

FINANCE COMMITTEE MINUTES

November 18, 2014

The regular meeting of the Finance Committee held on Tuesday, November 18, 2014, was called to order by Chair Stone at 10:00 a.m., in the Administration Conference Room. The Pledge of Allegiance led by Ms. Stone.

ROLL CALL

Present:	Ms. L. Stone, Chair	Mr. S. McGuigan
	Mr. D. Craig	Ms. P. Snowden
	Mrs. C. Damoci	Mrs. M. Wood
	Mr. J. DeMarco	Ms. R. Winkler, Ex Officio

Staff:

- Mr. R. Ankeny, Executive Director
- Ms. B. Shuler, Finance Supervisor
- Ms. Rogers, Purchasing Supervisor
- Mrs. J. Reed, GRF Representative, Mutual Four
- Mr. L. Krieger, GRF Representative, Mutual Nine
- Mr. Moore, GRF Representative, Mutual Seventeen
- Two Foundation Members

INTRODUCTION OF STAFF AND GUESTS

The Chair introduced and welcomed Foundation members and Staff.

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

TO dispense with the reading of a quorum of the GRF Board is present.

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 prescribed 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 October.

COMMITTEE RULES

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.

CONSENT CALENDAR – APPROVAL OF COMMITTEE MEETING MINUTES

Approval of Regular Meeting Minutes of September 16, 2014
Approval of Special Meeting Minutes of September 19, 2014
Approval of Special Meeting Minutes of October 17, 2014
Approval of Special Meeting Minutes of October 21, 2014

In accordance with Civil Code 4090, the Committee will make available a summary of the meetings, wherein any item placed in the Consent Calendar can be approved in one motion, is requested.

Mr. McGuigan MOVED, seconded by Mrs. Damoci -

TO approve the consent calendar as set forth on the agenda.

The motion carried with two abstentions of the Special meeting of October 17, 2014 (Wood and Craig).

CHAIR'S ANNOUNCEMENTS

The Chair announced there will be a Special meeting held on November 24, 2014 at 10:00 a.m. in Clubhouse Three, Room Nine. The purpose of the meeting is to review the first sections of the Reserve Study.

FOUNDATION MEMBER COMMENT PERIOD (FOR AGENDA ITEMS ONLY)

One Foundation Member spoke on the Mutual Self-Insurance Fund and the duties of the Golden Rain Foundation Treasurer and Chair of the Finance Committee.

REVIEW CORRESPONDENCE

The Committee reviewed correspondence on Real Estate Companies keeping their website with up-to-date information. It was the consensus of the Committee to task the Executive Director to respond and inform the shareholder that the Finance Committee has no purview over this matter.

STAFF REPORTS

Finance Supervisor – Financial Report Review

The Finance Supervisor reviewed the October 2014 financial reports, variance summaries, balance sheet, capital budget and cash flow activity.

She informed the Committee members that there is a new IRS ruling regarding tangible property, requiring action by the GRF and the Mutuals to establish and adopt a capitalization policy. The 2014 tax return will need to include form 3115, Application for Change in Accounting Method.

The Controller's detailed report is attached at the end of the minutes.

Accept October 2014 Financial Statements

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

TO recommend the Board accept the October 2014 Financial Statements for audit.

Purchasing Supervisor

The Purchasing Supervisor provided a list of surplus equipment to be disposed of.

Mr. Craig MOVED, seconded by Mr. DeMarco and carried unanimously-

TO accept the list of disposals from the Purchasing Department.

She presented a list of surplus equipment to be sold.

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

TO accept the list of surplus equipment to be sold.

She presented quotes on new shelves and bins for the warehouse department. After discussion, Mr. Craig MOVED, seconded by Mr. DeMarco and carried unanimously –

TO approve the quote with All America Rack Company in the amount of \$7,938.76.

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

Executive Director

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

UNFINISHED BUSINESS

Dissolution of Mutual Self-Insurance Fund (MSIF)

A request from Mutual Four was received to retain \$10,000 in the MSIF due to ongoing lawsuits.

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

TO forward the request from Mutual Four to retain \$10,000 in the MSIF to the Presidents Council for a decision.

Resales Contract

The Chair announced the Resales Sub-Committee will be a meeting on Wednesday, November 26, 2014 in the Administration Conference Room to review the Resales contract.

Amend Policy 5115, Finance Committee – Discussion Only

The Committee members discussed Policy 5115, Finance Committee. The Committee concurred to forward the policy to the Re-Write Sub-Committee for review and amendment.

President's Comments

The President reported she is pleased with the questions' being asked and disappointed on the attendance at the Finance Committee meetings.

Foundation Member Comment Period

One Foundation Member commented on rumors about the 2015 budget.

Committee Member Comments

Two Committee Members complimented the Chair on how she runs her meeting.

ADJOURNMENT

The next monthly meeting will be held on Tuesday, December 16, 2014 in the Administration Conference Room.

The Chair adjourned the meeting at 11:48 a.m.



Linda Stone, Chair

FINANCE COMMITTEE

mm 12.12.12

Motions

- **TO** dispense with the reading of a quorum of the GRF Board is present;
- **TO** approve the consent calendar as set forth on the agenda;
- **TO** recommend the Board accept the October 2014 Financial Statements for audit;
- **TO** accept the list of disposals from the Purchasing Department;
- **TO** accept the list of surplus equipment to be sold;
- **TO** forward the request from Mutual Four to retain \$10,000 in the MSIF to the Presidents Council for a decision.

Actions

- Special meeting held on November 24, 2014 at 10:00 a.m. in Clubhouse Three, Room Nine. The purpose of the meeting is to review the first sections of the Reserve Study.
- Executive Director will respond and inform the shareholder that the Finance Committee has no purview over Real Estate postings.
- Resales Sub-Committee will be a meeting on Wednesday, November 26, 2014 in the Administration Conference Room to review the Resales contract.
- Forward Policy 5115, Finance Committee to the Re-Write Sub-Committee for review and amendment.

Controller's Financial Recap – October 2014

As of the ten-month period ended October, 2014 the financial reports indicate that GRF is in favorable financial position with a surplus of \$759,682.

