

**Agenda**  
**Finance Committee**  
Administration Conference Room/Marisa McAuley  
Tuesday, August 19, 2014 • 9:30 AM

August 7<sup>th</sup> – August Agenda items due to Marisa

August 14<sup>th</sup> – August Agenda packets distributed and on website

1. Call to Order / Pledge of Allegiance
2. Roll Call
3. Introduction of Guests and Staff
4. Committee Rules
5. Approval of Regular Meeting Minutes of July 15, 2014
6. Approval of the Special Meeting Minutes of July 31, 2014
7. Chair's Announcements
8. Foundation Member Comment Period (*for Agenda items only*)
9. Review Correspondence
10. **UNFINISHED BUSINESS**
  - a. Reserve Study
11. **NEW BUSINESS**
  - a. 2015 Proposed Budget for Cost Centers 31, Finance; 32, Purchasing; 39, Sales Office; and 60, Health Care Center (pg.1-15)
  - b. Establish sub-committee for Resales Contract renewal
  - c. Amend Policy 5061, Membership Fee (pg.16-18)
  - d. Rescind Policy 5062, Transfer Fee – In Escrow (pg.19)
  - e. Amend Regulation 5061.1, Initiation Fee Regulation (pg.20-21)
  - f. Amend Policy 5115, Finance Committee (pg.22-24)
  - g. Rescind Policies 2220, Chart of Accounts; 2221 Cost Center Numbers; 2222, Chart of Accounts – GRF; and 2223, Chart of Accounts – Mutuals (pg.25-45)
  - h. Policy 1801, Qualified Permanent Residents and Co-Occupant Agreements (pg.46-50)
  - i. Desk for Security Assistant – Non-Budgeted Capital Request (pg.51-57)
  - j. Recreation Committee Request (TBD)
  - k. Physical Property Committee Request (TBD)
12. Investment Sub-Committee Report
13. Audit Sub-Committee Report

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14. **STAFF REPORTS**

- a. Purchasing Supervisor
- b. Controller (pg.58-69 )
  - Accept July 2014 Financial Statements for Audit and Forward to GRF Board
- c. Executive Director

15. Foundation Member Comment Period

16. Committee Member Comments

17. Next Monthly Meeting: September 16, 2014

- a. August 29<sup>th</sup> – August Minutes distributed and on website
- b. September 4<sup>th</sup> – September Agenda items due to Marisa
- c. September 11<sup>th</sup> – September Agenda packets distributed and on website

**GOLDEN RAIN FOUNDATION  
2015 BUDGET FOR  
FINANCE  
DEPARTMENT - 31**

**Draft**

FINANCE DEPARTMENT - 31						(H) + (I)				
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
TITLE	ACCT	ADOPTED BUDGET		BUDGET CHANGE		2013 Actual	Jun 2014 Actual	Jul to Dec Budget	Projected 2014 Totals	2014 Annualized
		2014	2015	\$	%					
SALARIES AND WAGES	61000	525,283		(525,283)	-100.0%	470,141	254,263	262,644	516,907	508,527
PAYROLL TAXES	61400	43,614		(43,614)	-100.0%	38,402	21,631	21,810	43,441	43,263
WORKERS' COMPENSATION	61420	7,202		(7,202)	-100.0%	5,523	4,352	2,599	6,951	8,703
GROUP INSURANCE-MEDICAL	61430	53,114		(53,114)	-100.0%	51,218	25,051	26,556	51,607	50,102
GROUP INSURANCE - DENTAL	61433	1,233		(1,233)	-100.0%	2,430	760	618	1,378	1,521
GROUP INSURANCE - VISION	61435	943		(943)	-100.0%	1,344	508	474	982	1,016
RETIREMENT FUND	61440	15,913		(15,913)	-100.0%	9,779	4,749	7,956	12,705	9,498
GROUP INSURANCE-LIFE	61450	1,564		(1,564)	-100.0%	1,820	991	780	1,771	1,983
LONG TERM DISABILITY INS.	61460	2,896		(2,896)	-100.0%	1,916	1,044	1,446	2,490	2,088
TOTAL WAGES & BENEFITS		651,762	0	(651,762)	-100.0%	582,573	313,350	324,883	638,233	626,700
OFFICE SUPPLIES	64100	25,440	5,800	(19,640)	-77.2%	22,757	12,370	12,720	25,090	24,741
BUILDING SUPPLIES	6410005	0	300	300	100.0%	0	0	0	0	0
HOSPITALITY	6410010	0	940	940	100.0%	0	0	0	0	0
COMPUTER SUPPLIES	6410015	0	300	300	100.0%	0	0	0	0	0
EQUIPMENT EXPENSE	6410020	0	0	0	0.0%	0	0	0	0	0
LUNCH ROOM SUPPLIES	6410025	0	200	200	100.0%	0	0	0	0	0
PRINTER/COPIER SUPPLIES	6410030	0	7,000	7,000	100.0%	0	0	0	0	0
EQUIPMENT RENTAL	64440	4,000	3,075	(925)	-23.1%	3,635	1,253	1,998	3,251	2,505
EQUIP REPAIR & MAINT	64700	0	0	0	0.0%	235	0	0	0	0
BUILDING REPAIR & MAINT	64720	0	0	0	0.0%	0	0	0	0	0
EMPLOYEE RECRUITMENT	64750	0	0	0	0.0%	93,323	4,724	0	4,724	9,449
TEMP AGENCY FEES	6213100	0	0	0	0.0%	0	0	0	0	0
COMPUTER MAINTENANCE & SOFTW	64780	0	0	0	0.0%	684	0	0	0	0
CONTINUING EDUCATION	64810	480	480	0	0.0%	536	25	240	265	50
MILEAGE	64820	60	60	0	0.0%	0	0	30	30	0
MEALS	64821	0	0	0	0.0%	0	0	0	0	0
DUES MEMBERSHIPS & BOOKS	64830	550	340	(210)	-38.2%	0	0	276	276	0
MAILOUTS - BUDGETS & FS	6483201	0	8,100	8,100	100.0%	0	0	0	0	0

**GOLDEN RAIN FOUNDATION  
2015 BUDGET FOR  
FINANCE  
DEPARTMENT - 31**

**Draft**

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(H) + (I)	(J)	(K)
		ADOPTED BUDGET		BUDGET CHANGE		2013	Jun 2014	Jul to Dec		Projected	2014
TITLE	ACCT	2014	2015	\$	%	Actual	Actual	Budget		2014 Totals	Annualized
MAILOUTS - PYMT COUPONS	6483202	0	2,800	2,800	100.0%	0	0	0		0	0
UNCOLLECTIBLE ACCOUNTS	64890	0	0	0	0.0%	16,960	686	0		686	1,373
SERVICE CONTRACTS	64940	250	1,980	1,730	692.0%	162	941	126		1,067	1,882
COMMITTEE NON-BUDGTD EXP	6951000	0	1,000	1,000	100.0%	0	0	0		0	0
TOTAL OPERATING EXPENSES		30,780	32,375	1,595	5.2%	138,291	20,000	15,390		35,390	39,999
TOTAL COST CENTER EXPENSES		<b>682,542</b>	<b>32,375</b>	<b>(650,167)</b>	<b>-95.3%</b>	<b>720,864</b>	<b>333,349</b>	<b>340,273</b>		<b>673,623</b>	<b>666,699</b>

OTHER INCOME											
EDISON PYMT PROCESSING	5380310	0	(3,360)	3,360	100.0%	0	0	0		0	0
OTHER INCOME	53850	(4,000)	0	(4,000)	100.0%	(3,376)	(1,675)	(1,998)		(3,673)	(3,350)
DISCOUNTS EARNED	55400	(300)	(475)	175	-58.3%	(490)	(239)	(150)		(389)	(477)
TOTAL INCOME FROM OTHER SOURCES		<b>(4,300)</b>	<b>(3,835)</b>	<b>(465)</b>	<b>-10.8%</b>	<b>(3,866)</b>	<b>(1,914)</b>	<b>(2,148)</b>		<b>(4,062)</b>	<b>(3,827)</b>
TO BE RECOVERED FROM MUTUALS		<b>678,242</b>	<b>28,540</b>	<b>(650,632)</b>	<b>-95.9%</b>	<b>642,000</b>					
PER APT. PER MONTH		<b>8.55</b>	<b>0.36</b>	<b>(8.19)</b>	<b>-95.8%</b>						

PLANNED CAPITAL EXPENDITURES \$ - \$ 34,500  
 PLANNED RESERVE EXPENDITURES \$ - \$ -

FULL TIME EQUIVALENT EMPLOYEES 9.20 0.00 (9.20)



**GOLDEN RAIN FOUNDATION  
2015 BUDGET ASSUMPTIONS  
Finance Department – CC31**

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS																						
61000	Salaries & Wages	<p>The total company 2014 budget reflects an overall decrease of approximately \$99K due to the following:</p> <ol style="list-style-type: none"><li>1. Open positions were filled using lower salaries.</li><li>2. 2013 budget included the final phase of the sick payout. There is no sick payout included in the 2014 budget.</li></ol> <p>For the 2015 budget, FTEs will remain the same as 2014.</p>																							
61400	Payroll Taxes	<p>Calculations are based on the current rates established by Federal and State statute:</p> <table><tr><td>SS Max Salary</td><td>117,000</td></tr><tr><td>SS Rate</td><td>0.062</td></tr><tr><td>Medicare Rate</td><td>0.0145</td></tr><tr><td>SS &amp; Med. Rate</td><td>0.0765</td></tr><tr><td>Medicare (High Inc.)</td><td>0.9000</td></tr><tr><td>Med High Inc Floor</td><td>200,000</td></tr><tr><td>UI Max Salary</td><td>7,000</td></tr><tr><td>UI State</td><td>0.034</td></tr><tr><td>UI Fed</td><td>0.018</td></tr><tr><td>UI Total</td><td>0.052</td></tr><tr><td>UI Max Total</td><td>364</td></tr></table>	SS Max Salary	117,000	SS Rate	0.062	Medicare Rate	0.0145	SS & Med. Rate	0.0765	Medicare (High Inc.)	0.9000	Med High Inc Floor	200,000	UI Max Salary	7,000	UI State	0.034	UI Fed	0.018	UI Total	0.052	UI Max Total	364	
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61420	Workers Comp Insurance	<p>The 2013 budget incorporated a 42% increase over the 2012 actual premiums. However, the actual premiums for 2013 increased by 64%. According to the insurance broker, we should anticipate a 35% increase over current premiums. Premiums are calculated using rates assigned to four different classifications of job positions. These rates are based on the degree of physical activities involved with each position. Positions requiring more physical activities, such as inspectors and service maintenance crew have a higher rate compared to office staff positions requiring a lesser degree of physical activity. As such, some cost center budgets will show an increase higher than other cost centers. The companywide increase over the 2013 budget is 47.31%.</p>	J																						
61420 - 61460	EE Benefits	<p>The 2014 budget assumed a 13% increase over 2013 actual expenses. Actual expenses for 2014 increased only 2%. According to the broker, healthcare insurance is expected to increase by 13% in 2014. The 2015 budget assumes the GRF portion of premium expenses at 70% for the entire year. Based on the estimate received from the insurance broker, a 13% increase over 2013 actual expenses is incorporated in the 2014 budget. Consequently the above factors create a decrease in the 2014 budgeted premiums by approximately \$221K compared to the 2013 budget.</p>																							
64100	Office Supplies	<p>Typical items charged to this account are stationary, check stock, deposit slips, receipt books, 1099M forms. Estimated expenditures:</p> <table><tr><td>Envelopes &amp; Letterhead</td><td>2,000</td></tr><tr><td>Deposit slips, etc.</td><td>50</td></tr><tr><td>Misc Office Supplies</td><td>3,450</td></tr><tr><td>Total budget</td><td>5,500</td></tr></table> <p>For the 2014 budget, this line item also included ink, toner, coffee &amp; tea, budget and annual statement mailing and printing costs, and</p>	Envelopes & Letterhead	2,000	Deposit slips, etc.	50	Misc Office Supplies	3,450	Total budget	5,500															
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**GOLDEN RAIN FOUNDATION  
2015 BUDGET ASSUMPTIONS  
Finance Department – CC31**

