for Foundation members and Mutual corporations during operating hours.

<b><u>Type of Copies</u></b>	<b><u>Type of Paper</u></b>	<b><u>Cost</u></b>
Black & White	white, 8 ½ x 11 or 8 ½ x 14 only	\$0.10 per page
Black & White	colored paper – in stock, limited variety	\$0.15 per page
Black & White	colored paper – shareholder provided	\$0.10 per page
Color	white, 8 ½ x 11 or 8 ½ x 14 only	\$0.15 per page

See attached list of prices.

<b><u>Other Services</u></b>	<b><u>Cost</u></b>
Stapled copies	no charge
Folding	\$2 flat fee

The photocopying of books is not permitted.

The photocopying of copyrighted material is not permitted. Examples of copyrighted material include: newspapers, magazines, photos, and sheet music.

The photocopying of materials is at owner's risk.

Payments will be collected at the Distribution Office. Acceptable forms of payment are cash and checks made out to Golden Rain Foundation.

There is a 500 page limit for black & white copies.

There is a 250 page limit for color copies. Payment for color copies will be collected at the Distribution Office and copies will be made by Foundation personnel in the Administration copy room when time permits.

**ADMINISTRATION****AMEND****MUTUAL ADMINISTRATION****Distribution Business Services****Mutual Corporation Copy Service**

The Mutual corporations carry accounts with the GRF Finance Department and may make copies in the Distribution Office without making immediate payment. A log of charges will be forwarded monthly to the Finance Department and will include the name of the director who requested the copies, the date, number of pages, copy charges, and a copy of the document that was duplicated.

The Finance Department will bill the Mutuals quarterly.

Community organizations and clubs are not permitted to carry accounts for copy service, with the exception of the Golden Age Foundation.

**Policy**

Adopted: 19 Dec 2014

Amended:

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

# WELCOME TO THE GRF DISTRIBUTION CENTER

For your convenience, the GRF Distribution Center is here to assist you in your copying needs. Effective July 13, 2015, the charges for copy services are as follows:

<u>Type of Copies</u>	<u>Type of Paper</u>	<u>Cost</u>
Black & White <i>500 page limit.</i>	white, 8 ½ x 11 or 8 ½ x 14 only colored paper – shareholder provided	\$0.08 per page (1-25 pages) \$0.07 per page (26-150 pages) \$0.05 per page (151+ pages)
Black & White <i>500 page limit.</i>	colored paper - in stock, limited variety	\$0.13 per page (1-25 pages) \$0.12 per page (26-150 pages) \$0.10 per page (151+ pages)
Color <i>250 page limit.</i> <i>Color copies will be made by GRF personnel when time permits.</i>	white, 8 ½ x 11 or 8 ½ x 14 only	\$0.13 per page (1-25 pages) \$0.12 per page (26-150 pages) \$0.10 per page (151+ pages)

## Other Services

## Cost

Stapled copies  
Folding

no charge  
\$2 flat fee

The photocopying of copyrighted material is not permitted. Examples of copyrighted material include books, newspapers, magazines, photos, and sheet music.

Acceptable forms of payment are cash, checks made out to *Golden Rain Foundation*, and credit card payments (\$10 min.).

With the exception of the Golden Age Foundation, community organizations, houses of worship, and clubs are not permitted to carry accounts for copy service.

The Mutual Corporations will be billed quarterly. A log of charges will be forwarded to the Finance Dept. and will include the name and signature of the director who requested the copies, the date, number of pages, copy charges, and a copy of the document that was duplicated.