Major variances are:

Salaries, Wages & Benefits	593,131	YTD FTEs are below budget by 5;\$42K workers comp 2013 refund plus YE of \$58.8 favorable variance; New Group Ins contract < budget.
Temp EEs / Recruitment	(50,094)	Temp used to fill key positions.
Net positive variance	543,037	
Depreciation	147,217	Capitalization of the paving project of \$1.9M was deferred for 4 months; \$886K carryover from 2013 not yet used.
Materials & Supplies	75,832	Prudent spending
Other Income	56,064	YTD donations of \$20K; Guest passes \$5K; Building permits \$32K.
Onsite Sales Office Rental Inc.	54,595	Actual sales exceeded budget
State & Federal Taxes	42,666	Although \$51,200 was budgeted for the year, the current tax liability is sufficient for the year. YTD accrual was reversed.
SRO Labor Cost Recovery	(38,467)	Lag in labor recognition due to pending open work orders.
Stock Transfer Fees	(46,280)	Less stock transfers than planned.
Record Retention	(70,825)	Document scanning – unbudgeted item.

Controller's Financial Recap – October 2014

Capital Budget expenditures for the year are \$286,644 with a budget of 3M.

Funds totaling \$2.9M were carried over from the 2013 capital budget. Projects totaling \$2M have been completed and capitalized from these funds. The remaining \$886K is assigned to projects that have not yet been completed.

2014 CAPITAL ACQUISITION BUDGET

Center	Description	Budget Amount	EXPENDITURES			Remeaining Balance	Labor	Variance
			Jan- Sept	Oct	Total			
30	45 Chairs for Admin Conference Room	9,680	9,680.00		9,680.00	0.00		0.00
30	Lobby Area Chairs outside Conference Room	0	1,594.32		1,594.32	(1,594.32)		(1,594.32)
30	Admin. Lunch Room- Conference Table and Mid Back chairs	0	3,178.15		3,178.15	(3,178.15)		(3,178.15)
30	Admin. Building Remodel 2014	71,000	-			71,000.00		
32	Cantilever Rack for Wood Storage	3,000	1,709.99		1,709.99	1,290.01		1,290.01
32	Barcode label printer	1,000	-		0.00	1,000.00		1,000.00
32	Showroom remodel (from 2013 but not carried forward)	0	1,584.92		1,584.92	(1,584.92)		(1,584.92)
34	IP Phones (8@500, plus conference phone \$1k)	5,000	863.98		863.98	4,136.02		4,136.02
34	Tablet Devices for Physical Properties (8@ \$700)	5,600	3,846.28		3,846.28	1,753.72		1,753.72
34	Tablet Devices for Managers (5@ \$700)	3,500	4,780.08		4,780.08	(1,280.08)		(1,280.08)
34	Tablet Devices for Service Maintenance (30 @ \$700) (21K)	0	-		0.00	0.00		0.00
34	Library Patron/Print Management System	10,000	-	6,400.00	6,400.00	3,600.00		3,600.00
34	Workstation Replacements, Peripherals, Misc Hardware	15,000	7,973.11	804.36	8,777.47	6,222.53		6,222.53
34	Dell R710 Server Memory Upgrade	10,000	-		0.00	10,000.00		10,000.00
34	Windows 7 Licenses	2,000	-		0.00	2,000.00		2,000.00
34	Time and Attendance Hardware	6,395	2,354.34		2,354.34	4,040.66		4,040.66
34	Surveillance Camera Expansion	30,000	5,617.08	5,207.32	10,824.40	19,175.60	1,947.00	17,228.60
34	Campus Wifi for GRF staff & directors (40K)	0	-		0.00	0.00		0.00
34	Jenark One time Fee	145,000	-		0.00	145,000.00		145,000.00
34	iPads for Directors and IT (from 2013 but not carried forward)	0	3,243.47		3,243.47	(3,243.47)		(3,243.47)
35	Jamex 6557 Multi Copy, bill and coin unit- Delivery Charge	0	29.00		29.00	(29.00)		(29.00)
35	8 Computers Patron use	6,500	6,145.89		6,145.89	354.11		354.11
35	Security & Catalog Software	0	14,110.66		14,110.66	(14,110.66)		(14,110.66)
35	Installed Gas electric package A/C unit	0	5,800.00		5,800.00	(5,800.00)		(5,800.00)
36	6 Mini Mac Computers @ \$600 each	3,600	1,090.80		1,090.80	2,509.20		2,509.20
36	6 Computer monitors @ \$300 each	1,800	612.78		612.78	1,187.22		1,187.22
36	Filemaker Pro 12 Advanced	500	-		0.00	500.00		500.00
36	4 Filemaker Pro Licenses @ \$300 each	1,200	-		0.00	1,200.00		1,200.00
36	Ipad Mini Wi-Fi Cell 16GB (Phase 1 Credit Card Solution)	0	913.20		913.20	(913.20)		(913.20)
37	Case Management Software (10K)	0	-		0.00	0.00		0.00
37	4 Visitor Admissions Printers	4,000	-		0.00	4,000.00		4,000.00
37	4 Replacement Security Patrol Vehicles	120,000	106,549.98		106,549.98	13,450.02		13,450.02
37	Overhead lights, spotlight, and siren for new patrol vehicles	5,000	3,988.98		3,988.98	1,011.02		1,011.02
37	Portable security cameras for outdoor use	3,000	-		0.00	3,000.00		3,000.00
37	License plate recognition system (one at each gate)	20,000	19,587.72		19,587.72	412.28		412.28
40	Clubhouse Air conditioner Replacements	20,000	-		0.00	20,000.00		20,000.00
40	Miscellaneous Sound Equipment	5,000	-		0.00	5,000.00		5,000.00
40	Professional services for master planning	50,000	-		0.00	50,000.00		50,000.00
45	Amphitheater- Replace console	0	1,409.50		1,409.50	(1,409.50)		(1,409.50)
48	Hot pool shade	4,000	-		0.00	4,000.00		4,000.00
48	Raypack Pool Pump	0	1,309.08		1,309.08	(1,309.08)		(1,309.08)
48	Installed Gas Pool Heater at the Pool/Spa	0	3,280.00		3,280.00	(3,280.00)		(3,280.00)
51	Clubhouse 1- Blue Chairs	5,000	4,975.34		4,975.34	24.66		24.66
52	Clubhouse 2- Blue Chairs	5,000	4,975.34		4,975.34	24.66		24.66
52	Clubhouse 2- Replaced Auto Transfer Switch	0	3,517.00		3,517.00	(3,517.00)		(3,517.00)
53	Clubhouse 3- Blue Chairs	5,000	4,975.34		4,975.34	24.66	162.00	(137.34)
53	Clubhouse 3- Microphones- Audio Technica Pro	0	323.94		323.94	(323.94)		(323.94)