		building supplies. These items have been stripped out into separate budget line items for ease of tracking. Comparing the 2014 budget to the 2015 budget where these items have been separated, the 2015 budget reflects a net change of zero.	
6410005	Building Supplies	Includes replacement light bulbs and ballasts, service of heater and A/C, along with minor electrical services, door jamb adjustments and other minor repairs.	
6410010	Hopsitality	Includes coffee, tea, stir sticks, sugar, creamer, and Styrofoam cups. Coffee and tea beverages are consumed by the Finance and IT staff as well as visitors to this area.	
6410015	Computer Supplies	Items include computer peripheral items such as keyboards, mice, monitors, etc.	
6410025	Kitchen Supplies	Typical items charged to this account are dish soap, paper plates, and plastic utensils.	
640030	Printer/Copier Supplies	Items included in this account include Copier/Printer Paper and Ink/toner. Estimated Expenditures:  <div style="display: flex; justify-content: flex-end;"> <div style="text-align: right;"> Ink / Toner                      4,000  Paper                                3,000  Total budget                      7,000 </div> </div>	
64440	Equipment Rental	Expenditures charged to this account include the rental of: <div style="display: flex; justify-content: flex-end;"> <div style="text-align: right;"> 2 Konica machines                \$2,975  PO Box for Accts Payable Invoices        95  Total budget                        \$3,075 </div> </div> Maintenance expenses for the Konica machines were budgeted in this line item for 2014 and has been reclassified to Service Contracts (64940) in the 2015 budget.	
64810	Continuing Education	This line item will include workshops and seminars to assist in strengthening skills and receiving updates on regulations.	
64820	Mileage	This line item will cover mileage expense incurred when commuting to offsite workshops and seminars.	
64830	Dues Memberships & Books	Funds are requested for the following: <div style="display: flex; justify-content: flex-end;"> <div style="text-align: right;"> Calif Assoc of Community Mangers        340 </div> </div>	
6483201	Mailouts – Budgets & FS	This item includes the printing expenses for the GRF annual financial statements and newspaper distribution expenses for inserting the annual GRF & Mutual budgets and the GRF and Mutual audited financial statements into the Golden Rain News:  <div style="display: flex; justify-content: flex-end;"> <div style="text-align: right;"> Annual budget distribution                \$1,050  Annual financial stmt distribution        1,050  GRF annual stmt printing                    6,000  Total Budget                                    \$8,100 </div> </div>	
6483202	Mailouts – Pymt Coupons	This item covers the printing costs of the annual payment coupons to the membership. The 2015 budget amount is based on 2014 actual expenditures.	
64940	Service Contracts	This line item covers the following:  <div style="display: flex; justify-content: flex-end;"> <div style="text-align: right;"> Electronic letter opener annual maint.        \$300  Konica copiers (2) usage costs                1,680 </div> </div>	

**GOLDEN RAIN FOUNDATION  
2015 BUDGET ASSUMPTIONS  
Finance Department – CC31**

		Total budget	\$1,980	
		Maintenance expenses for the Konica machines were budgeted under the Equipment Rental budget in 2014 but are now included in this line item for 2015.		
6951000	Committee Non-Budgeted Expenses	Funds in the amount of \$1,000 per committee has been budgeted for 2015 per Policy 5516 adopted by the GRF board at its meeting on April 22, 2014. These funds are set aside for unbudgeted expenditures authorized at the committee level.		
5380310	Edison Pymt Processing	This item includes payments received from Southern California Edison for processing payments received from shareholders for their electricity bills. We process approximately 13,440 payments per year at the contracted rate of \$ .25 per payment. (The Edison contract is currently UTL.)		
55400	Discounts Earned	This item includes discounts taken on vendor invoices offering payment term discounts. It is our practice to always take advantage of vendor payment discounts.		

GOLDEN RAIN FOUNDATION  
2015 BUDGET CAPITAL REQUESTS  
Finance Department – CC31

[illegible]

**GOLDEN RAIN FOUNDATION  
2015 BUDGET FOR  
PURCHASING  
DEPARTMENT - 32**

**Draft**

(A) TITLE	(B) ACCT	(C) ADOPTED BUDGET		(E) BUDGET CHANGE		(G)	(H)	(I)	(H) + (I) (J)	(K)
		2014	2015	\$	%	2013 Actual	Jun 2014 Actual	Jul to Dec Budget	Projected 2014 Totals	2014 Annualized
SALARIES AND WAGES	61000	208,889		(208,889)	-100.0%	207,699	91,807	104,442	196,249	183,614
PAYROLL TAXES	61400	17,352		(17,352)	-100.0%	16,231	8,379	8,676	17,055	16,758
WORKERS' COMPENSATION	61420	13,820		(13,820)	-100.0%	10,249	8,016	4,988	13,004	16,032
GROUP INSURANCE-MEDICAL	61430	34,849		(34,849)	-100.0%	31,305	13,349	17,424	30,773	26,698
GROUP INSURANCE - DENTAL	61433	755		(755)	-100.0%	944	381	378	759	762
GROUP INSURANCE - VISION	61435	520		(520)	-100.0%	653	250	258	508	500
RETIREMENT FUND	61440	5,477		(5,477)	-100.0%	4,829	2,712	2,736	5,448	5,423
GROUP INSURANCE-LIFE	61450	677		(677)	-100.0%	753	427	336	763	855
LONG TERM DISABILITY INS.	61460	1,253		(1,253)	-100.0%	973	377	624	1,001	754
TOTAL WAGES & BENEFITS		283,592	0	(283,592)	-100.0%	273,637	125,698	139,862	265,560	251,397
OFFICE SUPPLIES	64100	4,500	1,200	(3,300)	-73.3%	4,495	2,700	2,250	4,950	5,401
BUILDING SUPPLIES	6410005	0	1,200	1,200	100.0%	0	0	0	0	0
HOSPITALITY	6410010	0	500	500	100.0%	0	0	0	0	0
COMPUTER SUPPLIES	6410015	0	800	800	100.0%	0	0	0	0	0
EQUIPMENT EXPENSE	6410020	0	1,500	1,500	100.0%	0	0	0	0	0
PRINTER/COPIER SUPPLIES	6410030	0	800	800	100.0%	0	0	0	0	0
FREIGHT & HANDLING	64110	12,763	10,000	(2,763)	-21.6%	9,285	3,613	6,384	9,997	7,227
EQUIPMENT RENTAL	64440	1,800	1,350	(450)	-25.0%	1,362	523	900	1,423	1,047
EQUIPMENT REPAIR & MAINT.	64700	360	600	240	66.7%	349	233	180	413	466
BLDG REPAIR & MAINT.	64720	600	600	0	0.0%	0	0	300	300	0
EMPLOYEE RECRUITMENT	64750	0	0	0	0.0%	0	0	0	0	0
TEMP AGENCY FEES	6213100	0	0	0	0.0%	0	0	0	0	0
UNIFORMS & LAUNDRY	64800	1,700	1,950	250	14.7%	1,813	947	852	1,799	1,893
CONTINUING EDUCATION	64810	240	2,000	1,760	733.3%	130	0	120	120	0
MILEAGE	64820	120	120	0	0.0%	0	0	60	60	0
MEALS	64821	120	120	0	0.0%	72	102	90	192	203
DUES MEMBERSHIPS & BOOKS	64830	120	200	80	66.7%	55	85	60	145	170
PROPANE	64870	0	2,000	2,000	100.0%	0	0	0	0	0



**GOLDEN RAIN FOUNDATION  
2015 BUDGET FOR  
PURCHASING  
DEPARTMENT - 32**

**Draft**

DEPARTMENT - 32										
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(H) + (I)	(J)
TITLE	ACCT	ADOPTED BUDGET		BUDGET CHANGE		2013 Actual	Jun 2014 Actual	Jul to Dec Budget	Projected 2014 Totals	2014 Annualized
		2014	2015	\$	%					
INVENTORY OVER/SHORT	64895	0	2,000	2,000	100.0%	45,153	(737)	0	(737)	(1,474)
SERVICE CONTRACTS	64940	0	150	150	100.0%	23	84	0	84	168
OBSOLETE INVENTORY ADJ	6911505	0	4,000	4,000	100.0%	0	0	0	0	0
TOTAL OPERATING EXPENSES		22,323	27,090	8,767	39.3%	62,738	7,551	11,196	18,747	15,102
TOTAL COST CENTER EXPENSES		305,915	27,090	(278,825)	-91.1%	336,375	133,249	151,058	284,307	266,498
OTHER INCOME										
OTHER INCOME	53850	0	0	0	0.0%	4	1	0	1	1
TOTAL INCOME FROM OTHER SOURCES		0	0	0	0.0%	4	1	0	1	1
TO BE RECOVERED FROM MUTUALS		305,915	27,090	(278,825)	-91.1%	308,580				
PER APT. PER MONTH		3.86	0.34	(3.52)	-91.2%					

PLANNED CAPITAL EXPENDITURES \$ 4,000 \$ -  
PLANNED RESERVE EXPENDITURES \$ - \$ 12,000

FULL TIME EQUIVALENT EMPLOYEES 4.00 0.00 (4.00)

**GOLDEN RAIN FOUNDATION  
2015 BUDGET ASSUMPTIONS  
Purchasing – 32**

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS
61000	Salaries and Wages	Purchasing Dept consists of Purchasing Supervisor, Purchasing Coordinator, Purchasing Assistant and Storekeeper. FTEs will remain the same as 2014.	
64100	Office Supplies	Funds are budgeted for the day-to-day operations of the department.  For the 2014 budget, this line item also included ink, toner, coffee & tea and building supplies. These items have been stripped out into separate budget line items for ease of tracking. Comparing the 2014 budget to the 2015 budget where these items have been separated, the 2015 budget reflects a net increase of \$1,500.	
641005	Building Supplies	Funds are budgeted for the day-to-day operations of the department. Items include light bulbs, ballasts and air filters. The 2015 budget is based on historical figures.	
6410010	Hospitality	Funds are budgeted for the day-to-day operations of the department. Coffee, Tea Etc and are based on historical figures.	
6410015	Computer Supplies	Funds are budgeted for the day-to-day operations of the department. Computer Supplies. This section is new at each department level for the 2015 budget and will be used to replace one workstation within the department.	
6410020	Equipment Expense	Funds are budgeted for the day-to-day operations of the department. Equipment Expense. (Radios, phones, item label sticker guns, etc) The 2015 budget is based on historical figures.	
6410030	Printer/Copier Supplies	Funds are budgeted for the day-to-day operations of the department for paper and ink cartridges for printers.	
64110	Freight	Funds are budgeted to cover the cost of shipping and handling of inventory items purchased. Budget decrease planned due to better negotiated freight purchases/terms resulting in cost savings.	
64440	Equipment Rental	Funds are budgeted for the Konica copy machine monthly rental cost of \$111.64 per contract.	
64700	Equipment Repair & Maintenance	Funds are budgeted for any small repairs to equipment such as a Cushman and a forklift used by this cost center. The 2015 budget is based on historical figures.	
64720	Bldg Repair & Maintenance	Funds are budgeted for any small repairs to the Purchasing Office and warehouse, including touch up painting, roll up door maintenance, etc. The 2015 budget is based on historical figures.	
64800	Uniforms & Laundry	Funds budgeted for this department are for three (3) staff uniforms (\$20 per week) and service charges (\$23 per week) for multiple pick up points per contract. At its meeting on July 15, the Finance committee requested that this budget be reduced to include jackets or aprons instead of full uniforms. Accordingly, the budget was reduced from \$2,235 to \$1,950 (\$700 for two staff uniforms; \$1,200 for the multiple pick-up point service charges and \$50 yearly for replacement smocks.)	
64810	Continuing Education	Funds are budgeted for staff training, forklift certification (3@\$300), Excel classes – team skill enhancements for increased productivity.	
64820	Mileage	To cover off-site travel, including merchandise pick up, delivery, banking, training.	
64821	Meals	Meals during training, inventory, etc.	