08/10/2015  
9:00 AM

1020 Golden Rain Foundation  
Budget Comparison - GRF  
07/31/2015

Page: 12

P.O. Box 2069  
Seal Beach CA 90740

Jul Actuals	Jul Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Purchasing								
13,241	15,824	2,583	6100000 32	Salaries & Wages - Purchasing	94,591	104,574	9,983	179,566
938	1,144	206	6140000 32	Employment Taxes - Purchasing	7,757	8,682	925	14,414
1,354	1,462	108	6142000 32	Workers' Compensation - Purchasing	8,046	10,237	2,191	13,677
1,889	1,405	(484)	6143000 32	Group Insurance - Medical - Purchasing	14,898	9,838	(5,060)	18,863
51	33	(18)	6143300 32	Group Insurance - Dental - Purchasing	395	231	(164)	396
30	20	(10)	6143500 32	Group Insurance - Vision - Purchasing	224	136	(88)	236
247	476	229	6144000 32	401(k) Match - Purchasing	1,852	3,142	1,290	5,396
59	68	9	6145000 32	Group Insurance - Life - Purchasing	451	475	24	815
47	79	32	6146000 32	Long Term Disability Insurance - Purchas	360	555	195	950
0	0	0	6211000 32	Continuing Education - Purchasing	0	500	500	500
4,224	0	(4,224)	6213100 32	Temporary Agency Fees - Purchasing	16,474	0	(16,474)	0
0	0	0	6214000 32	Meals & Special Events - Purchasing	(4)	0	4	120
0	10	10	6215000 32	Mileage - Purchasing	0	70	70	120
156	163	7	6217000 32	Uniforms & Laundry - Purchasing	904	1,138	234	1,950
74	100	26	6410000 32	Office Supplies - Purchasing	670	700	30	1,200
0	100	100	6410005 32	Building Supplies - Purchasing	163	700	537	1,200
39	42	3	6410010 32	Hospitality - Purchasing	189	290	101	500
0	0	0	6410015 32	Computer Supplies - Purchasing	0	400	400	800
0	125	125	6410020 32	Equipment Expense - Purchasing	150	875	725	1,500
0	67	67	6410030 32	Printer / Copier Supplies - Purchasing	319	465	146	800
1,455	833	(622)	6411000 32	Freight & Handling - Purchasing	5,956	5,831	(125)	10,000
(38)	0	38	6411001 32	Inventory Price Variances - Purchases	265	0	(265)	0
64	0	(64)	6435100 32	Bank Service Fees - Purchasing	168	0	(168)	0
112	112	0	6444000 32	Equipment Rental - Purchasing	781	787	6	1,350
0	50	50	6471000 32	Building Repair & Maintenance - Purchas	0	350	350	600
178	50	(128)	6472000 32	Equipment Repair & Maintenance - Purchas	210	350	140	600
16	13	(3)	6478000 32	Service Contracts - Purchasing	118	88	(31)	150
20	0	(20)	6482000 32	Dues, Memberships & Books - Purchasing	374	101	(273)	200
0	0	0	6483000 32	Propane - Purchasing	472	1,400	928	2,000
1,026	167	(859)	6911500 32	Inventory Over / Short-Purchasing - Purc	(7,413)	1,165	8,578	2,000
333	333	0	6911505 32	Obsolete Inventory Adjustment - Purchas	2,331	2,331	0	4,000
25,514	22,675	(2,839)		Total Expenses	150,701	155,410	4,709	261,903
Other Cost Recovery								
45	833	(788)	5380320 32	Shipping & Processing Recovery - Purchas	14,821	5,835	8,986	10,000
120	0	120	5385000 32	Other Income - Purchasing	120	0	120	0
132	0	132	5540000 32	Discounts Earned - Purchasing	1,223	0	1,223	0
297	833	(536)		Total Othe Cost Recovery	16,163	5,835	10,328	10,000

08/10/2015  
9:00 AM

1020 Golden Rain Foundation  
Budget Comparison - GRF  
07/31/2015

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P.O. Box 2069  
Seal Beach CA 90740

Jul Actuals	Jul Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
20,945	20,945	0	5330000 32	Income / Refund from Mutuals - Purchasin	147,180	147,179	1	251,904
21,242	21,778	(536)		Total Cost Recovery	163,343	153,014	10,329	261,904
				Off Budget Items				
(4,616)	0	4,616	5990000 32	Materials Recovery - Purchasing	(32,755)	0	32,755	0
4,616	0	(4,616)	6415000 32	Materials Pass-Thru - Purchasing	32,755	0	(32,755)	0
0	0	0		Total Off Budget Items	0	0	0	0
(4,272)	(897)	(3,375)		Net Income / (Expense)	12,642	(2,396)	15,038	1

# Budget Variance Report - July 2015

## Purchasing - CC#32

<u>GL Code</u>	<u>Account Description</u>	<u>YTD Variance</u>	<u>Explanation</u>
6100000	Salaries & Wages	9,983.00	Open Position
6213100	Temporary Agency Fees	(16,474.00)	Temp hired to fill key vacant position
6142000	Worker's Compensation	2,191.00	2014 Refund \$1,429 allocated to CC32
6143000	Group Insurance - Medical	(5,060.00)	Additional participation not budgeted
6144000	401 (k) Match - Purch	1,290.00	Participation below planned budget
6911500	Inventory Over/Short	8,578.00	Inventory adjustments
5380320	Shipping & Proc. Recoveries	8,986.00	Actual shipping recoveries exceeds budget
Total Explained Variances		<u>9,494.00</u>	

# Purchasing Manager Report

Finance Committee Meeting, August 18, 2015

1. Budget Variance:

Cost center 32 is under budget a total of \$15,038 YTD. Notable variances are:

- Temp Agency Fees \$16,474 for temp worker, offset by \$9,983 total YTD under budget in Salaries & Wages, net result \$6,491 over budget.
- Worker's Compensation which is \$2,191 under budget due to 2014 refund application.
- 401(k) which is \$1,290 under budget due to variance from planned participation.
- Medical Insurance which is \$5,060 over budget due to unplanned participation.
- Inventory Overs and Shorts which is \$8,578 under budget due to found inventory adjustments.
- Shipping & Processing Recovery which is \$8,986 over planned budget.