2014 CAPITAL ACQUISITION BUDGET

Center	Description	Budget Amount	EXPENDITURES			Remeaining Balance	Labor	Variance
			Jan- Sept	Oct	Total			
53	Clubhouse 3- Recover Sound Panels in Room 1-9	0	7,550.00		7,550.00	(7,550.00)		(7,550.00)
53	Clubhouse 3- Replaced Vertical Blinds in Room 1-9	0	4,078.60		4,078.60	(4,078.60)		(4,078.60)
53	Clubhouse 3- Restroom Auto Doors	0	4,453.00		4,453.00	(4,453.00)		(4,453.00)
54	Clubhouse 4- Blue Chairs	5,000	4,975.34		4,975.34	24.66	162.00	(137.34)
54	Clubhouse 4- Entry Way concrete replacement	9,000	-		0.00	9,000.00		9,000.00
54	Clubhouse 4- Art Room Heat Pump	0	4,600.00		4,600.00	(4,600.00)		(4,600.00)
54	Clubhouse 4- Remove Concrete and Construct Wheel Chair R	0	10,788.00		10,788.00	(10,788.00)		(10,788.00)
56	Excerise Equipment (Use Tax) (from 2013 but not carried forw	0	303.60		303.60	(303.60)		(303.60)
56	Stiga Surround- Table tennis barriers	0	862.56		862.56	(862.56)		(862.56)
74	2 Portable Air Compressor	0	645.84		645.84	(645.84)		(645.84)
74	Compactor WP- 1150AW Asphalt	0	2,279.88		2,279.88	(2,279.88)		(2,279.88)
79	Lanscaping at Trailer Park	0	3,675.00		3,675.00	(3,675.00)		(3,675.00)
79	Perimeter wall sections M & L	1,200,000	-		0.00	1,200,000.00		1,200,000.00
79	Perimeter wall Engineering	30,000	-		0.00	30,000.00		30,000.00
79	Landscape Improvement	40,000	-		0.00	40,000.00		40,000.00
79	Trust Street Paving Project	1,000,000	-		0.00	1,000,000.00		1,000,000.00
79	Trust Street Landscape Improvements	52,000	-		0.00	52,000.00		52,000.00
79	Re-roof community facilities buildings- Clubhouse One	90,000	-		0.00	90,000.00		90,000.00
79	Paint Main Gate Areas	20,000	-		0.00	20,000.00		20,000.00
Total Planned Capital Acquisitions		3,022,775.00	274,232.09	12,411.68	286,643.77	2,736,131.23	2,271.00	2,662,860.23

Donated Capital	
Center	Description
38	Access Bus- 2014 ARBOC Spirit Freedom (donated by GAF)
51	Clubhouse 1 - Ice Machine (donated by GAF)
54	Clubhouse 4 - Ice Machine (donated by GAF)
56	Excerise Equipment (donated by GAF)
79	Polara Navigator Audible Pedestrian Pushbutton System (donated by GAF)
Total Donated Capital	

EXPENDITURES		
Jan- Sept	Oct	Total
\$ 117,166.12		117,166.12
\$ 191.52		191.52
\$ 191.52		191.52
\$ 4,196.60		4,196.60
\$ -	11,895.00	11,895.00
121,745.76	11,895.00	133,640.76

Labor
681.00
723.00
1,404.00

Total Capital Acquisitions

3,022,775.00	395,977.85	24,306.68	420,284.53	2,736,131.23	3,675.00	2,662,860.23
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Earmarked for a different project

2013 CAPITAL ACQUISITION BUDGET CARRYOVER TO 2014

Center	Description	Carryover Balance	EXPENDITURES			Remaining Balance	Labor	Variance
			Jan- Sept	Oct	Total			
30	Sound and Projection System - Admin. Conference Room	33,031.00	37,115.11		37,115.11	(4,084.11)	20,448.30	(24,532.41)
32	Relocate Warehouse heating unit (Proj. 3338-13P)	2,000.00	2,132.00		2,132.00	(132.00)		(132.00)
33	Stock Transfer Mail Folder Inserter Machine	19,029.44	19,029.44		19,029.44	0.00	180.00	(180.00)
33	Stock Transfer 10 lb Scale Postage Machine	13,961.72	13,961.72		13,961.72	0.00		0.00
34	31 Computers & laptops	27,185.00	23,833.08		23,833.08	3,351.92		3,351.92
34	Server Rack and Network Infrastructure Improvements (sales tax)	56.40	56.40		56.40	0.00		0.00
34	Jenark / MicroMain	115,000.00	0.00		0.00	115,000.00		115,000.00
37	Radio repeaters for Security & Service Maintenance	5,872.10	6,233.44		6,233.44	(361.34)		(361.34)
37	St. Andrews Gate carpet replacement	2,500.00	1,698.20		1,698.20	801.80		801.80
37	Automated Pedestrian Gate	5,000.00	0.00		0.00	5,000.00		5,000.00
51	Clubhouse 1 - Lobby Furniture	15,000.00	9,362.33	499.17	9,362.33	5,637.67	942.00	4,695.67
52	Clubhouse 2 - 52 Long Tables (sales tax)	549.87	549.87		549.87	0.00		0.00
53	Clubhouse 3 - Heat pump	4,500.00	5,000.00		5,000.00	(500.00)		(500.00)
54	Clubhouse 4 - Heat pump	3,690.00	4,100.00		4,100.00	(410.00)		(410.00)
54	Clubhouse 4 - Replace All Tiles	40,000.00	0.00		0.00	40,000.00		40,000.00
55	Video Producers Equipment (sales tax)	62.32	62.32		62.32	0.00		0.00
55	Café Project	11,040.00	10,128.32		10,128.32	911.68	6,597.00	(5,685.32)
56	Various Exercise Equipment	7,042.53	7,042.53		7,042.53	0.00	72.00	(72.00)
70	Carpeting - downstairs	10,000.00	20,200.00		20,200.00	(10,200.00)		(10,200.00)
70	Interior Painting (1st & 2nd Floors)	16,000.00	16,000.00		16,000.00	0.00		0.00
70	Exterior Painting	10,000.00	3,985.00		3,985.00	6,015.00		6,015.00
74	Gas Welding Machine with Torch	9,000.00	8,066.48		8,066.48	933.52		933.52
74	2 Portable generators (sales tax)	127.84	127.84		127.84	0.00		0.00
74	Chairs for Lunch Room (sales tax)	78.72	78.72		78.72	0.00		0.00
79	Perimeter Wall Replace - A & B (Chgd to R) (Proj. 591-01B)	500,000.00	0.00		0.00	500,000.00		500,000.00
79	Main Gate Beautification (Proj. 683-12A)	200,000.00	0.00		0.00	200,000.00		200,000.00
79	Landscape Improvement	24,136.10	0.00		0.00	24,136.10		24,136.10
79	Trust Street Paving Projects	1,898,896.00	1,898,895.85		1,898,895.85	0.15		0.15
Total Planned Capital Acquisitions Carryover from 2013		2,973,759.04	2,087,658.65	499.17	2,087,658.65	886,100.39	28,239.30	857,861.09