**GOLDEN RAIN FOUNDATION  
2015 BUDGET ASSUMPTIONS  
Purchasing – 32**

GL CODE	LINE ITEM	DESCRIPTION	EXHIBIT S
64830	Dues Memberships & Books	Annual membership to Costco \$55 (reduced costs), subscription to Consumer Reports (quality) \$30, Amazon Prime \$99 (for free shipping on purchases).	
64870	Propane	This is a new line item for the 2015 budget. Funds are budgeted for fuel for use in warehouse heating, based on historical figures and trending fuel rates from Grant.	
64895	Inventory Over/Short	Funds are budgeted for inventory shrinkage. Inventory lost due to damage, miscount, theft, and/or waste. Shrinkage is figured at .5% of current total inventory (\$400K)	
6911505	Obsolete Inventory Adj	Funds are budgeted for obsolete item write-offs which will be part of the normal course of business. Inventory reserve is figured at 1% of total current inventory (\$400K).	
64940	Service Contracts	Funds are budgeted for Konica charges for copies above and beyond the allowed contract amount. Based on historical figures.	

GOLDEN RAIN FOUNDATION  
2015 BUDGET CAPITAL REQUESTS  
Purchasing– CC32

ITEM	DESCRIPTION	Cost
Purchasing Warehouse Updated Product Shelving	Updated rack and storage system for the purchasing warehouse. – Dynamic shelving for improved organization to lower shrink, breakage, man hours searching for current and misplaced products, alleviating the “tribal knowledge” merchandise location system currently in use which contributes to in and out inventory adjustments as items are misplaced and found again. Current use of labels and stationary shelving makes changes in inventory items difficult and cumbersome. With the implementation of Jenark/Micromain, bin locations will be utilized in both regular and overstock item situations. Total cost is for all possible updates and increased storage, new bins and labels.	\$12,000

**GOLDEN RAIN FOUNDATION  
2015 BUDGET FOR  
ONSITE SALES OFFICE  
DEPARTMENT - 39**

**Draft**

DEPARTMENT - 39										(H) + (I)	
(A)	(B)	(C)		(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
TITLE	ACCT.	ADOPTED BUDGET		BUDGET CHANGE		2013	Jun 2014	Jul to Dec	Projected	2014	
		2014	2015	\$	%	Actual	Actual	Budget	2014 Totals	Annualized	
RENTALS	53950	(346,000)	(355,000)	9,000	2.6%	(533,252)	(178,352)	(172,998)	(351,350)	(356,703)	
TOTAL COST CENTER INCOME		(346,000)	(355,000)	9,000	2.6%	(533,252)	(178,352)	(172,998)	(351,350)	(356,703)	
TO BE REFUNDED TO THE MUTUALS		(346,000)	(355,000)	9,000	2.6%	(266,196)					

PER APT. PER MONTH

(4.36)	(4.48)	0.12	2.8%
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PLANNED CAPITAL EXPENDITURES \$ - \$ -

The 2015 projection is based on the annualized average rental income from 2011 - 2013 plus six months of 2014 less \$30,460 to compensate for the unusually high sales volumes in last 2012 and in 2013. This is an increase of 11.4% over the 2014 budget and an 8.06% increase over the 2014 annualized actual income.



**GOLDEN RAIN FOUNDATION  
2015 BUDGET ASSUMPTIONS  
Onsite Sales Office – CC39**

Onsite Sales Office - 0000			
GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS
53950	Rental Income	In accordance with the contract, the sales office leases office space from the GRF. Their monthly lease payments are equal to 54% of the gross monthly commissions.	
		For budget purposes, the estimated annual commission is based on the annualized average rental income from 2011 through 2013 plus January through June 2014, calculated as follows:	
		Rental Income	
		2011	\$301,242
		2012	366,266
		2013	533,252
		Jan – Jun 2014	<u>178,352</u>
		Total Rental Income	\$1,349,112
		Divided by 42 months	<u>32,122</u>
		Times 12 months	\$385,460
		At its meeting on July 15, 2014, after a discussion, the committee felt the initial estimate of \$385,460 was too high and agreed to lower the budget to \$355,000.	

**GOLDEN RAIN FOUNDATION  
2015 BUDGET FOR  
HEALTH CARE CENTER  
DEPARTMENT - 60**

**Draft**

DEPARTMENT - 60										(H) + (I)	
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	
TITLE	ACCT.	ADOPTED BUDGET		BUDGET CHANGE		2013	Jun 2014	Jul to Dec	Projected	2014	
		2014	2015	\$	%	Actual	Actual	Budget	2014 Totals	Annualized	
RENTALS	53950	(564,000)	(564,000)	0	0.0%	(542,000)	(282,000)	(282,000)	(564,000)	(564,000)	
TOTAL COST CENTER INCOME		(564,000)	(564,000)	0	0.0%	(542,000)	(282,000)	(282,000)	(564,000)	(423,000)	
TO BE REFUNDED TO THE MUTUALS		(564,000)	(564,000)	0	0.0%	(542,004)					
PER APT. PER MONTH		(7.11)	(7.11)	0.00	0.0%						

PLANNED CAPITAL EXPENDITURES \$ - \$ -

GOLDEN RAIN FOUNDATION  
2015 BUDGET ASSUMPTIONS  
Health Care Center – CC60

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS
53950	Rental Income	The Health Care Center lease agreement was renewed in November 2013 for an additional five years. The extended contract includes the period of December 1, 2013 through November30, 2018 at a monthly rate of \$47,000.	

**GOLDEN RAIN OPERATIONS****DRAFT TO AMEND 8.19.14****FINANCE****Membership Fee****1. Membership Fee**

The membership fee for a Golden Rain Foundation member represents a buy-in for access to the community facilities and amenities.

Each owner and co-occupant non-owner will be required to pay a one-time membership fee.

The membership fee will be calculated April 1 of each year and will be based on the following data as of December 31 of the preceding year: net trust equity divided by the sum of the members defined as Resident Status Codes 01 and 08 by the Finance Department. If the new fee varies by more than 5% of the current fee, it will be presented to the Finance Committee in May for recommendation to the Board. If applicable, the new membership fee will be implemented in July.

Member(s) may transfer from one mutual to another without having to pay another 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.

**2. Membership Certificate and Processing Fee**

The Golden Rain Foundation shall issue one membership certificate per unit. The membership certificate may contain one or more names.

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. Payment of Membership Fee**

New members are encouraged to pay the membership fee in full at the close of the purchase escrow; however, the Golden Rain Foundation has established a finance plan to pay the remaining amount of the outstanding membership over a seven-year period for those members who wish to finance their membership fee.

Members who opt to finance the payment of their membership fee must complete a

(Apr 14)

**GOLDEN RAIN OPERATIONS****DRAFT TO AMEND 8.19.14****FINANCE****Membership Fee**

Promissory Installment Note and agree to the terms of the Note. One Promissory Note is required per unit.

If a member opts to finance their membership fee, each member shall pay a one-time upfront payment of 25% of the total membership fee at the close of the purchasing period, 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.

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

In the event that 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.

**4. Transfer Fee – In Escrow**

**The seller of a Mutual share of stock shall pay in accordance with Civil Code § 5600 a transfer fee of \$350 to the Golden Rain Foundation to cover the cost of transferring ownership(s).**

**Policy**

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

**GOLDEN RAIN FOUNDATION  
 Seal Beach, California**

(Apr 14)



**GOLDEN RAIN OPERATIONS****DRAFT TO AMEND 8.19.14****FINANCE****Membership Fee**

Amended: 15 May 07 (Effective 01 Jul 07)  
Amended: 17 July 12 (Effective 01 Sept 12)  
Amended: 22 Apr 14 (subheading correction only)

(Apr 14)

**GOLDEN RAIN OPERATIONS****RESCIND****PERSONNEL****Transfer Fee – In Escrow**

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

**Policy**

Adopted: 21 Apr 70  
Amended: 20 Sep 77  
Amended: 17 Jul 79 (Effective 01 Sep 79)  
Amended: 18 Aug 81  
Amended: 01 Sep 83  
Amended: 18 Nov 86 (Effective 01 Jan 87)  
Amended: 15 May 07  
Amended: 09 Jan 12

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

(Jan 12)

**GOLDEN RAIN OPERATIONS****DRAFT TO AMEND 8.19.14****Initiation Fee Regulation Application of Fees**

For the purpose of calculating the initiation **membership** fee, the "member equity" is the amount of "Trust Accountability." The Trust accountability is the net value of assets available for the use of foundation members. It is the intent of the initiation **membership** fee to purchase the use of current facilities. Conversely, the non-Trust assets are eliminated from the calculation because the depreciation of this group of assets is charged to the membership as a trust maintenance fee. The initiation **membership** fee is added to the replacement fund, and the interest earned on this fund is used to offset the trust maintenance costs. **The Executive Committee will review all fees annually during the fourth quarter of the year.**

**Administrative Services Mutual Administration Department**

The following schedule of fees shall be established to provide for standard cost recovery for services provided by the Stock Transfer Office:

	<b><u>Fee</u></b>	<b><u>Policy</u></b>
<b><u>1. Membership Fee</u></b>	+	<b><u>5061</u></b>
<del>1.</del> <b><u>2. Initial GRF Membership Certificate</u></b> <b><u>Transfer</u></b> Fee	+	5061
<del>2.</del> <b><u>3. Transfer Fee</u></b> <b><u>In Escrow</u></b>	+	5062
<del>3.</del> <b><u>4. Mutual</u></b> <b><u>Escrow</u></b> Withdrawal Inspection Fee <b><u>Deposit</u></b>	+	7530
<del>4.</del> <b><u>5. Mutual</u></b> Inspection Processing Fee	+	7525
<del>5.</del> <b><u>6. Non-member</u></b> Co-occupant Set-up Fee	+	1803
<del>6.</del> <b><u>7. Replacement</u></b> Photo ID Card	+	1201
<del>7.</del> <b><u>8. Caregiver</u></b> Provider Pass	+	7510
<b><u>9. Mutual Escape Tax Deposit</u></b>	+	<b><u>7709.1</u></b>

(May 07)

Page 1 of 2

**GOLDEN RAIN OPERATIONS**

**DRAFT TO AMEND 8.19.14**

**Initiation Fee Regulation Application of Fees**

**+Refer to Policy for Calculation**

\*Varies by Mutual

\*\*Cost Recovery Fee

**Regulation Policy**

Adopted: 01 Jul 04

Revised: 15 May 07

Amended:

**GOLDEN RAIN FOUNDATION  
Seal Beach, California**

(May 07)

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MEMO

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**TO:** FINANCE COMMITTEE  
**FROM:** RANDY ANKENY  
**SUBJECT:** PROPOSED POLICY REVISION/RESCIND  
**DATE:** JULY 17, 2014  
**CC:** FILE

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During the Finance Committee meeting of July 15, 2014 the Chair brought to the attention of the committee action is needed to revise/rescind policies 2220, 2221 2222 and 2223.

In review of these policies;

1. Rescind Policy 2220 dated April 1972 as neither the Foundation nor the Mutuals has a requirement to report to the Department of Housing and Urban Development.
2. Rescind Policies, 2221, 2222 and 2223 dated July 2009 as any revisions to the Cost Center numbering, and General Ledger accounts would require a revision of the policy and require Board approval. As the accounting needs of the community vary often requiring additions and/or modification to both cost centers and general ledger numbering, flexibility is required. Staff recommendation: to add suitable language to policy 5115 that places the authority to add/change/delete cost centers and general ledger numbering within the purview of the Finance Committee.
3. Amend Policy 5115 – Draft attached referencing the additional language of:

*To develop and control all cost centers and general ledger account numbers as necessitated in the accounting operations of the Foundation.*



GOLDEN RAIN OPERATIONS**DRAFT FOR AMENDMENT 8.19.14****COMMITTEE FUNCTIONS****Finance Committee****1. FUNCTIONS**

Generally, to analyze requests for action emanating from residents, Mutuals, Golden Rain Board members and Administration staff members, in certain specified areas of Board activity and responsibility, to originate and develop, through research, ideas, plans and programs which are pertinent to these specified areas and which are determined to be for the good of the residents. Through study and research of the existing problems and the basic activities within the specified areas, to be able and ready to act in an advisory capacity to the Golden Rain Board and the Administration, whenever called upon to do so.