2. Project Report:

- Fill Purchasing Assistant position.
- Axxerion launch.
- 2016 Budget planning, initial budget has been submitted.
- Item database clean-up (ongoing). Descriptions, case packs, etc.
- Warehouse Reorganization (ongoing):
  - Overstock to be properly located and labeled.
  - Clean-out/Organization of the lumber shed.
  - Organization of the receiving/large item holding area.

3. There is no new surplus equipment to submit this period, previously submitted file cabinet inventory processing is still in progress.

4. 2014/2015 Capital Project Status:

- Bar Code Printer Label: Pending.



# 2015 Total Purchasing Services Report

Month	Days	Purch Cash Sales	Mat'l Reqs Processed	Receipt Trans Processed	Walk-In Sales	CC Trans	Recorded Contractors	Purchase Orders	Total Services
January	21	\$ 5,238.88	549	157	199	0	29	192	1126
February	19	\$ 3,838.58	682	180	250	0	22	250	1384
March	22	\$ 7,446.17	638	249	232	0	20	214	1353
April	22	\$ 5,388.73	701	187	282	0	21	281	1472
May	20	\$ 4,925.90	643	170	195	0	28	201	1237
June	22	\$ 3,987.39	722	183	225	29	28	243	1430
July	22	\$ 4,952.19	719	193	244	57	43	200	1456
August									0
September									0
October									0
November									0
December									0
Total	148	\$ 35,777.84	4654	1319	1627	86	191	1581	9458
Daily Avg		\$ 241.74	31	9	11	2	1	11	64

Golden Rain Foundation  
August 18, 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	319,914	318,226	(1,688)
6140000 31	Employment Taxes - Finance	26,136	25,893	(243)
6142000 31	Workers' Compensation - Finance	8,878	11,293	2,415
6143000 31	Group Insurance - Medical - Finance	26,925	31,981	5,056
6143300 31	Group Insurance - Dental - Finance	560	766	206
6143500 31	Group Insurance - Vision - Finance	466	489	23
6144000 31	401(k) Match - Finance	6,185	8,702	2,517
6145000 31	Group Insurance - Life - Finance	1,333	1,358	25
6146000 31	Long Term Disability Insurance - Finance	1,100	1,586	486
6210005 31	Payroll Processing Fees - Finance	18,413	17,185	(1,228)
6211000 31	Continuing Education - Finance	0	0	0
6213100 31	Temporary Agency Fees - Finance	4,043	0	(4,043)
6214000 31	Meals & Special Events - Finance	32	0	(32)
6215000 31	Mileage - Finance	0	35	35
6410000 31	Office Supplies - Finance	967	3,385	2,418
6410005 31	Building Supplies - Finance	0	175	175
6410010 31	Hospitality - Finance	429	550	121
6410015 31	Computer Supplies - Finance	882	175	(707)
6410025 31	Lunch Room Supplies - Finance	47	115	68
6410030 31	Printer / Copier Supplies - Finance	2,395	4,085	1,690
6432100 31	Audit Fees - Finance	80,669	67,669	(13,000)
6435100 31	Bank Service Fees - Finance	2,728	2,380	(348)
6444000 31	Equipment Rental - Finance	1,825	1,795	(30)
6478000 31	Service Contracts - Finance	1,288	1,155	(133)
6482000 31	Dues, Memberships & Books - Finance	0	170	170
6483201 31	Mailouts - Periodic - Finance	8,199	7,050	(1,149)
6483202 31	Mailouts - Pymt Coupons - Finance	7,605	0	(7,605)
6491000 31	Miscellaneous Writeoffs - Finance	(86)	0	86
6721000 31	State & Federal Taxes - Finance	27,255	9,625	(17,630)
6910000 31	Uncollectible Customer Receivables - Fin	1	0	(1)
6951000 31	Non-Budgeted Exp for Committee - Finance	107	585	478
Total Expenses		548,296	516,428	(31,868)