2,961,919.00 Per Capital Budget Variance Report - December 31, 2013
 4,788.00 Add back Ice Machines deducted from 2013 budget (donated by GAF)
 5,000.00 Add overall unused funds to CC 34 for Jenark / MicroMain
 2,106.03 Misc variance with paving project & added sales tax for 2013 purchases
 (53.99) Adjustment to CH3 - Microphones

2,973,759.04
 0.00

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Project No.	Description	Approved Outlay	Date Approved						*
591-01B	Perimeter Wall Sections R	490,255.00							*
	Contingencies								*
Vendor :	John Dantuma Masonry	423,630.00	12/3/2013 contract date						*
	John's Landscape	2,460.00	12/3/2013 contract date						*
	Ted Stamen	450.00	2/19/2014 contingency fund						*
	Pinnacle Landscape	6,000.00	4/4/2014 contract date						*
	MJ Jurado	41,760.00	6/4/2014 contract date						*
	Spectrum Care Landscape	9,800.00	8/21/2014 contract date						*
	John's Landscape	3,840.00	8/19/2014 No Contract						*
	Spectrum Care Landscape	2,315.00	8/8/2014 PP Committee Minutes						*

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Date	Vendor / Job Details	Invoice Number	Amount	Monthly Total	Project Total				
12/10/13	John Dantuma Masonry	332	52,342.50	52,342.50	52,342.50				
2/12/2014	John Dantuma Masonry	3321	84,335.00						
2/7/2014	John's Landscape	CF-0035-90	2,214.00	86,549.00	138,891.50				
3/11/2014	John Dantuma Masonry	3322	84,335.00						
3/17/2014	Ted Stamen	022414-Revi	450.00	84,785.00	223,676.50				
4/9/2014	John Dantuma Masonry	3323	84,335.00	84,335.00	308,011.50				
5/6/2014	John Dantuma Masonry	3324	84,335.00						
5/19/2014	Pinnacle Landscape Co.	71762	5,400.00	89,735.00	397,746.50				
6/30/2014	City of Seal Beach- reimburs. Sidewalk		(7,000.00)	(7,000.00)	390,746.50				
7/24/2014	John Dantuma Masonry	3325	33,947.50	33,947.50	424,694.00				
9/3/2014	MJ Jurado	362	43,884.00						
9/5/2014	MJ Jurado	372	4,876.00						
9/15/2014	Johns Landscape Services	Ex0814CF	3,840.00						
9/30/2014	Spectrum Care Landscape	PP Minutes	2,315.00	54,915.00	479,609.00				
10/2/2014	Spectrum Care Landscape	0054972-IN	9,800.00	9,800.00	489,409.00				

Project No.	Description	Approved Outlay	Date Approved
591-01B	Perimeter Wall Sections A Contingencies	379,760.00	10/6/2014
Vendor :	John Dantuma Masonry	378,000.00	10/6/2014 contract date
	Pinnacle Landscape	1,760.00	6/5/2014 contract date

Date	Vendor / Job Details	Invoice Number	Amount	Monthly Total	Project Total
10/29/2014	Dantuma Masonry	430	37,800.00	37,800.00	37,800.00

Project No.	Description	Approved Outlay	Date Approved
668-11B	Westminster Development Contingencies	8,525.00	
Vendor :	Craig Weber & Associates	675.00	7/3/2014 No Contract
	Black Rock Geosciences	7,850.00	6/30/2014 Contract

Date	Vendor / Job Details	Invoice Number	Amount	Monthly Total	Project Total
8/13/2014	Craig Weber & Associates	7/3/2014	675.00		
8/22/2014	Black Rock Geosciences	7/25/14	5,850.00	6,525.00	6,525.00

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Project No.		Description		Approved Outlay	Date Approved																			
683-12A		Main Entrance Beautification		37,155.34																				
Vendor :		Craig Weber & Associates		3,760.00	1/21/2013		Contract Date																	
		Graham Stanley & Associates		3,000.00	1/21/2013		Contract Date																	
		Graham Stanley & Associates		3,000.00	3/1/2013		Contract Date																	
		Graham Stanley & Associates		88.84	3/31/2013		No Contract																	
		Craig Weber & Associates		1,950.00	10/25/2013		No Contract																	
		Craig Weber & Associates		18,650.00	11/6/2013		Approved by PP Committee																	
		Pen, Ink, Color		1,500.00	2/15/2014		Contract Date																	
		Pen, Ink, Color		1,050.00	5/27/2014		No Contract																	
		Craig Weber & Associates		1,283.50	6/4/2014		No Contract																	
		Craig Weber & Associates		1,000.00	8/9/2014		No Contract																	
		Craig Weber & Associates		953.00	8/10/2014		No Contract																	
		Craig Weber & Associates		920.00	8/7/2014		No Contract																	