Specifically, to accept as its specific and total areas of activity, all problems arising from the operation of the Controller's Department; to be aware, through study and research, that the financial reporting and procedures and practices of the Controller's department are acceptable from an ethical and professional viewpoint and that they conform to all existing standards of good accounting practices. **To develop and control all cost centers and general ledger account numbers as necessitated in the accounting operations of the Foundation.** Furnish periodic reports and recommendations to the GRF Board concerning the fiscal practices and related problems. Cooperate with the Controller and Administrator in the ongoing accounting problems in conjunction with the Treasurers' Group of the Mutual Corporations.

Problems and concerns arising from the procurement and purchase of insurance contracts shall be reviewed by the Finance Committee. The Committee will review and counsel with the Administrator on the specifications and procedures to be followed in complying with the existing management contract requirements on the procurement of insurance. The Committee will make recommendations to the Board concerning the insurance coverage needed by the Foundation and the awarding of contracts for insurance. The Committee will make recommendations to the Board concerning all income producing leases and management agreements between the Golden Rain Foundation and any organization.

As the fiscal review committee for the Golden Rain Foundation, the Finance  
(Jul 10)

**GOLDEN RAIN OPERATIONS****DRAFT FOR AMENDMENT 8.19.14****COMMITTEE FUNCTIONS****Finance Committee**

Committee conducts the search for an auditing firm and recommends its selection to the Board for approval. In addition, the Finance Committee will review the annual audit and draft financial statement and make recommendations to the Board.

The Finance Committee will review the draft consolidated budget and make recommendations to the Board of Directors.

**2. LIMITATIONS**

It is to be recognized that the function of the Committee is to act in an advisory and a consulting capacity. Committee and Committee members should refrain at all times from any regulatory or supervisory activities; these are the functions of Management. Committee activity may, in certain cases, be extended to some phase of implementation of a plan, if such a request originates with the Administrator.

**Policy**

Adopted: 18 Jan 72  
 Amended: 20 Nov 73  
 Amended: 15 Dec 76  
 Amended: 19 Mar 96  
 Amended: 20 Mar 07  
 Amended: 15 Sep 09  
 Amended: 20 Jul 10  
 Amended:

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

(Jul 10)

**ADMINISTRATION****RESCIND****FISCAL AND ACCOUNTING SERVICES****Chart of Accounts**

The following statements concerning cost centers and the Golden Rain Foundation and Mutual Chart of Accounts (Sections 2221, 2222, and 2223) were developed cooperatively by the Controller's Office and the auditing section of the Department of Housing and Urban Development.

The guide was the HUD manual of cooperative accounting, Handbook No. HM4731.1.

This system will be in use until the Washington office of HUD sets up a complete multicorporate system of accounts.

**HUD**

Approval: 17 Apr 72

**GOLDEN RAIN FOUNDATION**  
Seal Beach, California

(Apr 72)

**ADMINISTRATION****FISCAL AND ACCOUNTING SERVICES****RESCIND****Cost Center Numbers****DESCRIPTION****COST CENTER****Administration**

General Administration	30
Accounting Office	31
Purchasing	32
Administrative Services	33
Library	35
News Office	36
Security	37
Transportation	38
Sales Office	39

**Recreation**

Recreation Management Office	40
Amphitheater Maintenance	45
Golf Course	46
Swimming Pool	48
Janitorial Service	49
Clubhouse #1 Maintenance	51
Clubhouse #2 Maintenance	52
Clubhouse #3 Maintenance	53
Clubhouse #4 Maintenance	54
Clubhouse #5 Maintenance	55
Clubhouse #6 Maintenance	56

**MEDICAL**

Administration	60
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(July 09)

**ADMINISTRATION****FISCAL AND ACCOUNTING SERVICES****RESCIND****Cost Center Numbers****PHYSICAL PROPERTY**

Property Management	70
Service Maintenance	74
Service Maintenance Supervision	75
Community Facilities Maintenance	79

Amended: Nov 99  
Jul 09

(July 09)

**RESCIND****ADMINISTRATION****FISCAL AND ACCOUNTING SERVICES****Chart of Accounts – Golden Rain Foundation****ACCOUNT  
NUMBERS****ACCOUNT DESCRIPTION****ASSETS****Current Assets****Cash**

20-11105-00	Petty Cash
20-11110-00	MFBB – General Account
20-11115-00	MFBB – Payroll Account

**Investments**

20-11210-01	Capital Improvement Fund
20-11215-50	Trust Improvement Fund – MFBB 001-797255
20-11220-01	Mellon Trust General Operating Fund
20-11220-02	B of A Money Market #0945103644
20-11220-22	Contingency Operating Fund Excess
20-11220-41	MT of NE GNMA #448805
20-11220-43	B of A GNMA# 342550 03/23 6.868%
20-11220-48	MT of NE GNMA # 358083
20-11220-50	MFBB Money Markey Fund – 001-311093
20-11230-01	Liability Deductible & Hazard Insurance Fund
20-11240-01	Mutuals' Building Insurance Deductible Fund
20-11250-22	Contingency Operating Fund

**Accounts Receivable**

20-11305-00	SRO Receivable – Non Mutuals
20-11310-00	Cable Subscriptions Receivable
20-11315-00	Accounts Receivable – News Advertisers
20-11325-00	Accounts Receivable – Other
20-11320-00	Miscellaneous Rentals & Services
20-11470-01	Seal Beach Mutual No. 01
20-11470-02	Seal Beach Mutual No. 02
20-11470-03	Seal Beach Mutual No. 03
20-11470-04	Seal Beach Mutual No. 04
20-11470-05	Seal Beach Mutual No. 05

Revised: Jul 09

Page 1 of 10

**RESCIND****ADMINISTRATION****FISCAL AND ACCOUNTING SERVICES****Chart of Accounts – Golden Rain Foundation****ACCOUNT  
NUMBERS****ACCOUNT DESCRIPTION**

20-11470-06

Seal Beach Mutual No. 06

**ASSETS****Current Assets****Accounts Receivable (Cont'd.)**

20-11470-07

Seal Beach Mutual No. 07

20-11470-08

Seal Beach Mutual No. 08

20-11470-09

Seal Beach Mutual No. 09

20-11470-10

Seal Beach Mutual No. 10

20-11470-11

Seal Beach Mutual No. 11

20-11470-12

Seal Beach Mutual No. 12

20-11470-14

Seal Beach Mutual No. 14

20-11470-15

Seal Beach Mutual No. 15

20-11470-16

Seal Beach Mutual No. 16

20-11470-17

Seal Beach Mutual No. 17

20-11505-00

Accrued Interest

**Prepaid Expenses**

20-11510-00

Hazard &amp; Liability Insurance

**Inventory**

20-11605-00

Gasoline

20-11610-00

Propane

20-11615-00

Materials and Supplies

20-11615-74

In Truck Inventory

20-11620-00

Appliances for Resale

20-11625-00

Automotive Materials

20-11630-00

Reserve for Obsolete Items

20-11635-00

Purchasing Taxes Clearing Account

**Fixed Assets (Non-Trust)**

20-14010-00

Land

20-14015-00

Land Improvements

Revised: Jul 09



**RESCIND****ADMINISTRATION****FISCAL AND ACCOUNTING SERVICES****Chart of Accounts – Golden Rain Foundation****ACCOUNT  
NUMBERS****ACCOUNT DESCRIPTION**

20-14020-00

Buildings

**ASSETS****Current Assets****Fixed Assets (Non-Trust) (Cont'd.)**

20-14025-00

Building Improvements

20-14050-00

Furniture &amp; Equipment – Non Trust

20-14070-00

Transportation Equipment

20-14091-00

Depreciation Reserve – Land Improvement

20-14092-00

Depreciation Reserve – Buildings

20-14093-00

Depreciation Reserve – Building Improvement

20-14094-00

Depreciation Reserve – Furniture &amp; Equipment

20-14095-00

Depreciation Reserve – Transportation Equipment

**Fixed Assets (Trust)**

20-14110-00

Land

20-14115-00

Land Improvements

20-14120-00

Buildings

20-14125-00

Building Improvements

20-14150-00

Furniture &amp; Equipment – Trust

20-14170-00

Transportation Equipment – Trust

20-14190-00

Depreciation Reserve – Trust Assets

20-14190-15

Depreciation Reserve – Land Improvement – Trust

20-14190-25

Depreciation Reserve – Building Improvement – Trust

20-14190-50

Depreciation Reserve – F F &amp; E – Trust

20-14190-70

Depreciation Reserve – Transportation Equipment – Trust

20-15020-00

Fixed Assets Clearing Account

20-16010-00

Computer Software – Trust

20-16011-00

Depreciation Reserve – Computer Software – Trust

**Construction in Progress**

20-14210-00

Construction in Progress – Trust

Revised: Jul 09

**RESCIND****ADMINISTRATION****FISCAL AND ACCOUNTING SERVICES****Chart of Accounts – Golden Rain Foundation****ACCOUNT  
NUMBERS****ACCOUNT DESCRIPTION****Suspense Accounts**

20-15010-00	Mutual Billings Clearing
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**ASSETS****Current Assets****Deferred Charges**

20-16015-00	Note Premium
20-16015-22	Note Premium – Contingency Fund
20-16020-00	Note Premium Amortization
20-16020-22	Note Premium Amortization – Contingency Fund

**LIABILITIES****Current Liabilities****Accounts Payable**

20-21105-00	Vouchers Payable
20-21125-00	Deposits – Escrow Inspection
20-21150-00	Accrued Accounts Payable
20-21154-00	Year End A/P Accrual
20-21155-00	Accrued Purchases Payable
20-21160-01	Seal Beach Mutual No. 01
20-21160-02	Seal Beach Mutual No. 02
20-21160-03	Seal Beach Mutual No. 03
20-21160-04	Seal Beach Mutual No. 04
20-21160-05	Seal Beach Mutual No. 05
20-21160-06	Seal Beach Mutual No. 06
20-21160-07	Seal Beach Mutual No. 07
20-21160-08	Seal Beach Mutual No. 08
20-21160-09	Seal Beach Mutual No. 09
20-21160-10	Seal Beach Mutual No. 10
20-21160-11	Seal Beach Mutual No. 11
20-21160-12	Seal Beach Mutual No. 12
20-21160-14	Seal Beach Mutual No. 14

Revised: Jul 09

**RESCIND****ADMINISTRATION****FISCAL AND ACCOUNTING SERVICES****Chart of Accounts – Golden Rain Foundation****ACCOUNT  
NUMBERS****ACCOUNT DESCRIPTION**

20-21160-15	Seal Beach Mutual No. 15
20-21160-16	Seal Beach Mutual No. 16
20-21160-17	Seal Beach Mutual No. 17

**LIABILITIES****Current Liabilities****Payroll Deductions**

20-21310-00	Federal Income Tax
20-21315-00	State Income Tax
20-21320-00	F.I.C.A – Employees
20-21325-00	S.D.I.
20-21341-00	Retirement Fund – Employees
20-21355-00	Other

**Payroll and Payroll Taxes**

20-21410-00	Payroll
20-21415-00	F.I.C.A. Employer
20-21420-00	F.U.I.
20-21425-00	S.U.I.
20-21435-00	Retirement Fund – GRF – Employer