**Budget Variance Report - July 2015**  
**Dept Name - CC 31**

GL Code	Account Description	Variance	Explanation
6142000	Workers' Compensation	2,415	2014 Refund \$1,576 allocated to CC31
6143000	Group Insurance	5,056	Lower participation & reduced 2015 premiums than budgeted
6144000	401(k) Match	2,517	Lower participation than budgeted
6213100	Temporary Agency Fees	(4,043)	Three weeks LOA (AP) required temp - unbudgeted
6432100	Audit Fees	(13,000)	Add'l fees for 2014 tax filings - unbudgeted
6483202	Mailouts - Pymt Coupons	(7,605)	\$5,162 second coupon mailing in Feb - unbudgeted
6721000	State & Federal Taxes	(17,630)	2015 Est taxes exceed annual budget by \$31,300
Total Explained Variances		(32,290)	

Golden Rain Foundation  
August 18, 2015 Meeting of the Finance Committee  
Controller's Report

**Budget Timeline**

		<b>GRF Budget Timeline</b>
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.



Golden Rain Foundation  
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**Investments**

- Purchased in July – none (liquidity needed for capital purchases)
- August Liquidity:
  - \$535,000 – BNY Mellon (Capital Fund) – recommend transferring to US Bank or FFB
  - \$350,000 – FFB Maturing CDARs (Reserve Fund) – recommend reinvesting in a one-year CDAR

**Superwire**

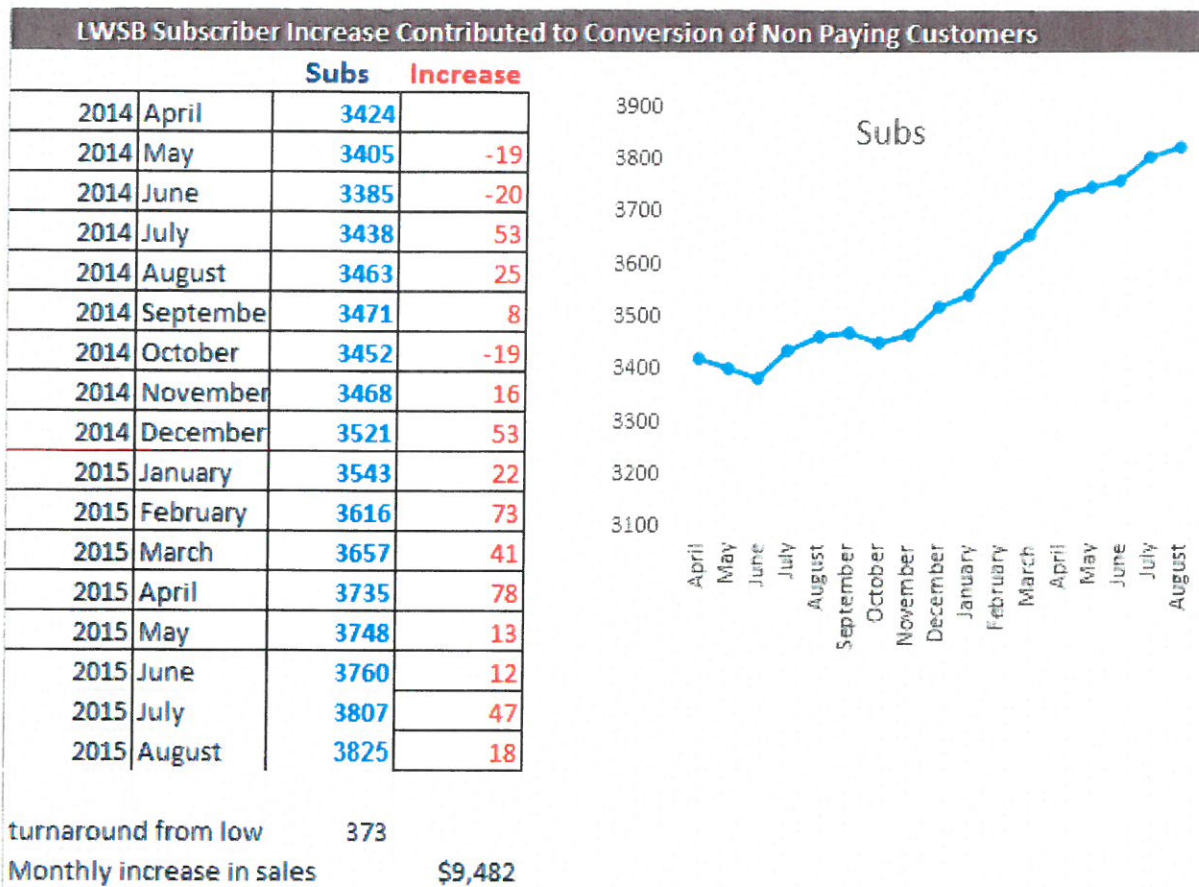
1. Monthly payments of \$1,600 are received each month on past due amounts for 2009 – 2012 until arrears have been paid in full. See schedule below.
2. Monthly estimated payments of 850.35 for current extra service revenue through May.
3. Per Mike Heil, effective June, GRF is to collect \$1,000 for estimated current extra service revenue.
4. First quarter 2015 true-up amount was deducted from the July settlement payment to Superwire.