Date	Vendor / Job Details	Invoice Number	Amount	Monthly Total	Project Total
3/22/2013	Graham Stanley & Associates	2716	3,000.00		
3/22/2013	Graham Stanley & Associates	2720	1,000.00	4,000.00	4,000.00
5/1/2013	Graham Stanley & Associates	2723	2,000.00		
5/2/2013	Graham Stanley & Associates	2724	88.84		
5/31/2013	Craig Weber & Associates	2-1-13	3,760.00	5,848.84	9,848.84
11/1/2013	Craig Weber & Associates	10-1-13	1,950.00	1,950.00	11,798.84
1/28/2014	Craig Weber & Associates	12-2-13	6,131.00	6,131.00	17,929.84
2/12/2014	Craig Weber & Associates	1-2-14	2,567.50		
2/20/2014	Pen, Ink, Color	February 13, 2014	500.00	3,067.50	20,997.34
4/21/2014	Craig Weber & Associates	3-4-14	390.00	390.00	21,387.34
5/6/2014	Craig Weber & Associates	2-1-14	1,080.00	1,080.00	22,467.34
6/3/2014	Pen, Ink, Color	May 27, 2014	2,050.00		
6/11/2014	Craig Weber & Associates	5-1-14	3,520.00	5,570.00	28,037.34
8/13/2014	Craig Weber & Associates	7-4-14	970.00	970.00	29,007.34
9/5/2014	Craig Weber & Associates	6-4-14	5,275.00	5,275.00	34,282.34
10/2/2014	Craig Weber & Associates	8-9-14	1,000.00		
10/2/2014	Craig Weber & Associates	8-10-14	953.00		
10/2/2014	Craig Weber & Associates	8-7-14	920.00	2,873.00	37,155.34

		Approved Outlay	Date Approved	
Project No.	Description			
ABR2014 712-14	Administration Building Renovation	71,000.00	7/15/2014	
Vendor :	Coast Factory Blinds	3,932.40	9/24/2014	
	Golden State Surfaces	22,800.00	9/23/2014	
	Miscellaneous	5,088.73		
	Total Commitments	31,821.13		
		Materials	Labor	Total
SROs:	231854	8.52	123.00	131.52
	232024	2.03	414.00	416.03
	233909	0.00	474.00	474.00
	233138	0.00	54.00	54.00
	236282	0.00	18.00	18.00
	235958	0.00	27.00	27.00
	233498	8.92	843.00	851.92
	237075	0.00	36.00	36.00
	236357	0.00	180.00	180.00
	235509	0.00	24.00	24.00
	233642	0	1554	1,554.00
Other:	See details below			7,368.73
	Total Project			11,135.20

Date	Vendor / Job Details	Invoice Number	Amount	Monthly Total	Project Total
8/26/2014	Cheaper Office Solutions- Desk	PO021930	774.72		
8/26/2014	Liquidation Group- Desk	PO021931	999.00		
8/26/2014	Overstock- Workstation	PO021936	1,186.99	2,960.71	2,960.71
9/11/2014	Mark Ambrose- Re-upholster chairs	PO021983/431	591.44		
9/17/2014	Apple- Apple TV USA	PO022010/4272754962	101.52		
9/23/2014	Frys.com- LG 42" TV	CR-00609	327.92		
9/23/2014	Amazon- EVGA GeForce 8400GS Video Card	CR-00608	44.68		
9/23/2014	Amazon- Gold Premium 50ft Cable	CR-00621	33.64		
9/23/2014	Bizchair.com- Bookcase	PO022110	144.00		
9/23/2014	Amazon- Tv Wall Mount	CR-00615	34.56		
9/23/2014	Amazon- GE HDMI Wall Plate	CR-00620	16.29		
9/25/2014	Amazon- Coastal Décor Clock	PO022186	48.44		
9/29/2014	Overstock- Rising Ride Canvas Print	PO022185	135.99	1,478.48	4,439.19
10/2/2014	Los Alamitos Lock Services- Part and Labor	Inv. S11733	199.45		
10/2/2014	Los Alamitos Lock Services- Rekey and Labor	Inv. A11718	177.50		
10/17/2014	Golden State Surfaces- Remove and install Carpet	Inv. GS1267-1	2,280.00		
10/20/2014	Overstock- Artworks	PO022326	251.43		
10/31/2014	Zoro Tools- Electrical Brackets	PO022008	21.16	2,929.54	7,368.73

Jenark and MicroMain Software Purchase

MicroMain:

Software Licenses	20,900.00
Annual Maintenance	12,600.00
One-Time Setup	1,890.00
Project Implementaion Customization	2,340.00
Training & Implementation	7,740.00
Application Integration/Customization	15,795.00
Travel expenses (variable)	
	61,265.00

Corelogic Jenark:

License Fees (Taxable)	90,240.00
Tech Charges (Non-taxable)	68,050.00
Total Contract Amount (not incl tax)	158,290.00
Taxes on License Fees	7,219.20
	165,509.20

Budgeted Funds

2013 Capital Acquisition Budget Carryover to 2014	115,000
2014 Capital Acquisition Budget	145,000
	260,000

Total Conversion Costs

226,774.20

Jenark: Progress Payments

	License	Tech	Tax	Total	Inv #	Inv Date	Check #	Ck Date
Down Pymt with Agreement	79,145.00		6,331.60	85,476.60	112875	2/14/2014	94278	2/21/2014
						3/5/2014	94904	6/3/2014
Pymt Upon Installation of Software	11,095.00	28,478.00	887.60	40,460.60	113606	7/1/2014	95418	9/11/2014
Pymt 30 days after installation of software		19,786.00		19,786.00	113924	7/31/2014	95368	8/29/2014
Pymt 60 days after installation of software		19,786.00		19,786.00	Not yet billed			

Total

90,240.00	48,264.00	7,219.20	145,723.20
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MicroMain: Progress Payments

	License	Tech	Tax	Total	Inv #	Inv Date	Check #	Ck Date
Software Licenses	20,900.00			20,900.00	54166	2/24/2014	94441	3/14/2014
One-Time Setup	1,890.00			1,890.00	54166	2/24/2014	94441	3/14/2014
Annual Maintenance	12,600.00			12,600.00	54166	2/24/2014	94441	3/14/2014
Training & Implementation	7,740.00			7,740.00	54166	2/24/2014	94441	3/14/2014
Project Implementaion Customization (50%)	1,170.00			1,170.00	54166	2/24/2014	94441	3/14/2014
Application Integration/Customization (50%)	7,897.50			7,897.50	54166	2/24/2014	94441	3/14/2014
Project Implementaion Customization (50%)	1,170.00			1,170.00	Not yet billed			
Application Integration/Customization (50%)	7,897.50			7,897.50	Not yet billed			