**Accrued Expenses**

20-21515-00	Vacations
20-21525-00	Sick Pay
20-21535-00	Property Taxes
20-21545-00	Audit Fees
20-21555-00	Sales Tax
20-21585-00	Federal & State Income Taxes
20-21605-00	Unearned Income – News

**Other Liabilities**

20-29100-00	Beneficial Interest in Trust
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Revised: Jul 09

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**RESCIND****ADMINISTRATION****FISCAL AND ACCOUNTING SERVICES****Chart of Accounts – Golden Rain Foundation****ACCOUNT  
NUMBERS****ACCOUNT DESCRIPTION****MEMBERS' EQUITY****Membership Certificates**

20-31000-00

Membership Certificates

**MEMBERS' EQUITY****Other Contributions to Capital**

20-32100-00

Additional Paid in Capital

20-32150-00

Additional Trust Assets

20-32500-00

Liability Deductible/Disaster Fund

20-32501-00

Liability Deductible/Disaster Claims

20-32550-00

Mutuals' Building Insurance Deductible Reserve

20-32551-00

Mutuals' Building Insurance Deductible Fund – Claims

20-32600-00

Contingency Operating Fund

20-33001-00

Income Over Expense – Current Year

**INCOME****Income from Services**

20-53300-XX

Income from Mutuals

20-53300-XX

Income from Mutuals – Refund

20-53350-30

Management Fee

20-53450-30

Membership Transfer Fees

20-53600-33

Stock Transfer Fees

20-53850-XX

Other

20-53851-30

Unrestricted Donations

**Income from Services (Cont'd.)**

20-53900-XX

Materials Recovery

20-53910-74

Replacement Recovery

20-53950-XX

Rentals

20-53960-30

Taxable Other Income

20-53961-30

Taxable Other Income – STI

Revised: Jul 09

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**RESCIND****ADMINISTRATION****FISCAL AND ACCOUNTING SERVICES****Chart of Accounts – Golden Rain Foundation****ACCOUNT  
NUMBERS****ACCOUNT DESCRIPTION****Financial Income**

20-55100-22	Taxable Interest Income – Trust
20-55100-30	Taxable Interest Income
20-55110-22	Tax Exempt Interest Income – Trust
20-55110-30	Tax Exempt Interest Income

**INCOME****Financial Income (Cont'd)**

20-55110-31	Tax Exempt Interest Income – Trust
20-55400-31	Discounts Earned

**Other Income**

20-59105-36	News – Display Advertising
20-59300-36	News – Classified Advertising
20-59455-36	News – Telephone Book Income
20-59460-36	News – Navigator Book Income
20-59600-74	SRO Labor Costs Recovery
20-59700-30	Transfers from Funded Reserves

**EXPENSE****Employee Compensation and Related Expenses**

20-61000-XX	Salaries and Wages
20-61400-XX	Payroll Taxes
20-61420-XX	Workers' Compensation
20-61430-XX	Group Insurance – Medical
20-61433-XX	Group Insurance – Dental
20-61435-XX	Group Insurance – Vision
20-61440-XX	Retirement Fund
20-61450-XX	Group Insurance – Life
20-61460-XX	Long Term Disability Insurance

**Operation and Maintenance**

Revised: Jul 09

Page 7 of 10

**RESCIND****ADMINISTRATION****FISCAL AND ACCOUNTING SERVICES****Chart of Accounts – Golden Rain Foundation****ACCOUNT  
NUMBERS****ACCOUNT DESCRIPTION**

20-64100-XX	Materials & Supplies Expense
20-64150-XX	Material – Pass Thru

**Utilities**

20-64200-XX	Electricity
20-64240-XX	Trash

**EXPENSE****Utilities**

20-64260-XX	Natural Gas
20-64280-XX	Telephone

**Professional Services**

20-64300-30	Management Fee
20-64320-30	Audit Fee
20-64340-30	Legal Fees
20-64350-22	Bank Service Fees – Trust
20-64350-30	Bank Service Fees
20-64380-30	Other Professional Fees
20-64380-33	Other Professional Fees

**Rentals**

20-64440-XX	Equipment Rental
-------------	------------------

**Outside Services**

20-64700-XX	Equipment Repair & Maintenance
20-64701-38	Equipment Repair & Maintenance – Minibus
20-64720-XX	Building Repair & Maintenance
20-64725-XX	Janitorial Services
20-64730-XX	Landscape Maintenance
20-64740-36	Newspaper Distribution
20-64750-XX	Employee Recruitment – Advance/Temporary Fees
20-64780-XX	Computer Maintenance and Software

Revised: Jul 09

Page 8 of 10

**RESCIND****ADMINISTRATION****FISCAL AND ACCOUNTING SERVICES****Chart of Accounts – Golden Rain Foundation****ACCOUNT  
NUMBERS****ACCOUNT DESCRIPTION**

20-64785-XX  
20-64790-36

Record Retention  
Other Outside Services

**Other Operating Expenses**

20-64800-XX  
20-64810-XX  
20-64820-XX  
20-64821-XX

Uniforms & Laundry  
Continuing Education  
Mileage  
Meals & Special Events

**EXPENSE****Other Operating Expenses**

20-64830-XX  
20-64840-XX  
20-64860-XX  
20-64870-38  
20-64871-38  
20-64890-36  
20-64910-30  
20-64930-36  
20-64931-36  
20-64940-XX  
20-64960-40  
20-64970-79  
20-64975-79  
20-64985-79  
20-64995-XX  
20-66255-XX

Dues, Memberships & Books  
Permits & Licenses  
Postage  
Fuel & Oil  
Fuel & Oil – Minibus  
Uncollectible Accounts  
Advertising  
Printing  
Telephone Book Printing  
Service Contracts  
Community Entertainment  
Street Repair & Maintenance  
Sewer Maintenance  
Hazardous Waste Disposal  
Election Expense  
Employee X-Rays and Exams

**Taxes and Insurance**

20-67100-XX  
20-67200-XX  
20-67300-XX

Property Taxes  
State & Federal Taxes  
Hazard and Liability Insurance



**RESCIND****ADMINISTRATION****FISCAL AND ACCOUNTING SERVICES****Chart of Accounts – Golden Rain Foundation****ACCOUNT  
NUMBERS****ACCOUNT DESCRIPTION**

	<b><u>Depreciation / Gain / Loss on Equipment</u></b>
20-81000-XX	Depreciation
20-81500-32	Gain/Loss on Equipment

ADMINISTRATION**RESCIND****FISCAL AND ACCOUNTING SERVICES**Chart of Accounts – Mutuals**ACCOUNT  
NUMBERS****ACCOUNT DESCRIPTION****ASSETS****Current Assets****Cash**

11105-00	Petty Cash
11110-00	General Account

**Investments**

11220-02	Mellon Trust
11220-05	Mellon Trust
11220-15	GNMA BND 1275838SF 04/05 10.500%
11220-40	Mellon – Conant 001-344161
11220-50	US Bank – Non-Restricted
11220-51	World Savings 01-476928-05 04/08
11220-95	BNY – Mellon Trust / Non-Restricted

**Impound Accounts**

11233-08	Impounds – Property tax & Insurance
----------	-------------------------------------

**Accounts Receivable**

11260-00	Cash Clearing
11270-00	Sellers' Deposit Clearing
11275-00	Receivables Clearing
11305-00	Accounts Receivable – Members
11330-00	Receivable – GRF
11405-00	Receivable from Replace Reserve
11505-00	Accrued Interest
11700-00	Undivided Interest in Trust Funds

**Prepaid Expenses**

11510-00	Hazard & Liability Insurance
11525-00	Prepaid Property Taxes

(Jul 09)

ADMINISTRATION**RESCIND****FISCAL AND ACCOUNTING SERVICES**Chart of Accounts – Mutuals

<u>ACCOUNT NUMBERS</u>	<u>ACCOUNT DESCRIPTION</u>
----------------------------	----------------------------

**ASSETS****Current Assets****Restricted – Funded Reserve**

13200-46	Mellon – MM
13200-54	Mellon – MM
13200-95	BNY – Mellon Trust / Appliance Reserve
13300-01	World Savings 01-476928-05 04/08
13300-02	Mellon Trust
13300-95	BNY – Mellon Trust / Painting Reserve
13650-95	BNY – Mellon Trust / Operating Reserve
13750-01	Mellon Trust
13750-11	Mellon – MM
13750-50	US Bank – Roofing Reserve
13750-95	BNY – Mellon Trust / Roofing Reserve
13760-95	BNY – Mellon Trust / Emergency Reserve
13770-01	Mellon – MM
13770-95	BNY- Mellon Trust / Infrastructure Reserve
13800-00	Trust Street Maintenance

**Fixed Assets**

14010-00	Land
14015-00	Land Improvements
14020-00	Buildings
14025-00	Building Improvements
14050-00	Furniture & Equipment
14090-00	Depreciation Reserve
14091-00	Land Improvement Depreciation Reserve
14092-00	Building Depreciation Reserve
14093-00	Building Improvement Depreciation Reserve

(Jul 09)

ADMINISTRATION**RESCIND****FISCAL AND ACCOUNTING SERVICES**Chart of Accounts – Mutuals**ACCOUNT  
NUMBERS****ACCOUNT DESCRIPTION**

14094-00	Furniture & Equipment Depreciation Reserve
14180-00	Community Facilities
14190-00	Community Facilities Depreciation Reserve
14210-00	Project in Progress

**ASSETS****Current Assets****Fixed Assets (Cont'd)**

15020-00	Fixed Assets Clearing Account
----------	-------------------------------

**Other Assets**

15505-00	Unrealized Appreciation – Orig.Com
15510-00	Unrealized Appreciation – Amortization Reserve
15515-00	Non-Current Receivable GRF

**Deferred Charges**

16015-00	Note Premium
16020-00	Note Premium Amortization
16030-00	Permanent Finance Fee Expense
16035-00	Permanent Finance Fee – Amortization Reserve
16040-00	Legal & Organization Expense
16045-00	Legal & Organization Amortization Reserve

**LIABILITIES****Current Liabilities****Accounts Payable**

21100-00	Accounts Payable
21125-00	Prepaid Monthly Dues
21130-00	Accounts Payable – GRF
21150-00	Accounts Payable – Other
21155-00	Accounts Payable – Conant

(Jul 09)

ADMINISTRATION**RESCIND****FISCAL AND ACCOUNTING SERVICES**Chart of Accounts – Mutuals**ACCOUNT  
NUMBERS****ACCOUNT DESCRIPTION****Accrued Liabilities**

21535-00	Property Taxes
21540-00	Property Tax Refunds
21545-00	Audit Fees
21560-00	Accrued Interest Payable
21575-00	Other Accrued Expenses

**LIABILITIES****Current Liabilities****Accrued Liabilities**

21590-00	Provision for Income Tax Interest
21730-00	Provision for Income Tax
21735-00	Other Liabilities
21740-00	GRF- Curr. Port – Long Term A/P

**STOCKHOLDERS' EQUITY****Capital Certificates**

31200-00	Capital Stocks
----------	----------------

**Paid-in Capital**

32200-00	Appliance Reserve
32300-00	Painting Reserve
32310-00	Painting Reserve Reductions
32320-00	Painting Reserve
32350-00	Operating Reserve
32400-00	Roofing Reserve
32401-00	Roofing Reserve Reductions
32410-00	Emergency Fund Reserve
32420-00	Infrastructure Reserve
32421-00	Infrastructure Reserve Reductions
32450-00	Contributed Capital
32460-00	Working Capital

(Jul 09)

ADMINISTRATION**RESCIND****FISCAL AND ACCOUNTING SERVICES**Chart of Accounts – Mutuals**ACCOUNT  
NUMBERS****ACCOUNT DESCRIPTION**

32470-00	Depreciation & Amortization
32475-00	Additional Paid-in Capital
32480-00	Other Additions
32485-00	Trust Street Maintenance
32490-00	Additional Building IMP
32495-00	Depreciation & Amortization
32497-00	Retired Trust Assets