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
1st Qtr 2015	-	Paid in full Jul '15
Subtotal	\$2,993.00	
Total	<u>19,035.51</u>	
Payments:	(\$8,000.00)	4/1/2015 - 8/1/2015
Bal Due:	<u>11,035.51</u>	

From Bob McCauley:



Golden Rain Foundation  
August 18, 2015 Meeting of the Finance Committee  
Controller's Report



**Aged Receivables** (Quarterly Review)

**Contract Renewal Report** (Attached)

Golden Rain Foundation  
August 18, 2015 Meeting of the Finance Committee  
Controller's Report

**Mutual Seventeen Lease Income**

1. All annual lease fees have been collected
2. Collected YTD: \$7,784.00

**M17 Lease Fees Collected in July 2015**

			Month	YTD
	336		Total	Total
7/2/2015	1		1	
	1		1	24

			Month	YTD
	336		Total	Total
7/2/2015	336		336	
			336	
<b>Total M17 Lease Fees Collected July 2015</b>			<b>336</b>	<b>7,784</b>

Policy 5061-33 Distribution:

		Month	YTD
Capital Improvement Fund	67%	225	5,214
Reserve Fund	33%	111	2,570
<b>Total Membership Fees</b>		<b>336</b>	<b>7,784</b>

Golden Rain Foundation  
August 18, 2015 Meeting of the Finance Committee  
Controller's Report

**SRO Aging Recap:**

Month	Last Month	This Month
Nov-14	1	-
Feb-15	6	6
Mar-15	6	2
Apr-15	106	78
May-15	209	125
Jun-15	1,042	177
Jul-15		999
Total	1,370	1,387

**Pending Action Items:**

None



**Golden Rain Foundation  
Operating Expense Contracts  
As of 8/12/2015**

Cost Center	Vendor	Name	Contract Amount	Contract Start Date	Contract End Date
34	FRAN02	Franklin Technology Syst	1,425.00	6/18/2014	6/18/2015
45	MRCA01	Mr Cat Productions	1,125.00	6/27/2013	9/30/2015
33	ACCU01	Accurate Voting Services	32,687.60	10/28/2014	10/28/2015
40	BROA01	Broadcast Music, Inc.	7,300.00	11/1/2014	10/31/2015
33	NEOP01	Neopost Usa Inc	1,099.20	12/2/2014	12/1/2015
40	ASCA01	American Society Of Comp	-	1/1/2015	12/31/2015
49	CCSO01	CCS Orange County Janito	87,645.47	1/1/2008	12/31/2015
40	SESA01	SESAC LLC	1,525.00	1/1/2015	12/31/2015
34	MAZZ01	Mazztec Inc	800.00	1/1/2015	1/1/2016
34	CORE01	Corelogic Solutions, Llc	16,243.00	2/24/2015	2/24/2016
33	PRI001	Priority Neopost	2,976.00	3/27/2015	3/26/2016
Various	FENN01	Fenn Termite & Pest Cont	-	4/1/2014	3/31/2017
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
79	CALM01	Calmet Services Inc	-	8/1/2007	7/31/2022
34	ATHO01	AtHomeNet	633.50	3/15/2013	12/31/9999
30	BERG02	Bergkvist, Bergkvist & C	-	10/9/2013	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
31	PAYC01	Paychex	-	10/18/2013	12/31/9999



**Golden Rain Foundation  
Revenue Contracts  
As of 8/12/2015**

CC	Client	Name	Contract	Expiration Date
70	3DARRE01	Darrell Peek General Contractor	Parking Lease 1 year	10/1/2015
70	3JCKRE01	J.C. Kress Construction	Parking Lease 1 year	12/1/2015
70	3JOHNS01	John's Landscape Service	Parking Lease 1 year	4/1/2016
30	3RVCLUB	RV Club	Ground Lease 5 years	12/31/2016
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
60	3HCC	Health Care Center on Golden Rain Road	Ground and Service Lease 3 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
30	3SEALB01	Seal Beach Shopping Center	16243	12/31/9999
30	3VERIZ01	Verizon	Service Lease- Started 1972	12/31/9999