52,197.50	-	-	52,197.50
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Total Progress Payments

142,437.50	48,264.00	7,219.20	197,920.70
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Amount due on contracts

28,853.50

*****		*****	*****	*****	*****
Project No.	Description	Approved Outlay	Date Approved		*
708-14	St. Andrews Improvement at Tam O'Shanter	8,420.00			*
Vendor :	Anderson Penna	8,420.00	5/9/2014	Contract Date	*
					*
					*
					*
					*

*****		*****	*****	*****	*****
Date	Vendor / Job Details	Invoice Number	Amount	Monthly Total	Project Total
8/6/2014	Anderson Penna	2790	3,182.00		
8/6/2014	Anderson Penna	2846	950.00	4,132.00	4,132.00

Project No.	Description	Approved Outlay	Date Approved	
702-13	In Road Lighting Plan- St. Andrews Drive	2,000.00		
Vendor :	JLS Engineering	2,000.00	7/1/2014 Contract Date	

Date	Vendor / Job Details	Invoice Number	Amount	Monthly Total	Project Total
9/5/2014	In Road Lighting Plan	08072014-01GRF	2,000.00	2,000.00	2,000.00

Project No.	Description	Approved Outlay	Date Approved
710-14	Pedestrian Circulation Evaluation and Design/Ramp Design	0.00	
Vendor :	ADA Inspection Plus	2,500.00	

Date	Vendor / Job Details	Invoice Number	Amount	Monthly Total	Project Total
10/31/2014	ADA Inspection Plus	A2014077	2,500.00	2,500.00	2,500.00

**Golden Rain Foundation
Cash Flow Activity - All Reserves
For the Month of October 2014**

	Contingency Operating Fund	Trust Improvement Fund	Capital Improvement Fund	Liability Insurance Fund	Mutuals' Self-Insurance Fund	Other Restricted	Nonrestricted Funds	Total
Balance 09/30/2014	685,047	1,515	6,008,260	1,020,052	20,894	555,981	270,446	8,562,195
Funded: Trust Asset Dep'n								-
Funded: Non-Trust Asset Dep'n		64,325	1,189					65,514
Funded: Membership Fees collected (60)			65,460					65,460
Progress Payments on CIP		(55,903)						(55,903)
New Capital Purchases		(24,806)						(24,806)
Replenish funds for Donated Assets		12,760						12,760
Net Monthly Claims								-
Disbursement to Mutuals								-
Replenish fund for Item Donations								-
Transfers between funds		2,200	(2,200)					-
Net Monthly Activity						89,272	340,412	429,684
Balance 10/31/2014	685,047	92	6,072,709	1,020,052	20,894	645,253	610,858	9,054,905
Net Activity	-	(1,423)	64,449	-	-	89,272	340,412	492,710

Golden Rain Foundation
November 18, 2014 meeting of the Finance Committee
Controller's Report

Golden Rain Foundation
Budget Comparison Report
Finance - CC 31
For the Ten Months Ending October 31, 2014

YTD				
G/L Number	Description	Actual	Budget	Budget Variance
Expenses				
61000	Salaries & Wages	\$423,215	\$437,735	\$14,520
61400	Payroll Taxes	34,666	36,344	1,678
61420	Workers Compensation	6,330	7,004	673
61430	Group Insurance Medical	41,833	44,262	2,429
61433	Group Insurance - Dental	1,092	1,027	(65)
61435	Group Insurance - Vision	784	785	1
61440	Retirement Fund	8,486	13,261	4,775
61450	Group Insurance - Life	1,700	1,304	(396)
61460	Long Term Disability Insurance	1,610	2,414	804
64100	Materials & Supplies	16,565	21,200	4,636
64440	Equipment Rental	2,243	3,334	1,091
64750	Empl. Recruitment / Temp. Fees	16,993		(16,993)
64810	Continuing Education	25	400	375
64820	Mileage		50	50
64830	Dues & Memberships		458	458
64890	Uncollectible Accts/Misc W/Os	686		(686)
64940	Service Contracts	1,537	208	(1,329)
Total Expenses		557,767	569,786	12,018
Other Cost Recovery				
5385...	Other Income	2,917	3,334	(417)
55400	Discounts Earned	782	250	532
Total Other Cost Recovery		3,699	3,584	115
53300	Trust Admin. Cost Recovery	565,200	565,202	(2)
Total Cost Recovery		568,899	568,786	113
Off Budget Items				
Net Income / (Expenses)		11,132	(1,000)	12,132

Budget Variance Report - October 2014
Finance Department - CC #31

GL Code	Account Description	Variance	Explanation
61000	Salaries & Wages	14,520.00	A/P Clerk replaced with lower salary
61400	Payroll Taxes	1,678.00	A/P Clerk replaced with lower salary
61430	Group Insurance - Medical	2,429.00	Lower negotiated insurance plan for 2014
61440	Retirement Fund	4,775.00	New employee not eligible for participation
64100	Materials & Supplies	4,636.00	Cyclical spending and anticipated YE higher expenditures
64750	Empl. Recruitment / Temp. Fees	(16,993.00)	A/P position replacement & A/P temporary replacement
Total Explained Variances		11,045	

Investments

- Purchase in November
 - 52-week CDAR for \$350,000
- Proceeds of maturing bond of \$55,000 moved from BNY Mellon to First Foundation Bank (November 10, 2014)

General Audit Timeline

2014 Financial Statement Audit Timeline	
Mid December	Interim fieldwork begins - auditors onsite Walk-throughs, assess controls, review legal bills, develop the audit plan.
Dec 31 (?)	Physical inventory - auditors onsite to observe
Early January	Send out audit confirmations: Attorneys & financial institutions
Late January	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 16	Due date for tax filing (Finalize by Mar 3 - 7)
Apr 6 - 10	Provide News with financial statements for distribution
Apr 16	Distribute financial statements via Golden Rain News