**STOCKHOLDERS' EQUITY****Surplus**

32500-00	Prior Years Excess Income/Expense
33000-00	Excess Income or Expense – Prior Years
33001-00	Excess Income or Expense – Current Years
33005-00	Patronage Refund Paid Current Year

**INCOME****Occupancy Income**

51110-00	Carrying Charges
51120-00	Property Taxes
51130-00	Deductible Fund
51200-00	Appliance Reserve
51300-00	Painting Reserve
51350-00	Operating Reserve
51400-00	Roofing Reserve
51410-00	Emergency Reserve
51420-00	Infrastructure Reserve

**Income from Services**

53200-00	Merchandise Resales
53750-00	Laundry Machines

(Jul 09)

ADMINISTRATION

RESCIND

## FISCAL AND ACCOUNTING SERVICES

Chart of Accounts – MutualsACCOUNT  
NUMBERSACCOUNT DESCRIPTIONFinancial Income

55100-00	Taxable Interest Income
55110-00	Tax Exempt Interest Income
55200-00	Other Taxable Interest Income
55250-00	Investment Fees

Other Income

59100-00	Late Charges
59101-00	Transfers from Funded Reserves
59500-00	Inspection Fees

INCOMEOther Income (Cont'd)

59600-00	Carport Rental
59700-00	Miscellaneous
59800-00	Resident SRO Revenue

EXPENSEOperations and MaintenanceUtilities

64200-00	Electricity
64210-00	Verizon Telephone
64230-00	Water
64240-00	Trash
64260-00	Gas

Professional Fees

64300-00	Management
64320-00	Audit
64340-00	Legal
64350-00	Bank Service Fee

(Jul 09)



**ADMINISTRATION****RESCIND****FISCAL AND ACCOUNTING SERVICES****Chart of Accounts – Mutuals****ACCOUNT  
NUMBERS****ACCOUNT DESCRIPTION****Outside Services**

64755-00	Outside Replacements
64760-00	Custodial Service
64770-00	Miscellaneous
64771-00	Painting
64772-00	Pest Control
64773-00	Structural Repair
64775-00	Outside Gardening
64776-00	Tree Trimming

**EXPENSE****Operations and Maintenance****Taxes and Insurance**

67100-00	Property Taxes
67200-00	State & Federal Taxes
67300-00	Hazard Insurance
68320-00	Interest Expense Income Taxes
68500-00	Mortgage Insurance Premium
68501-00	Mortgage Insurance Premium Refund

**Financial Expense**

68900-00	Financial Expense – Other
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**Community Facilities Expense****Administration**

72100-00	Trust Maintenance Fees
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**Service Maintenance**

75520-00	Service Maintenance – Standard
(Jul 09)	

**ADMINISTRATION****RESCIND****FISCAL AND ACCOUNTING SERVICES****Chart of Accounts – Mutuals****ACCOUNT  
NUMBERS****ACCOUNT DESCRIPTION**

75522-00	Maintenance Replacements
75525-00	Resident SRO Charges

**Contributions to Capital**

76200-00	Appliance Reserve
76300-00	Painting Reserve
76350-00	Operating Reserve
76400-00	Roofing Reserve

**Contributions to Capital**

76410-00	Emergency Reserve
76420-00	Infrastructure Reserve
76425-00	Deductible Fund

**Depreciation / Gain / Loss on Equipment**

81000-00	Depreciation
8100-00	Gain / Loss on Equipment

Revised: Jul 09

(Jul 09)

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MEMO

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**TO:** FINANCE COMMITTEE  
**FROM:** RANDY ANKENY  
**SUBJECT:** POLICY 1801  
**DATE:** JULY 25, 2014  
**CC:** FILE

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It is of the considered opinion of staff, policy 1801 as written falls within Mutual purview and enforcement and recommends the following:

- A. Approval for the Executive Director and Mutual Administration Director to bring 1801 to the attention of the Presidents Council and seek a consensus of approval to move policy 1801 into the 7000 series policies as a global policy.
- B. With the consensus of the Presidents Council the Mutual Administration Director will place a global policy draft before each Mutual for review and approval.
- C. Upon approval by all Mutuals bring notice back to the Executive Committee and recommend that policy 1801 be rescinded.

COMMUNITY OPERATIONS

## RESIDENT CO-OCCUPANTS

## DRAFT TO AMEND

Qualified Permanent Residents and Co-Occupant Agreements

Effective February 1, 1995, in order to comply with Section 51.3 of the California Civil Code, the following classes of citizens may reside in Seal Beach Leisure World:

1. Resident Stockholder or Condominium Owner – a person 55 years of age or older.
2. Qualified Permanent Resident – a person under the age of 55 years who meets all of the following qualifications:
  - a. Is 45 years of age or older, or is a spouse, cohabitant, or person providing primary physical or economic support to the resident stockholder.
  - b. Has an ownership interest in, or is in expectation of an ownership interest in the dwelling unit.
  - c. ~~Has written authorization from the Mutual President, or any Mutual officer so designated by the Mutual President, to reside in the dwelling unit.~~
  - c. Has resided with the qualifying senior citizen prior to death, hospitalization, or other prolonged absence, or the dissolution of marriage with the senior citizen.
  - d. Has met the eligibility and financial criteria for membership, paid the fees, completed the transfer documents in the Stock Transfer Office, and been approved by the Mutual.
  - e. Once approved, the Qualified Permanent Resident is recognized as an owner of the Mutual Share of Stock certificate and the Golden Rain Foundation membership certificate.
  - f. The Qualified Permanent Resident is issued a Golden Rain Foundation Photo I.D. Card and accorded all the ownership privileges of a member/shareholder.

(Jan 95)

Page 1 of 4

COMMUNITY OPERATIONS

## RESIDENT CO-OCCUPANTS

## DRAFT TO AMEND

Qualified Permanent Residents and Co-Occupant Agreements

- g. Upon the death or dissolution of marriage, or upon the hospitalization or other prolonged absence of the Resident/Stockholder, the Qualified Permanent Resident has the right to continue residency in the dwelling unit. (Reference: Policy 1802, Qualified Permanent Resident Agreement)
3. Co-Occupant – a person who meets all of the following qualifications:
- a. Is ~~55~~ 45 years of age or older, or is a spouse, cohabitant, or person providing primary physical or economic support to Resident/Stockholder.
  - b. Does not have a financial interest or expectation of a financial interest in the dwelling unit.
  - c. ~~Has written authorization from the Mutual President, or any Mutual officer so designated by the Mutual President, to reside in the dwelling unit.~~
  - c. Has resided with the qualifying senior citizen prior to death, hospitalization, or other prolonged absence, or the dissolution of marriage with the senior citizen.
  - d. Has applied for residency status under the Co-Occupant Agreement in the Stock Transfer Office, paid the established fees and been approved by the Mutual.
  - e. Upon the death or dissolution of marriage, or upon hospitalization or other prolonged absence of Resident/Stockholder, the co-occupant covenants and agrees that he/she has no right to continue in residence. (Reference: Policy 1803, Co-Occupant Agreement)
4. ~~Health Care Provider – a person of any age hired to provide live-in, long-term or hospice health care to the Resident Stockholder for compensation. A permitted health care resident is a person of any age hired to provide live-in, long-term, or terminal health care to a qualifying senior resident, or a family member of the~~

(Jan 95)

COMMUNITY OPERATIONS

## RESIDENT CO-OCCUPANTS

## DRAFT TO AMEND

Qualified Permanent Residents and Co-Occupant Agreementsqualifying senior resident providing that care.

~~A Resident Stockholder who desires to have a Qualified Permanent Resident reside in a dwelling unit will be required to complete a Request for Additional Occupant Entry form and a Qualified Permanent Resident Agreement. Upon the death or dissolution of marriage, or upon hospitalization or other prolonged absence of the Resident Stockholder, any Qualified Permanent Resident shall be entitled to continue his or her occupancy, residency, or use of the dwelling unit as a permitted resident.~~

A person hired to provide live-in, long-term or hospice health care to the Resident Stockholder for compensation is not eligible to become a Co-Occupant and may not use the community facilities. The Resident Stockholder should apply for a service pass **register the health care provider and apply for a caregiver pass pursuant to Mutual Policy 7557, Caregivers.** ~~Upon the death or hospitalization or other prolonged absence of the Resident Stockholder, the health Care Provider has no right to continue his or her occupancy, residency or use of the dwelling unit and the service pass shall be surrendered to the Stock Transfer Office.~~

- a. **A permitted health care resident shall be entitled to continue his or her occupancy, residency, or use of the dwelling unit as a permitted resident in the absence of the senior citizen from the dwelling unit only if both of the following are applicable: (Reference: Civil Code 51.3)**
  - i) **The senior citizen became absent from the dwelling due to hospitalization or other necessary medical treatment and is expected to return to his or her residence within 90 days from the date the absence began.**
  - ii) **The absent senior citizen or an authorized person legally acting for the senior citizen submits a written request to the owner, board of directors, or governing board stating that the senior citizen desires that the permitted health care resident be allowed to remain in order to be present when the senior citizen returns to reside in the development.**

(Jan 95)

**COMMUNITY OPERATIONS****RESIDENT CO-OCCUPANTS****DRAFT TO AMEND****Qualified Permanent Residents and Co-Occupant Agreements**

A person whose name appears on a share of stock as a Nonresident Co-Owner may not reside in Leisure World as a Qualified Permanent Resident or as a Co-Occupant.

A person who had the right to reside in Seal Beach Leisure World prior to February 1, 1995, shall not be deprived of the right to continue that residency on the same basis as a result of the adoption of this change in policy.

The Executive Director is directed to establish the procedure to implement this policy.

**Policy**

Adopted: 12 Jun 85  
Amended: 15 Apr 86  
Amended: 12 Apr 94  
Amended: 31 Jan 95  
Amended:

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

(Jan 95)



GOLDEN RAIN  
*foundation*  
SEAL BEACH

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MEMO

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**TO:** FINANCE COMMITTEE  
**FROM:** RANDY ANKENY  
**SUBJECT:** NON BUDGETED CAPITAL REQUEST  
**DATE:** JULY 19, 2014  
**CC:** FILE

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In review of the Security offices, the Assistant to the Security Chief has a work station which in my considered opinion is not conducive to productivity or safe (personal work ergonomics).

Note: Current work station uses a pre computer era desk, folding table and in general bits and pieces of whatever may have been on hand.

I would respectfully like to request an amount not to exceed \$1,962 from the Trust Improvement Fund to replace the work station (proposal attached).