Tangible Property Regulations Update

1. This information was not available at the time the agenda was distributed.
Please see handout at meeting.

New Bank Structure

1. This information was not available at the time the agenda was distributed.
Please see handout at meeting.

Aged Receivables

1. Initially presented the aged receivables to the Finance Committee in January 2014.
2. The Committee authorized the write-off of all aged receivables from 2006 – 2010 to be added to the Controller's report to the GRF Board at the January meeting.
3. Collection efforts for balances 2011 – current. Collection letters were sent on February 5, 2014.
4. On 2/10/2014, signage was placed in the Purchasing Department to notify all contractors that we will no longer honor credit for over-the-counter purchases.
5. Committee authorized write-offs of \$617.49 on May 20th.
6. Collected \$962.77 from Verizon that was delinquent from November 2011.
7. Action Item: Report back to the Finance Committee bi-annually for recommendations on 180-day delinquencies. (Nov 2014)
 - a. See attached aged trial balance

Pending Action Items:

- Review 2014 capital carryover for 2015 at the December meeting.

2014 Fiscal Year

Per the October 31, 2014 approved for Audit Financials - \$759,682 positive variance to budget.

At the October 28th meeting of the Board, the Board did approve an amount not to exceed of \$66,500 for the replacement of Trust Assets as follows.

- | | |
|---|----------|
| • Replacement of Emergency Preparedness Sheds | \$3,500 |
| • Replacement of warehouse storage racks | \$12,000 |
| • Restroom flooring replacement (Library) | \$3,000 |
| • Replace front door at News Building | \$3,000 |
| • Replace Mechanics rollaway storage | \$10,000 |
| • Concrete repairs, pool area | \$3,000 |
| • Replace lathe CH2 | \$5,000 |
| • Paint interior CH3 | \$15,000 |
| • Replace pipe cut and thread units | \$12,000 |

Based upon proposals received to date, there is an estimated 7-12% saving to the approved expenses.

Administration Building

Board approved \$70,000; final costs are estimated at \$50,000, with the bulk of the expense replacement of carpeting, paint, window coverings and office furniture to accommodate the additional position.

Currently the Foundation is on tract (pending any unforeseen events and/or acts of nature) to have a positive variance to budget upon final audit in an amount over \$600,000. This would equal a refund to the Mutuals on a pro rata basis of over \$90 per unit.

2015 Budget

Budget as approved represents a \$3.15 per month increase for a total of \$249,782.40

Primary contributing factors are as follows:

- | | |
|---------------------------|-----------------|
| • Reserve Funding | \$48,593 |
| • Electricity | \$20,897 |
| • Legal | \$60,400 |
| • Community Entertainment | \$25,000 |
| • Insurance | \$83,391 |
| • Landscape Maintenance | <u>\$24,979</u> |

Total \$263,260

Although workers compensation insurance cost increased by over \$215,000, staffing (Payroll, Taxes and Health Benefits) decreased by \$55,248 including the addition of 1 additional FTE Assistant Mutual Administration Manager required to meet the growing needs of the Mutuals.

There will be some staffing reorganization in a number of the Departments to meet the needs of the Mutuals and Foundation. Such reorganization is being conducted within the established FTE allowances.

Purchasing Supervisor Report

Finance Committee Meeting, November 18, 2014

1. Budget Variance:

For cost center 32 there is a positive variance to budget YTD of \$39,961. The variance is mainly due to the changes in salaries in staff over 2014 YTD total \$29,021, and freight and handling YTD total \$3,878 below budget.

2. Project Report:

- Jenark/Micromain data import preparation.
 - Database clean-up ongoing.
- Ongoing obsolete inventory review:
 - Identify.
 - Discontinue.
 - Rotate back to supplier where possible items in inventory that are no longer in use. Write-off where necessary.
- 2014 Year End Inventory.
 - Planning stage, work to be complete by 12-31-14.
- Warehouse Shelving replacement.
 - Two quotes obtained, as of 11-10-14 the 3rd quote to be presented to me by 11-14-14. Purchase to be completed by 12-31-14.

3. 2014 Capital Project Status:

- Cantilever Rack – complete.
- Bar Code Printer Label – this project is currently in process; reviewing the Micromain recommended models for final purchase choice.

Golden Rain Foundation
Budget Comparison Report
Purchasing - CC 32
For the Ten Months Ending October 31, 2014

INTERNALLY PREPARED
FOR MANAGEMENT USE ONLY

October			YTD					Annual	
Actual	Budget	Budget Variance	G/L Number	Description	Actual	Budget	Budget Variance	Annual Budget	Unused Budget
Expenses									
\$16,713	\$17,407	\$694	61000	Salaries & Wages	\$154,222	\$174,075	\$19,853	\$208,889	\$54,667
1,502	1,446	(56)	61400	Payroll Taxes	12,998	14,460	1,462	17,352	4,354
185	190	5	61420	Workers Compensation	12,178	13,439	1,261	13,820	1,642
2,668	2,904	236	61430	Group Insurance Medical	22,596	29,041	6,445	34,849	12,253
33	63	30	61433	Group Insurance - Dental	573	629	56	755	182
27	43	16	61435	Group Insurance - Vision	367	434	67	520	153
371	456	85	61440	Retirement Fund	3,844	4,565	721	5,477	1,633
59	56	(3)	61450	Group Insurance - Life	641	565	(76)	677	36
47	104	57	61460	Long Term Disability Insurance	548	1,045	497	1,253	705
373	375	2	64100	Materials & Supplies	4,003	3,750	(253)	4,500	497
1,000	1,064	64	64110	Freight & Handling	6,757	10,635	3,878	12,763	6,006
112	150	38	64440	Equipment Rental	970	1,500	530	1,800	830
	30	30	64700	Equipment Repair & Maintenance	233	300	67	360	127
	50	50	64720	Building Repair & Maintenance		500	500	600	600
293	142	(151)	64800	Uniforms & Laundry	1,647	1,416	(231)	1,700	53
	20	20	64810	Continuing Education		200	200	240	240
	10	10	64820	Mileage		100	100	120	120
	5	5	64821	Meals & Special Events	102	50	(52)	120	18
107	10	(97)	64830	Dues & Memberships	192	100	(92)	120	(72)
(4,776)		4,776	64895	Inventory Over/Short- Purchasing	(5,181)		5,181		5,181
17		(17)	64940	Service Contracts	155		(155)		(155)
18,731	24,525	5,794		Total Expenses	216,843	256,804	39,961	305,915	89,072
Other Cost Recovery									
			5385...	Other Income	(1)		(1)		(1)
				Total Other Cost Recovery	(1)		(1)		(1)
25,493	25,493		53300	Trust Admin. Cost Recovery	254,930	254,929	1	305,915	(50,985)
25,493	25,493			Total Cost Recovery	254,929	254,929		305,915	(50,986)
Off Budget Items									
3,610		3,610	5390...	Materials Recovery	34,540		34,540		34,540
3,610		(3,610)	64150	Materials Pass Thru	34,540		(34,540)		(34,540)
6,762	968	5,794		Net Income / (Expenses)	38,086	(1,875)	39,961		38,086

Budget Variance Report - Oct 2014

Purchasing - CC#32

<u>GL Code</u>	<u>Account Description</u>	<u>YTD Variance</u>	<u>Explanation</u>
61000	Salaries & Wages	\$ 19,853	Open positions in purchasing
64110	Freight & Handling	\$ 3,878	Utilizing prepaid shipments
64895	Inventory Over/Short	(5,181)	Inventory Adjustments were made to clear negative inventory balances.

Total Explained Variances	<u>\$ 18,550</u>
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PURCHASING DEPARTMENT - OCT 2014 SERVICES

	SERVICE DATE	Purch Daily Cash Sales	Mat'l Reqs Processed	P.O. Receipts Processed	Walk-In Sales Cash Per Day	Recorded Contractors Per Day	Purchase Orders	Total Daily Services
1	Wednesday, October 01, 2014	\$ 98.51	28	28	6	0	9	71
2	Thursday, October 02, 2014	\$ 113.14	27	0	8	1	6	42
3	Friday, October 03, 2014	\$ 126.69	18	0	10	0	5	33
4	Saturday, October 04, 2014							
5	Sunday, October 05, 2014							
6	Monday, October 06, 2014	\$ 693.87	20	15	16	0	13	64
7	Tuesday, October 07, 2014	\$ 36.28	29	10	4	4	25	72
8	Wednesday, October 08, 2014	\$ 174.17	28	0	7	1	21	57
9	Thursday, October 09, 2014	\$ 125.73	27	15	7	1	12	62
10	Friday, October 10, 2014	\$ 128.76	31	1	8	1	5	46
11	Saturday, October 11, 2014							
12	Sunday, October 12, 2014							
13	Monday, October 13, 2014	\$ 44.32	30	17	5	0	11	63
14	Tuesday, October 14, 2014	\$ 187.33	32	15	8	1	19	75
15	Wednesday, October 15, 2014	\$ 266.47	29	19	7	1	5	61
16	Thursday, October 16, 2014	\$ 305.57	43	0	14	1	5	63
17	Friday, October 17, 2014	\$ 160.42	40	7	14	1	4	66
18	Saturday, October 18, 2014							
19	Sunday, October 19, 2014							
20	Monday, October 20, 2014	\$ 92.06	35	0	14	2	10	61
21	Tuesday, October 21, 2014	\$ 127.84	34	7	6	1	12	60
22	Wednesday, October 22, 2014	\$ 146.96	47	5	9	0	7	68
23	Thursday, October 23, 2014	\$ 74.29	24	15	5	0	23	67
24	Friday, October 24, 2014	\$ 255.34	39	5	5	1	7	57
25	Saturday, October 25, 2014							
26	Sunday, October 26, 2014							
27	Monday, October 27, 2014	\$ 193.25	29	15	16	0	19	79
28	Tuesday, October 28, 2014	\$ 382.24	29	10	12	1	8	60
29	Wednesday, October 29, 2014	\$ 57.29	30	6	8	0	3	47
30	Thursday, October 30, 2014	\$ 195.01	36	6	9	1	7	59
31	Friday, October 31, 2014	\$ 121.42	30	12	9	1	4	56
		\$ 4,106.96	715	208	207	19	240	1389

2014 YTD 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	22	\$ 2,439.40	673	130	148	20	241	1212
February	19	\$ 2,139.70	703	172	163	27	242	1307
March	21	\$ 4,502.39	741	163	176	29	222	1331
April	22	\$ 3,360.12	738	142	141	4	193	1218
May	21	\$ 3,347.50	748	78	163	46	151	1186
June	21	\$ 3,854.66	717	120	149	52	185	1223
July	22	\$ 2,883.20	726	139	146	34	213	1258
August	21	\$ 3,786.00	706	155	157	38	202	1258
September	21	\$ 6,112.32	679	169	176	42	240	1306
October	23	\$ 4,106.96	715	208	207	19	240	1389
November								0
December								0
Total	213	\$ 36,532.25	7146	1476	1626	311	2129	12688
Daily Avg		\$ 171.51	34	7	8	1	10	60

October Surplus Equipment For Sale

Description	Price OBO	Disposition
Desk	\$ 50.00	Donate / Dispose
Small End Table	\$ 25.00	Donate / Dispose
4' Storage Cabinet, Black	\$ 25.00	Donate / Dispose
Coffee Table	\$ 20.00	Donate / Dispose
3 drawer legal filing cabinet	\$ 20.00	Donate / Dispose
Credenza	\$ 50.00	Donate / Dispose
Office Chair	\$ 25.00	Donate / Dispose
Office Chair	\$ 25.00	Donate / Dispose
Office Chair	\$ 25.00	\$ 10.00
Office Chair	\$ 25.00	\$ 10.00
Charcoal BBQ (from Sept)	\$ 50.00	\$ 25.00

November Surplus Equipment For Sale

Description	Price OBO
Desk	\$ 50.00
Drafting Table	\$ 50.00
Lateral Filing Cabinet, Wood	\$ 25.00
Lateral Filing Cabinet, Wood	\$ 25.00
Vertical Filing Cabinet, Wood	\$ 25.00
Credenza	\$ 25.00
Printer Table	\$ 10.00
Bookcase	\$ 10.00
Bookcase	\$ 10.00
Bookcase	\$ 10.00
Office Chair	\$ 25.00
Office Chair	\$ 25.00
Office chair	\$ 25.00
Task Light	\$ 5.00