Work Station	\$1,495.34	Proposal Kalico Office
Allocated Labor	\$288.00	8 hours at \$36
Contingency	\$178.00	10% of total
Total	\$1,961.34	

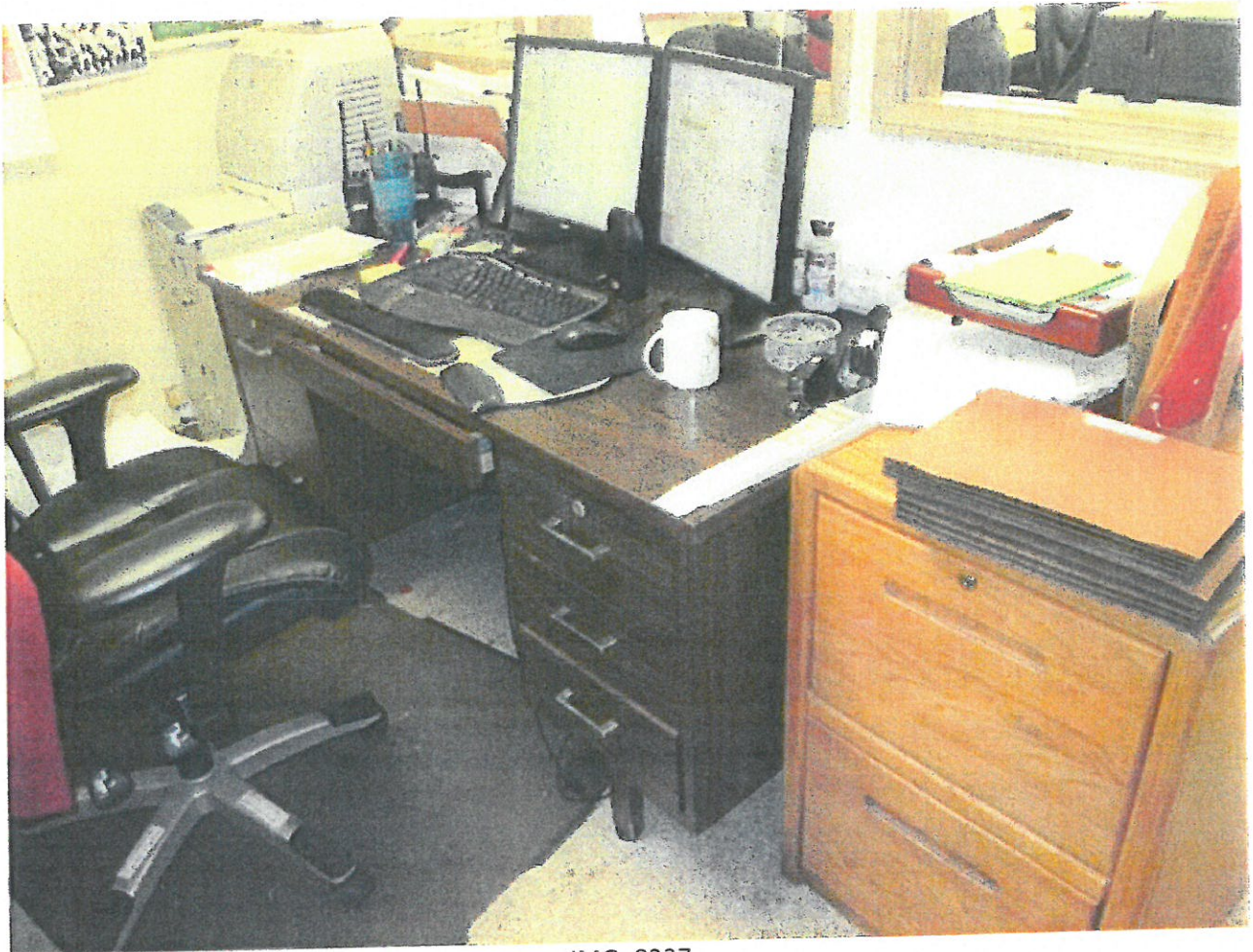
**Randy L. Ankeny**

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**From:** Jaime Guerrero  
**Sent:** Monday, July 21, 2014 4:20 PM  
**To:** Randy L. Ankeny  
**Attachments:** IMG\_0237.JPG

Mr. Ankeny,

Please find attached a photo of Tia's desk.



IMG\_0237

**Jaime Guererro**  
Security Chief  
Golden Rain Foundation  
PO Box 2069  
Seal Beach, CA 90740  
Tel: (562) 431-6586, ext. 279  
Fax: (562) 431-8206  
Email: [jaimeg@lwsb.com](mailto:jaimeg@lwsb.com)



SECURITY : CC 37

14-033

Date Required: ASAP

ITEM	QUANTITY	UNIT	PART NO.	MANUFACTURER	DESCRIPTION	COST CENTER	UNIT PRICE
1	1	GROUP SALE			DMI, 30"D x 60"W DESK SHELL	37-64100	152.33
2	1	GROUP SALE			DMI, 42" W x 24" RETURN SHELF – LEFT SIDE	37-64100	111.20
3	1	GROUP SALE			DMI, BOX/BOX FILE ON DESK	37-64100	193.46
4	1	GROUP SALE			DMI, FILE/FILE ON RETURN	37-64100	176.77
5	1	GROUP SALE			DMI OVERHEAD HUTCH W/ LAMINATE DOORS	37-64100	210.99
6	1	GROUP SALE			DMI PERSONAL FILE PEDESTLE WITH TOP	37-64100	397.12
					<i>FINISH: CHERRY</i>		
6	N/A				ASSEMBLY, DELIVER & INSTALLATION		120.00
						TAX	123.47
						TOTAL	\$1,495.34
					Office Furniture for Office Assistant		

RECEIVED

JUL 03 2014

ADMINISTRATION

Date: \_\_\_\_\_

### Capital Purchase Application

Administrator: \_\_\_\_\_

ORIGINAL / PURCHASING      COPY / ORIGINAL FOR FOLLOW-UP      COPY / FROM PURCHASING TO ORIGINATOR - ORDER CONFIRMATION



18701 E. Valley Blvd, City of Industry, CA 91744  
[www.kalicoofficefurniture.com](http://www.kalicoofficefurniture.com)

# Estimate

Date	Estimate #
7/1/2014	4598

Name / Address
GOLDEN RAIN FOUNDATION P.O. BOX 2069 SEAL BEACH, CA 90740 562 431 6586 x279 JAIME

P.O. No.		Terms	SHIP DATE	Rep	DEPOSIT REQUIRED	Project
		Due on receipt	7/1/2014	DIANE		
Qty	Condition	Item	Description	Rate	Total	
1	NEW	GROUP SALE	DMI, 30"D x 60"W DESK SHELL	152.33	152.33T	
1	NEW	GROUP SALE	DMI, 42"W x 24" RETURN SHELL (LEFT SIDE)	111.20	111.20T	
1	NEW	GROUP SALE	DMI, BOX/BOX/FILE ON DESK	193.46	193.46T	
1	NEW	GROUP SALE	DMI, FILE/FILE ON RETURN	176.77	176.77T	
1	NEW	GROUP SALE	DMI, OVERHEAD HUTCH W/LAMINATE DOORS	210.99	210.99T	
1	NEW	GROUP SALE	DMI, PERSONAL FILE PEDESTAL W/TOP FINISH: CHERRY	397.12	397.12T	
1		DELIVERY C...	ASSEMBLY, DELIVERY & INSTALLATION	130.00	130.00T	
			SHIP TO: 2601 WESTMINSTER BLVD. SEAL BEACH, CA 90740			

\*30% restocking fee for all Cancellations except custom order can not be cancel.  
\*Additional charges will be applied for carry up/down the stairs, After normal business hour deliveries, removal of existing furniture or installer wait time.  
\*All installations are must be ready  
\*Estimate is valid for 10 days.

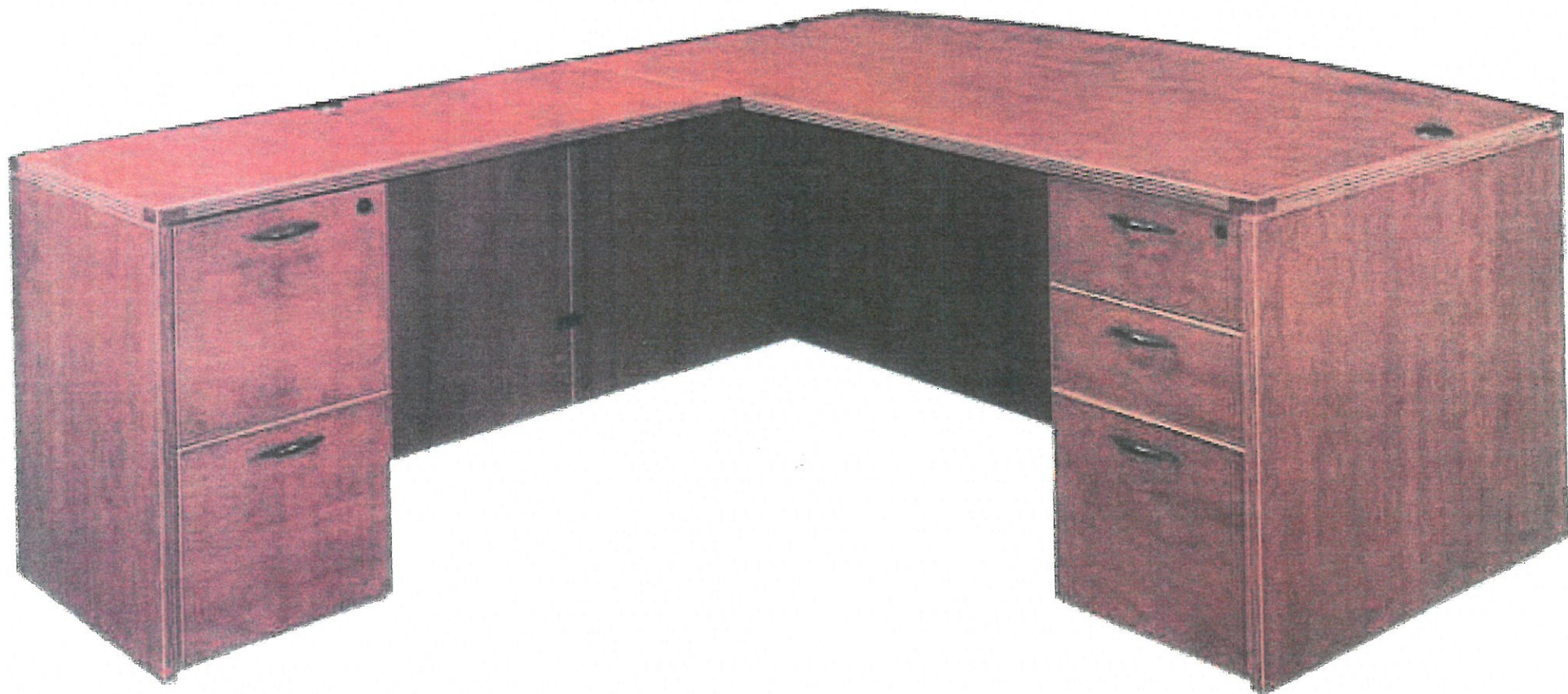
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

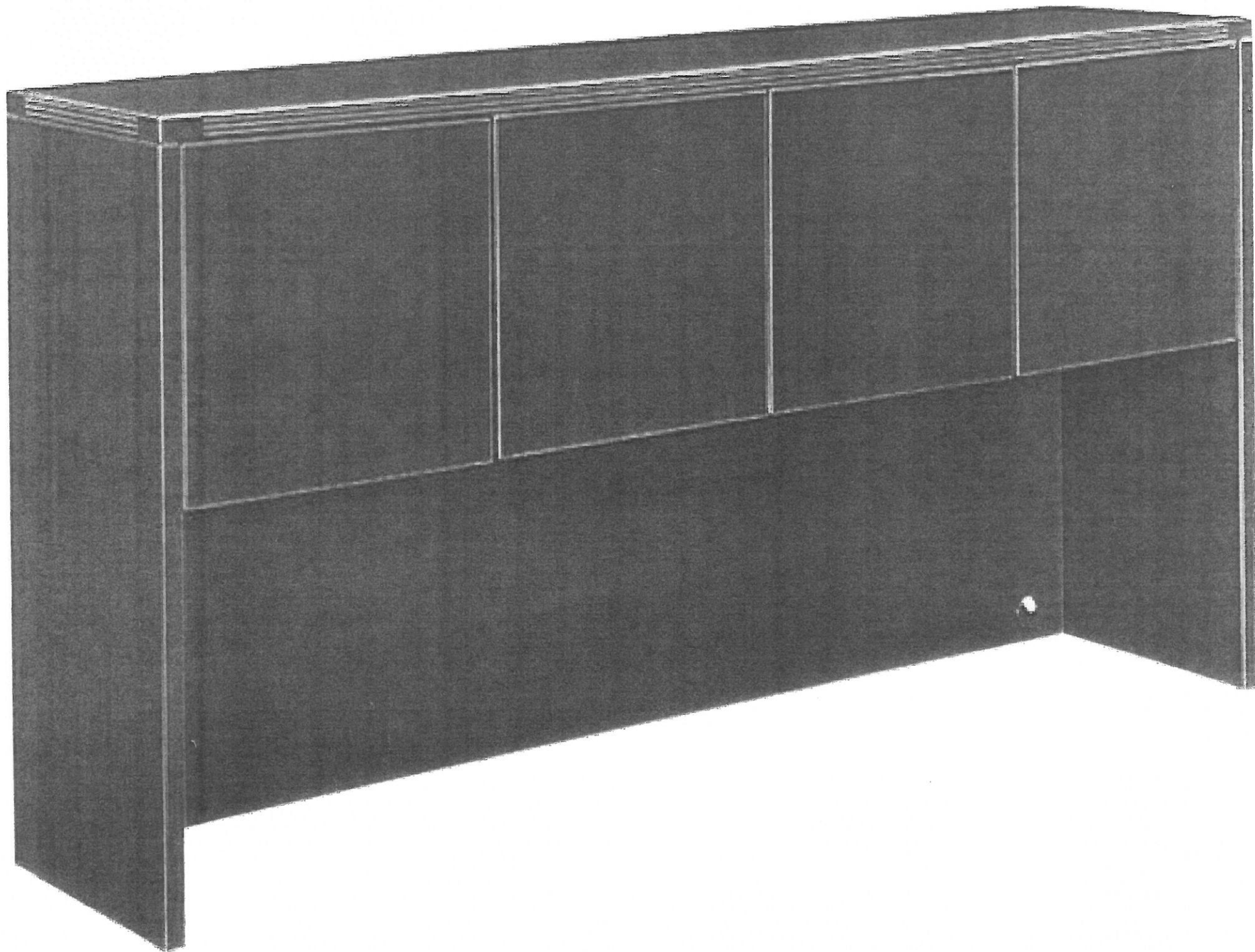
**Subtotal** \$1,371.87

**Sales Tax (9.0%)** \$123.47

**Total** \$1,495.34







## Tai Fulton

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**From:** Jaime Guerrero  
**Sent:** Tuesday, July 01, 2014 10:47 AM  
**To:** Tai Fulton  
**Subject:** cabinet



**Jaime Guererro**  
Security Chief  
Golden Rain Foundation  
PO Box 2069  
Seal Beach, CA 90740  
Tel: (562) 431-6586, ext. 279  
Fax: (562) 431-8206  
Email: [jaimmeg@lwsb.com](mailto:jaimmeg@lwsb.com)



## Controller's Financial Recap – July 2014

As of the seven-month period ended July, 2014 the financial reports indicate that GRF is in favorable financial position with a surplus of \$593,819.

Major variances are:

Salaries, Wages & Benefits	421,724	YTD FTEs are below budget by 4.7;\$42K workers comp 2013 refund plus YE of \$58.8 favorable variance; New Group Ins contract < budget.
Temp EEs / Recruitment	(27,704)	Temp used to fill key positions.
Net positive variance	394,020	
Depreciation	102,387	Capitalization of the paving project of \$1.9M was deferred for 4 months; \$910K carryover from 2013 not yet used.
Other Income	54,320	YTD donations of \$16K; Guest passes \$6K; Building permits \$29K
Materials & Supplies	41,730	
State & Federal Taxes	29,865	Although \$51,200 was budgeted for the year, the current tax liability is sufficient for the year. YTD accrual was reversed.
Other Professional Fees	29,814	\$45K budgeted for Reserve Study; Actual cost \$25K
Stock Transfer Fees	(32,831)	Decrease in internal transfers.
News Advertising Income	(35,884)	Revenues < budgeted
SRO Labor Cost Recovery	(65,521)	Lag in labor recognition due to pending open work orders.



## Controller's Financial Recap – June 2014

**Capital Budget expenditures** for the year are \$237,299 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 \$908K are assigned to projects that have not yet been completed.

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

	Contingency Operating Fund	Trust Improvement Fund	Capital Improvement Fund	Liability Insurance Fund	Mutuals' Self-Insurance Fund	Other Restricted	Nonrestricted Funds	Total
<b>Balance 06/30/2014</b>	<b>685,047</b>	<b>57,518</b>	<b>5,919,848</b>	<b>1,020,052</b>	<b>70,894</b>	<b>521,014</b>	<b>77,039</b>	<b>8,351,413</b>
Funded: Trust Asset Dep'n		61,528						61,528
Funded: Non-Trust Asset Dep'n			1,178					1,178
Funded: Membership Fees collected (70)			76,370					76,370
Progress Payments on CIP		(35,946)						(35,946)
New Capital Purchases		(16,670)	(1,260)					(17,930)
Donated Assets		4,197						4,197
Net Monthly Claims								-
Disbursement to Mutuals					(50,000)			(50,000)
Replenish fund for Item Donations								-
Transfers between funds								-
Net Monthly Activity						(9,337)	425,503	416,166
<b>Balance 07/31/2014</b>	<b>685,047</b>	<b>70,627</b>	<b>5,996,137</b>	<b>1,020,052</b>	<b>20,894</b>	<b>511,677</b>	<b>502,542</b>	<b>8,806,975</b>
Net Activity	-	13,108	76,288	-	(50,000)	(9,337)	425,503	455,562

*****		*****		*****		*****		*****	
		Approved		Date					
Project No.	Description	Outlay		Approved					
591-01B	Perimeter Wall Sections R	483,060.00							
	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				
	Pinnacle Landscape	1,760.00		6/5/2014	contract date				
	MJ Jurado	48,760.00		6/4/2014	contract date				

*****					
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

*****		*****		*****		*****		*****	
Project No.	Description	Approved Outlay	Date Approved						
683-12A	Main Entrance Beautification	40,556.34							
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					
	Craig Weber & Associates	2,567.50	1/2/2014	No Contract					
	Pen, Ink, Color	1,500.00	2/15/2014	Contract Date					
	Craig Weber & Associates	390.00	3/4/2014	No Contract					
	Craig Weber & Associates	1,080.00	2/1/2014	No Contract					
	Pen, Ink, Color	1,050.00	5/27/2014	No Contract					
	Craig Weber & Associates	3,520.00	5/1/2014	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						
6/11/14	Craig Weber & Associates	5-1-14	3,520.00		5,570.00	28,037.34			

Project No.	Description	Approved Outlay	Date Approved
694-13	Re-Paint Clubhouse Five- Interior and Exterior	19,985.00	
Vendor :	Primeco Painting & Construction	19,985.00	2/20/2014
	SRO 226459	Labor 420.00	

Date	Vendor / Job Details	Invoice Number	Amount	Monthly Total
5/22/2014	Primeco Painting & Construction	63266	17,986.50	17,986.50
7/8/2014	Primeco Painting & Construction	63267	1,998.50	1,998.50

## 2014 CAPITAL ACQUISITION BUDGET

## EXPENDITURES

Center	Description	Budget Amount	Jan	Feb	Mar	Apr	May	Jun	Jul	Total	Balance	Labor	Variance
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	\$ -				1,594.32				1,594.32	(1,594.32)		(1,594.32)
30	Admin. Lunch Room- Conference Table and Mid Back chairs	\$ -				3,178.15				3,178.15	(3,178.15)		(3,178.15)
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)	\$ -		1,555.78		29.14				1,584.92	(1,584.92)		(1,584.92)
34	IP Phones (8@500, plus conference phone \$1k)	\$ 5,000						356.40		356.40	4,643.60		4,643.60
34	Tablet Devices for Physical Properties (8@ \$700)	\$ 5,600								0.00	5,600.00		5,600.00
34	Tablet Devices for Managers (5@ \$700)	\$ 3,500		3,186.72					531.12	3,717.84	(217.84)		(217.84)
34	Tablet Devices for Service Maintenance (30 @ \$700)	\$ 21,000								0.00	21,000.00		21,000.00
34	Library Patron/Print Management System	\$ 10,000.00								0.00	10,000.00		10,000.00
34	Workstation Replacements, Peripherals, Misc Hardware	\$ 15,000			840.75		6,553.62			7,394.37	7,605.63		7,605.63
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					1,533.06		4,084.02	5,617.08	24,382.92	1,704.00	22,678.92
34	Campus Wifi for GRF staff & directors	\$ 40,000								0.00	40,000.00		40,000.00
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)	\$ -		2,379.60				-366.75	1,230.62	3,243.47	(3,243.47)		(3,243.47)
35	Jamex 6557 Multi Copy, bill and coin unit- Delivery Charge	\$ -			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	\$ -		14,110.66						14,110.66	(14,110.66)		(14,110.66)
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								0.00	1,800.00		1,800.00
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)	\$ -				913.20				913.20	(913.20)		(913.20)
37	Case Management Software	\$ 10,000								0.00	10,000.00		10,000.00
37	4 Visitor Admissions Printers	\$ 4,000								0.00	4,000.00		4,000.00
37	4 Replacement Security Patrol vehicles	\$ 120,000					104,334.48			104,334.48	15,665.52		15,665.52
37	Overhead lights, spotlight, and siren for new patrol vehicles	\$ 5,000								0.00	5,000.00		5,000.00
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			15,127.56	3,714.92			745.24	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	\$ -				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	\$ -		1,309.08						1,309.08	(1,309.08)		(1,309.08)
51	Clubhouse 1 - Ice Machine (donated by GAF)	\$ -	191.52							191.52	(191.52)	681.00	(872.52)
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
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	\$ -	53.99	269.95						323.94	(323.94)		(323.94)
53	Clubhouse 3- Recover Sound Panels in Room 1-9	\$ -				7,550.00				7,550.00	(7,550.00)		(7,550.00)
53	Clubhouse 3- Replaced Vertical Blinds in Room 1-9	\$ -							4,078.60	4,078.60	(4,078.60)		(4,078.60)
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- Ice Machine (donated by GAF)	\$ -	191.52							191.52	(191.52)	723.00	(914.52)



2014 CAPITAL ACQUISITION BUDGET

		EXPENDITURES											
Center	Description	Budget Amount	Jan	Feb	Mar	Apr	May	Jun	Jul	Total	Balance	Labor	Variance
54	Clubhouse 4- Art Room Heat Pump	\$ -				4,600.00				4,600.00	(4,600.00)		(4,600.00)
56	Excerise Equipment (Use Tax) (from 2013 but not carried forward)	\$ -				303.60				303.60	(303.60)		(303.60)
56	Excerise Equipment (GAF Donation)	\$ -						4,196.60		4,196.60	(4,196.60)		(4,196.60)
74	2 Portable Air Compressor	0.00		645.84						645.84	(645.84)		(645.84)
74	Compactor WP- 1150AW Asphalt	0.00				2,111.00			168.88	2,279.88	(2,279.88)		(2,279.88)
79	Lanscaping at Trailer Park	0.00					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	437.03	24,256.19	19,263.08	193,342.77	122,242.05	(10.35)	16,125.88	237,299.07	2,785,475.93	3,432.00	2,782,043.93

2013 CAPITAL ACQUISITION BUDGET CARRYOVER TO 2014

Center	Description	Carryover Balance	EXPENDITURES							Total	Remaining Balance	Labor	Variance
			January	February	March	April	May	June	July				
P69	30 Sound and Projection System - Admin. Conference Room	33,031.00	26.62			37,088.49				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	18,266.19	5,566.89						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	115,000.00		115,000.00
	37 Radio repeaters for Security & Service Maintenance	5,872.10	5,825.20				408.24			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	5,000.00		5,000.00
	51 Clubhouse 1 - Lobby Furniture	15,000.00					5,063.30	1,876.36	105.75	7,045.41	7,954.59		7,954.59
	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	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				8,240.32	1,888.00			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								0.00	16,000.00		16,000.00
	70 Exterior Painting	10,000.00								0.00	10,000.00		10,000.00
	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	500,000.00		500,000.00
	79 Main Gate Beautification (Proj. 683-12A)	200,000.00								0.00	200,000.00		200,000.00
	79 Landscape Improvement	24,136.10								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	65,026.85	13,633.37	-	1,953,324.66	7,359.54	24,208.36	1,803.95	2,065,356.73	908,402.31	27,297.30	881,105.01

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